

## Writing a transition document

It is not a requirement of the EYFS to write a transition document / letter but most childminders want to let the setting children are moving on to know about their learning and development, to share information about how wonderful the child is and to let their next key worker know about their individual likes, dislikes, interests etc... and of course to note any areas they are currently struggling with or working towards.

A transition document allows you to do this quickly and easily. It should not be complicated or overly long because the next setting will need to scan read it and take in a lot of information about possibly 30 new starters very quickly.

You might be given a pre-printed form to complete which asks you to give the next setting some information about the child's home and family life. You have to be very careful you are not breaking confidentiality by doing this and of course you should have already asked parents for written permission to share information with the next setting, explaining the importance of partnership working and your commitment to supporting their child. You might find it helpful to ask the other setting what information they want from you - information such as home language and medical details will probably be covered by their own induction documents.

You will want to say how the child is progressing in the EYFS, using previously written observations (linked to Early Years Outcomes) and assessments and individual planning (linked to Development Matters). It is very important that the child has a 'voice' in the transition document and that parents are asked to contribute their comments. Parents must know what you are writing and, as it will be their responsibility to hand the transition document over to their child's next setting, you need to be aware of the impact of your words on them as you are writing.

It is important to keep the transition document positive and upbeat, focussing on the child's previous experiences and successes, talking about challenges as areas where the child might need a little extra support.

Your transition summary / letter might contain information as follows...

- Child's name and date of birth
- Dates the child has attended your provision
- Your contact details so the other setting can speak to you about information sharing
- Child's photo and artwork (independent mark making, crafts etc)
- Notes about the progress the child is making across the 7 areas of learning, with a focus on the 3 prime areas until they are established
- Information about the child - things they like doing, places they enjoy playing, favourite toys, games, books, songs etc. Where possible, ask the child and parents to contribute.

You should give the transition letter to parents to pass on to the child's next setting.