

Settling in Policy and Procedures

Date: October 2021

Review Date: October 2022

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 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 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, we use the seesaw app which allows parents/carers an opportunity to see them at play in the nursery.
- 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.

Our policy has been adapted to our Covid 19 risk assessment regarding parents/carers not entering the setting.

On the first initial visit the Parent/Carer will drop their child at nursery for a one hour visit, parents/carers will be given the induction pack to fill out, we ask parents/carers to either stay nearby or go home to fill out the relevant forms, we will ask to see your child's birth certificate for proof of date of birth, if there are any questions or any details that the parent/carer is

unable to fill in then we can discuss these at the front office in nursery or at the door when they return to pick their child up. If there are any concerns you have about your child starting or if they have any medical or dietary requirements then please discuss this with the nursery manager.

On your second visit you are encouraged to leave your child for another one hour visit, if they are still not settled then we will arrange further visits for them. Each child has had different experiences and some take longer to settle than others. We do use the seesaw app so that our parents can see how their child is during play within the nursery.

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 usually takes 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: