



**KNOWLEDGE – EQUALITY – DETERMINATION – ACHIEVEMENT**

# **Nursery Settling**

## **In Policy**

<b>Policy Adopted for:</b>	<b>Oakwood Primary Academy</b>
<b>Date of this Policy:</b>	<b>November 2024</b>
<b>Policy review date:</b>	<b>November 2025</b>

**All children are unique and the amount of time that a child takes to settle into our Nursery can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.**

The staff are responsible for settling the child into our setting and forming positive relationships with parents and carers at this time. After the child has settled a key person will be allocated, we watch the child's interaction with the staff and see which adult the child has gravitated more to. The key person works with the parent to plan and deliver a personalised plan for the child's well-being, care and learning. The Key person promotes positive relationships between the child and all staff at the nursery. The role of the key person is to track children's development, build positive relationships with the children's family and to be a secure and welcoming base for children to explore the nursery environment.

We strongly encourage parents/carers to visit the premises with their children before they are due to start. During this period, the Nursery requires that the parents/carers concerned both complete and return the Admission Form.

Children new to the Nursery will be greeted in a warm and friendly manner. They will be introduced to all members of staff.

Children, where relevant, will be informed about the Nursery's routines and the programme of activities. They will be shown around the premises.

If it seems that a child is taking a longer period of time to settle in, this will be discussed with their parents/carers at the earliest opportunity. Likewise, if a parent/carer feels that there is a problem during the settling in period, they should raise this with a member of staff.

Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at the Nursery. Parents/carers can meet with the Manager at any time.