



REGISTERED CHARITY NUMBER: 1015403

St Andrews School Site, Station Road, Congresbury, Bristol, BS49 5DX. Tel: 01934 707 262  
<http://www.congresburypreschool.org.uk> email: [congresburypreschool@aol.co.uk](mailto:congresburypreschool@aol.co.uk)

## **SETTLING IN AT PRE-SCHOOL POLICY**

### **Statement of Intent**

We want children to feel safe, stimulated and happy in our Pre-school and to feel comfortable and secure with staff. We also want parents to have confidence in both their children's wellbeing and in their role as active partners with Pre-school.

### **Aim**

We aim to make Pre-school a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of all children and their families.

### **Method**

- Before your child starts Pre-school, we provide parents with an array of information in different formats. These include home visits, written information (in the form of our prospectus and policies), and access to our website, preschool activity displays and family fun days.
- Home visits will be offered on a mutually convenient day/time to provide an opportunity for the parent/carer to discuss any concerns in the privacy of their own home. This also provides an opportunity for your child to get to know the staff, and supports them with their transition into Pre-school.
- During the half term before a child is enrolled, we provide opportunities for the child and his/her parents to visit Pre-school.
- We allocate a key person to each child and the family, before they start to attend; the key person welcomes and looks after the child and parents at the child's first session.
- When a child starts to attend, we work with parents to decide on the best way to help the child settle at Pre-school.
- We use pre-start visits and the first session at which a child attend to explain and complete with parents the child's registration records.
- Within the first 4 weeks of starting we discuss and work with parents to create their child's record of achievement and learning diary.

This policy was agreed by the Management Committee on 19<sup>th</sup> July 2016

Signed on behalf of the Management Committee .....

Reviewed on (date) ..... Signed .....

Reviewed on (date) ..... Signed .....