



# Norton St Nicholas CofE (VA) Primary School

*Norton Road, Norton, Letchworth Garden City,  
Hertfordshire SG6 1AG.*



**Headteacher: Mr S Cowdery**

**tel: 01462 623322**

**fax: 01462-623355**

**e-mail: [admin@stnicholas23.herts.sch.uk](mailto:admin@stnicholas23.herts.sch.uk)**

**Website: [www.stnicholas23.herts.sch.uk](http://www.stnicholas23.herts.sch.uk)**

## Settling in Policy

Our Aim is to make all families and their children who are new to Norton St Nicholas feel welcome, knowledgeable about the school and settled. Together, we aim to do this by:

### **Transition Visits**

For children who are new to Early Years, a series of open mornings are available for children to get to know their new setting. This is also an opportunity for parents to ask questions. Staff in the EYFS 1 will also visit the child in their pre-school setting (if applicable). This gives the child a chance to meet their key worker in a setting that is familiar to them. It also provides staff with a chance to observe the child in their pre-school setting and ask the staff there about the child. Children known to have Special Educational Needs prior to starting in our EYFS 1 class may require additional transition visits over a term before they commence their education in our setting.

For children starting EYFS 2, three transition visits are planned towards the end of the term, prior to the child starting in EYFS 2. Children in our EYFS are used to moving between the two classes. However, these transition visits are valuable to children who are new to our school.

### **Home Visit**

Where possible, at least a week before the child starts school, a home visit will be conducted. This is an informal visit by two members of staff – the child's class teacher / key worker, plus another member of staff – usually a member of the Senior Leadership Team. The purpose of the visit is to enable the child to meet their new teacher / key worker in an environment that is familiar to them. It also gives staff an opportunity to give information to the family about Norton St Nicholas and for the parents and / or child to ask questions about the school on an informal basis. There are certain circumstances that may require parents of children, who will be new to the school, to present their child's birth certificate in order that staff can compare the child's date of birth with the information they have received from the Local Authority.

### **Starter Pack**

During the home visit the family will receive a starter pack about the school. This pack will contain a leaflet with information about Norton St Nicholas, including details of the uniform, times in the school day, staff and so forth. The pack will also include all the paperwork that needs to be completed before the child starts school, including the Home School Agreement, Pupils Mode of Travel, First Language, Ethnic Background Record Form and Data Collection Sheet.

### **Children with Additional Needs**

From the home visit, starter pack and telephone call to their previous setting, staff will gain an insight into the provision the child has had at their previous school (if relevant). If a child has been receiving

additional support at their former school, then the Inclusion Manager will make the necessary provision for the child to receive additional support at Norton St Nicholas.

### **Children with Additional Medical Needs**

From the information received, home-visit discussions and relevant paperwork completed by the parents, the members of staff who have conducted the home visit will gain an idea of any medical needs that the child may have. If the child has asthma, then the parent/s will need to fill out an 'Administering Inhaler' form. If the child has anaphylaxis, then the parent/s will need to fill out an 'Administering Epi-Pen / Medicine' form. All staff will then be informed of the child's medical needs. If there are any other medical needs, then the relevant staff will be informed of these needs. Parents are required to ensure that all necessary medication is available from the first day of admission to the school.

### **For children starting Norton St. Nicholas as an 'In-Year Admission' the following will also be relevant:**

#### **Contacting the Child's Previous School (If starting Year 1 – Year 6)**

At least a week before the child starts at Norton St Nicholas the Inclusion Manager will telephone the child's previous school to discuss any needs the child may have. The Inclusion Manager will also ask the forwarding school for the child's most recent assessments. This is an important conversation as occasionally records can be delayed in reaching the school.

#### **Starting School**

Where possible, we aim to start the child at the beginning of the school week on a Monday. On occasion a part-time timetable or staggered start may be required to support the child's transition to our school. On the child's first day the child will be brought to the school office at 8.45am, where they will then be taken to their new classroom and their teacher. We anticipate that the child will feel more at ease by recognising a familiar face, following the home visit. Their parent/s will be reminded that as it is their child's first day of school they are welcome to come into the classroom at the end of the school day. Once the class has come in and settled, the class teacher will then introduce the new child to the class and 'buddy' them up with another member of the class. The class teacher will then check on the child at regular intervals of the day and encourage them to talk to the class teacher if they have any queries or concerns. At the end of the school day the parent/s of the child will come into the classroom and have a general discussion about their child's first day with the class teacher.

#### **Parent Consultation and Questionnaire**

Within a month of the child being at Norton St Nicholas the child's class teacher will invite the parent/s in to discuss how their child has settled and what progress they are making academically. This will give the parent/s an opportunity to ask any questions they may have. The parent/s of the child will also be asked to complete a questionnaire about how they feel they and their child were welcomed into school and how we can improve the process in the future.

**Written: Nov 2010**

**Reviewed: April 2016**

**Next review Date: April 2018**

***This policy has been reviewed and has been assessed as being compliant with the requirements of the Equality Act 2010***