**McArthur Nursery School**



**Settling – In Policy**

**Reviewed June 2022 by N Compton Review Date June 2023**

**Signed Chairperson Board of Governor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Settling in policy

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| --- | --- | --- |
| **Agree Date** | **Review Date** | **Person Responsible for Review** |
| **June 2023** | **Aug 2024** | **Principal with consultation with staff and BOG** |

It is the policy of McArthur 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 an Induction meeting and meet and greet sessions.

Parents/carers are invited to bring their child along to a stay and play / meet and greet session throughout August, when they will meet the staff and familiarise themselves with their new surroundings. Following this, staff will determine the class groups for the year ahead ensuring a mix of age, gender and siblings in each class group. In the event that face to face meetings are not possible due to social distancing regulations, meetings will be held virtually and videos will be posted for children and their families to experience as much of the school setting as possible.

In addition, parents/ carers are invited to an Induction Meeting and at this meeting, are given an outline of the school curriculum and an information booklet. Parents/carers will also receive information regarding the settling in procedures for September.

**September Settling In**

On the first day of nursery school a meeting will be carried out with the principal and staff for each class. This will give parents the chance to ask any questions/alert us to any issues that we may need to be aware of from the summer period. The principal can use this time to remind parents of key information for the school year/settling in.

The children will be introduced to Nursery over a six week period in small groups and then twenty six. All target age children will be attending Nursery for the majority of the full session by October and for school dinners within six weeks of their full first day/session.

Penultimate age/pre pre children will follow a much more gradual timetable and their times will likely increase at a much slower pace.

On the first day parents/carers are expected to stay with the child for one hour. If this has been a settled, happy and positive experience the child will stay for one hour unaccompanied for the rest of the first week. Parents/carers will be asked to remain for an hour session if the child is unsettled and anxious. This will continue until the child is at ease with this new situation.

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. These additional needs will be recorded via pupils individual personal learning plans and will be reviewed termly in line with the school SEN policies.

Should it be deemed necessary for any child to have an increased settling in period, this will be determined by the Class Teachers/school Principal and discussed with the child’s parents/carers. If necessary professionals from outside agencies will be contacted for help and advice on how best to facilitate a child’s settling in. For health and well being and safeguarding reasons 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. If children are forced to stay longer than they are emotionally able/ready it would likely have a detrimental impact upon the child’s emotional state and further effect future school experiences. Class Teachers must be satisfied that the child is ready to begin full-time hours, before school meals commence. If a child is entitled to free school meals but is not yet deemed ready for a full day they will be invited to come and receive their meal with their parents or an adult from home accompanying and supervising them, this is expected to make the mealtime less stressful and anxious for children not fully settled in the nursery school.

If we have penultimate age children (Pre pre) the settling in process will vary and times are initially likely to be considerably shorter due to the younger age of these children and the later start dates for some of these children due to their younger age. Lunches for example, if necessary, will be considered much later in the school year. Penultimate age children’s times will be reviewed on an individual basis every 4-6 weeks. Parents will be notified of changes to times as soon as possible.

For those children who are on a substantially reduced day/slower settling in time, a settling in form will be completed by the class teacher and signed by the parent. This will detail the settling in times and a review date within 4 weeks will be made to ascertain if times will change/increase.

**Settling in review**

**Pupil name-**

**Current time in school-**

**Reasons for alternative settling in times-**

**Review date-**

**Signed- Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**