



INDUCTION POLICY

This policy links to the following national guidance documents:

Health and Social Care Standards 1: I experience high quality care and support that is right for me.

How Good is our Early Learning and Childcare? 3.1 Ensuring well-being, equality and inclusion

How Good is our School? 4th Edition 3.1 Ensuring well-being, equality and inclusion

Aims

At Kingswells Nursery and School we aim to work together to provide a safe, welcoming and caring environment for our families in which children can feel happy and secure and ready to learn. We aim to do this by working in close partnership with parents, who are their child's first and main educator. Along with the child's carers we also hope to utilise the knowledge and expertise of any other relevant professionals such as health visitors and staff from partner provider nurseries.

Induction Procedures

We follow Aberdeen City Council Admissions Policy for Early Learning and Childcare and Entry to P1. These policies are updated annually and can be found at www.aberdeencity.gov.uk/services/education-and-childcare/ These documents share dates of birth for entry to each year group and allocation information.

Once places have been allocated parents/carers will be invited to an induction event which shares practical arrangements for children starting nursery or Primary 1 with us. Parents will also be sent links to useful information and films on our school website.

Before children start at Kingswells school/nursery staff will liaise with a child's previous playgroup, nursery or school to help us provide a smooth transition.

Any child who starts with us part way through the year will be invited to visit the nursery/school and meet with a member of the senior management team to find out more information. The whole school handbook can be found on our website <https://kingswells.aberdeen.sch.uk/>

Starting Nursery

To build positive relationships with children and their families we operate a phased entry to nursery; children start nursery as part of a small group and build up to staying for the full session without their carer. Some children settle very quickly and others can take a bit longer. We work closely with carers to do this in the most appropriate way for each child.

Children and a parent/carers are invited to visit the nursery for a one hour stay and play together the day before they start. The next day children are welcome to stay for part of the nursery session and parents can leave when they feel it is appropriate for their child.

On day three, if they are ready, children are welcome to stay for the full nursery session and can be dropped off and picked up during our usual nursery hours.

Starting Primary 1

Like nursery, children have a phased entry into Primary 1. Children will have a Stay and Play session in their class the day before they start. P1 children will be in for full days within 3 weeks of the start of the new term.

Sharing Information

Part way through the school year we will hold a curriculum evening with the aim of helping parents and carers find out more about the learning that takes place in school.

Children in Nursery-7 will have a profile set up on Seesaw. Parents can access this through an app or the website and will be given login details via an email from the school office or a letter in nursery. Seesaw is a two-way communication tool which allows home and school to comment and share in the learning and school experiences of a child. P1-7 teachers will regularly share learning and highlights from the class, these may be individual, groups or whole class. For nursery children staff will share observations of learning via Seesaw. Our policy is to ensure that children receive a minimum of 2 detailed observations before Christmas, 2 in term 3 and 2 in the final term of the school year as well as regular 'Wow' moments throughout the year.

Nursery parents can informally engage with staff about their child at the beginning or end of each nursery session. More private appointments with a key worker, teacher or Depute Head Teacher can be made if and when they are needed. Focus Child meetings in nursery replace the Parents' Appointments which take place for children in school.

Parents/Carers of P1-7 pupils will be invited to Parents' Appointments through the school year, dates will be shared via letter/newsletter. Reports will be sent home three times in a year; 2 interim reports sharing attainment information only and 1 with attainment and written information from the class teacher. Any parent/carer who wishes to make an appointment with a teacher or member of management can do so throughout the year at a mutually convenient time.

Nursery and School staff are happy to answer the questions of any parents and to support families in the best way they can to ensure a positive experience for everyone.