

LITLINGTON PRE-SCHOOL

SETTLING-IN POLICY

Litlington Pre-school intends that children should feel safe and happy in the absence of their parent/carers, recognising other adults as a source of authority, help and friendship and be able to share afterwards, with the parents/carers, their new learning experiences.

Litlington Pre-School recognises each child is individual and Litlington Pre-School will work in conjunction with the parent/main carer to ensure their child is likely to be happy/settled when the parent/carer leaves the child at Litlington Pre-School.

We aim to achieve this by:

- Encouraging parents/carers to visit Pre-school with their children during the weeks prior to joining, at times convenient to the families concerned.
- Inviting children and their parents/carers/siblings to social events at Pre-school in the time prior to their joining the group.
- Providing a welcoming and friendly environment during all Pre-school sessions.
- Being flexible over admission dates, to meet the needs of individual children and families.
- Making it clear to families that support will be given for as long as necessary for their child to settle at Pre-school.
- Providing reassurance to families whose children seem to be taking a long time to settle into Pre-school.
- Encouraging parents/carers, where appropriate, to leave their children alone at Pre-school for brief periods at first, gradually building up to longer absences.
- Allowing unsettled children to spend time with staff members with whom they feel most comfortable.
- A key person system operates at Litlington Pre-School and a parent/main carer may request or suggest a staff member becomes their child's key person.
- Helping children to feel comfortable at Pre-school, to benefit from the activities provided and to feel confident that their parent/carers will return at the end of the session.

Transition Policy

Litlington Pre-School prepares children to make the transition to their next step after pre-school by

- Making observations and keeping weekly records.
- Maintaining Early Years Foundation Stage record sheets which include suggested next steps, and sharing information with other childcare providers (with parental consent).
- Keeping a termly transitional records for the children Litlington Pre-School are the main providers for.
- Working in cooperation with feeder schools and inviting them to visit so as to acquaint themselves with the children.
- Providing parents with any appropriate and relevant information on feeder schools (invitations, dates of meetings, social events etc.).
- Passing on completed transitional records as appropriate.
- Supporting children in becoming as independent as possible i.e. toilet and hand washing, changing shoes and Wellingtons and operating a PE changing exercise.

This policy was amended at the AGM on 15th September 2025

Signed on behalf of Litlington Pre-school.....

Yvonne Rolfe, Leader

Signed on behalf of Committee

Samantha Harris Chair