



## Railway Street Nursery School

### ADMISSION & SETTLING IN POLICY

- Children are admitted in accordance with the criteria laid down by the Board of Governors (see enclosed criteria).
- Parents of successful applicants will be informed of their placement via the admissions portal. Parents will receive an email from the school with a link to an online form to confirm acceptance of their place and details on how to set up and login into the Seesaw app.

#### **Statement of intent**

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

#### **Aim**

We aim to make Railway Street Nursery a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

#### **Settling In**

- Induction Videos  
In May, parents will receive 6 short videos through Seesaw outlining information on:

Chapter 1- Welcome and the Nursery Curriculum

Chapter 2- A Typical Day

Chapter 3- Induction

Chapter 4- Practical Matters

Chapter 5- Getting Ready

Chapter 6- What's next?

- Collection of Packs  
At the beginning of June, parents will receive a pack containing:
  - Welcome Booklet
  - Starting School Social Story
  - Key Documents Booklet
  - 'All About Me' Booklet
  - The Safeguarding and Child Protection Policy, Pastoral Care Policy, Intimate Policy and Covid-19 Summary Leaflet
  - School Holiday List

The completed 'All About Me' Booklet will be returned to Railway Street Nursery School in mid-June, on the date and time arranged with parents through Seesaw.

- Independence Links  
In June, parents are sent links to videos with ideas and tips on how to support their child's independence skills and prepare them for school. These include videos on teaching your child to put on his/ her coat, how to recognise their own shoes and put them on independently.
- Starting School Story  
A starting school story will be read by the teacher and shared with each child via Seesaw in August. This will support the development of relationships and familiarisation.
- Visit One for Parents/Guardians –Introductory Day  
We hold an introductory day on the first day of the school year for parents only. Parents will be notified of the date and time of this visit on both their child's settling in sheet and through Seesaw.

This is an opportunity to:

- explain and complete any outstanding or additional registration records with parents
  - provide additional information about the year ahead, initiatives and 'The Getting Ready to Learn Programme'
- Visit Two for Parent and Child- Familiarisation Day  
This is an opportunity for both parents and their child / children to walk around the Nursery, meet the staff and engage in a short playtime. The Nursery sweatshirt will be on display and parents will have the opportunity to purchase their child / children's school jumper.
  - Visit Three for Parent and Child  
Children will come to school in one of four small groups (usually in groups of 6 or 7 parents and children at any one given time) for one hour only. This is an opportunity for parents and the staff to work together to engage the children in play and support their settling in and separation. The parent is invited to stay with the child as long as they feel is necessary, but is encouraged to allow the child to stay by him/herself for a short time.

- Further Settling In Arrangements for the month of September
  - **Step One**  
For the next 7-10 days each child comes to school in one of two groups (13 / 14 children per group) for a period of 2 hours (9.00 am -11.00am or 11.30am – 1.30pm). Once again, the parent is invited to stay with the child as long as they feel is necessary, but is encouraged to allow the child to stay by him/herself for a short time. This time is gradually lengthened at the discretion of the teacher and in consultation with the parent.
  - **Step Two**  
The 2 groups of 13 / 14 children are emerged into a full class of approximately 26 /27 children. Children will have their day lengthened and will come to school from 9.00am until 11.45am.
  - **Step Three**  
Children will gradually be introduced to the dinner routine and their time extended.

Other methods of support during the Settling In and transition period:

- We provide parents with information in a variety of ways. These include written information (including our prospectus, policies and welcome book), videos, links, stories, displays about nursery activities, social media, Railway Street school app and website, Seesaw App and an introductory and familiarisation day.
- In June prior to children starting Nursery, we link with The Arke Sure Start and their 'Transition Programme' to support children moving from their setting to ours.
- We liaise with other local playgroups to support children moving from their setting to ours and arrange a transition visit where possible.
- We encourage parents to complete and return the 'All About Me' booklet before their child starts Nursery so that the teacher has some background to the child's family, interests, likes and dislikes.
- We work in partnership with parents to ensure their child has a smooth and settled transition into Nursery.
- A settling-in record is completed during September and October and this forms the basis for the settling-in parental interview, which are held at the end of October. Parents are asked to complete a settling in questionnaire to evaluate our policy and settling in procedures.

Throughout the school year:

- In mid-February, a term 2 profile report is shared with the parents and an opportunity to discuss this profile at a parent/teacher meeting is provided.
- In June, a transition report is shared with the parents. With parent consent this is forwarded to the Primary One Teacher of the chosen Primary School.
- In addition to these formal opportunities, Nursery parents are always welcome in the Nursery, we have an open door policy and the teacher is readily available for discussion and advice, with the exception of Monday afternoon.

Ratified by Board of Governors

Chairperson: *K Gilpin Brown*

Date: 17/6/21