

KEY PERSON SYSTEM POLICY

Each child will have a key person who will liaise closely with the family, so that a channel exists for the flow of information.

For the first half an hour of each session most staff will be reasonably free to talk with parents/carers providing opportunities for responding to parents/carers.

Home visiting or new starter visit sessions allows us to meet the family and ask for information which will help us to know more about the child and gives the parent time to ask questions or raise any concerns they may have.

Statement on grouping children

Grouping is highly flexible. Most of the time children are able to choose who they work alongside or with.

Children may be grouped for story time and this is a split into 2 groups, done on the ability to focus and concentrate for a sustained period or a lesser one.

An adult who is leading an activity may well select groups of children to work together with the adult. This kind of group may be based on factors such as age, ability, social group or needs.

Key Person Groups

We encourage the children to form close relationships with adults at Nursery of their choosing, and therefore split the children into either directly Key Person groups or between the Nursery Assistant under the supervision of the Head/Deputy teacher. This is in order to provide an initial point of contact for parents and for record keeping purposes.

All staff aim to develop relationships with all children, interacting and dealing with any of the children attending each morning. Daily staff meetings ensure a sharing of information and a depth of knowledge for staff working with the child.

The Key Person is responsible for maintaining progress records on the child, and communicating progress to the child's parent/carer/guardian. They will also be responsible for Report writing (2yr Learning and Development Summary, End of Year Reports).

Parents are encouraged to speak to their child's Key Person, the Head teacher or another staff member with whom they feel most comfortable, and all relevant information is then passed on to the Key Person, with the parent's permission, as part of the buildup of the picture of each child.

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This policy was adopted at a meeting of St. Paul's Church Nursery School Committee and is reviewed on a three year cycle in line with the School Development Plan.

Signed on behalf of the Management Committee _____

Signed on behalf of the Nursery: _____ Date _____

Signed on behalf of the Management Committee _____

Signed on behalf of the Nursery: _____ Date _____

Review Date _____