



Regent House Preschool

Settling In Policy

It is the policy of Regent House Preschool to provide each child will adequate time to settle in to the Preschool routine and to appropriately support the transition process.

Each child starting Preschool will be given the opportunity to settle in to school life with the maximum assistance and minimum fuss. It is important that staff give all children time and support during the first sessions in order to build individual relationships and gain trust and confidence.

Induction

Parents/Carers and their child are invited for a 'play and stay' session before commencing Preschool to meet staff and other Preschoolers. This will allow the children the chance to familiarise themselves with their new environment and for Parents/Carers to ask questions.

Settling In

The settling in period is very important. At Regent House Preschool, we feel it is vital for the children's later happiness in Preschool and for establishing relationships. Regent House Preschool will endeavour to make this a positive and happy experience for each individual child and his/her Parents/Carers.

At Regent House Preschool we believe all children are individuals and while some children may adjust easily to the new environment and routines, others may take longer to develop trust and feel settled. This is all normal and part of the settling in process.

If Parents/Carers or the Preschool staff feel a child is experiencing difficulties with settling in, staff will meet promptly with the child's Parents/Carers to discuss ways to support him/her and ensure his/her settling in experience is a positive one.

The children will have a short settling in day when he/she commences Preschool in August. It is anticipated that children will be attending Preschool for the full session by the start of September. For some children, a more personalised and tailored settling in plan may be offered.

Should any pupils have additional or special educational needs, staff will work closely with Parents/Carers to personalise the transition process and meet the individual pupil's needs throughout the settling in period; this may result in an extended period of settling in.

Should it be deemed necessary for any child to have an increased settling in period/reduction of hours, this will be discussed and agreed by the Preschool Manager, staff, and the child's Parents/Carers.

On the first day, Parents/Carers are expected to remain contactable near the school site. Parents/Carers will be asked to continue to remain contactable near the school site if the child is unsettled and anxious.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the Preschool's policy review schedule.

Devised:
14/05/23

Approved by BOG:
30/05/23
21/09/23