

## **ECS Home Visit Policy**

### **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.

### **Aim of Home Visit**

- To build up a warm caring relationship with the child and parent/carer before the child starts school.
- To meet the child in their natural environment and to establish a friendship to ease the settling in period.
- To ensure that the child has met staff on familiar territory. This can help the children feel more confident about making the transition from home to school.
- To encourage parents to share with us as much information as possible about their child. This information will help us get to know the child's needs and to plan an appropriate settling in programme.
- To share information about the school and what happens there.
- To allow parents/carers to share things in private and without interruption.

### **Procedure**

- Staff should attend home visits in pairs for their own security. They must leave a list of where they are going and leave a mobile number with the office.
- Staff must stay together at all times.
- Staff should wear a school identity card and school fleece (weather permitting)
- Home visits will not be done uninvited. Staff will have arranged a date and time well in advance of the visit.
- If a home visit is not possible, parents/carers will be invited to visit the school at a mutually agreed time to meet the child's class teacher to complete the relevant paperwork.
- During the visit one adult focuses primarily on the child if this is appropriate and the other adult gathers information about the child from the parent/carer.
- It is important that this does not become merely a question and answer session. The most important thing is to build up a relationship with the family.
- It's important that the parent/carer has the time and opportunity to ask questions about the setting.
- Confidentiality should be respected at all times.