

EARLY YEARS NURSERY HOME VISITS POLICY

The Dean Trust schools are places where everyone is treated equally, encouraged and respected. We believe that all children should be able to achieve their full potential academically, socially and emotionally. We are committed to our school being a safe and inclusive place where learning is nurtured and encouraged in a happy, caring and fun environment. We all work for our school to be a happy place where good behaviour is expected and all children enjoy their educational journey. At The Dean Trust we believe in nothing but the best!

At The Dean Trust, we understand that starting in Nursery can be daunting for everyone involved, so with this in mind, we want to do all we can to make the process as stress free and enjoyable as possible for families and their children.

Our Nursery will work in partnership with parents. As parents are a child's first educator, this will help ensure the best outcomes for the children. The first step of this partnership is a home visit for family before a child starts Nursery. We believe that this enables parents and children to meet members of the Nursery staff in the place where they feel most at ease, at home.

Two members of the school's early years team, one being the allocated key person will carry out the visits. Parents will be notified of the visit in advance and a convenient time arranged. Dean Trust staff will wear their ID badges and take a mobile phone; this number will be left in the School office .

A timetable of visits will be left in Nursery and the School office.

The key person will take a small selection of toys or books for the child to choose from and will play with the child during the home visit while the other member of staff completes any necessary paperwork.

Our Nursery Booklet will be discussed with parents and any queries arising from it answered. The next part of the settling in process at Nursery will also be explained.

The session times will be discussed and confirmed as far as possible including any extended hours. A date and time for the child's first visit to nursery will also be given.

If a home visit is not possible, parents/carers will be invited to visit Nursery at a mutually agreed time to meet the child's key worker and to complete the relevant paperwork.

If School based staff are aware of special circumstances or arrangements for home visiting, these must be discussed with the Headteacher in advance who will decide on the necessary additional arrangements required to carry out the visit.

MONITORING and REVIEW

It is the responsibility of the early years' staff to follow this policy. The Senior Leadership Team will carry out monitoring on the early years as part of the whole school monitoring system. This policy will be reviewed before the start of each academic year and will evolve to incorporate the views of all staff concerned.