**New Lodge Nursery School**

**Settling into School Policy**

It is the policy of New Lodge Nursery School to provide each child will adequate time to settle in to the Nursery routine and to appropriately support the transition process.

It is crucial for the staff to allocate sufficient time and offer support during the initial September sessions to establish individual relationships and foster trust and confidence.

**Induction:**

Upon accepting a Nursery place, parents will receive information about an Induction meeting scheduled for June. During this meeting, they will receive an overview of the school's curriculum and an informational booklet. Parents and caregivers will also be informed about the procedures for settling in come September.

In August, nursery staff will visit the child’s home. This gives parents and caregivers the opportunity to speak to the class teacher in confidence. This also allows the child to become familiar with the nursery staff.

**Settling In (September/October):**

Children will be gradually introduced to Nursery in small groups. Each child’s time will be extended on an individual basis.

In cases where students have additional or special needs, the staff will collaborate with parents and caregivers to tailor the transition process and meet the unique needs of each student throughout the phased induction period (as advised by EA). This phased transition period may be extended for some children (refer to the Positive Management of Behaviour Policy). If it is determined necessary for any child to have an extended settling-in period, the Principal will make this decision and communicate it to parents and caregivers.

Children will only be invited to participate in school meals and take up their full-day placement once the settling-in process has been successfully completed. Class Teachers must be confident that the child is prepared to engage in full-time hours before school meals are introduced. If a child encounters difficulties in adjusting to school meals, a reduced day schedule will be considered until the child can manage the school meal routine successfully.

Monitoring and evaluating: This policy will be reviewed and monitored in line with the school’s policy review schedule

Review Date

This Policy is to be reviewed every two years following initial ratification by Board of Governors: November 2023

Review Comments

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| Review Date | Comments |
| September 2023 | Draft Policy developed Version 1.0 |
| November 2023 | Policy Ratified Version 1.0 |
| November 2025 |  |