At Wembury Pre-School we have a key-worker system in place. This letter is designed to explain all about it and the reasons for using it.

We recognize that parents (and when we write parent, we include carers) are children’s first teachers and have comprehensive knowledge of their children.

To offer successful care and education for your children, we as members of Pre-School staff must get to know the most important people in their lives. We aim to develop a relationship with parents including communication and respect for each other. Children must be able to recognise that their parents and the Pre-School staff are friends.

We feel that we already have good relationships between Pre-School staff and parents, but in order to establish closer ties, we have adopted a key-worker policy, under which each member of staff will have several children as their particular charge and concern.

Parents should feel free to tell their child’s key-worker of changes at home, problems of health or other family pressures which may affect the child’s behaviour or health. The key-worker will assure the parent that we work within a confidentiality policy and that no information will be passed on to any other person, except the Pre-School leader, but only after their joint agreement.

The key-worker will “keep an eye” on their children and, according to the requirements of the early years funding scheme will observe and maintain records on the development of their children. Individual records/observations can be read and discussed with the key worker at any time. When the child leaves Pre-School the records are passed to school. All observations will be confidential.

Your key-worker will make themselves known to you and ask for your signed consent for the observations and record keeping to go ahead. Please sign the form, as regular observations show us what each child can do, ensure each child is developing in a recognised way, identify at an early stage any possible difficulties and enable Pre-School staff to plan activities to extend each child’s development of early learning skills.