



Spring Grove School

EYFS

Settling-in policy

We want children to feel safe, stimulated and happy in the school and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the school. We aim to make the school 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.

Methods

- Before a child starts to attend the school, we use a variety of ways to provide his/her parents with information. These include written information (including our handbook and policies), displays about activities available within the school, information days and evenings and individual meetings with parents.
- During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the school.
- A member of staff will welcome and look after the child and his/her parents at the child's first session and during the settling-in process.
- We use pre-start visits and the first session at which a child attends to explain and complete with his/her parents the child's registration records.
- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle.
- We have an expectation that the parent, carer or close relative, will stay for most of the first few sessions during the first week, gradually taking time away from their child, increasing this as and when the child is able to cope.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them.
- We judge a child to be settled when they start forming relationships with members of staff; for example the child looks for the member of staff when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.

- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We recognise that some children will settle more readily than others but that some children who appear to settle rapidly are not ready to be left, so we will offer that the parent can stay for as long as is required.
- We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from school.
- We reserve the right not to accept a child into the school without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.
- Prior to starting we discuss and work with the child's parents to create their child's entry record.

Carol Clarke
Head of Early Years
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