

Home visits are optional and are only to take place with prior arrangement and agreement of parents/carers.

Aims of Home Visits:

1. To establish trusting relationships with the parents/carers that is beneficial to the child's education.
2. For the children to observe the staff as welcomed adults in their home environment enhancing the practitioner-child relationship.
3. To promote an understanding of the value of early years education.
4. To enable parents to view their role in the child's education as a partnership.
5. To gather relevant information about the child that will ease their transition from home to school.
6. For staff to gain knowledge about varied family practices, cultures and histories and that all families are very different, supporting staff in understanding the 'Unique Child'.
7. To work in partnership with the family on a particular project that involves learning at home.

Visiting Arrangements for new entrants:

When to visit

Close to the time when the child will start at Pre-School or Nursery.

Length of visit

The visit will be restricted to 30 minutes. Parents will be informed of this when appointments are made.

Who will visit?

The visits will be made by the Key Person and an assistant whenever possible. The Key Person should discuss information with the parent/carer and the assistant should aim to interact with the child. They should look through the booklet of photographs, play a game or puzzle and generally relax the child.

Visit Preparations

- Prepare and take staff photo sheet, booklet of photos, letter for child, toy to be returned, game/puzzle, paperwork, medical forms, EAL frequent word collection form.
- Key Person to have read 'Confidential Personal Record' and 'My Unique Child' in advance and to have written or highlighted this as an aide memoir of things to ask/clarify.

Outline of the visit

- Key Person to discuss 'Confidential Personal Record' and 'My Unique Child'. Staff to ensure that all information is completed. Discuss any information pertinent to the child, particularly medical information/home circumstances. *If the child has medical needs then appropriate forms should be completed during visit.*
- Discuss any questions, including those arising from brochures and parents meeting/visits.

Admissions Procedure

Staff to ensure the parents/carers understand when their child should start. Emphasise the importance of regular attendance and arriving on time.

Visiting Arrangements for home learning projects:

The timing of the visits will vary according to the project.

Two staff will attend for the first visit and then individual arrangements will be made for any subsequent visit.

Kingswood will provide all necessary resources, including covers to protect flooring/furniture.

Information will be gathered on how useful the families found the home learning and future visits will be based on feedback received.

Issue	Date	List of Changes	Approved by	Authorised by
1	Sep 2012			
2	Sep 2014	Changes made to include Pre-School staff making Home Visits. Updated to include list of items to take.	Governing Body	Bernice Jackson
3	May 2016	Additional information regarding home visits other than those that are for new entrants.	Governing Body	Bernice Jackson
4	May 2018	No changes made to policy	Governing Body	Bernice Jackson

Additional Information for staff

Staff should be sensitive to individual/cultural differences – for example, some families will appreciate it if you offer to take your shoes off before walking into their home.

Always ask permission before you take photographs.

It is likely that you will be offered drinks and even food. People often feel good about being able to offer you something. Think about what your approach to this will be.

Televisions are often left on during the day at home, even when visitors arrive. Think about how to approach this. It can be best to settle in a little first, and then ask for it to be switched off/turned down before you start any activity with a child.

Staff to follow guidelines in 'Home Visits Risk Assessment'. Lone visits only to be made in exceptional circumstances and with the permission of the Headteacher.