

## **Settling In Policy**

It is the policy of Hope Nursery School to provide each child with adequate time to settle in to the Nursery routine and to appropriately support the transition process.

Each child starting Nursery will be given the opportunity to settle in to 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.

### **Induction**

After accepting the school's offer of a Nursery place, parents receive information regarding an Induction meeting and a visit for the children. These two opportunities allow parents and children to meet with the class teacher and Nursery assistants. Parents are also able to contact the school by phone, email or in person to discuss any specific concerns.

The staff will determine the class groups for the year ahead ensuring a mix of age and gender, taking into account any further relevant information, e.g. children who are related.

At the Induction Meeting parents/carers are given an outline of the school curriculum and an information pack. Parents/carers will also receive information regarding the settling in procedures for September.

Each child will have the chance to familiarise themselves with their new classroom and to locate their new peg, "pocket" for notes/own belongings, art-work etc. during the induction phase.

### **September Settling In**

The children will be introduced to Nursery over a three-week period in small groups. Each child will have the benefit of a small group induction phase to facilitate making new relationships with staff and other children, to minimize any distress, and to begin to learn new routines and expectations with the maximum support from staff. In September, groups will gradually be combined until all children are admitted and the full class a unit. Times will be extended so that the majority of children will be staying in nursery for the majority of the sessions by the end of September.

Should any pupils have additional/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.

Should it be deemed necessary for any child to have an increased settling in period, this will be determined by the Class Teachers and made known to parents/carers. Children will not be invited to attend school meals and take up their full day place, until the settling in process has been successfully completed. Class Teachers must be satisfied that the child is ready to begin full-time hours, before school meals commence.

