



Springvale Primary School

Policy Title: Home Visits
Date of Review: Autumn 2023
Review by: Autumn 2026

Signed by:
Chair of Governors

All policies available at www.springvaleprimary.org

SPRINGVALE PRIMARY SCHOOL

Home Visits Policy



Introduction

This policy was created after a period of consultation with relevant stakeholders within school. It has been formally adopted by governors and reflects our approach at Springvale Primary School.

Aims and Principles

The policy is underpinned by the central aims of Springvale Primary and values held by the school community:

Aims of the school

- **Springvale is committed to promoting high standards of academic achievement for all learners in all subjects.**
- As a school we will continue to develop and instil key life skills and values in our pupils.
- We will encourage positive relationships and communications between home, our community and the wider world.

In particular, Springvale School has an inclusive approach to our provision. Our aim is always to involve all our children and stakeholders in all areas of the curriculum and school life. In accordance with our **Disability Equality Scheme** we recognise that this may mean making special adaptations or arrangements from time to time for children with specific disabilities. We welcome the involvement of disabled adults in all areas of school life.

Background Information

Springvale Primary School is a caring and open school, where parents, children, staff and the wider school community all know that their views and needs will be listened to, in both education and personal areas.

Background

Home visits are not compulsory but they are a key part of our school's ethos and viewed as good practice. They are used as a means of making an initial contact with parents/carers prior to their children starting in Nursery.

The visits have several purposes:

- To establish that the child still lives at the given address.
- To check that the parent(s) still wish to accept the Nursery place in the allocated session.
- To give the family information relating to the Induction Day and the daily routine and organisation of the Nursery.
- To give the parent(s) copies of the Nursery brochure, School 'Steps to Success' and Behaviour Systems and Curriculum handbook.
- To provide an opportunity for the parent(s) and child to get to know the Nursery staff and to establish the beginning of an understanding that the family and the staff share the responsibility for the child's care and education.
- To discuss any medical needs.
- To inform staff of any previous pre-school setting attendance.
- To enable staff to gather any relevant information relating to the child's home circumstances.

Procedures

- Parents are informed in writing/via telephone of the day and time when the visits will take place.
- The letter outlines the general purpose of the visit and asks parents to contact the school. If this is inconvenient or unacceptable to them other arrangements will be made
- On visiting the family the staff will, wherever possible, visit in pairs, take identification to show to the family and keep written records. Where it is not possible to visit in pairs, visits will only be made to families about which the school has previous information, thus avoiding a potential risk situation.
- The staff will ensure that the school office are aware of their itinerary and will also inform the office about any changes.
- Should staff be uncomfortable about visiting any particular child's house for fear of being in a vulnerable position the parent(s) will be asked to visit the Nursery instead to discuss their child.
- Nursery staff will alert the Executive Head or Head of School about any concerns before or as a result of home visits.
- Nursery staff will inform the Executive Head or Head of School/office staff when they leave the school premises for visits, providing a copy of the itinerary and a time of return.
- Upon returning to school the staff report in to the office staff/Executive Head or Head of School.