

St Paul's CE Primary School

Quarry Bank, Utkinton, Tarporley, Cheshire. CW6 0LA

Tel. 01829 732322 Email: admin@utkintonce.cheshire.sch.uk

Web: www.utkintonce.cheshire.sch.uk Executive Headteacher Mrs K McLean

Settling In Policy

Statement of intent

Our settling policy recognises that starting in a group setting can be an exciting but unsettling and anxious process for both children and adults. Every child is different and they will react in different ways. We will do everything possible to make the transition as seamless and enjoyable as possible so all children can 'learn to soar, powered by God.'

Aims

- To use our knowledge and experience to help every child and family settle in comfortably and quickly
- To support both parents and child through this process and ensure all concerns and issues are dealt with immediately and efficiently in a caring, friendly and approachable way

Methods

- To have an introductory visit and tour of the setting where parents get the opportunity to spend time together with their child. This also allows families to get to know the staff (and keyperson) and to see how the daily routines of the setting operate and see some of the experiences and activities that take place during the day. The Early Years Lead Teacher will discuss all elements of the setting and any questions can be answered here.
- Parents will take home a 'Parent Information Pack.' Contents of this can also be found on our website.
- We offer a home visit so that staff can observe the child in a setting where they feel comfortable and confident.
- An 'initial starting point form' is also given out at the visit and this will give the staff valuable information about the child's likes, dislikes and interests.
- A detailed information form will be filled in by parents as part of the application process, outlining all up-to-date contact information, dietary requirements and allergies. The Early Years Lead Teacher will follow any additional requirements up with either a telephone conversation or informal meeting to ensure that the setting meets the child's needs. The staff would then be informed (if necessary) and any change in practice would follow.
- Each child is then booked into a free one-hour settling in session, without parents (dependent on the child's individual needs).
- At the hour session, staff give lots of attention and encourage the other children to help look out for and show new children where everything is. Verbal feedback of the child's first session is always given to the parent at collection time. If the session goes well, the child usually then goes straight into their allocated sessions.
- If the child struggles to settle initially, further short sessions are recommended before the full session begins. This is discussed on an individual basis between staff and parents.
- A special toy or comforter may aid the settling in process. This stays with the child at all times during the first sessions and later the child is gradually encouraged to place it in their tray. They will always have free access to this, as and when they might need it.
- We ask parents to provide family photos that we can display in our environment.

St Paul's CE Primary School

Quarry Bank, Utkinton, Tarporley, Cheshire. CW6 0LA

Tel. 01829 732322 Email: admin@utkintonce.cheshire.sch.uk

Web: www.utkintonce.cheshire.sch.uk Executive Headteacher Mrs K McLean