



Where learning's an adventure

SETTLING IN POLICY

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Document Title:	Policy – Settling in		
Version Number:	1	Date of Next Review:	Sept 2017

Settling In Policy

Copenhagen Primary School nursery team look forward to welcoming you and your child to our nursery class as well as in addition to the large school community. We know that children come from various backgrounds and therefore our settling in procedure aims to support this transition so you and your child feel safe, included and valued. We acknowledge you as your child's first educator and are excited to work in partnership with you to facilitate their continual learning journey.

Aim

We place an importance in making these steps into the nursery a supportive and caring experience. By learning from you about your child we can build a reassuring relationship that facilitates their interests within our stimulating learning environment. Children need time to adjust to new environments, new people, and to learn what is expected of them. This can be an anxious time for you and your child, therefore we believe in taking a positive gradual introduction to nursery life to minimise distress.

The Importance of the settling in process

Children naturally build attachment with their parents or primary carers. This attachment forms an important part of their emotional health and well-being and a reason why they want to stay near to you. When you are not available, another attachment must be put in place – a key person. The settling in process should be about supporting this new attachment. When separation occurs without another relationship in place, children will show signs of distress (separation anxiety) or anger, crying or become withdrawn. This period must be seen as a process rather than an event. Some children need practise at learning that parents go and then do return. In order to support the attachment process, staff will offer children physical comfort (e.g. hug) if they are happy to receive this.

- We encourage parents to allow up to three weeks to settle their child (children with no previous pre-school experience may take longer).
- It is important to share with us as much information as possible about meeting your child's needs – medical, allergies, likes, dislikes, behaviour and any SEN requirements.
- During this period (of up to three weeks) we suggest bringing in an object from home (a toy, a family picture) that might comfort your child.
- We request that parents/carers always say goodbye and tell their child they are going to get... and will return explaining that you will be coming back and when.
- We request parents/carers practise key parts of our routine at home with your child such as: sitting to listen to a story, sitting to eat, using the toilet, treating toys properly and being kind and friendly to their peers. Sharing our behaviour scheme regularly will help to ensure your child knows that good behaviour and listening is an expectation at Copenhagen Nursery.

Pre-settling steps can involve:

- Prior visits to spend mornings in the nursery before the actual start date so parents/carers can exchange information ask questions and importantly start to build up a trusting relationship.
- A home visit can be organised prior to starting were information about your child, nursery life, and routines can be shared.

Guidance to settling in:

Week One:

1. Day 1 and 2: We recommend you stay with your child and spend an hour together in the nursery. Join us for our welcome carpet session and allow your child time to explore, play and gradually become accustomed to us. Importantly we ask you to share the following in your home language: how to use our toilet, wash their hands, use our water play/paint area (putting on an apron) and snack table.
2. Day 3 and 4: We ask you to stay for our carpet welcome session and then during the morning their key person will aim to spend some time with your child to establish a positive relationship. We will encourage you to move away to another part of the room.

Day 5: We would like you to tell your child you will stay for the carpet welcome session and then all being well, we will encourage you to leave with a 'purpose' to see how well your child manages on their own, We ask you to wait in our parent's room and return in twenty (20) minutes time.

Week Two:

1. Day 6: A repeat of day 5.
2. Day 7 and 8: If your child has successfully managed separation we will extend their stay time to 11.15am.
3. Day 9 and 10: If your child has managed the above we will invite him/her to stay for lunch and you can return to collect him/her at 12.45pm. Parents/carers are welcome to return for 12.00noon to support their child's first lunch time experiences.

Week Three:

1. Day 11: A repeat of day 9 and 10.
2. Day 12 and 13: Your child will be invited to stay till 2.00pm
3. Day 14 and 15: Your child will be invited to stay for the full day.