

Twyford Playgroup EY484175

Settling policy

Date Reviewed: September 2026

Manager Signature: Rachel Knott

Chair of Committee Signature: Pamela Lawrence

Review Date: September 2027

Aims:

At Twyford playgroup we believe that for children to thrive, feel confident, develop and learn, they must feel settled and happy within our playgroup environment. We recognise that settling can be a challenging time for both a child and their family and we aim to give as much support as we can during this period of transition.

Our ethos and the practical application of our ethos strives to support children in being confident, sociable, thoughtful and caring beings at playgroup.

The two main transitions that this policy addresses are from home or another preschool provision to Twyford playgroup and from playgroup on to Primary School Reception class. Other transitions throughout each session will also need to be supported where necessary.

Ethos:

We recognise that our children and their families come from a wide variety of backgrounds and have many different experiences. Children settle in different ways and at different rates, ranging from days to weeks. We have a flexible approach responsive to the best interests of each child and their family.

We understand that parents/carers know their child best of all. We strive to work in partnership with parents/carers, keeping an open, flexible dialogue. We wish to unite parents'/carers' expertise of their child with our professional knowledge and experience to enable a smooth settling experience for each child.

Each child has a key worker who is the main person you can speak to regarding the settling process. They will support you and your child during both the transition from home to playgroup and from playgroup to Primary School. Working within the team, the key worker is also responsible for setting the learning priorities planned for each child in conjunction with the parent, to ensure each child receives a broad, balanced and in-depth curriculum in line with the 'Early Years Foundation Stage' Curriculum.

Procedures in place to support settling:

FROM HOME TO PLAYGROUP

Once a place is offered every child is allocated a key person. The Key person will be one of the members of staff within your child's sessions.

STARTING AT PLAYGROUP

Before starting at Twyford playgroup, parents/carers will be invited to an initial settling in visit. This visit will enable parents/carers to learn about the structure of the playgroup and its ethos from both the manager, deputy manager and key workers. This will provide you with an opportunity to meet other parents/carers from playgroup as well as a time to ask questions. At this meeting you will also be informed of your child's settling in sessions and start date, along with a date for our home visit (if requested), where your child's key worker and the Manager, will come and meet you and your child in your home environment.

In the event of a pandemic, we will send you all the information via email in the form of a presentation.

HOME VISITS

Before children start, they usually have a Home Visit from two members of the playgroup team. This is to meet the family and share information pertinent to the individual child. This includes details about the routines of bringing your child into playgroup, Special Books, Spare Clothes, Medication, Sickness, Outdoor Play, Snack Time, and Toileting. During times of the pandemic, we had been unable to visit homes, but did hold meetings (Meet & Greet) in the settings garden.

SETTLING

Settling in for your child may take up to 2 weeks and parents/carers need to ensure they or someone well known to the child are available to be at setting, if necessary. We try to ensure the settling period is suited to the needs of your child.

Some basic principles apply:

- Parents/carers should show the child around playgroup including where coats are kept, toilets and snack table
- Parents/carers must always say goodbye to their child before they leave, after discussion with the key worker. Parents/carers need to return to their child at the agreed time
- The child and practitioners have to spend time getting to know each other, however confident the child may seem.

All plans are agreed after a discussion between the key worker and parent/carer and always prioritising the child's well-being.

We understand for working parents it can be frustrating when settling may take longer than anticipated. Please trust staff, we are very experienced in settling children. Rushing this process does not benefit your child and help them develop attachments in playgroup I. You may need to allow up to two weeks to settle your child on average.

Twyford playgroup recognise the importance of a warm transition which suits the child. Once children are settled, we encourage parents/carers to engage in the playgroup community where possible and support their child's learning and Twyford playgroup Values. We are also here to support families who may need help with:

- Support for children with additional needs
- The importance of outdoor play and risk taking
- Sharing stories and songs
- Boundaries and routines
- Healthy eating and drinking
- Toileting
- Signposting for housing and health
- Applying for and transition to school.

FROM PLAYGROUP TO SCHOOL

Once parents/carers have accepted a primary school place for their child and agreed when their child will be leaving, the new school will often organise a visit to the school. We will ensure information about the child's learning and development is passed on to aid a smooth transition.

Should the child have complex special educational needs, we will organise a meeting with the class teacher and other professionals where relevant.

We will always be striving for a smooth transition from Twyford playgroup to Primary School for each and every one of our children.