

Letter for parents and carers about the key person approach

Dear parents and carers,

We use the key person approach to help your children feel individual, cherished and cared for while they are away from home. This approach means that there is one named member of staff to act as the main point of contact for you and your child.

Your child's key person is:

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Your child's key person can help you and your child by:

- ✓ Helping your child settle in when he/she first arrives at our setting.
- ✓ Making sure that any questions you have are answered.
- ✓ Helping your child with their personal care, for instance changing nappies, going to the toilet, washing hands.
- ✓ Observing your child's play and providing suitable resources and activities.
- ✓ Keeping up-to-date records about your child's learning and sharing these with you.
- ✓ Encouraging your child to develop independent skills, such as putting on their own shoes/coat.
- ✓ Letting you know what your child has enjoyed doing each day!

If you have any questions about the key person approach, or about how it will help your child, please just ask.