

Lapal Preschool and Playgroup

Parents/carers as Partners Policy

Lapal Preschool and Playgroup recognise that parents and carers are the first educators of their children. In recognising the role of parents and carers, practitioners acknowledge the benefits of working in partnership with families, to ensure care and learning to meet the needs of all of the children. The setting has an 'open door policy' and continually advises parents that they are welcome into the setting. Parents are actively encouraged to come into the setting at the beginning of sessions to settle their child or talk to their child's key worker.

Managers in the summer term arrange to home visit families; to meet and greet them, discuss in person information about the preschool curriculum, policies and procedures (and answer questions) and give the children their book bags and relevant documentation (welcome pack - which outlines policies and procedures, reading book tracker and communication book).

During the first Autumn term, the setting will hold an open evening; inviting parents into the setting to meet and greet their child's key worker and gain further information about how we support children's learning journey. During this meeting, the committee is promoted with the intention to gain interest from parents about becoming part of the group. The committee enables parents to have their voice heard in making a range of decisions and being part of fundraising events.

On occasion, children attend other registered provision and good communication between the nursery staff and other relevant providers will contribute towards the child's time at nursery being happy, settled and productive. This policy identifies to parents and carers the commitment of Lapal Preschools practitioners, involving them and any other registered provision their child attends fully in their child's development, learning and experiences. This will be achieved by ensuring that families are always kept fully informed of events and activities in the setting, by sharing information with them, answering questions and addressing any concerns fully, and by

encouraging families to participate in the life of the preschool. Regular newsletters, a daily whiteboard (detailing events/achievements) and an updated notice board inform parents/carers of relevant information. Parents are requested to complete a short questionnaire yearly to enable the setting to hear and act upon the voices of parents/carers, therefore including parents and carers opinions and ideas in the annual self evaluation cycle. The setting has a parent ideas and opinions 'tin' outside the building to actively encourage parents to share their thoughts. Management also provide an additional letter tray for parents to access relevant letter duplicates and/or leaflets of interest.

The reception area is devoted to displaying 'Health and Wellbeing' information for parents to attend too. Information including smoking, alcohol, weight management and physical activity is displayed to support parents and families along with signposting parents to relevant agencies or activities.

Termly summative statements are adopted to keep parents/carers updated of their children's progress along with parent/carers evenings where key workers and parents can share information. Parents are invited to share their observations of their child through completing 'speech bubbles' provided, although verbal information is also included into the children's learning journeys. Parents are able to read their child's learning journey as they wish but the document is sent home to parents on a termly basis.

Parents must be kept up to date on a regular basis through key workers entries into children's individual communication books. Parents are invited to write questions or other information within the communication books to share information etc with their child's key worker. Other registered providers will be invited to visit the nursery, particularly to attend parents evenings if families are in agreement, to share and exchange information relating to the child's interests and development and learning.

Parents are invited into the setting to 'stay and play' with their child during times throughout the year. This enables parents to understand the preschool, observe and interact with their child and ask questions to practitioners.

All staff working in the nursery will:

- Recognise that at all times they are accountable to the parents and carers of the children in their care and encourage parents to trust their judgement regarding their own child.
- Gather from parents and carers information which will aid their child settling at nursery.
- Share with the child's family, information about children's daily routines, the activities being planned and carried out.
- Inform parents and carers regularly of their child's progress and development, through parent's evenings, summative reports and encouraging them to be a part of their Learning Journey Book.
- Encourage parents and carers to share any skills, interests and hobbies that might extend the children's experiences.
- Encourage parents and carers to share details of any other form of Registered Provision.
- Operate a key person system involving parents for open discussions and Information sharing regarding nursery and home circumstances, and individual needs.
- Inform all parents of the systems for registering queries and complaints or suggestions, and check that these systems are understood by parents.
- Provide opportunities for parents to learn about the EYFS.
- Provide written contract between the parents and the nursery regarding conditions of acceptance and arrangements for payment.
- Respect the family's religious and cultural backgrounds and accommodate any special requirements whenever possible and practical to do so.
- Find out the needs and expectations of the parents. These can be obtained Through regular feedback via questionnaires, providing a suggestion system and encouraging parents to review working practices. These can then be evaluated by the nursery to promote practice, policy and staff deployment.

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Managers Signature and Name:

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