



THE CLARE SCHOOL

SETTLING-IN POLICY

NURSERY / RECEPTION CLASS

The overall aim of the Settling-In Policy is to help make transition into school as smooth as possible for each child and their carers.

The Clare School aims to provide a safe, calm and stimulating Nursery/Reception environment, in which each child and their carers are enabled to feel welcome, valued and secure:

By encouraging parents/carers to visit the Nursery with their child, as many times as they wish, before s/he begins school and by encouraging attendance at transition sessions.

By visiting the child in their home and/or current pre-school/school setting, where appropriate

By ensuring all paperwork is prepared and ready in advance, so that on the first day of attendance, both carer and child can be given the staff's full attention

By reassuring parents/carers that they are welcome to stay with their child, for as long as they wish, until they feel happy/confident to leave them

The Clare School will normally provide part-time placement in the Nursery/Reception Class, gradually increasing to full-time after turning 5.

Transition Meetings, involving parents/carers, keyworkers, school, medical and other relevant personnel, may be held prior to admission, to ensure the child's needs are fully understood, and to address any concerns that may be felt.

The Clare School aims to maintain full partnership with parents/carers:

By listening to their views and concerns

By asking them to complete an 'About Me' book detailing their child's personal likes/dislikes/idiosyncrasies and any other additional information they may wish to give, as well as medical and/or physical needs prior to starting

To keep this readily available, so that all staff working with the child are fully informed

To be invited to coffee mornings prior to start.

By maintaining confidentiality at all times

By providing clear information about class/school routines and the child's activities, including a school prospectus

By maintaining daily communication in the form of a home/school diary

By encouraging parents to add to learning story

Being available to answer questions/concerns via phone/email or in person prior to starting.

The Clare School aims to maintain a welcoming atmosphere:

By greeting each child and carer, on arrival, by name and with a smile

By providing opportunities for parents/carers to talk to staff at arrival or collection time, or to ring in for reassurance of their child's wellbeing during the day, if wished

By providing parents/carers with a quality photograph of their child's first day at school

By providing regular photographs of their child enjoying activities at school in the form of a learning story which will be sent home at the end of the year.

The Clare School will ensure that parents/carers are kept fully informed about their child's wellbeing and progress, and that any concerns are addressed with tact and understanding, according to school policy.

To respond to concerns promptly and allowing for open dialogue between school and home.

Signed
Headteacher

Signed
Deputy Headteacher

To be reviewed Autumn 2020, or earlier as needed.

