



Key Person Information

Dear Parent(s)/Carer,

As some of you may be aware, all children in Early Years settings are allocated a Key Person.

What is a Key Person?

The Class Teacher is responsible for all children in their class. However, a Key Person's role is "to help to ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents."

Statutory EYFS Framework Paragraph 3.26

The Key Person will be:

- Involved in planning and assessing for your child.
- Involved at parents' evening (Primarily the spring and summer terms).
- Leading regular circle time sessions with their key children (as part of a small group).

Whilst children will still be under the care of their class teacher, the role of a Key Person is to build a nurturing relationship where your child has the opportunity to be part of a smaller group. This will help them to build their confidence, social skills and speaking and listening skills. Your child will still receive equal support from all adults within the setting and the class teacher remains responsible for all areas of planning, teaching, assessment and progress for all children. Parents are equally welcome and encouraged to speak to all adults within the setting about their child's needs and development.

Who will be my child's Key Person?

Some children will have their class teacher as their Key Person and others will have their Teaching Assistant.

Your child's Key Person will be: _____

If you have any questions please do not hesitate to speak to or email me.

Thanks as always for your ongoing support.

Regards,

Mrs. Bray & Mr. Dervan
Early Years Co-ordinators