

# THE QUEENSWELL FEDERATION

## EYFS: SETTLING IN & TRANSITIONS POLICY

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Date Written: February 2021

Date for Review: February 2025

### RATIONALE

Children start school with a range of previous experiences, at different stages of development and with differing needs. We want to ensure all children's needs are met and that starting Nursery or School is an enjoyable, safe and secure experience.

### EQUALITIES

At The Queenswell Federation, we believe it is the right of all pupils, regardless of their gender, ethnicity, physical ability or linguistic, cultural or home background to have access to high quality learning experiences in a stimulating and supporting environment where prejudice and stereotyping are challenged.

We recognise that certain groups and individuals may be discriminated against and therefore are strongly committed to positive action to remove and challenge discrimination in all aspects of the Federation and its work.

### AIMS

*We want children to:*

- Feel happy and secure.
- Feel valued and value others, developing positive relationships.
- Be independent, able to make decisions and explore the learning environment.

*We want parents and carers to:*

- Feel welcomed and valued.
- Share information, working in partnership with the school for the benefit of their children's education.
- To understand the school's curriculum.
- To understand the aims of the School and its policies and procedures.

*We want a learning environment that:*

- Is welcoming, safe and secure.
- Is stimulating and exciting with appropriate resources.

### IMPLEMENTATION

#### Transition into Pre-school/ F1 Nursery

<b><i>Time Scale</i></b>	<b><i>Activity</i></b>	<b><i>By Whom</i></b>
On Application	<ul style="list-style-type: none"><li>▪ Parents/carers issued with a prospectus and have the opportunity of a guided tour of the Schools.</li></ul>	SLT
On offer of a <b>Nursery</b> place	<ul style="list-style-type: none"><li>▪ Child and parent(s)/carer(s) invited to a 'Come and Play' session prior to starting in September.</li><li>▪ Children starting in January or later as casual admissions will also be invited to a 1hour introductory stay and play session prior to starting.</li><li>▪ Parents/carers invited to a welcome evening early in the autumn term or summer term</li><li>▪ Start dates are confirmed and individual welcome meetings are arranged</li></ul>	Nursery Team  HT/Admin  Admin/Pre-school/Nursery Team

	<ul style="list-style-type: none"> <li>For children starting in January or later, individual welcome meetings are also made prior to starting.</li> <li>Welcome packs issued – all relevant forms are to be completed and returned before a child may be left at school</li> <li>Previous setting (if known) are contacted for any transition information.</li> </ul>	
Start date	<ul style="list-style-type: none"> <li>Coat peg label, name card and drawer/basket label ready and available</li> <li>Staff plan to spend time with each new child, getting to know them.</li> </ul>	Pre-school/Nursery team
Within first half term of entry	<ul style="list-style-type: none"> <li>Observations are made to inform the baseline assessments and planning.</li> <li>Information regarding 'settling in' and initial progress is shared with parent's/carer's as and when needed, and then at an agreed consultation time following the child's focus week. .</li> </ul>	Pre-school/Nursery team
Length of settling in period	<ul style="list-style-type: none"> <li>A gradual settling in process may be needed. – This may be extended where necessary according to individual needs of a child.</li> <li>Children may initially start for fewer hours than allocated to help them settle and hours will be built up in agreement with parent/carers and Pre-School/nursery staff (see Appendix 1 for suggested settling in timetable)</li> </ul>	
Transition	<ul style="list-style-type: none"> <li>When moving from Pre-school to F1 Nursery a member of F1 Nursery staff will visit the child in Pre-school.</li> <li>When moving from Pre-school to F1 Nursery a child will have the opportunity to visit/spend short periods of time in F1 Nursery with a member of Pre-school team.</li> <li>When moving from F1 to F2, a child will have the opportunity to visit/spend time in F2 with a member of nursery staff.</li> <li>When moving from F1 to F2, a member of F2 staff will visit the child in nursery.</li> </ul>	Pre-school/Nursery team

### Transition into F2

<i>Time Scale</i>	<i>Activity</i>	<i>By Whom</i>
On Application	<ul style="list-style-type: none"> <li>Parents/carers issued with a prospectus and have the opportunity of a guided tour of the School.</li> </ul>	LMT Admin
On offer of a <b>Foundation 2</b> place	<ul style="list-style-type: none"> <li>Parents/carers invited to a welcome evening in the latter part of the summer term.</li> <li>Child and parent(s)/carer(s) invited to visit assigned classroom.</li> <li>Start dates are confirmed and individual welcome meetings arranged.</li> <li>Previous setting contacted for records.</li> <li>Parents/carers invited to a welcome evening early in the autumn term or summer term</li> </ul>	LMT, all Foundation 2 staff and admin F2 staff HT/Admin/Class teacher

Start date	<ul style="list-style-type: none"> <li>▪ Coat peg label, drawer label and name card ready and available.</li> <li>▪ Welcome packs issued – all relevant forms are to be completed and returned before a child may be left at school.</li> <li>▪ Staff plan to spend time with each new child, getting to know them.</li> </ul>	Class teacher
Within Autumn 1	<ul style="list-style-type: none"> <li>▪ Observations are made to inform baseline assessments in Reception and planning.</li> <li>▪ Records from previous setting and information from parents is used to inform baseline assessments.</li> <li>▪ Baseline assessments and starting point summaries with individual targets are completed within first 6 weeks of school.</li> <li>▪ Information regarding ‘settling in’ and initial progress is shared at an agreed consultation time during the Autumn term.</li> </ul>	All staff
Length of settling in period	<ul style="list-style-type: none"> <li>▪ All children will stay until 11.30am for the first 2 days. This will then increase to full day on their third day.</li> <li>▪ A gradual settling in process may be needed. – This may be extended where necessary according to individual needs of a child.</li> </ul>	
Transition	<ul style="list-style-type: none"> <li>▪ When moving from F2 to KS1 a child will have the opportunity to visit/spend time in their new year 1 classroom with their new year 1 teacher during the summer term before.</li> <li>▪ Year 1 and F2 staff will meet to discuss a child’s Early Years Foundation Stage Profile and any relevant information to the successful transition between key stages.</li> </ul>	

### **GDPR**

Records are may be passed on to other schools in line with current GDPR regulations. Some records are maintained in school in line with GDPR regulations and our Record Keeping Policy.

### **MONITORING, EVALUATION AND REVIEW**

Transition will be monitored annually. It is the responsibility of the Headteacher/ SLT to evaluate the transition process. Children and parents will be asked about their perceptions of transition and assessment data will identify dips in achievement at transition.

## Appendix 1: Nursery Settling in timetable

<b>1. All day Nursery returners</b>	Day 1: Stay & Play session 9-10.30
	Day 2: 9-10.30
	Day 3: 9-11.30
	Day 4: 9 -12.30 (stay for lunch)
	Day 5: 9-3
<b>2. All day Pre-school returners</b>	Day 1: Stay & Play session 9-10.30
	Day 2: 9-10.30
	Day 3: 9-11.30
	Day 4: 9-11.30
	Day 5: 9-11.30
	Day 6: 9-12.30 (Stay for lunch)
	Day 7: 9-3
<b>3. All day new starters</b>	Day 1: Stay & Play session 9-10.30
	Day 2: 9-10.30
	Day 3: 9-10.30
	Day 4: 9-11.30
	Day 5: 9-11.30
	Day 6: 9-12.30 (Stay for lunch)
	Day 7: 9-12.30 (Stay for lunch)
	Day 8: 9-3
<b>4. 16-hour Nursery returners</b>	Day 1: Stay & Play session 9-10.30/12.30-2
	Day 2: 9-10.30/12.30-2
	Day 3: 9-11.30/12.30-3
	Day 4: 9-11.30/12.30-3
	Day 5: 9-11.30/12.30-3
	After Day 5 on whichever day is their extended day: 9-12.30 (stay for lunch) / 11.15-3 (stay for lunch)
	Following week extended day: 9-3
<b>5. 16-hour Pre-school returners</b>	Day 1: Stay & Play session 9-10.30/12.30-2
	Day 2: 9-10.30/12.30-2
	Day 3: 9-10.30/12.30-2
	Day 4: 9-11.30/12.30-3
	Day 5: 9-11.30/12.30-3
	After Day 5 on whichever day is their extended day: 9-12.30 (stay for lunch) / 11.15-3 (stay for lunch)
	Following week extended day: 9-3
<b>6. 16-hour new children</b>	Day 1: Stay & Play session 9-10.30/12.30-2
	Day 2: 9-10.30/12.30-2
	Day 3: 9-10.30/12.30-2
	Day 4: 9-11.30/12.30-3
	Day 5: 9-11.30/12.30-3
	After Day 5 on whichever day is their extended day: 9-12.30 (stay for lunch) / 11.15-3 (stay for lunch)
	Following week extended day: 9-3