



**ST BERNARD'S PREPARATORY SCHOOL
EARLY YEARS DEPARTMENT**

POLICY FOR SETTLING CHILDREN

LENT 2018

Early Years Department

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Mission Statement

With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.

St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.

INTRODUCTION

St. Bernard's Preparatory School considers it to be of paramount importance that each and every child is valued and is treated with respect and dignity. All children in our Nursery and Early Years Department are treated with great care and consideration to ensure that they feel safe, secure and cared for within the Nursery setting. Each new child will be welcomed, nurtured and integrated into the life of the nursery as quickly as possible.

The Head of our Early Years Department, Ms M. Biscardi, and the child's key person from the Early Years team will meet with parents prior to the child starting at our nursery to establish a relationship with the parents/carers and to find out about the development and the needs of the child.

A home visit is offered at this time. Visits are made by the child's key person to their current setting as and when appropriate. Parents/carers are encouraged to bring their child for a visit to the nursery prior to the child starting at the nursery.

During the first two sessions the parents/carers have the option to

- Stay with their child if they so wish.
- Stay with their child for part of the time.
- Leave the child for part of the time.

We offer parents/carers advice if they so wish but it is our preference that parents/carers should do what, in their knowledge and experience, is best for their child. We are fully aware that this can be a difficult time for both adult and child.

It is our policy that, so far as is possible, nursery sessions should run in the normal way when a parent or carer is present. The parent/carer should be able to see the usual pattern and routine of what happens during the day, how the staff cope with anything unexpected and in particular they should be able to see the level of care received by all children in the nursery.

We fully understand that when a child starts nursery parents and carers can be concerned about their child's welfare and may feel upset at leaving him or her in someone else's care. We do everything within our power to alleviate these fears and we reassure parents that we will telephone them should this be necessary for the well-being of the child.

If a child remains very upset it is the policy of this nursery to contact the parent or carer to discuss our concern.

In our nursery we have an open door policy and parents can communicate with their child's teacher on a daily basis.

Applies to:

St. Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

Whole School including Early Years Foundation Stage (EYFS), all staff, peripatetics, clubs and extra-curricular activity providers, volunteers, Trustees, Governors.

Related Policies:

EYFS, Safeguarding Portfolio, Health and Safety, Data Protection, Single Equalities

Availability:

This policy is made available to parents on our website www.stbernardsprep.org or a copy may be obtained from the school office on request.

Monitoring and Review:

This policy will be subject to continuous monitoring, refinement and audit by the Headmaster. The Trustees will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed by _____

Headmaster _____

Date _____

Chair of Governors _____

Date _____