



Nursery Class

Settling and Transition from Home Policy

1.20 - *I am in the right place to experience the care and support I need and want.*
2.18 *I am supported to manage my relationships with my family, friends or partner in a way that suits my wellbeing.*
3.6 - *I feel at ease because I am greeted warmly by people and they introduce themselves*
3.8 - *I can build a trusting relationship with the person supporting and caring for me in a way that we both feel comfortable with.*

Health and Social Care Standards (2019)

Introduction

At Maidenhill Nursery Class, our priority and ethos is to create an environment where children feel comfortable, relaxed and secure. For most children, starting nursery is their first separation from their main carer, and we recognise that 'parents are children's first and most enduring educators' Realising the Ambition (2020). With this in mind every child's transition from home to nursery will be considered individually and with the child's wellbeing at the heart of the process.

Children are entitled to join our nursery from their 3rd birthday. We will always aim for children to receive as much as their full entitlement as possible from this date, depending on the needs

Nursery Induction Sessions

Initially, there are two induction opportunities for children and parents to visit the nursery throughout the year (June for August – November starts, November for December – Feb starts) where children will be invited to come and see their new nursery to help ease the transition from home. This is also a good opportunity for parents to meet some of the nursery team and put some faces to names. At Maidenhill Nursery Class we have an open door policy and if parents are keen to come for a visit prior to the child starting they are more than welcome to arrange this with a member of the team.

Due to Covid restrictions, we will aim to support the induction process through virtual induction sessions and virtual tours available on our school website.

Home Visits

Before a child's start date, a member of the nursery team will contact the parent via phone to offer a home visit prior to the child's first day. If the parent is keen to partake in a home visit this will be arranged with a time that is convenient for both the parent and nursery. Two members of the nursery team, including at least one of the child's key workers, will attend the home visit. During the home visit the child will have the opportunity to meet and interact with members of the nursery team and begin the process of building a relationship. This is also an opportunity for the parent to share and receive relevant information using the 'Transition Log' and to ask any questions that they have regarding the child's nursery settling. During this home visit a start date and time will be agreed between the parent and nursery staff.



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Due to Covid restrictions, initial transition discussion with parents will happen via telephone. The member of staff making contact will arrange a start date, talk through the settling process, including drop-off and pick-up practice, answer any queries, discuss what their child can expect on their first day and begin to gather information with regards to care and the child's interests.

The parent's must leave an emergency contact and all relevant paperwork with the school office prior to their child starting in nursery. If the child requires any medication, this should also be handed in to the school office prior to their child starting to ensure all staff are prepared with knowledge of the child's needs.

The Child's First Day

Following an initial consultation with nursery staff, a settling plan will be created for each individual child. This may include children entering the nursery without any formal settling experiences due to attending other early years establishments prior to their start date in Maidenhill; it may include a slower process due to the child's specific needs. We aim to be as flexible as possible for all families who join our nursery community, in order to ensure we are catering for their diverse range of needs.

When the child and parents arrives in nursery they will receive a warm, friendly welcome by a one of their key workers, who will greet them in the garden. This is an opportunity for the parents to be introduced to one of the key workers who will have responsibility for their child and begin to develop the relationship with the family. When the child feels safe, secure and more relaxed the parent will be encouraged leave the nursery for a period of time; pick-up time should be negotiated at this point (ideally the child stays long enough to experience the transition to lunch). One of the key workers will give the parent a pastoral call to let them know how their child is getting on. If a child is finding it hard to settle the parent can stay with their child in the garden or in the playroom whilst adhering to Covid guidelines.

The Child's Second Day

This session will usually last a little longer than the first and depending on the child's experience and willingness to stay in the playroom the previous day. Parents will be encouraged to leave their child at the door, but meet their child in the nursery garden. This is so that the child can experience the transition of coming through the main entrance, going to their peg and then washing their hands upon entry. Following this, the parent can meet their child in the nursery garden again. Pastoral calls will be made to let the parent know how their child is doing thus continuing to build positive relationships with key staff. Staff and parents will discuss the child's progress in their settling at nursery and will agree a plan that will be most suitable for the individual child.

In the days following the child's initial first day the parents and child's key worker will arrange the best plan for the child's attendance.



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The child's progress will be assessed on a daily basis and if they start to become unsettled the settling process will be reviewed. Staff are trained in supporting children's wellbeing and will work collaboratively with parents. As we recognise children on an individual basis it is vital that daily communication with parents is had to formulate a plan that will best support the child's settling-in process, we will give the parent a pastoral call week later to update them on their child's progress, before moving to at least monthly to discuss care needs/ personal planning.

Learning Journals

Every child will have a learning journal for parents, children and staff to work together at home and at nursery to support their child's learning. When the children first start nursery they will be given a learning journal and the first few pages of the learning journal will be completed by the child with their parent including photographs, certificates and special information that is important to the child. These photographs are a valued part of the settling process; they give a holistic picture of the child and their family. Parents are welcome to take these books home to enjoy with their child at any time, but are sent home periodically at the end of a 5 week learning block.

On-going Parental Engagement

Maidenhill Nursery Class has regular stay and play sessions, parents meetings, parent's forum, coffee mornings and book bug sessions to include parents in the life of the nursery. Parents are welcome to attend these sessions when they can and use their daily communication with staff to arrange these.

Due to Covid restrictions, we aim to have regular pastoral phone calls with parents to update any care needs/ discuss progress or any upcoming events/ issues. We also aim to host virtual coffee and chat sessions or walking groups to further develop relationships with families and the community. Our fortnightly 'Nursery Newsflash' helps keep parents informed with the different learning experiences their children have, as well as regular updates to our nursery twitter page.

Monitoring and Review

The DHT and SCDO will monitor this policy annually in August and updated as required.

Next review: August 2022

Policy author: A Shaw, August 2021