

FOUNDATION STAGE INDUCTION POLICY

INTRODUCTION AND PURPOSE

The transition between home and school is an important milestone to children and their families. Young children need time to adapt to the new setting. The purpose of this policy is to set out our plans for the induction period.

DEFINITION

Induction is the term used to describe the child's introduction to Jackfield Nursery/Reception and the settling in period.

AIMS

- To ensure all children feel valued, safe and secure in the new setting through a carefully arranged induction programme.
- To develop an effective partnership with parents.
- To develop children who are able to adapt to different routines and build positive relationships with adults and other children, to establish positive attitudes and skills for lifelong learning.

ORGANISATION

Pre-school

As children reach their third birthday they will be invited to attend Jackfield Playgroup. During the Spring and Summer Terms Nursery practitioners will join some playgroup sessions. In the Summer Term playgroup children will join the Nursery for some activities with the support of the playgroup staff. Pre-school activities include Pre-school Library and Parent and Toddler Group.

Nursery

May/June

- New Intake list into school from LA and parents will receive a letter from the LA.
- School send out a letter informing parents of a New Intake Meeting held at the school to enable the parents to meet the staff, look around the setting and become familiar with the routines of the Nursery day. At this session they will receive an information pack, including prospectus, invitation for Transition Day visits, home visit letters, start date letter, contact forms and uniform order forms.

June

- If a child has any additional needs the school will arrange a meeting to gather information from any other agencies involved and to arrange an individual transition programme to suit the needs of the child.
- School will make contact with any pre-school settings the children have attended to gather useful information which may make induction smooth.

July

- All children will be invited to attend a session during Transition Day where the parents and children can get to know the staff and the Nursery environment, inside and out. All children will receive a home-visit giving the children and parents the opportunity to get to know the staff and to share further information.

INDUCTION PROCEDURE

All children will be given a start date. The induction will be gradual and staff will consider the following criteria before extending the time they spend at Nursery. The Key Worker and Nursery teacher will use the following criteria to support each child's induction. The gradual induction is for the benefit of all children and will vary in length according to individual children's needs. The programme at every stage will be carefully discussed with the parents of individual pupils. This may result in further induction/support for individual children.

We will be looking that your child can;

- Show an interest in activities.
- Separate from the carer with some support.
- Listen and respond.
- Use words or gesture to communicate and interact.
- Follow simple Nursery rules and instructions.
- Responds to adult direction.
- S within a group.
- Communicate their needs and be comfortable with members of staff.

AFTER ADMISSION

During the induction period the curriculum will focus primarily on Personal, Social and Emotional Development. Baseline Assessments will take place during the first 2 weeks of each child's induction. Results will be shared with the parents at the Autumn Term consultation evening.

The staff will be available to talk to parents/carers at the beginning and end of the day.

RECEPTION

For any child entering our school without attending our Nursery the above procedure will be applied.

RESOURCES

Information packs are prepared by the school Administration Office following consultation with the Foundation Stage Manager.

HEALTH AND SAFETY

See school policy.

This policy will be reviewed annually.