



Key Person Information

Child's Name..... Key Person's Name.....

What is the role of your child's Key Person?

The Key Person is the named member of Staff assigned to an individual child to support his/her development and act as the key point of contact with that child's parent/carers. This is the *named* member of staff with whom a child has more contact than other adults. The Key Person has special responsibilities for working with a small number of children.

At Busy Bees, we recognise that a child's first days at preschool are a big transition for the child and the parents or carers. To help you through the transition, your Key Person will:

- Introduce your child to the environment, other children and staff, the routines, boundaries, activities and experiences.
- The Key Person will offer reassurance for the Parent/Carer. They will give you feedback on your child's first sessions, be available to answer your questions or concerns and begin your child's Learning Journey.
- Begin to develop a trusting and respectful relationship with you and work with you in partnership to ensure your child is happy and progressing well.

We hope that you and your child will have a very happy and positive experience at Busy Bees. The Key Person plays a crucial role in supporting your child and their family and will:

- Keep you up to date with your child's progress. They will show you your child's Learning Journey and you will be encouraged to take it home to add your own photographs, observations and comments.
- Ensure that all children are treated equally, irrespective of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability
- Help you and your child through periods of transition such as toilet training and progression to school.
- Help your child make progress through the Early Years Foundation Stage (EYFS) by spending time with your child in small groups to extend their learning.
- Encourage your child's personal, social and emotional development through a safe, trusting and nurturing relationship. A strong bond will allow your child to develop independence, increase their self esteem and confidence as well as helping them to flourish within the setting. Our aim is that when children leave us, they are well on their way to becoming happy, confident, self-directed learners.
- Observe your child to understand their preferences, interests, learning style and development. This information will be used to plan activities which build on your child's interests and extend their development.