

Pope Paul Catholic Primary School

'Learning in the Light of Christ'



Home Visits Policy

Mission Prayer

We believe that we are all God's work of art.

We strive to respect and care for each other

And to use our talents to do our best to build a better world

By doing this, we are:

'Learning in the Light of Christ.'

Amen.



Home Visits Policy

Pope Paul Catholic School

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Validation grid

Title	Home Visits Policy
Author	Liz Heymoz
Associate Author/s	Catherine Mc Namara, Donna Carey
Target Audience	All stakeholders
Stake holders consulted	All staff & Governors
Curriculum / non curricular	Non curricular
Associated Policies / Documents	Medical Conditions, Child Protection Policy SEN,
Review of existing policy.	June 2023
Date of Submission	February 2026
Date for Review	February 2029
Date ratified by Governors	10 th February 2026

Signed Headteacher

Signed..... Chair of Governors

Rationale

At Pope Paul School we believe that any encounter with parents and children is crucial in helping to form a positive partnership between home and school. Parents/carers are the first educators of their children and have valuable knowledge about their child which will help staff to prepare, plan and provide appropriate activities for them at school. Home visits to children starting in Reception provide a forum for information and knowledge relating to the child to be shared in a confidential and informal way. There are a range of other circumstances where a home visit may take place; safeguarding reasons, bereavement support, SEN information gathering and attendance concerns.

This policy covers all home visits.

Aims

The aims of a Home Visit might be :

- To build up a warm caring relationship with the child and parent/carer before the child starts school.
- To meet the child in their home environment to ease the settling in period or to gather further information regarding SEND needs
- To allow parents/carers to share confidential and sensitive information.
- To complete any relevant admission documents not completed
- To provide support and comfort at a difficult or sensitive time.

Procedures

Pre-visits

- For children starting in Reception, information on the benefits of home visits and an outline of what parents can expect during a visit will be given in writing or explained to the family. The Headteacher and EYFS team will offer a family a convenient date and time well in advance of the visit. If they are unable to make that time or date an alternative will be offered. A copy of the visiting schedule including address and telephone numbers will be left with the Office Manager.
- Visits for any other reason will be organised as appropriate

The visit

- Staff will carry out visits in pairs wearing their ID badges
- Staff will be aware when entering the family's home of the need to respect the family's beliefs and cultures.

After the visit

- For children starting in Reception, staff will check that all information is correct, signed and any areas of concern are highlighted.
- All information will be kept securely as appropriate
- Safeguarding information will be managed in line with policy

Monitoring and review

It is the responsibility of our governing body, in consultation with the teaching staff, to agree and then monitor the school's Home Visits policy. This is carried out by the staff and the school improvement committee of the governing body and agreed by the Headteacher.