



**ST BERNARD'S PREPARATORY SCHOOL
EARLY YEARS DEPARTMENT**

HOME VISIT POLICY

ADVENT 2018

St Bernard's Preparatory School

Home Visit Policy

Mission Statement

With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.

St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.

At St Bernard's Preparatory School we believe that working closely with parents has a critical impact on children's emotional, behavioural and educational development, and their health and wellbeing. We work in partnership with parents to ensure positive outcomes for children, and the first step in this partnership is to offer a home visit to every family prior to the child coming to Nursery.

If a home visit is requested by the parents, the Early Years Coordinator, along with the child's allocated Key Person, will carry out these visits. Both members of staff will bring with them identification and carry a mobile phone, the number of which is available in the school office.

A member of staff will always be made aware of the family being visited and an itinerary of arranged home visits will be available in the School office.

The Early Years Coordinator will explain the settling in period to the parent and will find out about the child's interests, likes and dislikes. This will assist with the home/school transition.

This visit is designed to ease transition and will be informal and friendly. After this initial home visit, the children will be invited into School for a familiarisation visit.

We are committed to making the transition into our Nursery as seamless as possible for every family and our Nursery team understands that this is an important time of change for new families. We strive to ensure every family feels welcomed and comfortable prior to their children starting at our Nursery and maintain an open door policy which is adhered to throughout the school.

Applies to:

Whole School including Early Years Foundation Stage (EYFS).

Related Documents:

EYFS Portfolio, Safeguarding Portfolio, Confidentiality

Availability

This policy is made available to parents on our website www.stbernardsprep.org or a copy may be obtained from the school office on request.

Monitoring and Review

This policy will be subject to continuous monitoring, refinement and audit by the Headmaster. The Trustees will undertake a bi-annual formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed by _____

Headmaster _____

Date _____

Chair of Governors _____

Date _____