

Sandy Lane Nursery and Forest School

Induction Arrangements



Parents and carers receive a letter from Janet in the school office **confirming their child has a place at nursery**. This letter informs parents of the room their child will be attending.

Garden Room—mainstream for 3 and 4 year olds

Sunshine Room—mainstream for 2 year olds

Rainbow Room—specialist provision for children with SEND

The half term before the child is due to attend nursery **the room leader telephones the parent/carer to arrange to visit the family home**. For families accepting a nursery place midterm, this call will be within 2 weeks of the offer letter being received.

Garden Room Leader—Jamie

Sunshine Room Leader—Jo

Rainbow Room Leader—Kirsten and Nikki

On the agreed date the **room leader visits the family home** to meet the child and parent/carer. Staff and parents/carers will discuss the child's likes, dislikes, needs and things that will help the child to settle in. Staff will answer any questions parents/carers have, discuss nursery routines, uniform, snack and share documents parents/carers need to complete and return.

During or shortly after the home visit the **room leader will arrange** a date for the child and parent/carer to make a **1 hour initial visit to the school**

Parent/carer and child visit nursery for a 1 hour visit together

Child visit nursery for a 1 hour without parent/carer

Following discussion with parent/carer **the child attends nursery for the full 3 hour session**

For children registered for 30 hours, following discussion with parent/carer **the child attends nursery for a 3 hour session including lunch before attending full time**

The Room Leader will arrange a meeting with parent/carer to discuss how the child has settled and share further nursery information with parent/carer. **Information about the induction questionnaire will also be shared**

All children are individual, some may take longer to settle in to nursery and we will tailor these arrangements, in consultation with parents and carers, in the best interests of the child. Please see the Settling In document available on the website (www.sandylanenurseryandforestschoo.co.uk) —Parents, New Starters for more detailed information.