



Settling-in policy

We appreciate that settling your child/ren into nursery can be daunting, which is why we are here to make it as smooth a transition as possible.

- Once sessions have been agreed the Headteacher will arrange a couple of settling in sessions. This will happen as close to the start date as possible. Should the child and family benefit from a home visit this will be arranged.
- Sessions will usually be about an hour long and during this time the children can explore the school whilst parents stay close by and meet the key person who will complete our settling-in document.
- We hope that the settling-in sessions will begin to develop a firm understanding of the needs of your child/ren and family.
- During the second settling in visit, if you feel your child is up to it, you can try and leave your child in the classroom with the teachers, but stay on the premises in case you are needed (the Parents' Room has comfortable chairs!)
- **Children moving up from ACE Day Nursery will have visits to the Nursery with the Day Nursery Staff. The Nursery School staff will also visit the children in the Day Nursery setting before moving up. Parents of ACE Day Nursery children are invited to visit with their children if they wish to do so.**
- **Children who attend other settings which we are able to visit, will have a meeting organised where our key person can meet up with their current key person to share information.**
- On your child's first day we will encourage you to settle your child into the classroom and then leave after about 10 – 15 minutes, saying goodbye to the child. The teachers will be on hand to help and distract the child.
- You are very welcome to telephone the nursery to see how the session is going. We don't mind how many times you ring! We try to telephone parents of the children who have been upset when their parent/carer leaves, to put their mind at rest but at busy times this can be delayed.
- Every child is an individual and therefore settling in time will vary; it is impossible to say how long your child/ren will take to settle into school life. But we are here to support that process, as long as it takes.
- A 'settling in' sheet will be completed by your key person and at the end of each session you will have feedback on how they have been.
- The 'settling in' sheet will be completed until the key person and you are happy that your child is settled.
- The relationship between the child and key person is extremely important and therefore if a situation arose which meant that you, the key person or Headteacher was unhappy with the relationship an alternative key person would be put in place.

Policy adopted: Spring term 2019

Review Date: Spring term 2020

Signed on behalf of ACE Nursery School: *Lisa Tuohy*

Position: Headteacher