

Settling in Policy

This policy is made available to all parents, prospective parents, staff and prospective employees of *Lion House – a Hurlingham School* on our website, and a hard copy can also be viewed at our School Office.

GENERAL STATEMENT

For most children, starting nursery is their first separation from their main carer and we recognize that 'parents are the first and most enduring educators'. Starting in a new setting is a major event in a child's life and can be stressful for both children and parents/carers. We need to ensure a smooth transition by working in partnership with parents/carers so that both the child and parent/carer feel comfortable and at ease in the new setting. Lion House is accessible to children and families from all sections of the local community.

Aims

At Lion House School we want children:

- ◆ to feel safe and happy in the absence of their parents
- ◆ to recognise other adults as a source of authority who offer help and friendship
- ◆ to be able to share with their parents afterwards the new learning experiences enjoyed through the Early Years experience

Broad Guidelines

- ◆ New children joining the Early Years Nursery are invited to an introductory session the term before they start. This gives them an opportunity to meet their key person
- ◆ Children entering Lion House Reception attend a 'swap' day where they spend the morning with their new teachers.
- ◆ Prior to their first day at school the Reception teachers visit each child at their home
- ◆ We offer opportunities for discussion with parents/carers, to enable us to build an initial picture of their child and their previous experiences. Questionnaires are also sent to parents/carers and children to complete prior to the child starting school
- ◆ Information is provided for parents/carers to familiarise them with daily routines
- ◆ We have an Induction Evening at the beginning of the school year, to explain the learning experiences the children have in the Early Years and how parents/carers can support and consolidate these experiences out of school
- ◆ On a child's first visit to Lion House we encourage their parents to help settle them in. We then encourage parents to leave their children. If their child becomes upset during the separation, the parents leave with the understanding that we will contact them to let them know that they have settled. If the child continues to be upset we will contact the parents/carers to ask them to return to school. We do not encourage a child to leave that session until they have settled once again and can leave on a happy note.
- ◆ If any child finds it particularly difficult to separate from their parents/carers, they will begin with shorter sessions and these will be gradually increased. This allows the child to feel confident, over a shorter period of time. The child will begin to accept that the parent/carer will leave but most importantly the child learns to realise that they always return.
- ◆ The rising 3s bring in their 'Family' book. This is a small book with photos of family and home which is kept in the book corner. They are available to look at and talk about whenever they feel the need

Policy created Autumn Term 2015	Lauren Thornton	
Reviewed Autumn Term 2017	Lauren Thornton	No changes
Next review Autumn Term 2018		