



British International School
of Ljubljana
an Orbital Education School



EARLY YEARS

Settling-In Programme

EXCELLENCE · RESPECT · RESPONSIBILITY · INTEGRITY · COMPASSION

Welcome to Early Years at BISL

It is important for both you and your child to feel confident about your child being cared for by our Early Years team.

Feel free to ask questions to familiarise yourself with our routines and let us know if you have any concerns, worries or questions. The first weeks of settling-in are of crucial importance in your child's education.

You can already begin preparations, by talking to them about some of the activities which they may particularly look forward to. It may also be helpful if they can join you in putting together their 'things to bring', such as labelled wellingtons, lunch boxes etc. You may wish to read one of the children's books with them that describe going to a nursery.

It is also good preparation, both for you and your child, if you can continue to visit us together for short periods before you start settling them in.

Our settling-in period is a gradual introduction of your child to our Early Years, our children, activities, daily

programme and the team. It is also a gradual withdrawal of your presence. These two aspects have to be carefully and sensitively balanced.

Some children find this more challenging than others. Your child's personality will certainly make a difference: some take to the change very easily, whilst others need more care and time. At first, your child may need your support and presence to be able to come to terms with the new experience. This is why on the first day, we encourage parents to stay with their child to support them if needed.

Our team needs to be aware of any particular needs your child may have, so that we can support them effectively.

Please complete and return to us the **Child's Additional Information Sheet** at the back of this booklet. Mention everything you feel may be relevant. There is no reason why your child shouldn't be with you when you do this; it will help them to see that they will be well cared for.



Once you feel your child is ready to be left for a while, find a member of our team so that they are ready to provide any extra help if needed. It is best to be open and straightforward with your child about leaving them.

Slipping away when your child is not looking can be very distressing for them when they find out you have gone.

Instead, tell your child and a member of our team, then leave without hesitating. You are only going to be away for a short while. It may help if you give your child a minute or two's notice that you will be leaving, so they can begin to get used to the idea.

Some tears may result, but usually these are short-lived, and stop as soon as you are out of sight.

After your child's first short spell without you, you will be ready to discuss with our team how to proceed with the settling-in process, which is a gradual extension of your time away, up to the full period your child will be spending with us. The team will base their advice on how your child responds to your absence.

All children will settle in eventually if this guidance is followed, and even if there are setbacks, your child is gradually getting used to what is a major change in their life. You will probably find that your child reacts in some way; they may be more clingy than usual, or they may be more rejecting. Both are normal reactions, and a little extra care and attention will help them cope with these feelings.

Benefits of Free Flow Learning

Independence

Free Flow learning areas encourage children to make their own rules and create a place where they can explore themselves as independents, be it indoors or outside.

Older children especially thrive on being given extra responsibilities and this will help them later on in life.

Pace

Free Flow learning enables children to learn and respond to activities and stimulus in their own way and at their own pace.

Some children learn better when outside, others indoors manipulating playdough. But most importantly, no child should feel rushed into doing a certain activity.

Decision making

As children are able to choose where they would like to play and what with, this is developing their decision making skills.

As they get older, they will begin to understand that their choices have consequences.

Physical well-being

Offering children the choice, especially the outdoors, enables them to run around, explore, and build on their physical skills.

Taking time out from the scheduled school routine helps boost mental and physical well-being, as well as contributing to a greater sense of confidence.

Learning about different environments

As children explore the different environments, it opens up many learning opportunities as they discover the difference between internal and external space.

Outdoor learning brings children closer to nature, allowing them to better understand and explore the workings of our environment too.

Shared Picture Books (All Early Years Students)

Every Friday the children will bring home a picture book for you to enjoy as a family. Please read it with your child. We strongly believe that taking time to read with your child on a regular basis sends an important message: reading is worthwhile.

Enclosed in the book bags you will

find a teacher/parent communication booklet.

Please use this to make note of your child's responses to each story sent home. Your child may draw something or even write if she/he wishes to do so. Please return these books on Mondays.

Reading Books (Reception Students)

As and when the children are ready, they will bring home reading books.

At first, the books will contain no words. These are used to encourage our pre-readers to be aware of how a book works, to be able to recognise

the familiar characters (Mum, Dad, Floppy, Chip, Biff and Kipper).

The children should be encouraged to form descriptive sentences about the illustrations on each page and create a sequence of events.

Weekly Journals (Reception Students)

Reception children will keep Weekly Homework Journals.

Topics

This year's Topics will include:

- All about me
- Transportation
- Traditional Tales
- Shopping
- Animals
- Pirates
- Plants and Flowers

Things to Bring

Daily Needs

Your child will need a number of items at school each day as follows:

1. A **SNACK BOX** each day, containing 2 small healthy snacks (morning and afternoon). If your child is joining us part-time, only 1 is necessary.
2. A **CLOTHES BAG** containing a spare change of clothes. These will remain in school and will only need changing as and when necessary.
3. **INDOOR SHOES** (soft, non-slippery - see the uniform guide below)
4. A **TOOTHBRUSH** and a small tube of toothpaste in a cup (labelled)
5. A **WATER BOTTLE** containing fresh water (no sweet juices).
6. Suitable outdoor clothing and footwear according to the season.
7. When the weather is hot and sunny, please apply sunscreen on your child in the mornings before drop-off and provide a sun hat every day.
8. Your child's favourite **BLANKET** for nap time for their comfort.
9. Your **BOOK BAG** for taking home any books, home-school communication, booklets, or weekly journals. Book bags should be purchased from our uniform shop [here](#).

First Day

Please send in the following items with your child:

1. Completed Child's **Additional Information Sheet**.
2. A **family photo** for our Family Book.

Suggested food for snacks

- Sandwiches
- Cubes of cheese
- Diced Fruit/Veg - apples, carrots etc.
- Cereal bars
- Savoury biscuits/Crisp breads
- Small pieces of meat
- Small tubs of yogurt
- Water

Please do not send:

- Sweets or chocolate (unless prearranged for a special occasion).
- Drinks in cans or glass bottles for safety reasons.
- PEANUTS in case of allergies of other children
- Jewellery or small objects for safety reasons.

Further Information

More information regarding daily routines, health & safety and other school life matters can be found in the Primary Student Handbook.

If you have any questions, please feel free to contact our Head of Early Years, Miss Isla Gillespie via [email](#).

Uniform

School uniform at BISL is required, as per the guidance below. Our uniform providers are [International School Uniforms](#).



School uniform encourages a sense of unity and common purpose and provides a sense of belonging.

Most of the year:

- White or navy embroidered long-sleeved polo shirt
- Choice of embroidered navy V-neck sweater or navy cardigan
- Navy sweatpants
- Grey pinafore dress or skirt
- [PE Kit](#) and non-marking indoor sports shoes
- Black socks
- Indoor non-slippery black shoes or [plimsolls](#)*
- Outdoor footwear suitable for weather conditions and outdoor play*
- Fleece or jacket for outdoor play*

All items brought into school (including clothing, lunch boxes, and water bottles) should be clearly marked with the student's name.

Our uniform suppliers offer name tapes and laundry pens - we strongly recommend this as a solution.

Early Years students are required to have a [school book bag](#). Class teachers will place various reading materials into these on a weekly basis.

Hot weather:

- White or navy embroidered short-sleeved polo shirt
- Grey shorts or skort
- Blue gingham summer dress
- Summer cap

Winter & Outdoor Wet Play:

- Rain poncho (to be kept in school for outdoor play)*
- Ski suit or waterproof trousers and jacket; hat, scarf and gloves in the winter*
- Suitable footwear for outdoors (wellies, boots)*

** Personal items that are not in our uniform shop.*



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Child's Additional Information Sheet

Child's Name: _____

Nickname: _____

What do they call you? _____

Language(s) spoken at home: _____

Siblings (ages): _____

Interactions between siblings: _____

Pets: _____

Favourite toy: _____

Favourite game: _____

Most favourite activity: _____

Least favourite activity: _____

Are they frightened or scared by anything?

What are your goals for your child this year in Early Years?

Do you have any specific needs/requests, such as any health/dietary information we should be aware of?

