



Settling in Policy

It is the policy of St. Teresa's Nursery School to provide each child will adequate time to settle in to the Nursery routine and to appropriately support the transition process.

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

Induction

After accepting the school's offer of a Nursery place, parents receive information regarding an Induction meeting, August Open Day.

The staff will determine the class groups for the year ahead ensuring a mix of age, gender and siblings in each class group. As the school is an open plan setting, all pupils will share in their play experience, on a daily basis.

In addition, parents/ carers are invited to an Induction Meeting and at this meeting, are given an outline of the school curriculum and an information booklet. Parents/carers will also receive information regarding the settling in procedures for September.

In August, parents/carers and children are invited to meet with the Class Teacher. This will allow the children the chance to familiarise themselves with their new classroom and to locate their new peg, classroom tray and outdoor area.

September Settling In

The children will be introduced to Nursery over a three-week period in groups of thirteen and then twenty-six. All children will be attending Nursery for the majority of the full session by the end of September and for school dinners within four weeks of their start date.

After the first week, the children will build up to a stay of two hours and then three hours over the next two weeks.

Should any pupils have 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.

Should it be deemed necessary for any child to have an increased settling in period, this will be determined by the Class Teachers and made known to parents/carers. Children will not be invited to attend school meals and take up their full day place, until the settling in process has been successfully completed. Class Teachers must be satisfied that the child is ready to begin full-time hours, before school meals commence.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the school's policy review schedule.