

TOP TIPS FOR SETTING VISITS (SCHOOL PERSPECTIVE)



General Setting Visit tips

- Make setting visits part of the school culture and expectation with regards to transition.
- Schedule setting visits in order of priority starting with children who have been identified as requiring intensive, then personalised, then targeted and finally universal support.
- Ensure dates are booked in advance in the school diary to allow practitioners time out of class to make the visits.
- Contact each setting to discuss dates, times, who will be attending and the aim of the visit.

Before the setting visit

- Make sure that the school office knows your schedule and update them regularly.
- Make sure you have all your paperwork / any notes ready before you go.
- Check if there is any outstanding paperwork still to be returned by the setting.

During the setting visit

- Bring your school identity card and be professional and respectful.
- Follow the settings procedures in regards to safeguarding e.g. leave your phone in the office/staff room.
- Take some items with you such as spare school uniform and photos of the school.
- Introduce yourself to the child/ren and the key person/s.
- Spend the first part of the visit observing the child/ren and sensitively join in or play alongside them.
- Ensure you have time to speak to the key person/s about the child/ren. You may have questions from the transition report or level of need tool.
- Complete the visit form with the key person/s and child/ren if appropriate.
- Thank practitioners for allowing you to visit the the setting.

After the setting visit

- Use any evidence from a previous setting to make a quick summary about the child.
- Use the information that you gained to make any adaptations to your provision and inform planning to ensure each individual child feels welcomed, supported and settles well.
- Invite key person/s to visit the school in the October, once the children are settled.

Remote visits

- Where face to face visits cannot be completed arrange to complete a remote visit using digital technology.
- Discuss with the setting the most appropriate digital platform to use to facilitate this.
- Ensure the meeting is carried out following the schools/settings safety and confidentiality procedures, as children's individual information will be discussed.