



Settling in at Holmleigh Primary School in the Early Years

A PLACE WHERE...

'Teamwork makes the Dream work'

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3. Key Person Approach
4. Term dates
5. Home visits in both the Nursery and Reception
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Nursery and Reception
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Settling in Guidelines-Reception

Our Welcome

Dear Parent/carers,

A big welcome to Holmleigh Primary school, early years' family! We are a vibrant, multicultural nurturing school with wonderful staff who work in collaboration with children, their families and the community to ensure that all children are happy, secure, healthy, valued active learners.

We aim to provide high quality care and education through an enabling environment which is supportive and inclusive for all pupils and families. We foster natural curiosity through play and exploration, advance personal, social and emotional development, enable problem solving through mathematical and creative experiences and allow children to be creative and critical thinkers.

All of the above is underpinned by a nurturing approach with a strong ethos of co-regulation and equipping children with the next steps to be resilient, lifelong learners and make a positive contribution to society.

The Early Years team

Meet the Team



Angie Manderson: Early Years' Team leader and Nursery class teacher

Hi my name is Angie I am the EYTL and Nursery class teacher. My teaching career started in 1997 after I graduated from Goldsmiths university. I have been at Holmleigh since 2010. I always knew I wanted to become a teacher and used to line up my dolls and boss them around! I have a sustained interest in conflict resolution and equipping children with lifelong skills to resolve conflicts successfully.

I have two children who both attend secondary school. I am passionate about all children being given the equal opportunity to learn in their own way at their own rate. I believe that learning is a continuous process and you are never too old to learn something new!

In my spare time I love to paint and read.

My greatest joy is to give to others. I teach because I know I can make a difference.



Farzana Gajia: Reception Class teacher

Hi my name is Farzana I Joined Holmleigh in 2011 and I work in the early years. I have a BA in Psychology which focused mainly on child psychology.

I can speak Urdu and Gujarati. I am a mother of three.

In my spare time I enjoy reading, singing and visiting museums.

I have always had a desire to work with children.

Teaching is a not just a job for me but an integral part of my life which I thoroughly enjoy. My greatest interest is developing early communication, language and literacy skills.



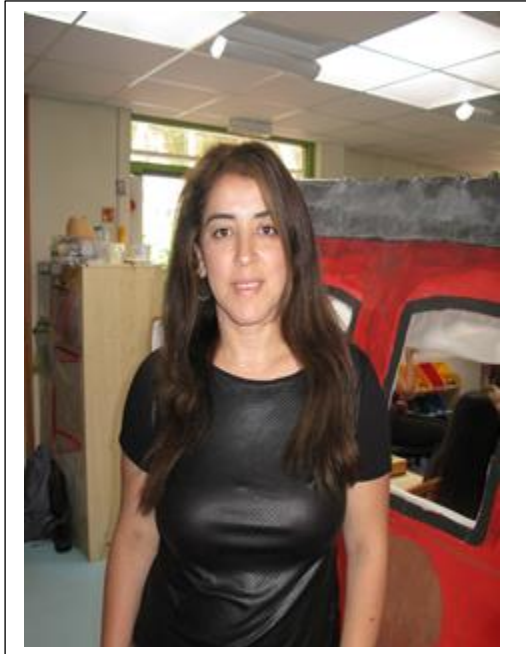
Prudence Gomez-Morille: Nursery Officer

I have a level 3 in childcare learning and development I have been working at Holmleigh for nearly 2 years. But have worked in the early years for 15 years. In my spare time I like watching action films and period dramas. As well as visiting markets. I Love working in the early years each day is different and rewarding.



Debbie Maynes: Nursery Officer

Hi I'm Debbie Maynes. I'm an Early Years Practitioner, qualified with the NNEB Diploma. I have worked at Holmleigh for over twenty years. I am passionate about Children's Development and Learning and working with their families. I live in East London with my Husband and Son. Outside of work I spend much of my time working on my allotment, I also enjoy reading and being part of a book club.



Lila Zeggaoui: Nursery Meals Assistant and ESA

Hi my name is Lila. I joined Holmleigh Primary School in September 2014 as a lunchtime supervisor. I also work with kids who have additional needs. I speak Arabic and French. I have 2 beautiful kids who used to attend Holmleigh Primary, they are now in secondary school. I love to work with kids and help them as much as I can.



Hi my name is Fatima I have been working as an ESA at Holmleigh since 2013. I understand some Algerian Arabic and speak Bosnian and English. Both my children attended Holmleigh and were very happy here. My daughter is 19 and my son is 16. In my spare time I like to go on long walks and cook for my family. I especially love going clothes shopping with my daughter at Westfield.



Lorena Prado Specialist Spanish teacher and Artist

‘Hola a todos esoy feliz de estar en esta escuela!

Hello everyone I am so happy to be at this school. I have worked at Holmleigh since 2004.

I teach Spanish from Nursery to Year 2 at every Wednesday and I teach art from Year 1- Year 6. Throughout the week I work in different schools in the borough of Hackney and Islington.

I am from Argentina, I live on a boat and I have two children who are aged 9 and 11. I love riding horses and in my spare time I am an artist
My favourite thing is pottery, I especially like to work with clay.

Key Person Approach

Positive Relationships

‘Children learn to be strong and independent through positive relationships’

At Holmleigh, we operate a flexible key person approach following the statutory framework for the early years. Every child at Holmleigh is assigned a key person who like all the other early year’s staff will give your child the reassurance to feel safe and cared for and develop partnerships with parent/carers. The key person will also work as part of a team to plan experiences to ensure that every child’s learning and care is tailored to meet their individual needs.

We are a small, extremely nurturing school so always encourage parent/carers to approach any member of the team if they need further support and not just their designated key person.

Term Dates- September 2023-July 2024

Autumn Term 2023	<i>Inset Day (School closed)</i>	<i>Monday 4th September</i>
	<i>Inset Day School closed)</i>	<i>Tuesday 5th September</i>
	Starts (open for children)	Wednesday 6th September (Years 1-6)
	Last day	Thursday 19th October
	<i>Inset Day (school closed)</i>	<i>Friday 20th October</i>
	Half term	Monday 23 rd – 27 th October
	Open for children	Monday 30th October
	Ends - Christmas Holiday	Thursday 21st December @1.35pm

Spring Term 2024	<i>Inset Day</i>	<i>Monday 8th January</i>
	Starts (open for children)	Tuesday 9th January
	Last day	Friday 9th February
	Half term	Monday 12 th – Friday 16 th February
	Open for Children	Monday 19th February
	Ends – Easter Holiday	Thursday 28th March @ 1.35pm

Summer Term 2024	Starts (open for children)	Monday 14th April
	Bank holiday (School closed)	Monday 6 th May
	Last day	Friday 24th May
	Half term	Monday 27 th May - Friday 31 st May
	Open for children	Monday 3rd June
	<i>Inset Day (School closed)</i>	<i>Monday 24th June</i>
	Ends – Summer Holiday	Friday 19th July @1.35

**All about Settling into Holmleigh
Nursery**

Unique child- Settling in and starting Holmleigh Nursery class

Separates from main carer with confidence

Development Matters 30-50 months

Our aim is to ensure that the transition from home or another setting to our Nursery is as smooth as possible. We adhere to an agreed set of guidelines which allow a flexible child-centred approach that is always successful, as the small steps we follow ultimately lead to a child's secure involvement and well-being.

We strongly value the importance of home visits, stay and play sessions and inviting our prospective parent/carers to our summer fair and open day so that relationships can start to form before settling in begins.

Settling in guidelines

Day 1-visit with parent/carers to the Nursery for 1 hour.

Day 2-separation begins. (The length of separation is dependent upon observations of your child from open day and day 1, if they are ready separation can be any time from 5-40 minutes.

Day 3-Separation of up to 1 hour without parent/carers.
(dependent upon the child)

Day 4- Two hours' separation without parent/carers.
(dependent upon the child)

Day 5-Separation for the whole session.
(dependent upon the child)

Day 6- onwards- the separation time will continue to increase.
We advise all parent/carers always to say goodbye and let their child know when they are leaving as disappearing or leaving when a child is distracted can ultimately result in increased anxiety and fear for your child which delays the process.

It is important that during this transition, parent/carers work in partnership with us, allowing at least 5 days to settle their child.

Extended settling in period

We believe that settling in is not a time to be rushed as we believe transition needs to be handled sensitively and carefully and is personalised to each child.

If a child needs more time to settle, we will implement a staggered approach after consultation with parent/carers.

Amended times during the settling in period

Please note **ONLY during the settling in period** mornings sessions will start at 9.30 and afternoon sessions will start at 1.30pm. Once your child is settled morning sessions will start at 9am and afternoon sessions at 12.30pm.

Preparing your child and supporting their learning

Joining a Nursery or any settling in is a huge transition for both the child and their family. It can be a nervous time for parent/carers as it marks a new beginning and is the start to formal education.

Our settling in procedure allows for time to settle and relationships to form. We start this process in advance during home visits and a picnic. Some parent/carers can feel extremely anxious to leave their child especially if their child is visibly upset.

In such cases parent/carers are supported and will be encouraged to leave and a practitioner will support your child. Parent/carers will only be contacted if their child has not settled once separated.

Our experience shows that the following tips can be helpful:

- Be positive and do not show your own anxieties to your child
- Talk to your child about what they might learn
- Encourage your child to manage their own coat, belongings, feed themselves, use the toilet independently.

- Model asking questions so they develop confidence to ask for help
- Attend school based events like the summer fair etc to familiarise both yourself and your child with the setting.
- Provide materials at home for your child to draw pictures which can be taken to the nursery on their visits.
- Talk to your child, listen to them and give them different experiences.
- Join the local library and share books at home
- Provide practical experiences such as cooking to develop early mathematical skills

Peg and bag

Every child will be given a labelled cotton peg bag which remains at nursery and does not go home.

Each child needs the following in their peg bag;

- Appropriate sized; Spare tops and bottoms, trousers, skirts, underwear and socks.
- A pair of wellington boots
- Appropriate clothes for the weather- which need to be changed according to the season including sun cream which they can administer themselves.

All clothes must be labelled and kept in your child's peg bag. Please ensure that the clothes are the appropriate fit as children have many growth spurts throughout the year.

All about Settling into Holmleigh
Reception class

Extended settling in period

We believe that settling in is not a time to be rushed as we believe transition needs to be handled sensitively and carefully and is personalised to each child.

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We understand that some children may have attended their previous setting fulltime prior to starting Holmleigh Reception class. We acknowledge this but strongly believe that a smooth transition is our priority.

To aid transition we implement a **short transition period of 2 days** for all children who **are new to Holmleigh Primary School.**

Additional information during the settling in period

Please note on the **first day only of your child's settling in** please arrive at 9.30 and wait in the main foyer for a member of the reception team to meet and greet both you and your child.

On day **2 and onwards** both you and your child will be collected from the big playground EVERY MORNING. A member of staff will show you where to wait. We encourage parent/carers to not come to the classroom unless advised by the class teacher.

Waiting to collect your child

Once your child is attending for a full day you will collect them from the big playground at the end of every school day.

Please be patient with us as the end of the day is a very busy time and many children from the reception class and other classes are trying to collect their things and listen to new information. we need parent/carers to adhere to the following:

- Be on time
- Stand back and wait for your child to come to you.
- Do not shout out to the practitioners, we will dismiss children as we see parent/carers.

- Do not push to the front always consider others who have been waiting before you.
- If you need to see the teacher, please wait until all the children have been safely dismissed before approaching them.
- If your child forgets something send your child in by themselves to collect whatever they have forgotten.

Preparing your child and supporting their learning

Joining a Reception class or any settling is a huge transition for both the child and their family. It can be a nervous time for parent/carers as it marks a new beginning and is the start to formal education.

Our settling in procedure allows for time to settle and relationships to form. We start this process in advance during home visits, stay and play and an informal picnic.

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Thank you for taking the time to read this booklet.

We hope it makes sense!

Please do not hesitate to contact us if you have any further questions or concerns.