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## Settling in Policy

### Statement of Intent

We want children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the nursery.

### Aim

We aim to make the nursery a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

### Procedure

- Before a child starts to attend the nursery, we use a variety of ways to provide her parents with information. These include written information such as our prospectus, displays about nursery life welcome pack.
- When a child starts nursery, we work with the parents to decide on the best way to help the child settle into the nursery
- We offer a taster session, where the child will spend the morning with us. We ask that they arrive at the same time as the other children so that they can see the other parents leaving. The child's parents are welcome to stay for long as is necessary. We ask that a contact number is left and whether they have any allergies.
- At the child's taster session they will be allocated a 'buddy', this will be one of the other girls and they will be there to help her settle into the nursery and be a friendly face when she next returns.
- At the end of the child's taster session. The allocated key worker will introduce herself and let the parents know how their daughter has got on. This also gives the parent the opportunity to ask any questions and give us any information that we may need regarding their daughter.
- If a child is finding it hard to settle we will offer further shorter settling in sessions.

### Continuity and Progression

So that there is a trouble free move from nursery to reception we liaise closely with the reception teacher. Throughout the year the reception teacher will pop into the nursery so that the girls are familiar with them. She will also attend a nursery meeting once a term, more if needed. We shall talk to her about our topics and inform her of what we are doing. During the summer term she will visit more regularly and the girls will have opportunities to visit her classroom. We will talk to her about the girls going up so that she has verbal information as well as the profiles.

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Girls that are not going through the school will have a profile completed and sent to their relevant schools. We will endeavour to make connections with the other schools and help in any way we can to ensure a smooth transition.