



# Beeston Primary School

Town Street, Leeds, LS11 8PN

“Engage, Enjoy, Enrich, Excel”



## FS2: Key Person

Dear Parent/Carer,

When your child joins an Early Years setting it is a requirement that they are assigned a key person. If your child has previously been to a different childcare setting, they will have had a key person there. The role of a key person is to help ensure that learning and care is tailored to meet their individual needs. This is one, of many, ways to support the child within the setting. The key person is also responsible for building relationships with parents and carers and should be available to support families, as well as the child.

At Beeston Primary school both the class teacher and teaching assistant, along with other staff members and/or agencies if appropriate, work together to support all children within the class. Your child's class teacher will be your child's key person but their teaching assistant will also support many aspects of their school life. Your child's class teacher will be available on a regular basis if you need to talk to them, however, the teaching assistant will also be available during these times.

Your child's key person is (class teacher's name).

Yours sincerely,

Miss Hutchinson  
Department Lead

Headteacher- Mr. N. Edensor

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