



SETTLING IN POLICY

Introduction

The Settling In Policy for Trinity Nursery School is intended as a document which is endorsed by the Board of Governors, used by all staff, both teaching and non-teaching and is available, on request, to parents and D.E. Inspectorate. This policy was devised by the staff will be reviewed during the academic year 2011-2012.

Rationale

We, the staff of Trinity Nursery School believe that it is of paramount importance that all children in the nursery should be treated with great care and consideration. A new child should feel comfortable, cared for and integrated into the life of the nursery as quickly as possible. The nursery staff will work in partnership with parents to settle the child into the Nursery environment.

General Aims

The settling in period is a very important time in Nursery School for each child. We endeavour to make the transfer from home to school a happy experience.

Principles of Setting In

- ◆ Prospective parents are welcome to visit at any time. Prior arrangement with the staff would be appreciated.
- ◆ Parents are invited to an information evening and open days with the nursery staff during the summer term prior to starting. The aims of the school are outlined and starting dates and times are given.
- ◆ As it is vital that we establish a good relationship with each individual child, children are introduced to the nursery gradually in small groups.
- ◆ We ask parents to stay with their child initially until they are happy about being left.
- ◆ The system is flexible and should the child be unsettled or upset we encourage parents to stay as long as necessary, based on the advice of nursery staff.
- ◆ When parents are ready to leave they should always say 'goodbye' to their child and return at the agreed time.
- ◆ If a child is anxious or upset the nursery staff will reassure them and aim to interest/distract them at an activity.
- ◆ We are happy to receive telephone calls from parents at all times if they are concerned about how their child has settled. We will aim to alleviate their fears but if a child is very upset we will be honest and offer appropriate advice.
- ◆ Children may bring a comfort toy from home and keep it in the home tray.
- ◆ It is important that children attend every day, unless unwell, if he/she is to develop good relationships with staff and children & benefit from the education programme we have to offer.
- ◆ If a child remains upset over a period of time the teacher or principal will discuss the concerns and agree an appropriate action plan.
- ◆ The children in the FT class are invited to stay for dinners in small groups as and when the staff feels that they are ready to cope with the dinner routine and longer day.
- ◆ In order to reflect good nursery practice and for the child to benefit from nursery placement, it may be necessary to limit the length of the child's day. This will be kept under review as appropriate.

The aims and principles of the Settling In Policy for Trinity Nursery School have been agreed by the staff and endorsed by the Board of Governors. This policy will be reviewed & updated on a regular basis & in light of any changing guidance & legislation.