



Hail Weston Pre-School, The Village Hall, High Street, Hail Weston, Cambs. PE19 5JS, Tel: 01480 214574

Settling In and Transitions Policy

Policy statement

We want children to feel safe, stimulated and happy at Hail Weston Pre-School Activity Group (HWPAG) and to feel secure and comfortable with staff. We also want parents/carers to have confidence in both their children's well-being and their role as active partners with the pre-school.

Aim

We aim to make HWPAG a welcoming setting where children settle quickly and easily because consideration has been given to the individual needs and circumstances of the children and their families.

Methods

- Before a child starts to attend the pre-school, we use a variety of ways to provide their parents/carers with information. These include
 - Access to our website where parents to look at our prospectus and handbook; or
 - We can provide these in written format upon request.
 - Our policies are available in the setting for parents to read and if requested can be sent via email or as a paper copy.
 - displays about Pre-School activities,
 - Open days and evenings and
 - Settling in sessions or individual meetings with parents.
 - A welcome handbook is given to all perspective parents
- During the half term before a child is enrolled, we provide opportunities for the child and their parents/carers to visit the Pre-School together and stay for part or all of the sessions. These visit sessions are free of charge.
- When a child starts to attend, we work with their parents/carers to decide on the best way to help the child to settle into HWPAG.
- We allocate a key person to each child and their family who welcomes and looks after the child and their parents/carers.
- The key person becomes the first point of contact for the child and their family during their time at the setting, and is involved in the child's care and play throughout the sessions. Where possible the key person will continue in that role throughout the child's time at the pre-school. If the key person is not available then another member of staff will be available.
- We use visits and settling in sessions to explain and complete registration records.
- We ask parents/carers to leave the setting when their child has started and is settling in. If however they would prefer to stay for part or all of the early sessions we support them in this decision. When a parent/carer feels it is time to leave their child we provide support in this decision. All children have different experiences and personalities when they start at the Pre-School and we understand that the parent/carer knows their child best.
- Parents/carers are welcome to telephone at any time during the setting to check on their child. Their child's key person will be available at collection time to discuss the child's

progress and involvement during the session.

- We discourage the use of dummies in the Pre-School because of the effect they can have on speech and language skills. However we acknowledge the role that these and other comforters can have in helping a child settle into a new environment; therefore we work with parents/carers to reduce a child's need for these by creating a safe and welcoming environment. As the child becomes settled we remove the comforters to a safe place to be returned at collection time.

Transition

Following a successful introduction to the setting we want the child's next transition to nursery or reception class to be as successful.

- We work with parents/carers to try to place children in groups with others who will be attending the same nursery or reception class. This helps children in their first days at the new setting.
- We actively pursue links with other settings; inviting teachers/support staff to visit the children at the Pre-School in the period leading up to transition.
- When teachers/support staff cannot visit then we offer to meet with them for a professional discussion on the children in our care.
- Before any approaches are made to external bodies the support and consent of the parents is sought.
- During the final half term at the Pre-School activities are organised to reflect the transition process, and children are given the opportunity to express any concerns and fears they may have. These are discussed within the activities and shared sensitively with parents/carers.
- The Pre-School will provide a copy of each child's records to the parents/carers for them to keep and transition reports are also shared with the receiving setting. A formal report (IAT) will be forwarded to the receiving setting by the Pre-School in accordance with the requirements of the local authority. Prior to sending this parents/carers will be asked to sign their consent for sharing this information and will have the opportunity to look at the report and discuss it with their child's key person.

This policy was adopted at a committee meeting of HAIL WESTON PRE-SCHOOL ACTIVITY GROUP held on January 2020

Date to be reviewed: January 2021

Signed on behalf of the Management Committee:.

Lizzie Spear

Signatory:.....

Role of signatory: Chairperson