



Holland Park Pre-Prep and Nursery

Settling in Policy and Procedure

Aims:

Our aim is to enable children to feel secure, confident and happy in their new environment. We aim to ensure that families feel welcomed and valued and feel confident that links between home and school are established.

Procedure:

- An initial meeting will be arranged for the parent and the key teacher before the child starts. This will be to discuss the child's individual needs and plan for the child's settling into nursery. We encourage the child to come into nursery so that they can see their new environment before they start their settling in period.
- Staff must make it clear from the outset that both child and family will be supported for as long as it takes for the child to settle.
- We recognise that for children to settle effectively it is important that they attend nursery consistently therefore we will aspire for children to settle over the period of a week.
- For the children who are under 3 parents and carers are asked to stay with their child on the first and second day. This is usually initially for one hour. Parents / carers of children over 3 are welcome to stay with their child if they know that they will find it hard separating.
- The children's hours will build up throughout the week so that they experience a different part of the routine each day.
- Parents and carers must always be available during the settling in process should we need to contact them.
- Parents will have daily verbal updates with their child's key teacher throughout the settling process to keep them updated about their child's day.
- Staff must always be sympathetic to all parents and carers and take the time to listen to their needs, requests or worries.
- Parents will receive a 'settling week' observation on Tapestry after their first week, sharing pictures of their child's first week at nursery.
- A meeting will be arranged with the parents and key teacher after four weeks to discuss their baseline for learning and progress.

Date: September 2021
Reviewed By: Danny Webb
Next review date: September 2022