

# References and further reading

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# Glossary of terms

## **Travel bag**

Used regularly, this will include vital items as well as comfort objects.

## **Settling in bag**

A travelling bag between settings made up of comfort objects, favourite things, books and objects.

## **Travel diary**

A record of the day's events to ensure continuity between each carer.

## **Worry box**

A way of collecting concerns from parents.

## **Photo book**

A visual record of familiar and new environments to share with children and families.

## **Social book**

Photographs of similarities and differences between the new and old environment, including key people and routines.

## **Welcome book**

Pictures, photos of areas, activities, and experiences that children will need to see/know about for the new setting.

## **Self registration**

A way of children displaying their names to show they are present. May include photos as well as names.

## **Communication books**

Vital if you never see parents directly to tell them about those 'wow' moments and involve them straight away – communicate it through the book.

## **Buddy system**

A way of pairing younger children with older to aid transition.

## **Settling in plan**

An action plan for an individual child, ideally prepared by old and new staff.

## **Visual timetable**

A way of displaying each day's routine through pictures as well as words – so that everyone can understand it.

## **Receiving practitioner**

The new practitioner who receives children from another setting.

## **Key person**

A specific member of staff dedicated to a child's care.

## **Carers**

All those involved in the care and well-being of the child.

## **EAL**

English as an Additional Language

## **SEN**

Special Educational Needs

## **Practitioners**

All those who work with young children including childminders, nannies, nursery nurses, playgroup staff, teaching assistants, teachers and adults working for outside agencies.

## **Schema**

Recognisable pattern of behaviour observed in play and learning through which the child understands the world.

