

Sharing information between Early Years Settings



Effective practice:

- As soon as a new child starts, ask the parent/carer if their child is attending another setting, which would only be Northleaze Pre-School or Northleaze Primary School.
- Give the Nursery/Reception teacher a copy of the 'Sharing Information Letter' to pass onto the next member of staff. Complete the child's 'All About Me' information sheet when they first start at NAP and store in folder, locked in NAP cupboard.

Date to be reviewed: May 2027

Date amended: May 2025

Date signed off: May 2025

Signed: Kathleen Williams

Signed: Jools Granville