PLEASE REMOVE THIS SHEET FROM THE WELCOME PACK AND RETAIN AT HOME FOR YOUR RECORDS

KEY PERSON INFORMATION CHECKENDON PRE SCHOOL

EACH CHILD MUST BE ASSIGNED A KEY PERSON. THEIR ROLE IS TO HELP ENSURE THAT EVERY CHILD’S CARE IS TAILORED TO MEET THEIR INDIVIDUAL NEEDS, TO HELP THE CHILD BECOME FAMILIAR WITH THE SETTING, OFFER A SETTLED RELATIONSHIP FOR THE CHILD AND BUILD A RELATIONSHIP WITH THEIR PARENTS/CARERS.

YOUR CHILD IS IN THE OWLS /HEDGEHOGS GROUP LED BY ………………………………………………………..

THE CHILDREN AT CHECKENDON PRE SCHOOL WORK IN ONE OF TWO GROUPS. EACH GROUP IS LED BY TWO KEY PERSON(S).

* THE OWLS led by LIZ and RACHEL
* THE HEDGEHOGS led by KELLY and KAREN

The Key Person is responsible for developmental record-keeping and for sharing information on a regular basis with the child’s parents/carers to keep records up to date.

Each child participates in activities and play tailored to their individual needs by their Key Person(s).

The Key Person(s) carries out the progress check at age two years in accordance with local procedures and referring to the guidance “A Know How Guide: The EYFS progress check at age two”.

The progress check aims to review the child’s development and ensures that the parents have a clear picture of their child’s development.

FOR FURTHER INFORMATION ABOUT THE PROGRESS CHECK AT TWO YEARS PLEASE SPEAK WITH YOUR KEY PERSON.

Upon transition to Primary School the Key Person(s) will provide a written report to the Primary School noting where the child is progressing well and identify areas where progress is less than expected.

Each Key person is available to discuss the needs of your child at any appointed time during the operating hours of Checkendon Pre School.

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