



Home Visit, Induction and Settling-In Policy

Rationale

At Spencer Nursery School we endorse the principles agreed and set out in both our Vision Statement and our Purpose and Values Statement, which have been consulted with children and agreed by parents, staff and governors at the school. The Home Visit, Induction and Settling-In policy reflects these principles and enables all children and their parents/carers to feel welcome, safe and secure prior to and on joining, the school community.

Purpose

The Home Visit, Induction and Settling-In policy will:

- Enable prospective parents/carers to visit the school and discuss the family needs, in relationship to the services offered by the school, with regard to the care and education of their child and extended family services.
- Provide a clear understanding of the expectations and practices of the school to ensure children and their families are supported during this potentially stressful time.
- Ensure a smooth transition from home to the school environment for children and their families.
- Ensure that children feel safe, secure and happy within the school environment.
- Enable practitioners to gather relevant information regarding children and their families.
- Provide parents/carers an opportunity to complete documentation relevant to their child's admission to the school within their home environment.
- Provide children with a supported structure of admission, which takes into consideration the length of the day, the length of the induction and settling-in process and individual support from a named key person in both units and the teacher in Seniors.
- Provide parents/carers with support in establishing a relationship with a named key person, the class teacher and the Headteacher of the school.

Broad Guidelines

- Interested parents/carers will be invited to visit the school on enquiry, and discuss their needs and those of their child. Information will be given with regard to the extended services offered by the school.
- Information regarding the school will be available to all parents/carers on enquiry, in the form of an information pack, which will set out the vision and values of the school, together with information regarding policies and practices. An application form will be enclosed with the information pack.
- The Home Visit and Induction and Settling-in policy will be explained and made clear. Parents will be encouraged to arrange a home visit as this supports the child and the family within their own environment. It will be explained that the settling-in process can be extended to take into account individual children's needs and that the school wishes to work in partnership with parents, with regard to flexibility, during this time.
- Practitioners will work in partnership with parents and support them with and explain all documentation regarding systems and the fee structure.
- The Contract between the parent/carer and the school will be explained, completed and signed by both parties, on agreement.
- Practitioners will collect information regarding the child's progress during the home visit and will discuss with parents/carers any concerns they may have with regard to their child's development. This information will be used to form the basis of the first assessment of the child on admission. If it is felt that the child will need additional support either in school or from outside agencies, this will be discussed with parents at this time or within six weeks of starting, if this is more appropriate.
- The key person system will be explained to parents and the parent will be given an opportunity of meeting their child's key person, during the home visit, if this is at all possible.

- For children in Seniors an agreed time frame will be put together to support the child on an initial visit to the school for an afternoon, following the home visit in the morning. The parent/carer will be invited to stay with their child during this visit. A second visit will be arranged when the child will be invited to attend for a short period on their own that includes lunch. The next day in will be a full day for the child, if this is appropriate for the child. The school will treat each child as an individual with regard to their settling in period and staff will work in partnership with families to try and make this a positive experience for the child.
- The class teacher will be introduced to the child's parent during the first visit and her position at the school will be explained.
- For children in Mini Macs an agreed time frame will be put together to support the child. This will include an initial visit to the school for an afternoon, following the home visit in the morning. The parent/carer will be invited to stay with their child during this visit. A second visit will be arranged for the child to visit again with their parent. A third visit will be arranged for the child to stay on their own in the unit for a short period of time. The child's next day in will be their first day and depending on how the visits have gone, the child will stay for a longer day. The school will treat each child as an individual with regard to their settling in period and staff will work in partnership with families to try and make this a positive experience for the child.
- A prospectus will be given to all parents/carers during the home visit, which sets out the ethos and values of the school together with guidance regarding the taught curriculum and the assessment process.

Monitoring and Evaluation

- All new parents will be asked to complete a questionnaire approximately six weeks following their child's admission to school. The questionnaire will ask parents to comment on the home visit and the induction and settling-in process and suggest ways this may be improved. Their views will also be sought regarding the information provided by the school and they will be invited to make any additional comments about the school and the services offered.
- This information will be shared with governors through the Learning and Attainment Committee and will be incorporated into the School Improvement planning process.
- Relevant information gathered from parents, may be used within the monitoring and evaluation process
- The Learning and Attainment Committee will report to full governors, following review of the policy, on an annual basis.

Review of Policy

Date:	July 2017
Committee:	Learning and Attainment Committee
Next Review:	Summer 2019