



At Little Sprouts, we take the protection and safety of the children that attend our setting very seriously. Whilst children are in our care it is every staff members responsibility to provide a safe and secure environment for them to explore and develop to their full potential.

### Transition Policy

At Little Sprouts we understand the importance of supporting children sensitively through different transitions of their lives, whilst at Little Sprouts some maybe:

- \* When first joining Little Sprouts
- \* When moving groups within Little Sprouts
- \* When moving to school or another setting

It is important to ensure that each child feels as comfortable and confident as possible and is able to access their new challenge in a positive manner.

To achieve this we:

Value families and their views.

We ask parents in fill in the 'All about me' on their child's initial settling.

Encouraging extended visits with parents/Carers, staying where needed.

Identify a key person who spends time with the parents and child.

Collect information to ensure we can meet all the child's needs and support those with additional needs

Sharing information between groups, when a child is transitioning through rooms.

Make good observations and careful plan for each child linked to the EYFS. Tracking and summarising progress at several points

Collecting enough information to ensure we can meet all the child's needs and support those with additional needs

Use a variety of methods to communicate with families ie: news letters, Facebook, tapestry, formal meetings and daily conversations.

Provide supervision and support for staff to enable them to develop positive relationships with children and families.

Build relationships with other professionals ie, Surestart, health visitors and teachers.

Writing a transition report to share with the child's new school.

Managers Name: .....

Manages Signature: .....

Date: .....

December 2018

Review December 2019



Dear Parent/Carers of .....

As part of a child's transition to school, we would like to write a report with a summary of your child's development in the three prime areas, Communication and Language Development, Physical Development and Personal, Emotional and Social Development. Also in the specific areas, Literacy Development, Expressive Arts and Design, Mathematics and Understanding of the World

We would like to share this report with your child's new school ..... (School name)

To be able to write and share this report with your child's new school we would need your written consent.

Please could you complete and return the below form if you are happy for this information to be shared

Key Person Signature .....

Managers Signature .....

Date .....

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Child's Name .....

I am happy for Little Sprouts to write a school transitional report for .....  
(child's name)

Parent/Carer Signature .....

Parent/Carer Name .....

Date .....

Complete below as appropriate

Yes I am happy for ..... (Child's name) transition report to be shared with  
..... (School name)

Parent/Carer Signature .....

Parent/Carer Name .....

Date .....

I would like to opt out of my child's report being shared with ..... (Schools name)

Parent/Carer Signature .....

Parent/Carer Name .....

Date .....

Please return back to us as soon as possible.