



Wandsworth Prep School

Pre-Prep Settling In Policy

At Wandsworth Prep we believe in the importance of ensuring that all children are given the space and time required to settle in. We work alongside parents to help them become familiar with the setting and offer a settled relationship for the child. We know children learn best when they are healthy, safe and secure, therefore we aim to build positive relationships with parents to ensure we can meet children's individual needs and help them settle quickly into nursery life.

Our settling in procedure includes:

- Allocating a key person to each child and his/her family before he/she starts to attend. The key person welcomes and looks after the child, ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process
- Providing parents with relevant information about the policies and procedures of the nursery
- Working with parents to gather information before the child starts on the child's interests, likes and dislikes and their favourite things available at settling sessions.
- Encouraging parents and children to visit the nursery before an admission is planned.
- Encouraging parents to send in family photos to display to help settle the child
- Communicating with parents throughout the settling in period for reassurance.
- Reassuring parents whose children may need a little longer to settle in and developing a plan with them, for example, shorter days, where possible.
- Providing regular updates and photos of the children settling.
- Assigning a buddy or back-up key person to each child in case the key person is not available. Parents are made aware of this to support the settling process and attachment

- Not taking a child on an outing from the nursery until he/she is completely settled.

Our Settling In Sessions

We are aware that for many of our families, a settling in period is very useful to allow for a smooth transition to school. For Pre-prep we offer the following as a 5-day settling period for your child.

With the exception of Day 1, your child's teacher will be ready to collect your child upon arrival and they will spend the remainder of the time with their teachers and peers on these days. If we need to contact you, please ensure we have the details of the collecting person on these days.

Day 1	Spend one hour with your child in the environment, meet your child's teacher and spend time discussing your child while they play.
Day 2	Drop your child off today and they will stay independently for 1 hour, 9.00-10.00am, in the class with their friends.
Day 3	Drop your child off today and they will stay independently for 2 hours from 9.00-11.00am, joining for snack time today.
Day 4	Drop your child off today and they will stay independently for 3 hours until 12.00pm today.
Day 5	Drop your child off and they will stay independently for lunch with their friends today at 12.00pm and they can stay until 3.30pm today.

After day 5, your child will then begin their normal hours. If required, we can monitor and tailor the settling in length needed for individual children. Parents are requested to let the office team know their requirements.

This policy was adopted on	Signed on behalf of the nursery	Date for review
August 2024	Carla Ritchie	August 2025