

Sharing information with other settings - EYFS 2012

The EYFS 2012 requires childminders to work in partnership with parents and other settings to ensure children make good progress in their learning and development.

Before we can work with other settings we need ask permission from children's parents to share and then to write to the other setting to introduce ourselves and to ask them how they would like to share with us.

Sample sharing letter

Your address -

Date -

Dear - ring the other setting and find out the name of the child's key worker if parents are unable to tell you

Re - (insert child's name)

My name is (insert your name) and I am a registered childminder who cares for (insert child's name). If you have looked after the child for a long time you might say 'who has been caring for (child's name) since they were 3 months old, 4 days a week' or something similar here.

I would like to confirm my commitment to working in partnership with you so that we can work together to support for the child's transition.

I have explained why we share a child's learning and development experience and (child's name) parents are happy for me to approach you.

Parents signature -

Date as above.

Recently we have been exploring - a few ideas of things the child enjoys / outings you go on together etc while with you might be written here.

Please let me know when you will be free to meet and discuss this further - if you do not go to the child's other setting or you are unable to visit them, you could instead give them your phone number and suggest you chat at a mutually convenient time.

Yours