



## Foundation stage Settling in Policy

<b>Approved by:</b>	Dolly Goriawala	<b>Date of approval:</b> May 2019
<b>Last reviewed on:</b>	May 2020	
<b>Next review due by:</b>	May 2021	

The purpose of this policy is to ensure that all children coming into our Early Years Foundation Stage are settled in smoothly and comfortably, ensuring that they feel safe, secure and confident to become independent learners.

### Consultation:

This policy was written by Jo Eccles, Head of Foundation Stage, in consultation with the principal and the Admissions Team.

### Monitoring and evaluation:

The Foundation Stage team are responsible for using this policy to embed an effective settling in procedure for all children within the FS department. Any issues or concerns arising from this are to be brought to the attention of Jo Eccles.

## Introduction

At Star International School we want every child to feel safe and confident. We create a welcoming environment where children settle quickly, providing individual care to the child by working closely with parents.

We recognise that for some children and parents, starting in a new setting can be a worrying time. We make sure we have robust settling in procedures and a key person approach for us to get to know the child and parents, giving them the reassurance to feel safe.

## Settling in procedure

### Prior to starting:

- An Orientation Day for FS1 & FS2 will be held on Sunday 1<sup>st</sup> September between 8.30am and 12.30pm whereby parents and children are invited to the school to meet their new teachers, other classmates and see their new classroom and the facilities. Parents will be given information about the curriculum and school routines etc.
- Welcome packs will be given out on the first day of school.
- Questionnaires are given to parents requesting essential information about their children to help teachers get to know them better.
- All parents will be informed of the joining date and the session timings via email.

### Stages of settling in for FS1:

For the first week of school we like to settle the children in gently by gradually increasing the length of time they stay in school as the week progresses.

### **The timings are as follows:**

Sunday 1 <sup>st</sup> September 2019	<b>ORIENTATION DAY</b>
Monday 2 <sup>nd</sup> September 2019	7:30 – 9:00
Tuesday 3 <sup>rd</sup> September 2019	7:30 – 10:00
Wednesday 4 <sup>th</sup> September 2019	7:30 – 11:30
Thursday 5 <sup>th</sup> September 2019	7:30 – 13:00

**Stages of settling in for FS2:**

Due to the number of new admissions joining FS2 we will also increase the hours gradually as the week progresses.

**The timings are as follows:**

Sunday 1 <sup>st</sup> September 2019	<b>ORIENTATION DAY</b>
Monday 2 <sup>nd</sup> September 2019	7:30 – 10:00
Tuesday 3 <sup>rd</sup> September 2019	7:30 – 11:00
Wednesday 4 <sup>th</sup> September 2019	7:30 – 12:00
Thursday 5 <sup>th</sup> September 2019	7:30 – 13:00

- Parents/carers or a familiar adult will be expected to spend time in the classroom with their child to ease the transition, and to help staff get to know your child.
- At this stage we will support you as an individual in judging how best to handle separating from your child; dependent on how confident and settled your child is. Any decisions made regarding settling in are at the discretion of each class teacher for the benefit of each individual child.
- If we feel that your child is settling in well we will request that you leave them and come back at the pickup time.

**Buses:**

- **There will be no buses for FS1 and FS2 children during the first week back. Buses will be available as normal from Sunday 8<sup>th</sup> September 2019. Please understand that there is no exception to this rule. All children must come to and from school with their parent/carer.**