



**Beaupré**  
COMMUNITY PRIMARY SCHOOL

# **Early Years Foundation Stage Home Visits Policy**

This policy was approved  
**July 2023**

**This policy should be reviewed annually**

*“Together unlocking the potential of every child; inspiring children and changing lives”*

## 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 the Reception classes following LA and school procedures.
2. To share information and knowledge and complete relevant admission documents.
3. To encourage parents/carers to ask questions in an informal way.
4. To begin to build up a relationship with child and parent/carer.

## Guidelines / Procedures

### 1. Pre-visits

- Visits are organised in location areas.
- Dates are set by Headteacher and Foundation stage Co-ordinator for home visits to be carried out.
- Letters are addressed to parents/carers.
- Letters are delivered.

### 2. The Visit

- Staff are required to carry out visits in pairs. At least one of the pair should be the class Reception teacher (as far as possible). A class TA should preferably be the second member of staff.
- A copy of the daily visiting schedule should be left with the school office.
- Each visit should last approximately 10 minutes.
- The visiting pair need to take a home visiting pack with them.
- An emergency telephone number should be left with office staff.
- A fully charged phone should be taken for communication.

### 3. Carrying out the Visits

*One member of staff should complete relevant information whilst the other talks and plays with the child.*

We need to:

- Hand out the prospectus/starting school pack for parents who have not received one.
- Complete a home visit form including parental declaration for GDPR (see Appendix 1)
- Take a photograph of the child to display back at school (If consent agreed and signed by parents /carers on the home visit form).
- Address any concerns the parent/carer may have about the child starting school.
- Encourage parents/carers to ask any questions.
- Confirm start date and times.

### 4. Return to School

- Staff to check that all information is correct and that any areas of concern are highlighted.
- Staff to complete any further information gathered on the home visit (if not completed on the visit) form and place in a secure place for records.

### 5. Staff safety during home visits

- School staff should remember that they **are guests** who have been invited into the family's home. Staff can ask parent/carers for information but they are under no legal obligation to give it. Parents/carers can also ask the school staff to leave at any time or decline an offer of a home visit.
- When the school staff arrive they should assess if it is **appropriate for them to be there**: Do they feel welcome? Do they feel safe? Have they turned up in the middle of another appointment?
- School staff should make sure they have **appropriate identification** and encourage the family to check it properly, particularly if they haven't met them before.
- **Professional boundaries should be maintained** at all times with the family.

- Any information discussed should be treated **confidentially** and at no point should any other family be discussed. Information should not be discussed **in front of other family members** without checking beforehand, or privately, that it is ok to do so.
- Staff should contact school to say when they have arrived/left a visit for safety reasons.

Ratification date: July 2023

Review date: July 2024

## APPENDIX 1

### Home visits form

Date:

Time:

1. Child's names and pronunciation of them/Preferred name?
2. Any siblings or family members at the school?
3. What languages are spoken and understood by your child and close family members?
4. Any ethnic or cultural information the school need to be made aware of?
5. Do they have a best friend?
6. What are your child's main interests/what do they enjoy doing/ special toys?
7. What experience does your child have of being cared for away from the family (childminder/nursery – no. of sessions a week)?
8. How does your child usually react to new situations and with new people?
9. How do you think your child will settle into the Reception class? Is there anything you think they will find difficult?
10. Do you have any concerns about your child's development?
11. How is your child's language developing? Do you always understand what they say (in all languages) to you? Can they ask for things clearly?
12. Will your child need any support in using the toilet, eating independently, putting on and taking off clothes?

13. Does your child have any allergies/medical conditions that we need to be aware of? (plasters?)
14. Is there anything your child should not eat/drink?
15. Is there anything else you would like to ask or tell us?

**Be sure to give parents / carers information about the following:**

- Procedures for settling in e.g. starting full time, with a staggered entry on a needs dependent basis, the need for a familiar adult to stay with the child until settled in class if they wish.
- Packed lunch and school meals arrangements.
- The names of the adults who will care for the child in the classroom.
- Arrangements for lunch and play times, any support systems in place e.g. a buddy system.
- The procedures in place should your child become ill or have an accident.
- Pupil Premium funding – if parents / carers are receipt of some benefits their child may be entitled to extra funding at schools (for trips, swimming, music tuition, school jumper, free breakfast club)
- Preferably no shoe laces
- Label everything
- PE kits will come home at ½ term
- Water bottles – every day!!!
- Waterproofs & Wellies
- Healthy snacks – not too much & don't put it in a lunch box. Only 15 mins to eat it.
- Tiny draw to store things – No toys

☐ I give permission for a photograph to be taken of my child for the purpose of an initial display to support in transition to school.

☐ I am aware and give permission for staff on the home visit to be in possession of this form and information on it whilst carrying out the home visits. I understand that the staff members will keep these confidential and that it will be filed securely on return to school.

Name:..... Signature:..... Date:.....