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## **Settling In Policy**

It is the policy of Shaftesbury 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 Open afternoon for the children. These two opportunities allow parents and children to meet with the class teacher and Nursery assistants.

The staff will determine the class groups for the year ahead ensuring a mix of age, gender and siblings in each class group. As the school benefits from a large Outdoor Learning Environment, all pupils will share in their play experience, on a daily basis.

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, classroom tray and outdoor area during their first day.

## **September Settling In**

The children will be introduced to Nursery over a three-week period in groups of ten, then twenty, then twenty-six. All children will be attending Nursery for the majority of the full session by the end of September and for school dinners within four weeks of their start date.

After the first full week, the children will build up to a stay of two hours and then three hours and forty-five minutes over the next three weeks.

Should any pupils 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.

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.

**Monitoring and evaluation**

Policy Ratified: June 2019

Signed by Principal: .....

Signed by Chair of Governors: .....

Policy to be reviewed: June 2021



