

# Kenilworth Nursery School and Early Years Teaching School



## Home Visiting Policy

Written by Staff and Governors  
as a result of current school practice.

Written: Spring 1995  
Last reviewed: Spring 2010  
Reviewed: September 2019

## **HOME VISITING POLICY:**

We regard home visiting as one of the most vital stages of our induction process. We positively encourage all parents to look favourably on home visits as a supportive experience and one that will be beneficial to all parties concerned, i.e. children, parents and staff. **The primary purpose of a home visit is to begin to establish an effective relationship with the child and family that will best support the child to begin school and be ready to learn. They establish a working alliance based upon co-responsibility.**

For many young children this maybe the first time they have stepped outside the 'family' and attended a School alone and to prepare them for the experience we aim to build effective relationships that will support the child to feel safe and ready to explore and enquire. Research tells us that home visiting is hugely valuable and allows an initial and important relationship between keyworkers and children and the school and families to begin.

For the child:

The new 'keyworker' becomes 'familiar', they have been able to visit the child in the security of their home environment. Parents have welcomed them into their home environment and this supports the child to begin to consider the keyworker as a safe and familiar person. When children then arrive at the school they have a 'face' they recognise and may, if they felt confident during the visit, have already explored a story with or shared a favourite toy at home with this adult. Many children will talk about the home visit with adults in school for several weeks and sometimes months later children may recall "you came to my house".

For Parents:

At Kenilworth Nursery School we view Parents as the child's first educator and ourselves as they second. The home visit provides 1:1 meeting time between the teacher and Parent in which the Parent can inform the Teacher of their child's interests, skills and knowledge. This ensures that the teacher can then prepare a suitable welcome and environment back at school based on the knowledge of the child they have gained.

Home visits also provide parents with a short meeting time in which they can ask questions and share details that are individual to their child. It is also a useful time to share any worries or thoughts about how their child may settle into school. For Parents it also allows the relationship to begin with the teacher who will be a first point of contact for information and discussion while your child is at school. This partnership to support learning will build as the year progresses but Home Visits are an ideal and individual way in which to begin.

Parents often reflect that they are initially unsure of the value of home visits but can quickly see the impact in terms of their child's relationships with teacher and confidence to settle into a new school environment.

Research tells us that children who have a positive and carefully tailored settling in experience are likely to transfer to the next school very successfully as their first key transition was managed successfully.

Planning carefully and getting it right the first time for each child can have a significant impact upon their ability to then begin Primary School successfully.

We 'Home Visit' all children prior to them beginning School, this includes our 2 year olds accessing the Nurture Nursery within our School. Visits for 2 year olds are relatively new but already parents and staff have been able to identify their value and importance, noticing children settling quickly and establishing relationships faster. Parents also report they feel more confident and comfortable about engaging with the School so they have a better dialogue with regard to their child's experiences and learning.

Home visits are also offered when children change from Nurture Nursery to Main Nursery and keyworkers change. Parents may feel relationships between children, parents and staff have already been well established but we would always recommend a home visit to establish a new relationship with a new keyworker. Those children starting in the January without previous Nurture Nursery experience will be offered home visits to establish initial relationships with the family.

If a child joins the school at any other time during the year, then that child is always visited by the Family Group Leader, either during lunchtime or after school. Likewise, if a child has a prolonged absence for any reason, the Family Group Leader may visit. This demonstrates that we do not see Home Visiting as an annual "one-off" process that is only done each September. We home visit when and if it is felt necessary or important, for whatever reason. Occasionally a child is home visited more than once if they are particularly anxious or reserved.

### AIMS

Our aims for home visiting are to:

- build relationships with families – establishing strong bonds between children, parents, and the school community
- build a partnership between home and school
- recognise value and build upon the principle that parents are the first educators of their children
- enable parents to be in control of the situation i.e. lead discussions about their own child in the comfort and security of their own home
- create a shared commitment, or co-responsibility for the child's development

Home visits provide:

- an excellent opportunity for both child and parents to meet staff in their own homes where they feel comfortable and secure.
- the opportunity for parents to have an individual consultation with a member of staff, to be able to discuss any concerns about their child. These concerns can be very varied in nature and include, for example health problems, family problems, fears about how the child may or may not settle in school, curriculum queries and general routine enquires about school life.
- the opportunity for the child to have individual contact with a member of staff and to be able to share their own toys, books, bedroom, house, family.
- staff with the opportunity to gain information which is a vital part of the settling in process, and will help when working with the child concerned within school, e.g. likes and dislikes, favoured activities, position in family, previous pre-school experiences etc.
- If the child is comfortable staff will take a photograph that children can then find on their drawer and to place on the self registration board on their first day.

#### Timing and procedure for Home Visits

Parents are notified of their Home Visit by letter in the June prior to entry the following term. Included in the letter are the names of the two members of staff visiting, and the child's actual starting date (see appendix I). This enables parents to plan ahead in terms of childminders/carers, or notify us of holiday arrangements etc., so we can alter dates and times to suit the family.

Staff always home visit in pairs, during the first two weeks after school re-opens in September. This enables one person to talk to the parent, while the other can talk and play with the child therefore gaining maximum advantage from the time allocated.

Each family and home situation is different and it is the responsibility of staff to be very sensitive. Between 30 and 50 minutes is allowed for the visit and 10 minutes travelling time in between visits. Visits may last longer if the next home is near.

Each pair of staff visit two or three homes in the morning before returning to school to share information with other members of staff over lunchtime. Occasionally visits are made at lunchtime if this is a more convenient time for parents. Each pair of staff then visit two more homes in the afternoon, after

which they return to the School to share information again. A minimum of 12 visits is achieved per day and a maximum of 15.

Records on each child are started immediately, using the information gathered from playing with the child and talking to parents at the Home Visit. Medical notes are recorded and given to the First Aider for a summary to be displayed in the first aid cupboard. This allows quick and easy access for all staff throughout the year e.g. who has an allergy to what/who has asthma and what the individual procedure/medication/dose is in the case of administration etc.

### Positive Home Visiting

As a staff we are all sensitive, diplomatic, and kind, and all feel extremely positive about home visiting – it is given very high status and involves much planning and preparation before the visit and hard work on collating information gathered after the visit.

We all recognise the benefits of home visiting - as do all parents, though some not until after the visit - or perhaps several weeks later when they recognise the strength of the teacher/child relationship that has sprung from the visit - and the way in which the child keeps referring back to the visit, emphasising its importance to them.

We ensure that we all avoid using “jargon” with parents e.g. L.A., positive self esteem - or if we do by mistake, make sure we explain what we mean.

In preparation for home visiting we:

- read through the policy and discuss procedures
- prepare all the paperwork
- read all information gleaned previously about the family i.e. application forms, Health Visitor referral forms etc.
- check we have all the resources we need
- check the address and location of the family’s home.

We ensure we offer plenty of opportunities for parents to talk – home visiting is not purely an opportunity for us to give information. Parents and children may have concerns and anxieties which need to be listened to quietly, carefully, and respectfully, and the parent/child supported and helped through their concerns.

We ensure parents know that we are always available to answer further questions and to share information, or repeat it. It’s so easy for a parent to forget, become muddled, or just not understand, especially if it is their first

experience of a child going to school. We are there to help, support, and say things in different ways to aid understanding.

### **Above all**

We must make sure that parents know that it is a true partnership we are seeking with them - as our logo says:

***“living and learning together”***

#### List of Information/resources to be taken:

1. School Brochure unless parent has already received it at the Parents Evening in July;
2. Admission Form - for up to date information. This may also act as an ice-breaker in some situations (appendix II);
3. Photograph album of children working in all different areas of school, and of each member of staff;
4. Parents Contribution Sheet. Parents are invited to write about their child as a 2 or 3 year old - what they love doing, their characteristics, what they can do, their personalities - and to add a recent photograph. Parents are asked to return these to us so we can put it into their Record of Achievement. What a delight when the parent reads it a year later;
5. Reminder of starting date and times;
6. Prompt sheet to help staff remember to cover all relevant and important points (appendix III);
7. Home/School Agreement;
8. Timetable for other family services available.



## Kenilworth Nursery School

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Email: [schooloffice@kenilworthns.org.uk](mailto:schooloffice@kenilworthns.org.uk)  
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Head teacher: Rachel Gillett

July 201...

Dear Parents,

Welcome to Kenilworth Nursery School!

Here are some very important dates for you diary. If any are really inconvenient we would ask you to please notify us as soon as possible, as it is vital for our organisation and planning for the smooth entry of all eighty children.

The date for your Home Visit is ..... September 200... at .....  
...(name)... and ...(name)... are looking forward to spending about 50 minutes with you.

...(childs name)... school days will be **Monday, Tuesday, Wednesday, Thursday, Friday**, starting from ...(date)... until half term, after which additional days will be offered.

If you have any queries or concerns please do not hesitate to ask.

Yours sincerely

Rachel Gillett  
Headteacher



**WARWICKSHIRE COUNTY COUNCIL - KENILWORTH NURSERY SCHOOL  
ADMISSION FORM**

**Full name of child** .....

**Preferred Name**.....

**Date of Birth:** .....

**Male**

**Female**

**Full names of parents/guardian:**

**Mrs/Miss/Ms** .....

**Mr** .....

**Home Address including Post code:**

**Home Telephone Number:**

**Particulars of other children in the family:-**

<b>Name(s)</b>	<b>Date(s) of Birth</b>	<b>School(s) attended</b>

**Mother's Occupation (if any)**

**Name, Address, and Telephone Number of Employer:**

**Mother's Mobile Tel. No. (if any)**

**Father's Occupation (if any)**

**Name, Address, and Telephone Number of Employer:**

**Father's Mobile Tel. No (if anv)**



**Emergency Contact if either parent is unavailable:**

**1. Name:**

**Address:**

**Telephone No:**

**Relationship to child:**

**2. Name:**

**Address:**

**Telephone No:**

**Relationship to child:**

**Ethnic Group (Please tick):**

**White**

British

Irish

Traveller of Irish Heritage

Gypsy/Roma

**Mixed**

White and Black Caribbean

White and Black African

White and Asian

**Other**

Any other mixed background

Any other black background

Chinese

Any other ethnic background

I do not wish my ethnic background to be recorded

**Asian or Asian British**

Indian

Pakistani

Bangladeshi

**Black or Black British**

Caribbean

African

Any other white background

Any other Asian background

Main language spoken at home

Any additional language spoken at home

Religion

Present/Previous School/Playgroup

## MEDICAL INFORMATION AND PERMISSION

<p><b>Name and address of family doctor:</b></p>  <p><b>Tel No.</b></p> <p><b>Name of Health Visitor</b></p>
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<p><b>Please give details of any physical, medical, behaviour problems or allergies of which we should be aware:</b></p>    
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**Please tick the box on the right hand side of each column to give your permission for each of the following statements:**

From time to time it may be necessary to share information regarding your child with your Health Visitor or other professionals. I am happy to agree to this exchange of information.	
I give permission for my son/daughter to receive medical attention in the event of an emergency.	
My child is not allergic to plasters and I give permission for them to be used in the event of a minor accident.	
I give permission for <i>Boots dermatologically tested fragrance free baby wipes for sensitive skin</i> to be used to clean my son/daughter in the event of a toileting accident.	
I give permission for my child's photograph to be taken by educational visitors and students whilst working in school, and perhaps for them to be taped or videoed for research purposes only.	
At various times of the year it may be appropriate for children to go on short outings with a qualified member of staff. I give permission for my child to leave the school buildings for such outings. N.B. You will always be notified prior to any planned outings.	
In the event of an emergency school closure I give permission for my home and mobile telephone numbers to be disclosed to other parents in order to establish an emergency contact pyramid within the school, in the form of a telephone tree.	

*Please note this information will be kept on computer and will be covered by the Data Protection Act.*

*Please help us to keep our records up to date by advising us of any changes in the information provided.*

<b>Signature of applicant:</b>	<b>Date:</b>
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PROMPT SHEET FOR STAFF ON HOME VISITS

- Take a list of dates and events for the coming term e.g. parents evening, photograph day, parent governors election;
- Check parents know the starting date for their child and the number of sessions;
- Ensure parents/carers understand our policy for the adult to stay with the children for the first session - and thereafter as long as the child needs them;
- Ensure they know they are always welcome and can stay as long and as frequently as they wish;
- Give information on session times, and the pattern of the session;
- Explain why it is important for the child to be collected on time i.e. because of the messages it gives to the child and the anxieties it can cause: “Why is my mum late?”, “Will she be coming?”
- Ask to be notified if parents are not collecting their child and to be introduced to childminder, nanny and other members of family;
- Introduce family group leader and explain what is meant by family time;
- Give out school brochure, parent governor letter, and parents contribution sheet;
- Complete admission form;
- Ask if there are any medical problems or allergies we need to be aware of and explain why we prefer children not to attend school when they are on antibiotics;
- Find out whether the child has been to a parents and toddlers or playgroup;
- Inform parents that each child has their own coat peg and drawer for personal possessions;
- Suggest that outdoor clothes are labelled clearly with child’s name, that all clothes are easy to take off and put on and that children are wearing comfortable clothes for working in and not best ones;
- Discuss security;
- School Fund;
- FPC Timetable and courses;
- Lunch Club;
- Birth Certificate;
- ‘Friends’ of Kenilworth Nursery School