

HOLY FAMILY PRIMARY AND NURSERY SCHOOL

SETTLING IN POLICY

Aims

- To secure the smooth, stress-free and easy introduction to nursery education for all pupils.
- To secure the necessary time for the nursery teacher and assistant to get to know pupils as individuals.
- To ensure that all pupils progress into the education system in a natural and sensitive manner.
- To promote mutual trust with parents and children from which positive relationships will grow.

Implementation

We believe that settling into nursery is all about confidence building. We also believe that motivation for school is crucial for all later learning. Our settling in process is about sensitivity, reassurance, developing independence, motivation and happiness. In order to achieve our aims the following steps will be implemented:

- A pre-entry meeting is held with parents.
- A pre-entry home visit is arranged for those parents who request one.
- Children are admitted to nursery in small groups (approximately 6 pupils) during the month of September.
- Parents are encouraged to stay with their child until he/she is well settled.
- As pupils become more confident, the length of their nursery sessions will be extended. The majority of nursery pupils will be able to cope with the full nursery day very quickly.
- Pupils who have difficulty settling into the nursery will receive additional help and support from the nursery staff.
- For those pupils with exceptional difficulties it may be necessary to extend their settling in period. In such situations the school reduced timetable policy may need to be implemented. In such circumstances, flexibility on staff and parents behalf is critical to ensure a successful outcome for the pupils.

Staff Development

In order to ensure that all nursery staff are adept at reassuring pupils and parents as well as facilitating their introduction to nursery, it is important that appropriate staff development activities are undertaken on an ongoing basis. These staff development activities will be provided in line with the School Development Plan priorities.

Monitoring and Evaluation

This policy will be monitored and evaluated by the nursery co-ordinator on an ongoing basis. It will also be monitored and evaluated by the KS1 Vice Principal and Principal on a periodic basis.

Review

This policy will be formally reviewed by January 2009. Responsibility for the review rests with the nursery co-ordinator, the KS1 Vice Principal and the Principal.