
Policy Title: **Pre-School Settling In Policy**

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Approved:

By: **Trust**

Ratified:

By: **Trust CEO**

Review Date: **Annually**

By: **Head and Academy Council**

SOMERDALE EDUCATE TOGETHER PRIMARY

Pre-School Settling In Policy

General Statement

We want all children to feel safe and happy in our pre-school, making friends with their peers and to feel secure and comfortable with staff. We want children to be able to share with their parents afterwards the new learning experiences enjoyed in the pre-school and for parents to have peace of mind that their child is safe, well cared for and having a great time at our pre-school.

In order to accomplish this we have a settling in procedure. This policy details the procedure below.

Helping your child settle in

We would like to welcome parents, carers and their child to Somerdale Educate Together Pre-School. We hope that they get to know us and have a happy and successful time with the pre-school. Children settle into pre-school in lots of different ways. Some children will confidently come into pre-school as soon as they start. Other children may be nervous and anxious about leaving their parent or carer. Most children will be somewhere in between.

It is a very normal part of a child's development to be anxious, nervous or angry about starting pre-school, and it is important for parents and carers to be aware of this, and try not to worry if their child does experience some difficulties. Ensure that your child sees you being positive even if you are anxious.

We recognise and understand that having a child start pre-school is an important milestone for parents and carers and we hope that we can use our experience to support both parent and child. We require all parents and carers to help their child to settle in, as parents, carers and pre-school staff working closely together is a key part of the child's settling in process. By working together, children will feel settled, secure and comfortable within their new surroundings, and good relationships can be formed between all parties.

The Settling-in Period

All children are individuals, and there is not a 'one size fits all' approach when deciding how long a settling in period may take. All children who start our pre-school will follow the four stages described in this section. Some children may benefit from a longer settling-in period, needing more time to explore the setting alongside their parent/carer, or taking a more gradual approach before staying for a whole session.

As an organisation that takes a child-centred approach, which values and encourages active participation of parents, our settling-in period is designed to ensure children have a smooth transition into pre-school, and that good relationships can be built between staff and families from the start.

Stage I: Home visit

This can be very special for a child - often children remember for a long time who came to visit them and what they did. The home visit gives us helpful information about the child and it enables the child to begin an attachment with staff from the pre-school in an environment where they are happy, confident and feel at

ease. Parents and carers can expect the pre-school teacher and another member of the Early Years team to come and visit the child in their home environment to gain a better understanding of the child's likes and interests.

The half an hour visit provides the opportunity to:

- Establish early, positive contact
- See children in their own familiar setting
- Meet other family members, people and pets who are important to the children
- Understand how the child may feel about starting pre-school, and also understand the wealth of learning that goes on at home.

Stage 2: Initial visit with parent/carer

The child spends an hour in the pre-school alongside their parent or carer. Parents/Carers are expected to stay with their child during the whole visit. The purpose of this visit is to help the child gain familiarity and confidence in the environment alongside the guidance and encouragement of their trusted adult.

Stage 3: Settling-in session for an hour

The child spends an hour in the pre-school. Parents and carers are asked to stay until they are settled, and then parents will leave the pre-school, but remain close-by and reachable by phone.

Stage 4: Settling-in session for a three hour session

The child will attend for a morning session from 9am - 12pm. Parents should ensure they are reachable by phone during this visit.

If a parent or carer would like to talk to someone, or need ideas, or support, or help, then they should talk to a member of our pre-school team. At Somerdale Educate Together we are committed to working closely and supportively with parents and carers.

Monitoring and Evaluating

This policy will be monitored and evaluated by the Headteacher and the Academy Council and approved by the Trust.

Date of policy reviewed annually

Signed : J Barr(Head) Signed (Chair of Council)

Approved (CEO)