



KINDERGARTEN SETTLING IN POLICY

AIMS

- Our aims are for children to feel safe, stimulated and happy in the Kindergarten and to feel secure and comfortable with staff.
- We would like parents/carers to have confidence in both their children's well-being and their role as active partners within the Kindergarten.
- We aim to make the Kindergarten 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.

PROCEDURES

- Before the child starts to attend the setting we use a variety of ways to provide the parents/carers with information. These include written information such as the New Parents Guide, Home Visits and an invitation to visit the school for a play morning.
- A key person is allocated to each child. This person welcomes and looks after the child and the parents at the child's first session and the settling-in process.
- The Head welcomes the parents/carers at the child's first session and arranges a pick up time for the child at the first session.
- For children that settle less readily the picking up time is increased gradually during the first week at the Kindergarten.
- The key person and the Head will discuss the child's progress on a daily basis.
- Parents are informed during the first week of settling-in of their child's progress by their child's teacher and/or the Head in person, by email and/or telephone.
- For children with EAL the Key worker might ask the parents/carers for words/gestures in their home language.
- The Kindergarten has an open door policy so parents/carers feel comfortable leaving their child.
- The child may bring e.g. toy from home to make transition easier.
- Parents are invited to the Information Evening to discuss transition.

See also: [Parental Involvement Policy](#), [Teaching and Learning Policy](#), [Transition Policy](#)

This policy will be reviewed annually			
Latest Review: April 2017	By:	Kathy Ballantine, Acting Head	Changes made
Next Review: April 2018	By:	Kindergarten Head	

