

MANOR HOUSE SCHOOL EYFS KEY PERSON POLICY

Date of Issue: **February 2019**
Date of Review: **February 2021**
Responsibility: **Head of Early Years**

References:

EYFS Framework

Overview

At Manor House School, we believe in encouraging our children to feel as secure as possible in order for them to develop to their full potential. In order for them to do this we ensure that, in the Early Years Department each child has a key person that they can relate to if they wish. This person will be responsible for getting to know the parents and ensuring the children meet their individual needs.

In accordance with the Early Years Foundation Stage (EYFS) Framework (2012) which adapted the role of a key person, and recognised it as an important role within the EYFS overarching principles of Positive Relationships and the Unique Child.

The Framework states in Paragraph 3.26 (Key Person)

“Each child must be assigned a key person. Their role is to help to ensure that every child’s care is tailored to meet their individual needs, to help the children become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents”

At Manor House School:

- Each child is allocated an individual Key Person within Early Years department

- In Reception the Class Teacher is the Key Person and the Teaching assistant is the secondary Key person
- The Key Person is responsible for settling the child into the setting and building a positive relationship with the parents
- The Key Person In Nursery and Kindergarten works closely with the Class teacher and Nursery leader to create and deliver a personalised plan for the child's wellbeing and learning
- The Key Person records observations of the child's learning using Tapestry and written observations (Other staff will also contribute to these observations)
- The Key Person for children in the Nursery and Kindergarten discuss the child's progress and reaction to the activities in the "Evaluation meetings" and the EYFS staff meetings
- The Key Person informs the class teacher/leader about the child's development, in order that an effective report is written to inform parents about the children's progress.
- All Key Persons share an active role in assessing the children's individual progress
- All Key Persons, (both teaching staff and support staff), take part in termly supervision meetings with the Head of Early Years. The purpose of these meetings is to develop and support the Key person's role and provide an opportunity to discuss any issues surrounding their development or care. These are held in addition to Staff Performance Review Meetings

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Reviewed and Updated: