



| **Childcare** | **Breakfast Clubs** | **Lunch Clubs** | **PPA Cover** | **After School Clubs** | **Holiday Camps** |

## **Key Person Policy**

We operate a key person system: all reception year children will be allocated a named member of staff who will oversee the well-being and progress of the individual child.

The key person will be responsible for keeping their key children/s profiles and development records up to date and for liaising with parents/guardians about their child's development.

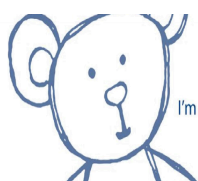
The key person will record each child's development in their profiles using the Early Years Foundation Stage guidelines, by gathering information from their observations.

Parent's permission will be sought to carry out observations and to liaise with the child's school.

We will liaise with parents/guardians on a regular basis to discuss their child's progress and to share information about the child's overall development.

Meetings may be arranged at the request of the parent/guardian with either the key person, the manager or both.

Parents/guardians will be given a guide to the Early Years Foundation Stage framework.



**Graded Good with aspects of Outstanding - Cassio Ofsted Report September 2018.**

| Holywell Ofsted No: EY444153 | Cassiobury Ofsted No: EY535926 |

| [WWW.XTRATIME.CO.UK](http://WWW.XTRATIME.CO.UK) | [sportsservices@xtratime.co.uk](mailto:sportsservices@xtratime.co.uk) | Tel: 07746945903 |

**Sept 2024 - To be reviewed in Sept 2025**