



The Bluecoat School and Nursery Pupil Induction Policy for Two year olds

Aims

At The Bluecoat school we offer a full induction programme for families and children so that:-

- . Parents can become familiar with the nursery and staff.
- . Parents understand the nursery ethos and the experiences we offer to the children.
- . Information and concerns can be shared at the outset to give us a full picture of children's individual development needs and interests at home.
- . Children can start to develop relationships with the staff and their peers. They are familiar with the geography of the nursery and are comfortable in the surroundings.

Contact

When a referral is received the nursery teacher makes first contact through a telephone call. During this call arrangements are made for the child and family to visit the nursery and for a home visit to take place.

Home Visit

Prior to the first visit the nursery teacher accompanied by a teaching assistant will visit the child and family at home. This allows staff to get to know the child in the familiar surroundings of his/her own home. The visit ensures a happy and secure relationship is formed with key members of staff. It is informal and a special bag is taken so the teaching assistant can play with and get to know the child while the nursery teacher talks to the parent. We have a colourful induction book that introduces your child to the nursery using our special bears 'Barney' and 'Hardy'. Any concerns or special details are discussed during this visit.

A registration form, consent form and 'All About Me' book are also completed on this visit. During the first couple of weeks we will look at the 'All About Me' book with the child, so that we can begin to get to know them very well and we can talk about their home and family together.

The First Visit

Parents are encouraged to visit the nursery with their children before they start. The nursery teacher shows families around and they will look at all the areas of learning, outdoor garden and learning environment. Parents are invited to ask any questions and the child is encouraged to participate in chosen activities. It is at this visit that session preferences are discussed.

Settling in and Starting Nursery

To ensure a successful start and to guarantee a firm foundation we allow the child and parent a flexible start, meeting the individual and specific needs of each child. This process starts with two one hour induction sessions where the parent stays with the child. No child is allowed to stay without a parent/carer on these two visits and after that the nursery teacher will guide parents/carers as to the most appropriate time to leave their child.

Different children need different amounts of time to settle in. We recommend that you plan for two weeks to support your child. After the two one hour induction sessions, in discussion with you, we implement a planned staggered intake that supports both you and your child.

Stage 1- Parent/carer spend two one hour sessions together in the nursery

Stage 2 - Parent/carer stays to settle the child and then the child spends one hour in the nursery without the parent/carer.

Stage 3- Parent/carer stays to settle the child and then the child spends two hours in the nursery without the parent/carer.

Stage 4- Child spends full three hours in the nursery

Our aim is to settle children in at their own pace. This ensures happy and settled children – and parents! You will be given a photo record of your child's first week in nursery.

Key Person System

All staff will work with your child but their key person is their special person who will not only help you through the settling in phase, but also listens to any concerns or queries you may have as time goes by. They will keep you informed of your child's progress at the nursery. Each child at the nursery has a designated key person and your child's key person will be in the 'All About Me' booklet that we complete on home visits. There is also information about your child's key person on the notice board near the main entrance door of the nursery.