



Kilcooley Primary School and Nursery Unit

Nursery Settling In Policy

April 2025

“The best interests of the child must be a top priority in all our actions.”

Article 3, UNCRC

SCHOOL VISION

We are a nurturing school that provides **every** child with opportunities to **grow, learn** and **thrive**.

Rationale

At Kilcooley Primary School, we aim to provide each child with adequate time to settle into the Nursery routine and to appropriately support the transition process.

Each child will be given the opportunity to settle into school life with maximum support and minimum fuss. It is vital that staff give all the children time and support during the first sessions in September in order to build individual relationships and gain trust and confidence.

Aims

Our aim is for the children to settle quickly into their new environment. We want their initial experience of their new learning environment to be a positive one. This is equally important for parents/carers.

Each child should be given the opportunity to :

- settle happily into his/her new environment
- settle into a safe, secure, stimulating and nurturing environment where there is adequate supervision
- transition smoothly between home and school

Induction

After accepting the offer of a nursery place, parents/carers will receive information regarding an Induction meeting which will take place in June.

Parents/carers are invited to our Open Afternoon in small groups of 6 or 7, where they will meet staff and familiarise themselves with their new surroundings.

Each child will receive a welcome booklet containing photos of staff and the Nursery Unit.

Procedures

The children will be introduced to Nursery in two groups of 13. It is very important to us that your children settle well from the outset.

From experience, the children settle very quickly as they are familiar with the school and staff. It is anticipated that children will be attending Nursery for the majority of the full session by the end of October. For some children, a more personalised settling in plan may be offered.

The child's first day in Nursery is only for one hour and parents/carers are encouraged to stay for as long as required for the child to settle in happily.

Purpose of the phased intake for settling in :

- it gives time to establish relationships between staff and children, staff and parents/carers and between the children themselves
- there are opportunities for staff to gain valuable information from parents/carers about their child
- there are opportunities for the staff to observe small groups of children
- children can explore the nursery environment in a quieter setting
- new routines can be introduced gradually – snack, tidy up, story time routines and, eventually, dinner routine.
- it gives opportunity for the children to learn the staff's expectations of behaviour and how to look after our resources and unit.
- to ensure that all transitions are managed effectively and safely

Most children settle in well; however, there are some children who may find this difficult. In such cases, a child may need his/her parent/carer to stay until he/she has settled with flexible attendance and his/her day extended very gradually. Where a child's settling in process requires adjustment or support, this will always be discussed and agreed with parents.

At all times, staff will be understanding of the children's differing needs and not only have one standard set of expectations for all children.

For pupils with additional or special needs, staff will work with parents/carers to personalise the transition process and meet the individual pupil's needs throughout the settling in period; this may result in an extended period of settling in.

If an extended settling in period is deemed necessary for any child, this will be discussed with parents/carers. If necessary, support will be sought from relevant outside agencies.

Children will not be invited to stay for school meals and take up their full day place until the settling in process has been successfully completed. The Nursery staff must be satisfied that the child is ready to begin full-time hours before school meals commence.

During the settling in period, staff will aim to get to know the children well and help them to become familiar with nursery routines. This works best in a small group setting; the children will have time and space to bond with the staff and grow in confidence that their needs will be met in their new environment.

Induction into Specialist Provision in Mainstream (SPiM)

Induction into SPiM will be tailored to meet the needs of each child. Some children will settle well into the provision and will only require a short settling in period, while others may require a longer settling in period.

SLD NURSERY children only will do a short transition period before completing a full day:

Week 1 – 8.50-10.00

Week 2 – 8.50-11.00

Week 3 – 8.50-12.00

Week 4 – 8.50-12.50

Week 5 onwards – full day 8.50-1.20

Staff will work with parents/carers to personalise the transition process and meet the individual pupil's needs throughout the settling in period; this may result in an extended period of settling in.

The decision to extend the transition period will be made by school staff based on their professional knowledge and experience. All information will be communicated to parents/carers.

There is an opportunity for parents to meet the staff for the coming year and ask any questions they may have every August, for all SPiMs classes in the setting.

Role of the Nursery Staff

The Nursery Staff will :

- use the settling in period to check information on application and medical forms and acquire other relevant information
- use the opportunity to familiarise parents/carers with the aims, policies and routines of the Nursery
- ensure that they spend adequate time with each new child during the settling in period so that every child has the opportunity to form a relationship with them
- begin observing and recording each child's progress and put in plans of actions to help and support pupils if necessary
- observe all preschool children using the WellComm screening for speech and language development

Monitoring and Evaluation

This policy will be monitored and reviewed regularly, in consultation with staff, parents and governors.