

Partnership with parents policy

Statement of intent

We believe that children benefit most when parents and settings work together in partnership. We aim to work closely with parents to enhance our understanding of the needs and interests of their children in our care and to pass any information that we gain back to them.

Aims

- To communicate clearly to parents Blakeney Pre-school Policies and Procedures.
- To communicate clearly to parents the educational activities offered to their children.
- To understand as much as we can about each child.
- To pass on any knowledge or understanding that we gain to parents.
- To inform parents of their children's progress towards the Early Learning Goals.
- To support parents and children in their first experience of day care.
- To listen to feedback from parents in order to continue to improve the pre-school experience of all children.

In order to fulfil these aims

Information sharing with parents

- We are committed to on-going dialogue with parents to improve our knowledge of the needs of their children.
- Staff are always available to greet children and parents on arrival and to encourage parents to raise any problems or questions (in confidentiality if necessary).
- Any records kept are for the use of staff only and with the full knowledge of the parents. Confidentiality will be maintained at all times
- We inform all parents about how the group is run and its policies through access to written information and through regular informal communication.
- The Policies and Procedures Document is on display in the entrance and online at http://www.blakeneyschool.co.uk/under_5s/index.html.or on the Tapestry site
- We keep parents informed of educational activities and curriculum issues by weekly notice board updates, half termly newsletters, watsapp, facebook, Instagram, Tapestry and informal communications,
- We inform all parents on a regular basis about their children's progress by informal communication, parents' meetings, Tapestry and learning journey records being available for parents to read.
- We involve parents in the shared record keeping about their children - either formally or informally - and ensure parents have access to their children's written learning journey records which they are encouraged to comment on and add to using WOW vouchers, they are also able to leave comments etc on Tapestry .See also Learning
- Regular newsletters are issued to all parents informing them of events and current issues. Notices are also posted on the notice board in the lobby and ramp notice board. Information is posted on our Face book page and information is also sent by Watsapp and is available on Tapestry.
- New parents fill in a Confidential Form to disclose particular medical or dietary requirements for each child.

- It is a parent's responsibility to inform us of any changes to the data on their child's Confidential Form.
- We inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written [Complaints Policy](#).
- Parents are directed to the Policies and Procedures document for relevant information and processes to be followed in the event of a child going missing (See [Missing Child Policy](#)) or in the event of the non-collection of a child (see [Non Collection of Child Policy](#)).
- In order to minimise disruptions to the sessions, we ask that children be brought punctually to the sessions, and also be collected promptly, when the session ends. Only those persons authorised by the parent will be allowed to collect the child. Parents must inform staff at the beginning of the session if someone else will be picking their child up at the end of the session and record this information on the signing in form. Parents may be asked to provide a password for the person picking up their child to use as a confirmation of identity.
- Parents are encouraged to provide more formal feedback on the performance of Blakeney Pre-school via a termly parent questionnaire

Parental involvement in the setting

- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the group.
- We supply information about the learning environment and educational activities and encourage parents to continue to support these activities at home.
- We are keen to involve children's passions and interests in the sessions and are keen to hear about these, we send home termly 'all about me' for parents to complete about their child. Parents are also able to add photos and comments on Tapestry
- We invite parents and carers to join us on trips, outings, events and fundraisers.