



Home Visits Policy for EYFS



Rationale

We believe that our first encounter with parents and children is crucial in helping to form a positive partnership between home and school. Before coming to school, parents/carers are their child's first teacher. Parents/carers have valuable knowledge about their child which will help staff to provide appropriate experiences for them at school. Home visits provide a forum for such knowledge to be shared in an informal way.

Purposes

1. Ensure that children are admitted to Nursery following Pike Fold Nursery admissions procedures.
2. Visit each child's home to share information and knowledge and complete relevant admission documents.
4. Encourage parents to ask questions in an informal way.
5. Begin to build up a relationship with child and parent/carer.

Guidelines

Pre - visits

- Waiting list is checked with Office staff by EYFS Leader.
- Children are prioritized following Pike Fold Nursery admissions Policy.
- Visits are organised in location areas.
- Dates are set by Headteacher, Assistant Headteacher and Foundation stage
- Co-ordinator for home visits to be carried out.
- Letters are addressed to parents/guardians.
- Letters are delivered

The Visit

- Staff carry out visits in pairs. At least one of the pair should be a member of Nursery staff (as far as possible).
- A copy of the visiting schedule should be left with the EYFS leader/Admin team/ Head teacher.
- Each visit should last approximately 20 minutes, making time for 4/5 visits per session.
- The visiting pair need to take a home visiting pack with them.

Carrying out the Visits

- One member of staff to complete relevant information whilst the other talks / play with the child.

We need to:

- Complete an admission form ensuring that **all** sections are completed.

Additional information

- Does the child have any health problems or specific needs which we should be aware of?
- Information about ethnic and cultural background, any special dietary requirements.
- Has the child been to playgroup etc? (Baseline info)
- Have the parents any concerns about the child starting nursery.
- Complete Trip consent and Emergency Contact Form, Sign Home/School agreement and ICT consent form.
- Complete a parent email form. This will form the beginning of children's Nursery learning journey.
- Dental Milk form completed
- Verbal consent given for Brush bus scheme
- Encourage parents to ask any questions.

Return to School

- Staff to check that all information is correct, signed and any areas of concern are highlighted.
- All folders returned to the Foundation stage coordinator and photocopied for each Key worker in Nursery.

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