**ONE INTERNATIONAL ELEMENTARY AND MIDDLE SCHOOL SETTLING IN POLICY**

For many children, parents or carers, starting a new school or even transitioning from one stage of school to another can often be a daunting and stressful experience. At ONE International School we are committed to ensuring that settling in is a positive and smooth transition. We aim to make our settling in period a collaborative process between parents, carers, staff and children.

**ONE INTERNATIONAL SCHOOL AIMS TO:**

* Make the children feel happy and secure in their new environment in the absence of their parent/carer
* Encourage and welcome open communication between staff and parents
* Work in partnership with parents/carers in their child(ren)’s learning
* Support the children to develop positive relationships with both adults and other children
* Help children to communicate their needs to others in an appropriate way.
* Make the children feel confident to explore and experiment in their new physical surroundings.
* Help the children to develop the independence required to freely access all of the resources available in their new environment
* Work closely with those children/parents/carers where English may not be their first language
* Communicate closely with those children/parents/carers where the child may have special educational needs
* Show empathy and sensitivity towards new parents and children.
* Be responsive and flexible by taking into account the individual needs and experiences of the children and parents
* Take time and provide the space to get to know new children and their parents/carers whilst they are settling in

**SETTLING IN PROCESS**

At ONE International School we are aware that different children need different amounts of time to settle in and to become familiar with their new class teacher, new classmates and new surroundings. The settling in period in the school usually lasts around a week, where children will begin to get used to their new timetable and different surroundings. In the school we make it our duty to ensure each staff member provides a smooth transition for each pupil and to achieve that, we have high expectations of our staff members.

**STAFF WILL:**

* Greet children on their first day in school and show them the surroundings
* Give each new child a ‘classmate buddy’ who will help the new child settle into their new routine
* Encourage each new child to share information about their family/likes/dislikes to make them feel at home
* Encourage the child to share how they feel about their time so far
* Show and explain to the new child the behaviour system within school
* Where possible speak in person to the parent/carer to update them about their child/ren’s progress so far
* Provide guidance to parents about the school’s daily routines

In order to provide each child with a smooth transition into the school, we will work in partnership with the parents/carers to and take an active role in the settling in process.

**WE EXPECT PARENTS TO:**

* Ensure their child(ren) has/have the correct uniform
* Be aware of who their child(ren)’s class teacher is
* Read through the ‘Parents as Partners’ pack

Make contact with the school to familiarise themselves with staff and routines