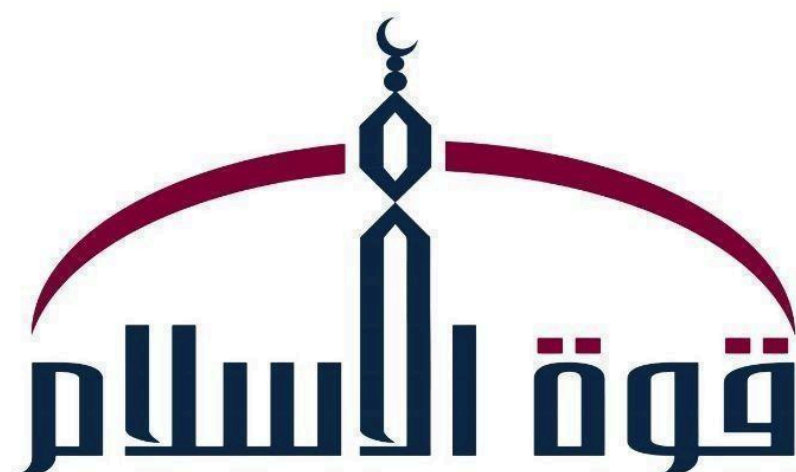


Quwwat-ul-Islam Girls' School



QUWWAT-UL-ISLAM GIRLS' SCHOOL

www.quwwatulislam.com

Together we can achieve more

Early Years Settling in Policy

Published Date	September 2026
Review Date	July 2027

School Motto
Together we can achieve more
School Values
Respect . Aspiration . Responsibility
Learning Drivers
Caring for Ourselves, Our World, Our Education, Our Rights

School Vision Statement

To establish a school of excellence both **Islamically** and **Academically** - Provide a **holistic** education which is inspired by: **Taqwa**: God consciousness **morals and values** inspired by the prophet (saw) coupled with **academic excellence**.

At Quwwat-ul-Islam girls' school we adhere to the following:

- **Mutual respect and tolerance** - We respect and care for everybody.
- **Democracy**– We promote the right of every individual to have their opinions and voices heard.
- **The rule of the law** – We understand that laws and rules protect us and at the same time provide us with responsibilities, by breaking them there are consequences.

Quwwat ul Islam Girls' School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff, governors, volunteers and parents/carers to share this commitment.

Quwwatul Islam Nursery aims to work in partnership with parents and carers to support each child in settling into the nursery environment. We strive to ensure that every child feels safe, secure, and comfortable with both staff and their surroundings. We recognise and respect the individual needs of children and their families, and we aim to provide reassurance to parents so they feel confident that their child's needs will be met.

Before a child begins attending the nursery, we offer a variety of opportunities to engage with both the child and their family, including a home visit. During this visit, parents and carers will be provided with key information about the nursery, including policies, activities available within the setting, and important dates such as parent workshops and individual meetings.

Procedures:

- A key person will be assigned to your child based on the sessions they attend (morning or afternoon).
- Parents and carers will be invited to attend several "stay and play" sessions, during which any outstanding enrolment information can be completed.
- When your child begins attending sessions, staff will explain the settling-in process and work in partnership with parents to decide the most suitable approach for the child.
- Parents and carers are expected to stay for most initial sessions. This helps staff gather important information about the child and ensures the child feels secure.
- Some children may take longer to settle, particularly those who have not previously spent time away from home.
- Children returning after a period of absence may also require support from a parent or carer to help them re-settle.
- Parents are encouraged, where appropriate, to say goodbye to their child and reassure them that they will return at the end of the session.
- Initially, parents/carers must remain for the full duration of the session and should not leave early or remove their child unless the child becomes very distressed.

Session Times:

- Morning: 8:15am – 11:15am
- Afternoon: 12:05pm – 3:05pm
- If parents/carers wish to leave their child for a short period, they must remain nearby (outside the premises). If the child becomes distressed, parents will be contacted and asked to return immediately.

Practitioners treat every child as an individual and understand that children settle at different rates. While some children may appear to settle quickly, they may not yet be ready to be left without a parent or carer. The nursery reserves the right to request that a parent or carer remain if a child finds separation distressing. This is particularly important for very young children, as we believe they learn best when they feel secure and supported.

Regular discussions will take place with parents regarding their child's progress and how well they are settling. These discussions will focus on relationships with staff and peers, participation in activities, and familiarity with daily routines.

During the settling-in period, practitioners build a detailed understanding of each child through observation and communication with parents. This helps identify the child's interests, developmental stage, and the most effective ways to support them.

Within the first six weeks, the key person will complete an Early Assessment Review using information gathered from parents, the completed "Getting to Know You" booklet, and their own observations. This review will be shared with parents, along with strategies to support the child both at nursery and at home.