

## **Nursery & Kindergarten Settling-in Policy**

**September 2021**

### **Introduction**

We understand how difficult it can be for parents to leave their child with people who are unfamiliar to both parent and child. We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families. We believe that children settle best when they have a key person/teacher to form a close bond with, who knows them and their parents well.

### **General Information**

Your child will be assigned a key worker who is responsible for all matters connected to your child including all of their Early Years developmental milestones. Whilst all of the Little Oaks team are actively involved in the care of each child, your child's key worker is specifically responsible for:

- welcoming and settling your child into our setting, overseeing and updating their online learning journals via Tapestry which are shared with you.
- planning and delivering a personalised plan for your child's well-being, care and learning.
- for sharing information, including any concerns in a timely manner.
- meeting with you during the year to discuss the development of your child.

### **Key contacts**

Naomi Springer, Head of Early Years (Nursery to Reception), is an important contact who oversees the running of the setting, Early Years staff and for ensuring the continued wellbeing and development of your child. Miss Springer is also the Deputy Designated Safeguarding Lead for Early Years. She can be contacted by email at [n.springer@oratoryprep.co.uk](mailto:n.springer@oratoryprep.co.uk) or by phone on **01189 766 929**.

Kate Oakley, Head of Junior Prep (Reception up to and including) Year 4 is another important contact point as your child progresses through the school. Miss Oakley is also the Deputy Designated Safeguarding Lead for Junior Prep. She can be contacted at [k.oakley@oratoryprep.co.uk](mailto:k.oakley@oratoryprep.co.uk) or by phone on **01189 766 919**

## Settling-in

- Prior to joining, you will have completed a detailed Parent Information form and Medical and Dietary form which is shared with relevant staff. We also ask you to complete an 'All About me' document with your child to include photos and other key information to help us learn more about your child.
- If your child has come from another setting, we will have requested that they complete the school's Transition Document. We will also ask you to provide any other relevant documents given to you by the setting.
- Shortly before your child joins the school, you will receive an email from Tapestry asking you to register an account. We ask that you complete the All About Me section on Tapestry prior to your child attending their settle sessions. If you already have an account set up with your child's previous setting, the setting will transfer the details to our school.
- Close to your child's start date, we will run settle sessions. The first session you will attend with your child, subsequent sessions your child will, ideally, attend without you.
- If a child is extremely anxious or is unable to settle then their key worker will contact you and ask you to collect your child. At all times, we will consider your child's well-being and avoid them becoming unduly distressed.
- Some children take longer than others to settle and then become distressed a few weeks later. This is natural and we will support you and your child through this transition period. It is important that both you and your child feel relaxed and happy in the setting.
- Nursery and Kindergarten children are taken to their classrooms by their parent/s or carer each morning, and collected from the classroom at the end of the session. When you leave, we ask you to say goodbye to your child and explain that you will be coming back.