

# Poppets Pre-School

## Transition and Settling in Procedure

### **Aims:**

To ensure every child has a smooth transition from home to Pre-School by developing a strong bond between the family and the pre-school from the outset. We aim to ensure all parents and children feel relaxed and comfortable within our setting, so that the key person and parents can work effectively together, in order to enhance every child's time with us.

When a child moves on from our setting to another setting, or if a child attends an additional setting, we work closely with the settings to ensure all transitions are as smooth and positive for the child as possible.

### Transition to Poppets

#### **In order to ensure children's well-being we:**

- Arrange for the child and their family to come in for a one to one meeting with their key person to discuss their child in depth. At the same time we complete all paperwork, including an 'All About Me' sheet which gives us a better understanding of the child's personality, likes, dislikes etc.
- Welcome parents to visit with their child as many times as they like prior to their child's start date to help them get used to the environment and staff.
- Work closely with parents to decide how best to settle the child. We recommend parents stay for a short period before leaving the child and phoning after an hour. We suggest shortened sessions to begin with, gradually increasing in length over the first few sessions. However we are happy to be guided by parents as we appreciate they will have a better understanding of their child.
- Welcome children to bring a comforter such as a blanket, toy or dummy whilst they are getting used to their new environment.
- Encourage parents to bring in photos of the child's family to go in their Learning Journey, a personalised book for each child which they look through with their key person.

At Poppets we will never allow a child to become distressed and will always phone a parent if the child is struggling to settle.

## Transition to another setting

**In order to ensure children's well-being we:**

- Arrange a meeting with all members of staff from Poppets and the children's new school/nursery so that we can pass on as much information as possible on the children. We also provide a copy of the child's end of year report and assessment.
- Invite the new settings staff to come in and observe the children at Poppets.
- Take the children to visit their new setting (where local to our setting.)
- Hold moderation meetings with our local schools to discuss the children that attend both settings, to discuss the children individually and share assessments.
- Where the children attend an additional setting we organise Communication Books which provide staff from both settings the opportunity to share information, both with each other and with the child's parents.
- If a child is moving to a new setting before the end of the year or is moving out of the area we will forward as much information as possible by post.

**This policy was adopted on :**.....(date)

**Signed on behalf of the pre-school by:** .....(owner)

**Date for review:** August 2026 (annually)