



Settling In Policy

It is the policy of Knockbreda Nursery School to provide each child will adequate time to settle in to the Nursery routine and to appropriately support the transition process. Each child starting Nursery will be given the opportunity to settle in to school life with the maximum assistance and minimum fuss. It is important that staff give all children time and support during the first sessions in September in order to build individual relationships and gain trust and confidence.

Induction

After accepting the school's offer of a Nursery place, parents receive information regarding Induction and the settling in procedures for September. Parents/ carers and their child are invited for a Play and Stay session before commencing school.

Parents/carers are invited to meet with the Class Teacher before the September settling in process commences and this individual appointment also provides each child with an opportunity to visit the school, without the rest of the class present. This will allow the children the chance to familiarise themselves with their new classroom and to locate their new peg, classroom tray and outdoor coat.

September Settling In

The children will be introduced to Nursery over a sustained period in groups of thirteen and then in the full group of twenty six. It is anticipated that children will be attending Nursery for the majority of the full session by the start of October and this includes partaking in school meals. For some children, a more personalised and tailored settling in plan may be offered.

Should any pupils have additional or special needs, staff will work with parents/carers to personalise the transition process and meet the individual pupil's needs throughout the settling in period; this may result in an extended period of settling in.

Should it be deemed necessary for any child to have an increased settling in period, this will be determined by the Class Teachers and made known to parents/carers. Children will not be invited to attend school meals and take up their full day place, until the settling in process has been successfully completed. Class Teachers must be satisfied that the child is ready to begin full-time hours, before school meals commence.

On the first day parents/carers are expected to remain contactable near the school site. If the first day has been a settled, happy and positive experience, the child will stay for one hour for the rest of the first week. Parents/carers will be asked to continue to remain contactable near the school site for an hour session if the child is unsettled and anxious. After the first week, the children will build up to a stay of two hours and then three hours over the next number of weeks before commencing their full-time hours which includes lunchtime.



KNOCKBREDA NURSERY SCHOOL

Nurturing learning for life

Monitoring and evaluation

This policy will be reviewed and monitored in line with the school's policy review schedule.