



## ST. ANDREW'S CE PRIMARY SCHOOL

### Settling in Policy

At St. Andrew's CE School the staff will work in partnership with parents and carers to settle their child into the school environment. We recognise that starting school can be an anxious time for some children and their parents. We aim to do all that we can to alleviate this by adopting the following procedures.

- When a child has been enrolled at the school he / she will be invited to make two visits to the class prior to the official start date so that the child can start to become familiar with the new environment.
- During these visits the child will spend time with the relevant teacher and support staff, meet his / her new classmates and begin to follow school routines.
- The parents/carers are welcome to stay with the child for as long as the child needs to become settled and for the parent/carer to feel comfortable about leaving him / her
- Each child will be appointed a key worker who will greet them and their family each day.
- For the first few sessions, parents/carers may collect the child early if they so wish.
- No child will be taken on an outing from the school until he/she is completely settled.
- We will always ensure that the child's and the family's needs are considered at all times.

**Signed:** .....

**(Chair of Governors)**

**Signed:** .....

**Date:** February 2025

**Review date:** February 2026