



THE DEAN TRUST  
Believe Achieve Succeed

### **Settling in Policy**

At The Dean Trust, we believe that all children are unique and the amount of time that a child takes to settle in can vary enormously. Therefore, children will be given as much time as they need to settle in, feel welcome, safe and confident in the setting.

All parents and careers will be given the opportunity to visit the Foundation Stage with their children to help them settle in.

Parents and children will always be greeted with a warm and friendly manner. Since every child reacts differently to new situations, staff will take their lead from the child to provide a suitable environment and activities to allow your child to progress at their own pace.

Your child will be allocated a key person, who will discuss any information you have provided on your admission forms. The key person will work with you and your child to share information so we can provide your child with the best possible start to their education, and to assess their progress on a regular basis. Your child's key person is also available to address any concerns or answer any questions you may have.

When you feel your child has settled, please let their key worker know that you are going to leave. Always say goodbye to your child and explain what is going to happen, e.g. "I am going to the shops now and I will come back soon" this way they realise that you will return. In the unlikely event that your child is upset and cannot be settled staff will always contact you.

If at any time you feel there is a problem during your child's settling in period, please do not hesitate to contact your child's key person or class teacher.