

"Hi there, I'm excited that you are planning to try out the Home Visits process for yourself! I hope you have gone through the pack and enjoyed seeing the videos.

I invite you to use this **Quick 'At a glance' checklist as a reference** to ensure that you do not miss out on each of the ingredients! It's really very simple to execute, and here are some things that I keep in mind during the process. **Feel free to innovate, translate and implement the way you want. And I would love to know how you have done it. Share your experience"**

:) Archana Todi

I. My checklist:

SETTING THE TONE:

Set the tone by introducing the idea of the Home visits to the children, so they understand why the teacher will be visiting their home. The teacher can speak to the children about when she will be visiting each of their homes.

BEFORE:

- Create a day-wise schedule to be followed for the home visits:
 - Obtain students' address details
 - Arrange the homes to visit area-wise
 - Make a schedule keeping aside 30-45 minutes for each visit and adequate travel time and buffer time.
 - *Check resources for a sample home-visits 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.
- Practice a demo of the home visit with school leaders and/or colleagues
- Print out enough copies of the individual Home Visit Forms to be used during the visits.
 - *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.
- A day before, remind the parents about the visit via school diary and SMS/Whatsapp.

DURING:

- It is helpful to do Home Visits as a team of two teachers.
- Show up on time and greet parents by name and enquire about their work/well-being.
- 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 with each other.
 - *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 Visits – ideally within the following week.

CLOSING THE LOOP:

After completing all the Home Visits, have a dialogue (or Conglom) with the students about the Home Visit experience; and all the wonderful stories the teachers picked up during the visits.

II. Some important Tips

- Only in case of Pre-K children, Home Visits are planned a week before their 'first day at school' for familiarisation and making the child comfortable.
- 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 times between home visits can be used to make notes along with the co-teacher.