Settling In Policy

Brierley CE (VC) Primary School

Approved by:	Governing Body	**Date:** Autumn 2026
Last reviewed on:	Autumn 2026	
Next review due by:	Autumn 2027	

Our Vision

Transition meetings between Nursery staff, Reception staff and Year 1 staff will be held during the Summer term. Early years staff will provide the relevant Reception/Year 1 teachers with information regarding children, allowing them to accurately plan effective learning during Reception and Year 1.

At Brierley CE (VC) Primary School we want children to feel safe, secure and happy whilst attending their Early Years Foundation Stage. We want children to recognise staff as a source of help and friendship in the absence of parents/carers; and for children to share afterwards the new learning experiences that they feel welcome and involved from the very start.

Ordinarily, the Early Years staff will work in partnership with parents to settle their child into the Foundation Stage environment by:

- Class teacher presentation for parents/carers to introduce staff, expectations, policy, routines and general information about school during summer term. Presentation and further information accessible on website.
- Inviting parents/carers to visit the school with their child prior to the child's start date.
- Providing all families with welcome booklets enabling children and their parents/carers to become familiar with the staff and indoor and outdoor environments. Nurseries will also be provided with a copy of the welcome booklet.
- Arranging a date for the Early Years class teachers to visit the nurseries and observe / interact with the children in a familiar learning environment. Early Years teachers will receive transition information and speak with nursery staff about individual children as necessary.
- FS1 class teacher will arrange home visits to meet the children and parents to gather information.
- Parents/carers of children with SEND will meet with class teacher, staff and SENDO prior to attending school in September
- Encouraging parents/carers to separate from their child and say goodbye at the classroom gates.
- Respecting the circumstances of all families.
- All the Foundation Stage staff welcoming and caring for the children, ensuring that the family feels comfortable in the settling in process.
- The staff will exchange information with the parents/carers.
- Parents/carers are encouraged to contact school via email or phone call with any queries prior to their child starting school in September.
- To ensure a smooth transition for all children into Brierley children's starting dates are staggered over the week.

Once children are attending Nursery/school in September, regular contact is made by staff with parents during drop off and pick up times including phone calls/e-mails/text messages as necessary.