



Branton Community Primary School
Breamish Valley Community Nursery
Branton, Powburn, Alnwick,
Northumberland NE66 4JF
Telephone 01665 578225



Dear Parents/Carers of _____,

Key workers

Each child in the Early Years (Nursery and Reception) is assigned a key worker. The responsibilities of the key worker are outlined as follows:

- To help ensure that every child's care is tailored to meet their individual needs
- To help the child become more familiar with the school
- To offer a settled relationship for the child
- To build a relationship with their parents and/or carers
- To seek to engage and support parents and/or carers in guiding their child's development at home
- To help families engage with more specialist support if appropriate
- To ensure the child's Learning Journey is up-to-date
- To complete the majority of the observations of the child during their observation week.

Your child's key worker is _____. However please don't hesitate to speak to any member of staff if you need anything.

Tapestry Online Learning Journal

Each child in the Early Years has an Online Learning Journal through 'Tapestry'. We regularly upload information which includes of our observations and assessments for the tracking the progress of your child. You may access this information at any time via your personal user name and password via computers, tablets or phones. (Please find the attached information about Tapestry and how to use it.) We really value your input into your child's learning journey at nursery and school, so please add any information, photos, anecdotes that you would like to!

Through Tapestry there is a section entitled 'All About Me'. It would really help us to get to know your child if you could complete this section, where you can share information about important people in your child's life, their likes, dislikes, and

**Due to Covid-19 we are limiting the paper contact between home and school to the essential. All other communication will now be via Tapestry, and you are very welcome, in fact we would love you to, share any activities, events or milestones with us via there.*

e-mail: admin@branton.northumberland.sch.uk
Website: www.branton.northumberland.sch.uk



We're working
towards Artsmark
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Historic England



Ordinarily our reception children have a home school diary in which we add special events, weekly routines or equipment needed, and also any further information we need to share with you. Due to Covid-19 this has now all transferred online and will be shared via Tapestry.

Safeguarding

To ensure the safety and welfare of the children in School we request that you supply us with details of any adults who will regularly collect your child from nursery/school and also a password that we can ask for if anyone unknown to us, or unexpected, comes to collect your child.

If, for any reason, you can't collect your child, have to send someone else and haven't been able to let School know then you can give the password to that person. We will then know that it is safe to send your child home with them.

The password will be kept confidentially at School and it will only be known by relevant staff and whoever you give it to. The password can be changed any time you feel you need to.

Please complete the attached form and send it back to School in an envelope marked 'Confidential'. If you have any queries about the password system, or anything else, please don't hesitate to contact School.

Yours sincerely,

Zoe Ryan
Headteacher and Early Years Teacher



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CONFIDENTIAL

Child's name: _____ Date of birth: _____.

Names of adults who will collect my child and their relationship to my child

<u>Name</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____
_____	_____

My password for emergency use when the above named adults cannot collect my child

Password: _____

Signed: _____ Date: _____

Please notify Mrs McCann or Mrs Ryan of any changes to this information.

e-mail: admin@branton.northumberland.sch.uk
 Website: www.branton.northumberland.sch.uk



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Awarded by Arts
Council England

