



HOME VISIT: CHECKLIST

FROM 'LABELING' TO 'ENABLING'

"Hi, I'm excited that you are planning to try out the Home Visit process for yourself! I hope you have found value in and enjoyed going through the pack and resources so far.

I invite you to use this quick at a glance checklist as a reference to ensure that you do not miss out on any of the key ingredients! It's really very simple to execute, and here are some things that I keep in mind during the process. **Please feel free to innovate, translate and implement the way you want. And I would love to know how you have done it. Do share your experience with us."**

- Archana Todi

BEFORE

SETTING THE TONE

- ☐ Set the tone by **introducing** the idea of the Home Visit process to the children, so they understand why the teacher will be visiting their home. The teacher can speak to the children about when s(he) will be visiting each of their homes.

PRE-WORK

- ☐ Create a **day-wise schedule** to be followed for the home visits:
 - Obtain students' address details
 - Organize the route by grouping the homes based on their location.
 - Make a schedule keeping aside 30-45 minutes for each visit. Factor in adequate travel time and buffer time.
 - *Check resources for a sample Home Visit schedule.*
- ☐ Send a **request email** to parents with information on **purpose, date and time** of the home visit
 - *Check resources for the email template.*
- ☐ Be open to changes in slots and days upon parents' request. However, try to get **confirmation** for presence of both parents.



PARENT PARTNERSHIP PILLAR

- ☐ Practice a **demo** of the home visit with school leaders and/or colleagues.
- ☐ Print out enough copies of the **individual Home Visit form** to be used during the visits.
 - o *Check resources for Home Visit form template.*
- ☐ Look up the **admission form** of the child before the home visit to understand the family background.
- ☐ Confirm the **transportation arrangements** with leader or administration team
- ☐ A day before, **remind** the parents about the visit via school diary and SMS/Whatsapp.

DURING

- ☐ It is helpful to do Home Visit as a **team** of two teachers.
- ☐ Show up **on time** and **greet parents** by name and enquire about their work/wellbeing.
- ☐ Between the two co-teachers, one teacher **interacts and bonds** informally with the parents, while the other spends time with the child and **explore spaces** where the child plays and spends time in the house.
- ☐ **Address concerns** of the parents, if any.
- ☐ Fill the Home Visit form and **take notes** on **key insights** based on the conversations and key observations.
- ☐ Give **feedback** about the child's home routine and any **genuine compliments**.
- ☐ Share **anecdotes** from school about the child with the parents.
- ☐ Warmly **thank** the family while leaving.

AFTER

- ☐ Complete the Home Visit form after discussing **observations and insights** as teacher pair.
 - o *Check resources for example of a completed Home Visit form.*
- ☐ **Reflect** on and **collate** overall insights about the class and share with school leaders and colleagues.
- ☐ Reflect on any alterations/additions to be made to **classroom pedagogy** or **student management style**.
- ☐ Make sure to follow up on any **commitments** that may have been made during the Home Visit – ideally within the following week.
- ☐ After completing all the Home Visits, have a **dialogue** (or Conglom) with the students about the Home Visit experience and share all the wonderful stories the teachers picked up during the visit.



SOME IMPORTANT TIPS

- ❑ Only in case of Pre-K children, Home Visits are planned **a week before their 'first day at school'** for familiarization and making the child comfortable with the home-room teachers
- ❑ For children who might need **special attention** for e.g., those under Right to Education (RTE) and special needs children, it is a great idea to visit their homes in **both terms** (twice a year).
- ❑ The **transit time** between home visits can be used to make notes along with the co-teacher.