

Mistley Kids Club

Transition Policy

For our Pre-school children

These are the children who come to us at 4 years old and also older children who attend primary school and come to us for the first time. We have a variety of techniques to help them in the transition from the reception class at school and then to Mistley Kids Club.

We invite all new children to come into club to meet us and attend to a taster session, this is where the children can spend a few hours looking around the club and meeting the other children. This gives the children and parents an insight to what activities we do and what we have to offer and to ask us any questions they may have. We do this to enable them to both feel comfortable and part of our club. If they are of the EYFS age range, then they are assigned a Key worker, this keyworker will be there to support the child while they are settling in.

We arrange for a familiar staff member to go to the school and collect them for the first few sessions, this way they can get accustomed to where to wait in the school and they feel confident knowing what to do if a different staff member collects or with the taxi service provided.

When the children first attend we set them up with a buddy (normally someone in their class or year group). We arrange a circle time where the children say who they are, their year group and the school they attend so that all of the children know the names of all their peers at kids club.

For our Secondary School Children

Our children attend up to 16 years (19th birthday for children with SEN)

The transition for these children is still something we feel is very important.

Because we have so many children from either the same school or year groups, many children tend to go up into high school together so they generally have someone from kids club moving to high school at the same time.

If we are aware of this then we tend to encourage them to speak to each other (if they do not already) and to build a relationship so that if they then come to kids club together then they have a friend to support them through the transition.

We offer a buddy system for those attending the schools we collect children from. We arrange with the older children already in high school and the child or children who will be starting the secondary school to meet at an arranged area. They are then collected by the taxi.

We give the older children extra responsibilities like helping out with snack or planning activities.

For our children with SEND

We take some extra steps with our SEND children, as transitions can be especially difficult for them.

We offer extra settling in sessions when they are joining us and also offer more flexible timings for our children who require 1-1 care.

We also ensure that our children with SEND have a staff member who they feel comfortable with to be accessible to them throughout the day if they need reassurance.

For all of our children, we try our best to make starting our club or a new school/class as easy and stress free as possible. Our staff do this by allowing the children to freely express their worries or excitement and reassuring them about this new stage.