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**Settling–in and transition Policy**

**Aim**

To support children and their families at all transition points during nursery so that the transition runs as smoothly as possible recognising the importance of a clear and supportive process to the emotional well-being of the children and their families.

**Times of transition**

* The transition into nursery (the settling in time)
* Transitioning from the nursery’s Baby Room into the two-years old Snug room and Main Room after their second birthday
* Transitioning to a new setting
* Transitioning to a school
* Leaving nursery

**How we achieve this**

* We have in place clear guidelines and procedures to support staff to help children to settle into nursery or into a new environment.
* We provide parents/carers with information, both verbal and written to help guide and support them through times of transition.
* We work with parents/carers in partnership during these times to ensure as smooth a process as possible and to help overcome challenges, acknowledging them as the experts on their child.
* We communicate and work in partnership with other settings and schools so that necessary information is shared and passed on.