



Tel. 07876 260780

**Session times only**

[info@mvns.co.uk](mailto:info@mvns.co.uk)

[www.mvns.co.uk](http://www.mvns.co.uk)

Milland Memorial Hall  
Iping Road  
MILLAND  
Nr. Liphook  
West Sussex  
GU30 7NA

## 11. Settling in Procedure

---

### **Aim:**

The aim of our Nursery School is to ensure each child feels safe and secure, enabling them to 'settle in' to a new environment in a relatively short time. We appreciate that parents are the most important people in a young child's life, and by working together with you, we feel that starting Nursery School should be a happy experience.

We ensure that:

- All parents/carers are signposted to our online 'Welcome Pack' detailing the times and routines of each session and general information about the nursery school.
- Parent's/carers know about the free 3 hour settling in sessions available before their child starts nursery school. The parent/carer should stay for the whole session, enabling them to observe routines and layout.
- Our online children's journal, TAPESTRY, has an 'About Me' section which should be completed by the parent/carer, giving details of brothers/sisters, pets, favourite toys, etc., enabling staff to encourage the child to talk about things familiar and comforting to them.
- Sessions start at 9:00am and parents/carers are invited in, to help their child to hang up their coats, place their drink on the tray and lunch box on the table, establish where toilets are etc. Children are also able to arrive later in the session in a quieter environment after most of the other children arrive.
- We allocate a key person to each child and his/her family. Within the first half term of starting the keyperson will create a 'settling in' review for the child and the parents are invited in to discuss progress.
- If the parent/carer would like, we can arrange the keyworker or management team to call during their session to advise on how they are settling.



Tel. 07876 260780

**Session times only**

[info@mvns.co.uk](mailto:info@mvns.co.uk)

[www.mvns.co.uk](http://www.mvns.co.uk)

Milland Memorial Hall  
Iping Road  
MILLAND  
Nr. Liphook  
West Sussex  
GU30 7NA

- Parents/carers are encouraged to be on time, if not a little early when collecting their child as a late collection or seeing other leave can be worrying for a child.
- We understand that all children are different and settle differently. We will listen to concerns and will talk through a plan to help you and your child feel comfortable to be left in our nursery. All discussions are confidential under our confidentiality policy.