



Policy reviewed on .1.11.2017

### **Policy on Partnership with Parents**

**Aim: The Exwick Ark recognises that working in partnership with parents is of major value and importance in enabling it to provide a happy, caring and stable environment for children and their parents. Parents are the primary educators of their young children and we aim to support them in this challenging but rewarding role. The Exwick Ark aims to form a good relationship with parents so that information regarding their children (be it developmental, social or health related) can be exchanged easily and comfortably by staff and parents.**

The member of staff with responsibility for promoting Parent Partnership is Louise Leyland Simpson.

The list below shows ways in which we achieve a strong working partnership with parents:

- Before a child joins our Setting a home visit is offered in order to provide information about the setting, answer questions, complete registration forms and build relationships between the Setting and family.
- A parent handbook with information about the setting is provided for each family at this introduction visit or in the setting if parents do not accept the offer of a home visit.
- A family worker is assigned to each family before the child starts at the Setting to enable relationships to be built up with a named member of staff.
- A member of staff in charge is always available for discussion with parents. Arrangements can be made for more private discussions at agreed times;
- Information provided by parents about their children will be kept confidential and treated on a strictly need-to-know basis. Staff will be careful to make sure conversations are not overheard by parents and children.
- Information regarding the child's day is always available to parents by verbal communication, on the child's group whiteboard and through a daily diary e-mail sent directly to the parent's mail box.
- On your child's coloured group white board, will be a copy of the medium learning outcomes specifically for that group, and suggestions to parents to support their child's learning at home.
- A copy of our daily, weekly and termly planning is on display or can be shown on request.
- We use an online record keeping system known as Elite Pathway. Parents are able to access this and add observations to it either at home or in the setting.
- Parents are invited to share information about their child informally with their child's family worker.
- Termly parents' meetings allow for the formal sharing of information about the child's development between staff and parents.
- If the provision has any concerns about the child's well-being during the day every effort will be made to contact the parents or their emergency contact;



- Parents are welcome into the setting at all times and are encouraged to stay for a whole session should they wish to do so. See Guidelines for helping in a session. This is also offered when children move from one room to another.
- We ensure that all parents have opportunities to contribute their own skills, knowledge and interests to the activities of the group.
- We welcome the contributions of parents in whatever form they take.
- Parents are offered the opportunity to join us on trips.
- We make known to all parents, through our parent handbook, the systems for registering queries, complaints and suggestions.
- Parents should feel free to discuss any aspects of the provision's service, particularly any concerns, criticisms and anxieties at any time.
- Parents are requested to keep the provision informed of any changes to personal circumstances, which may have an effect upon a child, eg change of address, telephone number, doctor, emergency contact. Once a term (usually at the parent consultation evenings) parents are asked by their child's key worker to check the information held about them and their child (ren).
- Parents are also requested to keep the provision informed of any circumstances which could have an effect on a child's emotional well-being, eg bereavement, separation or illness in family.
- We have a sharing assembly each half term where children share some of the things they have been learning with their parents. Parents are invited back afterwards and can join in with a story time or other activity.
- We have social events throughout the year where parents are invited to join with us to help build strong relationships and promote a sense of community.
- The facebook page and the website is updated weekly with things we have been doing.
- Publications and books about child development, special educational needs, school transfer, curriculum and other relevant topics are kept in our parent room. We also have leaflets on common child hood issues which can be taken away. These are kept in the parent partnership filing cabinet in the little classroom.
- In the parent room we have a donated books box from which parents may take any books they would like for home. We also have Heuristic play bags, story sacks and story CD's that parents can borrow any time to use at home.
- We publicize parent courses provided by organisations such as Devon Early Years Childcare Service.
- We have a parent communication board on the entrance to each room with information to support learning links at home.
- Regular newsletters are sent out to parents electronically and as paper copies.
- Books are translated into all the languages of our setting and displayed in our parent room and shared regularly with children.



Prior to a child's attendance at The Exwick Ark the parents or carers must complete and sign the registration form. This provides the Exwick Ark with the following vital information:

- Name, home address and date of birth of each child;
- Name by which child likes to be known;
- Starting date and required number of sessions per week ;
- Arrangements for payment of fees and Early Years Funding and 2 year old funding
- Arrangements for collection;
- Name, address and telephone numbers of parents/carers;
- Emergency telephone numbers;
- Name, address and telephone number of the child's doctor;
- Special diets/allergies etc;
- Illness and inoculation details;
- Parental consents on emergency procedures;
- Consent for photography - monitoring, advertising and evaluating;
- Permission to take the children out of the nursery grounds to support curricular activities.
- Parents/carers will also be asked to provide the provision with any further information which they feel will enable us to take best care of their children.

Signed: