



Preschool Settling In
Policy

Gainsborough Primary
School

PRIMARY
ADVANTAGE

SCHOOLS ACHIEVING
MORE TOGETHER

Primary Advantage



Table of Contents

	Page
Settling In	3
Day One	3
Day Two	3
Policy Review	4

Settling in at Gainsborough Preschool

During the home visit Preschool staff will establish a date and time that is convenient for both the parent/carer and the centre to start the settling in process.

Usually this process will be over two half days (approximately 2 hours per day) which are offered to families for free. The times of the sessions are usually 9.30-11.30am.

DAY ONE

Parents are asked to come to reception and a member of staff will show them through to their appropriate room.

The key person will spend time with the parent/carer and child together in the preschool room. This will be an opportunity for parents to pass on any additional information that was not discussed at the home visit. The family will have the opportunity to meet all other members of staff in the room, and be shown where they can obtain key information; children's daily diary, menu. Older children will be given a tour of the room and all children will be allocated a peg and a place to store their belongings. We encourage parents to be positive and take an active role in the room's routine (for example joining in circle time). During the settling in time parents may want to leave the setting and wait in the reception area to begin the separation process of their child.

Parents must stay on the premises.

DAY TWO

The parent/carer will come into the preschool room with the child. When the key person feels ready they will ask the parent to say 'goodbye' to their child and leave the room.



Parents will be offered access to a space to wait in the reception area. The key person will then come and get parents once their time session has ended.

If a child is particularly upset and will not settle then the key person will come and inform the parent before the end of their session.

The above is a general guide and is how the process for most children will work. However, we understand that all children are different and sometimes they need more time to settle and so we are flexible in our process. We will endeavour to take the parents' lead, offering our support and advice when needed. The Preschool Centre offers 4 hours of free settling. Additional settling in time will be chargeable.

Policy written:	April 2020
Amended/Updated:	July 2025
Adopted by Governing Body:	April 2020
Review date	July 2027

The Federated Governing Body has reviewed this policy with careful consideration of our approach to equalities as outlined in the Equalities Policy, January 2020.

We would like to acknowledge the work of other colleagues in drafting this policy. We have drawn on a range of sources including policies from other schools, good practice guides, published schemes and LA and Statutory guidelines where appropriate.

