

Stradbroke Primary Foundation Stage Home Visits Policy

Supporting the achievement of all children



<u>Written By</u>	<u>Written Date</u>	<u>Review Date</u>	<u>Approved by</u>
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Aim:

By visiting parents and their children in their own homes we hope to aid the development of early links between home and school and to ensure a smooth transition into the foundation stage.

Guidelines:

- All parents with children starting in Little Teds or FS1 will be sent a letter inviting them to an initial meeting at school.
- The meeting will include a general overview of how Little Teds and FS1 works and information about the home visit.
- Appointments for home visits will be given out at the induction meeting.
- Parents can request not to have a home visit and this decision is respected by the school.
- Two staff; 1 the teacher/or lead practitioner and 1 TA will attend each home visit.
- This visit is viewed as the beginnings of a positive partnership between home and school.
- The visit needs to be as near as possible to the child starting in Little Teds or FS1.

What to do before a home visit:

- Confirm details sent in a letter by phone just prior to the visit.
- Ensure office staff have an up to date appointment schedule.
- Check generic home visits risk assessment.
- Ensure information pack is ready.

What a home visit involves:

- Taking information from school to discuss with the parents, including any forms or information not given out at the induction meeting.
- 'All about me' proforma to complete together.
- 1 member of staff (teacher) to talk to parent and complete forms.
- 1 member of staff to play with the child.

What to do after a home visit:

- Ensure all relevant paper work is passed onto the correct department.
- Ensure school knows all staff have returned or if going straight home school is informed the visit is complete.
- Ensure Early Years leader is informed if contact at the appointed time was unable to take place.

Health and safety:

- A risk assessment will be completed referring to home visits.
- Appointment schedule left at the school office with times.
- Staff inform office staff when leaving and on arrival back to school.
- Staff will always carry their school identification.
- Staff will wait to be invited into the home.
- If a child answers the door, do not enter a house unless invited by an adult.
- If staff feel uncomfortable, leave premises as soon as possible and report to management.
- Record dates and times and anything discussed.