



# Settling in Pre-school Guidance For Parents

**REVIEW HISTORY**

Version No.	Date of Change	Change Summary	Page No
1.0	01/09/2020	Guidance updated	
2.0	30/01/2026	Guidance rebranded	

## Statement of intent

We want children to feel safe, stimulated and happy at Woodland Grange Pre- School and to feel secure and comfortable with staff. We also want parents/carers to have confidence in both their children's well-being and their role as active partners with the setting.

## Aim

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

## Methods

### Children Beginning Pre School

- Before a child starts Woodland Grange Pre-School, we use a variety of ways to provide his/her parents with information. These include written information (including our parents handbook and policies), displays about activities available within the setting and individual meetings with parents.
- We offer a home visit to those children starting at the beginning of a new academic year. If a child starts mid-year, then we will arrange a pre-school / nursery visit or a meeting at our setting.
- Before a child is enrolled, we provide opportunities for the child and his/her parents/carers to visit the setting.
- We use settling in visits and the first session at which a child attends to explain and complete with his/her parents any documents necessary.
- Children and their parents/carers are invited to visit the pre-school for a 'stay and play' session. This is usually as near to the child starting pre-school as possible. During the 'stay and play', children, parents/carers are introduced to the staff and are informed about preschool routines. The children are encouraged to take full part in the session.
- We appreciate that children have stronger bonds with some adults more than others. Staff will constantly review the settling in process and assign a Key Worker for a child once the child has been in the setting for a few weeks.
- Once the child has started pre-school, staff will agree the best settling procedures with the parent/carer. Most children settle immediately and are able to stay for the full session from the outset. Some children require more support to make the transition to pre-school, a positive experience for them. Settling strategies may include e.g., initially staying for shorter part of a session, initially attending 3 sessions of the week, parent/carer staying for the first half hour until the child is more confident staying on his/her own.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- Staff will constantly review settling progress and discuss next steps with parents/carers.
- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.
- We reserve the right to delay the start of a child if we feel they are not ready for the pre-school environment.
- We reserve the right to suggest a reduced timetable if we feel it will benefit your child with settling into preschool.

## Daily Welcoming of Children

- A member of the pre-school team welcomes children at the classroom door. Unfortunately, parents and carers are not able to enter the cloakroom due to the size of the space.
- Staff assist the children in the cloakroom, promoting as much independence as possible when changing their coats and shoes. There are individual pegs for coats and bags. The pegs are labelled with the child's picture. We will use visuals to support the children to and show them the steps and routines they need to follow.
- When children enter the classroom, they are welcomed by a member of staff and helped to engage with activities in the classroom.

**We judge a child to be settled when they have formed a relationship with their key person; for example, the child looks for the key person when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.**

**We appreciate that every child is different with unique settling in needs. Our settling in policy is very flexible and we will do our very best to accommodate the needs of your child to ensure they settling into Woodland Grange Pre-School successfully.**

**Data will be processed to be in line with the requirements and protections set out in the General Data Protection Regulation.**