



Joint Headteachers: Ms Danielle Boder-Cohn & Mrs Daniella Spector

Lower Gan

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Bushey & District Synagogue

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Registered charity No: 242552

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Upper Gan

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Policy on Settling In

Our aim at Bushey Ganim is to make the 'settling in' process as quick and comfortable as possible.

We ask that all relevant forms are completed and returned as soon as possible. The information you provide us about your child will help us to get to know them and settle them calmly.

Lower Gan

Before your child starts there will be a pop in session during which the parent/carer stays. This will last around 30 minutes. It is a time to share further information before starting and also for you to get to know your child's key teacher.

The new starters may have a staggered start time in the first week; first or second part of the morning session, in order to allow more teachers to settle a new group of children.

Your child's first three sessions will be a short one hour with a parent/carer staying for the first one hour session. All three sessions will start at the time allocated to you i.e. 9.30am or 10.45am. After this, all new children will start at the normal time. The length of the session will increase according to how well your child settles. Each child is an individual and will settle in their own time. No two children are the same.

It is better for your child to leave us wanting more having had a shorter morning initially.

We will not allow any child to become too distressed before calling you.

We ask that parents/carers be guided by the advice given by staff in the settling in process.

Upper Gan

For new children starting Upper School from another nursery/ childminder or straight from home and children coming from Lower School, there will be a pop in session.

For children moving up from Lower School this will be arranged internally with their key worker.

For children coming from outside, the parent/ carer will stay with the child during the pop in session.

Pop in sessions last for around 20/ 30 minutes. This is an opportunity for the child to meet their new teachers and see the environment.

In order to ensure a smooth transition we advise that on the first morning that your child starts with us, you bring him/her into nursery, help him/her hang up his bag/coat, bring him/her into their classroom, with a hug/ kiss and say goodbye. Our competent, friendly staff will then take over.

If we feel that a parent/ carer should stay for a while or remain in the building but out of sight, we will let you know.

Afternoon Sessions

These are available once your child has turned 3.

If we feel any child is unsettled and not benefiting from the extra session we will advise for them to be picked up earlier or not stay at all.

PLEASE BE ON TIME FOR COLLECTION. A WAITING CHILD IN AN ANXIOUS CHILD.

We understand that as a parent it is very hard to hear your child crying/ upset. Our experience has taught us that if there are tears, they don't last for very long, and when the parent/ carer leave, the child usually calms down.

On some occasions we may advise that a child should be picked up earlier.

We will always do what is best for the child.