

# Godstone Primary and Nursery School



## Nursery Settling In Policy

**REVIEW DATE:** September 2023

**REVIEWED BY:** Governing Body

**NEXT REVIEW:** September 2024

**WRITTEN BY:** Liz Hellier

Headteacher: Nick Usher

Chair of Governors: Liam McGivern

## **Aim**

Our aim is to make sure the children in the Nursery class of Godstone Primary and Nursery School feel safe, secure and comfortable in their new environment and with all staff. We aim to make a welcoming environment where children settle quickly. We always consider the child's individual needs and the parent's wishes.

## **Procedure**

Parents are welcome to visit the Nursery before the child starts. Before the child starts, parents are informed about the settling in process through letters and an information brochure. Policies are available on the school website or through the school office.

Once a place has been offered, parents and the child are invited to a stay and play session the term before their child starts. This enables the parents and child to meet the staff and familiarise themselves with the environment.

Every child is visited at home before they start at Nursery. Parents are sent an 'All About Me' factsheet to complete and return to the school prior to the home visit. The Nursery class teacher and a teaching assistant visits the parent/s and child in their home to meet the family in an environment that is familiar to them. This enables the child to feel safe, secure and comfortable whilst meeting the Nursery staff. The child is also able to show the staff toys and people that are important to them. Staff discuss the information shared in the 'All About Me' factsheet and the role of the child's key person is explained to the family. The settling process is discussed on the home visit to decide the best approach for their child together. Parents are asked whether any health and social care agencies are involved e.g. speech and language.

For the first week, parents are welcome to stay until they feel that their child is ready for them to leave. After the first week, parents are invited to help their child put their things away on arrival and then say goodbye. If a parent or member of staff feels that this time needs to be extended, then a discussion will be had between parents and staff to ensure the best approach for the child.

All children start by attending for half days, usually for the first few days, unless the parents and Nursery staff are confident that the child has extensive experience of full days in a nursery setting and will cope with the change of setting. It may be necessary for some children with additional needs to continue attending for shorter sessions to enable the child to settle. This decision will be made through discussions with the Nursery staff and parents. The EYFS lead and attendance staff will then be notified.

It is explained to parents that younger children may take longer to settle. All staff know how to recognise insecure attachments and work to support the child and parents.