

**Cheadle Primary School**  
**Early Years**  
**Induction Policy**

**Aims**

Our aim is for the children to feel safe and happy in the absence of their parent. Children cannot learn if they are anxious or unhappy. Our induction procedures aim to help the children to transfer from home to their nursery setting and then to reception smoothly to help them feel comfortable and confident about leaving their parents and coming to school.

**In the Nursery**

Children are admitted to the nursery in September of the academic year they are 3 years and 4 months. The cut off date is 31st August of the same year. In the term before a child is due to start in the nursery the children and their parents are invited to visit the nursery to be welcomed to the school by the EYFS staff. This is an opportunity for the children to become familiar with their new surroundings and meet the other children who will become their friends. At the same time their parents will listen to a short talk by the nursery teacher or Early Years Manager and will be asked to fill in some forms. They will be able to discuss any concerns they may have and give the nursery staff any information they feel is necessary.

The children will be invited back to the nursery a few weeks later to stay for a short time without their parents.

In September there is a 2 week induction period to help the children settle into to the nursery. If it is felt that a child is having difficulty settling a longer period of induction can be carried on for as long as necessary.

See Below:

Nursery Session	Week 1 * WK Beginning 1/09/14	Week 2 WK Beginning 8/09/14	Week 3 (full time) WK Beginning 15/09/14
All Mornings	9.00- 10.00am Tuesday - Friday (The children will start on the 2/09/14 as school will be closed on the Monday)	9.00-11.30am Monday-Friday (12.20pm finish if having school lunch)	9.00-12.00 Monday-Friday (12.20pm finish if having school lunch)
All afternoons	12.00-1.00pm Tuesday -Friday (The children will start on the 2/09/14 as school will be closed on the Monday)	12.00-2.30pm Monday to Friday (11.40 start if having a school lunch)	12.00-3.00pm Monday to Friday (11.40 start if having a school lunch)
Block 1 (Monday/ Tuesday all day and Wednesday morning)	9.00-10.00am Tuesday and Wednesday (The children will start on the 2/09/14 as school will be closed on the Monday)	9.00-12.20pm Monday and Tuesday (They will have their lunch in school)  9.00-12.00 Wednesday (12.20 finish if having a school lunch)	9.00-3.00pm Monday and Tuesday (including lunch)  9.00-12.00 Wednesday (12.20 finish if having a school lunch)
Block 2 (Wednesday afternoon and all day Thursday/Friday)	12.00-1.00pm Wednesday  9.00-10.00am Thursday/Friday	12.00-2.30pm Wednesday (11.40 start if having lunch)  9.00-12.20pm Thursday/Friday (including lunch)	12.00-3.00pm Wednesday (11.40 start if having lunch)  9.00-3.00pm Thursday/Friday Including lunch

\* School lunch will not be provided on these days

## **Reception classes**

Children transfer to their reception class in the September of the academic year they are 5. Other children will join the two full time parallel Reception classes from other settings.

Parents will be invited to attend an evening induction meeting when they will receive information about what their children will be doing during their time in their reception class. There will also be an opportunity to meet the staff, members of the PTFA and governors of the school.

The children will already be familiar with the staff, surroundings and routines as they will have visited their new classes, joined in with assemblies and played in the reception outdoor area.

Children who are new to the school will be invited to come and meet their new friends and teachers at a later date.

There will be a 2 week induction period. If any child needs a longer period of adjustment this can be arranged.

See below:

### **School Day**

**Week 1-** Pupils will start school at 9 o' clock and will finish at 2 o'clock,

Children will need to wait in the Reception playground before school starts and then the class teacher will be waiting to greet you at the back of the classrooms, where they will go in.

**Week 2-** Your child will start school at 9 o'clock and will finish at 3.15pm. Children will need to wait in the Reception playground before school starts and then the class teacher will be waiting to greet you at the back of the classrooms, where they will go in.

### **Induction to KS1**

Although a distinct part of school life, the EYFS is fully integrated within the school community, taking part in assemblies, plays, concerts, parties etc. The reception classes attend whole school and KS1 assemblies, and take an assembly for the whole school in the summer term. The nursery children join in when the children are able to do so. By the time the reception classes transfer to KS1 they will have visited their new classes and met their teachers. They will be familiar with their new surroundings and school day as well as their new teachers visiting them in their classes before hand.

### **Home/School Partnership**

Parents are a child's first educator. Children's experiences at home are highly significant to their achievements. When parents and school work together the results are significant.

We aim to develop an effective partnership between home and school as fully as possible and welcome parents in our school. We keep them fully informed about all aspects of their child's development.

We ask parents to complete an entry profile with their child before they start in nursery. This provides a baseline for assessments during their time in the EYFS.

Admissions procedures are flexible to allow children time to settle into school at their own rate, we welcome close links with parents during this settling in period.

Parents contribute to and are fully informed of their child's progress and achievements. Opportunities for learning are extended into the home e.g. sharing and reading books, topic activities, newsletters. Experiences and children's interests are often used as stimuli for learning in school.

We encourage links with outside services such as the Library, school nurse, fire-service.

We value the expertise of parents and other members of the community and welcome them into our school