



# **Saint Nathaniel's Academy Settling in Policy**

**2022-2023**

### **Rationale:**

For most children, starting nursery school is their first separation from their main carer, and we recognise that 'Parents are children's first and most enduring educators,' (Early Years Foundation Stage – Positive Relationships/Parents as Partners). Starting in a new setting is a major event in a child's life and this time of transition can be stressful for both children and parents. At Saint Nathaniel's Academy we seek to ensure a smooth transition by working in close partnership with home and school, so that both child and parent feel supported as they work towards feeling comfortable and at ease in the new setting. We believe that it is important for staff to take time to get to know the children and their home environment.

The EYFS aims to be fully accessible to children and families from all sections of the local community. With this in mind we recognise that each child will start school with a diversity of individual experiences, attitudes, expectations and developmental differences. These need to be taken into account when settling each child into their new learning environment.

### **At Saint Nathaniel's Academy we aim to:**

- Make the children feel happy and secure in their new environment in the absence of their parent/carer.
- Make the children feel confident to explore and experiment in the physical environment.
- Help the children to develop independence in the new environment and freely access all the resources.
- Support the children to develop positive relationships with both adults and other children in the setting.
- Help children to communicate their needs to others in an appropriate way.
- Promote appropriate behaviour, with clear expectations and positive reinforcements.
- Work in partnership with parents in their children's learning.
- Support and build upon the children's prior experiences and knowledge gained in their home environment.
- Encourage and welcome open and honest communication between staff and parents.

### **As staff we aim to:**

- Show empathy and sensitivity towards new parents and children.
- Be responsive and flexible by taking into account the individual needs of the children and parents.
- Take time and space to get to know new children and their parents/carers whilst they are settling in.

### **Guidelines and Procedures:**

- The children and parents are always welcomed warmly and invitingly into the nursery.
- All children and their parents/carers are made very aware of their individual teacher/key person before they start at Saint Nathaniel's Academy.
- Each teacher/key worker is responsible for helping their group of children (a maximum of 15 children) to become familiar with the nursery and to feel safe and confident within it.
- Each teacher/key worker develops a genuine bond with each child in their group, and their parents/carers, and offers a settled, close relationship.

- Each teacher/key worker responds sensitively to the feelings, ideas and behaviour of each of the children in their group and endeavours to meet each child's particular needs, and those of their parents.
- Information is provided to the parents to familiarise them with daily routines and an overview of the termly and yearly events.
- When the children first start at Saint Nathaniel's Academy in September the children will start at staggered times. Children arriving after September will arrive at 9:00am and stay for a short time (1 hour) and gradually increase over a couple of weeks. This will all depend on the child and their previous Nursery or PVI experience.
- We encourage parents to leave the children once they are handed over to the key person so the children don't get use to parents staying with them.
- If the child continues to be upset we would contact the parent/carer asking them to return to school.
- We offer ongoing, regular, informal discussion with the parent/carer, to enable us to build up a picture of their child and the previous experiences they arrive at nursery school with, and how each day is progressing and how their child is settling in.
- In September we review before half term how the children have settled into Nursery. Children who arrive after this half term do not have a formal review with parents, instead we will speak to them on a daily basis.
- If your child has still not settled after the transition period due to: behaviour, individual needs, absence, no toilet training etc. a meeting will be held between the parent or family, class teacher, foundation stage manager, inclusion staff and/or assistant head to discuss the next steps. This is because we want the best for the child and to meet their needs.
- **Transition:** In July we hold, 'Play and Learn' sessions to help children settle in, become familiar with key workers and the environment. During these sessions the children will be able to access in the indoor and outdoor classroom and continuous provision activities whilst giving you the opportunity to talk to the teachers and key workers.

In all we do in settling children into the nursery, we very much see it as a close collaboration between home and school, to enable the very smoothest and happiest transition into Saint Nathaniel's Academy for all concerned – parents, child and staff.

#### **Links to Every Child Matters Outcomes**

- Helping Children to be Healthy
- Protecting Children from Harm or Neglect and Helping to keep them safe
- Helping Children Enjoy and Achieve
- Helping Children make a positive contribution to the Provision and the wider community

#### **Links to EYFS General Welfare Requirements**

- Safeguarding and Promoting Children's Welfare

Created February 2020

Reviewed and updated set date: September 2022

## **CONCLUSION**

**The Governors and Staff of the School are committed to keeping this policy under regular review and the Governor responsible will ensure that the matters contained here are regularly discussed and further developed to the benefit of all users.**

**Signed:**