



## Settling In Policy

Version no: 0.4

### Version Control:

Version Number	Purpose/Change	Author	Date
0.1	Initial draft – To be approved by Committee	Melanie Nadin	12/04/18
0.2	Read and Changes to grammatical errors	Sarah Allen	13/04/18
0.3	Yearly Review	Melanie Nadin	08/11/18
0.4	Yearly review	Melanie Nadin	14/09/19

## Settling in Policy

We want the children at Hixon Preschool to feel safe and happy in the absence of their parents/carers. To feel safe with the staff and to recognise other adults as a source of authority, help and friendship. We want them to be able to share with their parents the new learning experiences enjoyed at Preschool and be happy in the setting. We recognise that children develop in individual ways and at varying rates, in order to achieve this we offer a settling in procedure that is flexible to meet those needs.

Encourage parents/carers to visit Preschool with their children in the weeks before a planned admission at their convenience.

- Encourage the parents to share with staff their favourite toys or activities, also their child's interests and experiences outside the setting.
- Make clear to families from the outset that they will be supported in the Preschool for as long as it takes to settle their child there.
- Reassure parents/carers whose children seem to take a long time to settle.
- Parents are welcome to keep in touch with the setting by telephone to check on the progress of their child. Once forms are completed we can also do this via our Tapestry app.
- Encourage parents/carers where appropriate to separate from their children for brief periods at first, gradually building up to longer absences.
- Friendships and relationships are an important part of children's development. At Hixon Preschool every interaction is based on caring, professional relationships and respectful acknowledgement of the feelings of children and their parents.
- We are aware that many factors will influence children's and families sociability. They may feel tired, stressed or be trying to communicate in a different language.
- Preschool creates a welcoming environment where the diversity of families and communities, and the aspirations they hold for their children are respected.

Children cannot play or learn successfully if they are anxious or unhappy. Our settling procedures aim to help parents/carers to help their children to feel comfortable in the Preschool, to benefit from what it has to offer, and to be confident that parents/ carers will return at the end of the session.

**Date for review September 2020 unless new legislation comes in to effect**