

Footsteps @ St Joseph's Catholic Primary School

Gipsy Lane, Bracknell, Berkshire, RG12 9AP

Tel: (01344) 425246 Fax (01344) 305463



Settling In Policy

Adopted by the Resources Committee

at its meeting on: 20th January 2026

Signed:

A handwritten signature in black ink, appearing to read 'Stephen Kemp', is written over a light grey horizontal line.

Name: Stephen Kemp

Position: Resources Committee Chairs

Date: 20.01.2026

Review Date: January 2027

Responsibility: Resources Committee

If you would like help understanding or translating this policy, please contact the school office.

TEL: 01344 425246

EMAIL: secretary@stjosephsbracknell.co.uk

“Growing together with Jesus in our hearts, heads and hands.”

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Statement of intent

We want children to feel safe, stimulated and happy in the Nursery and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's wellbeing and their role as active partners with the Nursery. We offer an open-door policy at Footsteps meaning parents/carers are welcome to stay until they feel their child/ren have settled.

Aim

We aim to make the Nursery a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Methods

- Before a child starts to attend the Nursery, we use a variety of ways to provide his/her parents with information. These include the school/nursery website, Our Information Padlet and Policies.
- We provide opportunities for the child and his/her parents to visit the Nursery.
- When a child starts to attend, we work with his/her parents to decide on the best way to help the child to settle into the Nursery.
- We allocate a key person to each child and his/her family, before he/she starts to attend; the key person welcomes and looks after the child and his/her parents at the first session.