Abacus Pre-School Nursery Ltd., c/o The Dassett C of E Primary School, Memorial Road, Fenny Compton, Southam, Warwickshire. CV47 2XU. Tel: 01295 771050
admin@abacuspreschool.org.uk

Limited Company Number: 07276939. Registered Charity Number: 1141234

Key person Policy

At Abacus we believe that having a key person/Buddy for every child will help both the child and Parent/Carer. We want children to feel safe and happy in our environment and have a Key person to help with this.

We have a Key person/Buddy system as not all staff are full time so this enables us to get to know the children and support each other. We can get to know each child and learn how we can help them to develop and thrive in our setting together.

When sessions have been confirmed for each child, we will then allocate them a key person and a buddy if needed depending on which days they are attending.

The Key person/Buddy will get to know the child by making observations, tracking development, spending time with them and writing their Progress summaries. They will evaluate and plan next steps, which are shared with the Manager so that we can include them in our weekly plans.

The key person will share progress with Parents/ carers. We have two parent evenings a year when Parents/carers are invited to come and have a look at their child's folder and read and share the Progress summaries written about their child.

Key persons are available to speak to if a parent / carer needs to at any time they can speak to them during a session or on the phone if preferred.

If a child attends another Nursery, child minder etc then with written permission from Parent/carers we are happy to share progress about the child. Sharing Progress summaries will help both the child and setting to get to know each child and how they are developing.

This policy will be reviewed annually.

Signed:

Chair of Trustees

abacus
pre-school nursery