

Settling in Policy and Procedures

Date: September 2018

Review Date: October 2019

Aims:

- To enable children to feel secure, confident and happy, in order to make the most of all learning opportunities.
- To ensure families feel welcomed, valued and confident and that links between home and nursery are established and strengthened.

We believe the settling in period is important because:

- Children are entering a new environment, and getting used to a large group of people (children and adults).
- It may be the first time they have been away from home or separated from parents.
- At times, it can be bewildering for some children to have so much choice and to deal with new expectations. Children need to feel confident and secure if they are to be able to learn.
- It enables staff and parents to form a relationship in order that parents feel confident about leaving their children and sharing relevant information.
- It is an opportunity for parents to observe the practice in the nursery and learn about our philosophy.

What Children Learn During the Settling in Period:

Knowledge and Understanding:

- Of the layout of the nursery, in and outdoors
- Of where to find their personal belongings e.g. coat,
- Of daily routine e.g. snack procedures, using toilets, story time, tidy up time, home time and that they will be collected at the end of the session
- That they can use the whole learning environment and that they can make choices about what they want to do
- Of names of different areas within nursery e.g. home corner, messy area, writing area etc.
- Of how and where things can be used
- Of who their keyworker is and of all the other adults working in the nursery.

Skills

- To be able to cope with being part of a large group
- To be able to find their way around the environment
- To be able to share equipment and adult time
- To be able to use the resources appropriately and make choices
- To be able to listen and take part in group activities
- To be able to explore different area
- To be aware of other children.

Attitudes

- To be able to let parent/carer go
- To begin to be confident to approach an adult
- To begin to be confident to make their needs known to an adult
- To begin to be confident to try new equipment/experiences
- To begin to be confident to use the whole environment
- To begin to be confident to make choices
- To begin to be confident to explore
- To enjoy coming to nursery

What we do as a setting:

- Ensure children and their families feel comfortable about being part of the nursery
- Develop a sense of security to enable children to let their parents/carers leave them
- Be aware of the child's needs, interests and any anxieties

- Help children to find their way around the nursery, introduce them to different areas indoors and out doors
- Encourage children to try new experiences
- Encourage children to make their own choice of activity and to have responsibility to tidy away
- Encourage children to be independent giving them time and confidence to do things for themselves
- Support children through group times, ensuring activities reflect the needs of all children
- Help children to develop assertive strategies
- Work closely with parents/carers encouraging them to stay and to support their child appropriately and explaining why this is important
- Respecting the parent/carer as the child's first educator and acknowledge their views
- Making parents/carers aware of the nursery curriculum, how we work and the importance of learning through play.
- Supporting parents understanding of the importance of the outdoor curriculum
- Share information between the whole staff team to ensure everybody gives appropriate support to new children
- Observe and assess children leading to the completion of the Initial Assessment and sharing this information with parents/carers.

To support the aims of the settling in policy the following procedures are undertaken:

On your first initial visit the Parent/Carer will be invited to attend a one hour visit together to meet the staff and fill out all the relevant forms and show your child's birth certificate, and to discuss any concerns you have about your child starting and if they have any medical or dietary requirements.

On your second visit you are encouraged to try and leave your child whilst staying on the premises but in another room whilst your child settles in for an hour.

However we do take into consideration that all children might need that extra time to settle in so we will also extend that settling in period to suit your child.

Transition from nursery to reception

We will be co operating with all local schools but will be working closely in partnership with Newton Westpark Primary School and our first school transition will begin to take place after the May half term.

- Joint moderation with the Reception Teacher
- Short visits into school
- Reception Teacher to spend some time with the children in nursery
- We will be attending the children centre cluster meeting to discuss transition documents including tracking
- Provide teachers with the option to come into nursery to meet the children
- End of term parent meeting to discuss where their children are at and possible next steps.

Management Signature:

Date: