

Greenhaw Primary and Nursery School

Settling in Policy

Nursery



Reviewed September 2021
Date of Next Review September 2022

Nursery Education is a very important first step for pre-school children to develop the confidence and independence which will prepare them for life as a whole. This is a critical time for the children and their parents as it often their first experience of pre-school education and in some cases, their first experience away from home.

It is the policy of Greenhaw Nursery unit to provide each child with adequate time to settle into the nursery routine and to appropriately support the transition process. Each child starting in Nursery will be given the opportunity to settle into school life with the maximum assistance and minimum fuss. It is important that staff give all children time and support during the first sessions in September in order to build individual relationships and gain trust and confidence.

Aims

Our aim is for the children to settle smoothly into their new environment. We want their initial experience of their new learning environment to be a positive one. This is equally important for the parents also.

Each child should be given opportunities to:

- Settle happily into his/her new environment
- Settle into a safe, secure, and stimulating environment where there is adequate supervision
- Bridge the gap between home and school
- Have experience of adults working together harmoniously.

Induction

After accepting the school's offer of a nursery place, parents receive information regarding an induction meeting, and a stay and play session.

Parents/carers are invited to bring their child along to a stay and play session in early June, when they will meet the staff and familiarise themselves with their new surroundings. Following this, the staff will determine the class groups for the year ahead ensuring a mix of age and gender in each class group. Teachers also take into account the children's previous pre-school experiences, information shared by parents/carers at the stay and play session, and observations of the children made by the teacher and assistant.

In addition, parents/carers are invited to an induction meeting and at this meeting, are given an outline of the nursery curriculum and an information booklet. Parents/carers will also receive information regarding the settling in procedures for September.

Induction for New Parents

New parents will be invited to an information session in June prior to their child starting nursery. This meeting will be conducted by the Nursery Teachers after a welcome and introduction by the school Principal. The meeting will cover areas such as;

1. Information contained in the booklet
2. Child Protection
3. The Nursery Curriculum (the 6 areas of learning).
4. The settling in arrangements
5. Parental involvement
6. The importance of communication between staff and parents.
7. Discipline Procedures
8. Uniform
9. The open day for the children

September settling in

Purpose of The Phased Intake for Settling in:

1. It gives time to establish relationships between staff and children, staff and parents and between the children themselves.
2. There are opportunities for staff to gain valuable information from parents about their child, e.g. specific needs, interests, difficulties, or concerns.
3. There are opportunities for the teacher/assistant to observe small groups of children at a time.
4. Children can explore the nursery environment when it is quieter and less busy
5. New rules and routines are introduced gradually.

The children will be introduced to nursery over a two- week period in groups of 8, then 13, (where the groups run parallel to each other), and then amalgamate to a full class group of 26 in the third week of September.

We aim to have all children attending nursery for the full session (i.e. four and a half hours) by the last week in September, when they also begin the dinner routine.

On the first day/s parents/carers are most welcome to stay with their child and help them settle (if they feel this is necessary). The length of the child's stay is then quickly extended (to 2 hours for the first two weeks) if they are settling well.

Should any child have additional or special needs, staff will work with parents/carers to personalise the transition process and meet the individual pupil's needs throughout the settling in period; this may result in an extended period of settling in.

Should it be deemed necessary for any child to have an increased settling in period, this will be determined by the class teacher and communicated to the parents/carers. Children will not be invited to stay for the dinner routine and take up their full day place, until the settling in process has been successfully completed. The class teacher must be satisfied that the child is ready to begin full-time hours, before the dinner routine commences.

The Role of the Staff

- The teacher will use the Settling in period to check information on application and medical forms and acquire other relevant information (e.g. From All about me booklets).
- The teacher will use this opportunity to familiarise/reinforce the parents with the aims, policies and routines of the nursery.
- The teacher and nursery assistants will ensure that they spend adequate time with each new child during their first two weeks so that every child has the opportunity to form a relationship with both members of staff.
- The teacher and assistants will begin observing and recording each child's progress, and put in plans of action to help and support pupils where necessary.

This policy will be reviewed at the beginning of each school year.

