

Phased Induction Policy

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

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

Induction

After accepting the school's offer of a Nursery place, parents receive information regarding an Induction meeting in June and at this meeting, are given an outline of the school curriculum and an information booklet. Parents/carers will also receive information regarding the settling in procedures for September.

In August, parents/carers and children are invited to meet with the staff. This will allow the children the chance to familiarise themselves with their new classroom and to locate their new peg, box and outdoor area.

September/ October Settling In

The children will be introduced to Nursery in small groups. All children will be attending nursery for the majority of the full session by the end of September/ early October and for school dinners within four weeks of their start date.

Should any pupils have additional or special needs, staff will work with parents/carers to personalise the transition process and meet the individual pupil's needs throughout the phased induction period (as advised by EA). This phased reduction period may be extended for some children (see Positive Management of Behaviour Policy). Should it be deemed necessary for any child to have an increased settling in period, this will be determined by the Principal and made known to parents/carers.

Children will not be invited to attend school meals and take up their full day place, until the settling in process has been successfully completed. Class Teachers must be satisfied that the child is ready to begin full-time hours, before school meals commence. If a child is unable to settle during school meals a reduced day will be considered until the child is able to manage the school meal routine successfully.

Monitoring and evaluation

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

