



John Wilkinson Primary School and Nursery Out of School Hours Provision

Settling In Policy

Updated Autumn Term 2025

STATEMENT OF INTENT

We want children to feel safe, stimulated and happy in the Nursery/After School Club and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's wellbeing and their role as active partners with our setting.

AIM

We aim to make our Nursery and After School Club 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.

METHODS

- Before a child starts to attend our Nursery or After School Club, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus, registration form, displays about pre-school activities, information days and evenings and individual meetings with parents).
- We allocate a key person to each child (Nursery children only) and his/her family, before she/he starts to attend. Where possible the key person will welcome and look after the child and his/her parents when visiting the setting and on the first session. Due to the staff and children being part time this may be difficult. We have a good understanding and knowledge of the key person approach and staff will do their utmost to work with families to ensure the key person is present.
- We will offer every family the opportunity to have a home visit (Nursery children only). If a family does not want to have a home visit the manager will organise a visit to the setting to meet their key person.
- The manager will telephone or email the family to arrange a convenient appointment for a home visit.
- At the home visit the manager, key person and family will go through the registration form, find out what the child's likes and dislikes are and any other relevant information. This will inform the key person how to plan for the child's first visit and session with us.
- Staff will also use this opportunity to discuss with parents and decide on the best way to settle their child into our setting.
- At Nursery and After School Club we understand every child is an individual and will have individual needs therefore we do not have any preconceived ideas about how a child will settle when first attending. Staff are very flexible and will actively work with parents to help settle in their child.
- The staff acknowledge the parents as the child's main educator, and they will know their child the best. With this understanding staff offer a very flexible and individual approach to settling in children. We actively work with parents throughout this process offering strategies where necessary.