



EYFS Policies

Dear Parents

Ahead of your daughter joining Reception, we would like to draw your attention to three policies specifically related to the Early Years and Foundation Stage:

- Early Years Foundation Stage Policy
- Early Years Dismissal Policy
- Intimate Care Policy for Early Years

Copies of these policies can be found on the Tormead website. You are welcome to ask the Prep School office for copies of the relevant policies if required.

Early Years Dismissal Policy

At the end of the school day girls are only released into the care of either a parent or an individual named by the parent.

At the beginning of the year, parents are asked to name individuals who will regularly collect their daughter at the end of the day. For carers who are not the parent, on the first occasion of coming to school to collect the child, the adult needs to show identification or be able to tell the school the girl's home post code.

Where there are no exceptional circumstances; should a different individual be collecting their daughter, parents should inform the school in writing. This should state the name of the individual and the reason for their collection of the child. In exceptional circumstances a telephone message will suffice. On arrival, the adult would show identification e.g. a driver's licence, or be able to tell school the girl's home post code, before the girl could be handed over to their care.

Intimate Care Policy for Early Years

Intimate care is classified as being one of the following:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled herself, has vomited or feels unwell

Together, we're confident, caring & capable



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Intimate Care for pupils in Reception will be carried out in line with our Intimate Care Policy for Early Years. Staff responsible for the intimate care of pupils will undertake their duties in a professional and respectful manner at all times. Pupils should never be attended to in a way that causes distress or pain.

Parents are asked to sign the permission form below so that staff can clean and change a pupil if necessary. If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the pupil. If the parents or emergency contact is able to come within a few minutes, the pupil is comforted and kept away from the other pupils to preserve dignity until the parent arrives. If a parent or emergency contact cannot attend, the school will gain verbal consent from parents for staff to clean and change the pupil. If no contact is made for permission, the Head Teacher will be informed. If the pupil is at risk, staff will act appropriately.

Please could you complete and sign the attached reply slip to confirm that you have read the Tormead policies relating to the Early Years and Foundation Stage and to provide the information Tormead requires in support of these.

Yours sincerely

A handwritten signature in black ink that reads "Nicki Fry". The signature is written in a cursive style with a long, sweeping flourish at the end.

Mrs Nicki Fry
Head of Prep



EYFS Policies Reply Slip

Name of daughter:

Photography

I will inform Tormead if there is change of circumstances whereby my child cannot be photographed (including video recordings) for use in the School’s promotional material such as the prospectus, the website or social media; press and media purposes; educational purposes as part of the curriculum or extra-curricular activities as set out in the Terms and Conditions which I have already signed.

Name: Signed:

Date:

Dismissal

I have read and agree to Tormead’s Early Years Dismissal Policy on the Tormead School Website.

My daughter will be regularly collected from school by:

- 1.....(parent/carer)
- 2. (parent/carer)
- 3.....(parent/carer)

Should a different carer collect my daughter, unless there are exceptional circumstances that make this impossible I will inform the school in writing and ensure the carer, if not known by the school has the necessary identification on arrival.

Name: Signed:

Date:

Intimate Care

I give permission for the staff at Tormead School to provide appropriate intimate care support to my child for example, changing soiled clothes, toileting, showering and other. I will advise the Head of the Prep School of any medical issues which impact on the intimate care of my child.

Name: Signed:

Date:

**Please return to school for the attention of the Head of Admissions, Mrs Jo Drury
admissions@tormeadschool.org.uk**