



Martlesham Playschool, At Gorseland School, Deben Avenue,
 Martlesham, IP5 3QR
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PLEASE DO NOT REMOVE

KEY PERSON POLICY

Martlesham & Kesgrave Playschools operate a key person system.

The key person makes sure that each child for whom they have a special responsibility feels individual, cherished and thought about by someone particular whilst they are away from home.

The named member of staff will give individual support to their child and form links between Playschool, the child and their parents.

Each member of staff is allocated key children. The parents/carers are informed of their child's key person within the first two weeks of starting.

Staff will use observations of their key children to further planning and individual children's development

All parents are informed of the Early Years Foundation Stage (EYFS) Learning Journey.

Parents are aware that they are able to speak to their child's key person regarding any aspect of their Learning Journey at playschool. Time will be made available for this communication.

The key person has overall responsibility for updating their key children's individual Learning Journey.

The key person encourages parents of their key children to actively contribute to their child's Learning Journey.

This policy was adopted at a meeting of	Martlesham & Kesgrave Playschools	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)