



# **Thorner's Church of England VA Primary School**

## **Fledglings Pre-School**

### **Settling In Policy**

At Fledglings Pre-School we make sure that all children in our setting feel safe, secure and comfortable with key persons and staff. We try to make you feel welcome and create an environment where children settle quickly. We will adapt, where necessary, to your child's needs.

At Fledglings Pre-School:

- Each parent will receive a welcome pack (via email or on the website) which will include policies and procedures and daily routines.
- Each parent will be informed of the parent open days either in hard copy or by e-mail.
- Every parent and child are able to attend as many Pre-School half day sessions together as needed and this will be discussed before starting Pre-School.

The Pre-School has close links with the toddler group held in LATCH (the hall) on Thursday mornings. The Pre-School will visit the toddler group and carry out activities to help the child's transition to Pre-School.

- A home visit can be arranged so that the key person can discuss ways to support your child. These arrangements will be made between the carers and key persons at their convenience.
- Consistency is important for children to feel safe and secure in the setting. We will assign a key person as soon as possible and only on request or where it is deemed necessary will the key person be changed.
- A registration form will be completed before children start so the family can be informed of important events and social occasions.
- It will be the key person's responsibility to discuss the settling in process with the family before your child starts attending Pre-School.

An 'All About Me' form will be completed when starting to help prepare the environment to support the settling in process.

In accordance with the Equality Duty we seek to ensure that all pupils achieve their best, according to their capabilities and regardless of their special needs, disability, gender, race, culture, social, economic, ethnic, religious background and denominational diversity.

Thorner's CE VA Primary School recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

Date adopted by Governing Body: November 2021

This policy will be reviewed and updated annually or as and when deemed necessary.