

Date Valley School

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Settling In Policy

Policy Statement:

It is of utmost importance children attending Date Valley feel safe and secure in the absence of their parent / guardian. Their school life should be full of positive experiences, which can be shared with their parent / guardian at the end of the school day.

Starting nursery, reception or primary can be enormously beneficial for children and their families, yet it can also be an anxious time too. The settling-in period is intended to bridge the gap for the child between home and school. It should help them to become accustomed to the school setting and form an attachment with their key worker or teacher, who will be with them for majority of the time.

Aim and Objectives:

This policy has been written in support of parents / guardians wanting to understand the Settling In procedure and acts as guidance for school staff.

Induction process for Early Years:

- 1) On receipt of school fees parents / guardians will receive details of an induction meeting
- 2) The induction meeting allows the parent / guardian and the child to meet with their child's keyworker / teacher. The induction meeting is mandatory as allows for a smooth transition into the setting
- 3) During this meeting the keyworker will discuss the Settling In procedure ascertaining the best way to settle the child.
- 4) An initial meeting form ('All About Me' booklet) is also completed at this meeting and is an essential tool for the keyworker / teacher as provides a valuable insight of your child
- 5) During this meeting the parent / guardian will have the opportunity to view their child's classroom
- 6) Home visits are offered to reception and nursery children (for September starts) to help build a relationship between the child, their parents and their teachers
- 7) The children will be introduced into the school on a staggered basis, therefore controlling the number of new children starting at one time
- 8) Parents / guardians will have the opportunity to communicate with the keyworker four to six weeks after admission to discuss how their child has settled

Induction process for Primary:

- 1) On receipt of school fees parents / guardians will receive details of an induction morning
- 2) The induction morning allows the child to meet with their teacher and is mandatory as allows for a smooth transition into school life. The child will be allocated a buddy partner. The buddy, amongst other things, will be responsible for looking out for the child, showing them the way around the school and introducing them to other class members
- 3) Following the induction morning the parent / guardian will meet with the child's teacher to go through the induction pack
- 4) Parents / guardians will have the opportunity to communicate with the teacher four to six weeks after admission to discuss how their child has settled

This policy has been read and approved for Date Valley School, by the Senior Assistant Headteacher and the Chair of the Trust Board.

Date: March 2018