ST. ANTHONY’S NURSERY SCHOOL

 SETTLING IN POLICY

The Board of Governors and staff of St Anthony’s Nursery are aware of the importance of the settling in process. We want the children to feel happy, secure and safe in the absence of their parent/guardians; to recognise Nursery adults as a source of help, authority and friendship and to be able to share with their parents/guardians afterwards the new learning experiences they have enjoyed in the Nursery. We want parents/ guardians to feel welcome and involved from the beginning of their child’s Nursery experience.

In order to achieve this; we aim to promote a positive and mutually respectful working partnership between home and Nursery in the following ways;

* By initially creating opportunities for the exchange of information using the EA Nursery Admission Booklet, our School Prospectus and the Application Form.
* By ensuring opportunities for parents/guardians to inform the Nursery about their child’s current achievements and interests and any SEN/Medical or other concerns.
* By encouraging parents/ guardians to visit the Nursery with their children before actual admission days for an Open Afternoon in December and an Open Morning in June to meet staff, new friends and become familiar with our setting.
* By encouraging parents/ guardians to attend Open Night when Nursery curriculum and protocol is explained and parents/ guardians are provided with necessary literature
* By providing a child friendly prospectus with photographs so the children can become familiar with the staff and areas of play /uniform etc.
* By inviting parents/ guardians to Stay and Play on their child's first day in Nursery August/ September (and on occasions throughout the year)

**Admissions Procedures**

We aim to create a parental/ guardian partnership by;

* Introducing flexible admission procedures, if necessary, to meet the needs of individual children and their families.
* Making clear to families from the start that they will be welcome and supported in the Nursery for as long as it takes to settle their child.
* By starting the children in small groups of 8/9.
* By having their child’s first day as a Stay and Play day.
* By reassuring parents whose children seem to be taking a long time settling into Nursery- all children are different and unique.
* Introducing the children in staggered small groups of for short times/ ever increasing over the first weeks.
* Each child’s period of play will be gradually extended at the discretion of the Nursery Teacher based on each child’s individual needs.
* Encouraging parents, where appropriate, to separate from their children for brief periods initially, gradually increasing to longer absences.

We understand that the gradual extension of their child’s nursery day may be inconvenient for some parents/ guardians but we can not over emphasise the implications of each child coming happily into nursery each day and building on their confidence and independence.

If children are anxious and unhappy, they cannot play or learn successfully. Our settling in procedures aim to help all concerned to feel comfortable in the Nursery so that children can benefit from the learning experiences offered to them. At all times, parents/ guardians are most welcome to discuss any concerns they may have with the Nursery Teacher or Principal.