



### Aims and Purpose.

*"We aim to create a family atmosphere where each child is encouraged to develop their potential whilst becoming confident, responsible and independent members of our community."*

It is very important that children joining Micklefield, at any stage, have the support and reassurance that they need to settle in to school happily and quickly.

Children need to feel safe without their parents in an unfamiliar environment. Some children join us within a cohort and some as individuals. Obviously this can make a difference to the length of the settling in period. Other factors such as the reason for the change of school and the child's ability to relax and respond to unfamiliar peers and adults also come in to play and we respect this when helping children to settle.

### Our Procedures

These depend upon the child's age and previous schooling experiences.

Where children have not attended school before:

- Parents are encouraged to visit the Parent and Toddler sessions in Belton House before their child starts at Micklefield.
- Parents are encouraged to stay with their child for as long as it takes for the child to be happy to be left.
- We establish clear routines as these play a central role in young children's lives.
- Lines of communication are always open so that information about the child can be shared quickly and easily, pre-empting problems that may arise.

Where children have attended school but are new entrants to Micklefield:

- The child will have a familiarisation visit to the class, allowing them to meet their form teacher and peers.
- We liaise with previous schools/settings where possible.
- Helpful and supportive peers are asked to befriend the newcomer while the child makes friendships and adapts to unfamiliar routines.
- Staff will read any documentation and record keeping sent from the previous school so they can begin to understand the child's learning profile.
- Where the child has particular interests in extracurricular activities e.g. music, every attempt will be made to accommodate them in the peripatetic timetable but this may not always be possible until the next term starts.
- We will support children within the Skills Unit where necessary.
- Parents will be encouraged to speak to staff after an agreed interval to discuss the child's progress.

### **Transfer to new classes within Micklefield.**

- Each class meets their new teacher informally before the new academic year.
- There is a Swap Over Day so that all children whether new to Micklefield or not visit their new classroom and spend time with their teacher and TA before starting in September.
- There are formal hand over sessions between the staff and SENCO where appropriate.
- Parents are invited to Information Evenings about their new classes and their routines.

### **The Role of Friends of Micklefield.**

- Any family joining Micklefield automatically becomes a member of FOM. Each class has a Form Representative who would be happy to help newcomers settle into school life, often organising social events for the parents and liaising over telephone numbers for play dates etc. Various whole school events are organised throughout the year.
- Mrs Pullen will be happy to give the contact details of the FOM representative for your class.
- FOM also organise second hand uniform sales. Details of these sales are in the Micklefield Messenger. The Messenger is published several times each term and copies sent home with the children. Apart from news/ sports results and features there are also useful links to services parents might like to use.

### **The Website**

- The website is updated regularly and holds all information on the diary and forthcoming events. The children's curriculum grids are updated termly so that you know what your children will be learning that term.
- Menus are also on the website.

### **Parent Handbook.**

- Each family joining Micklefield is given a copy of the Parents' Handbook. This comprehensive reference is updated regularly and should help new families to find answers to most queries.

### **The Staff.**

- Each and every member of staff wants your child to be happy at Micklefield. Happy children learn! Please feel that you can talk to us about any anxieties you or your child might have. We want to help you have an enjoyable and worthwhile relationship with the school you have chosen.

Mrs L Rose  
Headmistress

Review date: September 2018