

## **Partnership with Parents Policy**

Training Depot day Nursery believes that working in partnership with parents is essential and valuable part of daily Nursery life.

We aim to form a good working relationship with all parents to ensure that all information regarding their children's progress, activities and events occurring, can be exchanged easily through Nursery staff to the parents.

The Nursery has many objectives in place which we feel will help us achieve a strong working partnership with parents:

- To ensure staff, including senior staff, are available for discussion with parents; with appointment times being made for longer discussions, achievements progress discussed, etc.....
- Daily Diary Record Books are kept for each child in the Cubs Rooms aged 10 months 2 years old.
- That personal information provided by parents about their children are kept confidential and treated on a strict need to know basis. Please refer to Child Protection/ Safeguarding Policy for circumstances where information is shared without parent permission.
- Parents are informed who their child's keyworker is and the members of staff's role in the Nursery, displayed on the notice boards in both hallways are pictures of the keyworker with a list of the children in their group.
- There is a notice board in the lobby area by the office which displays all the members of staff and their roles and pictures are displayed there for all the parents to view.
- We provide parents with a monthly newsletter to inform them of upcoming events, share any news on that the children have been doing over the last month and what is planned for the month ahead. Newsletters are displayed in both hallways and sent via email and each month.
- We request parents keep us informed of any changes to personal circumstances which may have an effect upon a child, for example a change in who is living at the family home, a grandparent coming to live etc.....
- We request parents keep us informed of any changes in personal details, including a change of address, telephone number, doctor or emergency contact details etc....
- We provide parents with yearly of events due to occur throughout the coming year in January.
- We encourage parent participation in a number of events held at Nursery throughout the year, Nursery trip to Farm or Zoo, Christmas production, Family breakfast morning.
- We provide a Dual-Lingual Book Library for parents to view and hire out books for a week, to use at home with their child.

- We invite parents, grandparents in on a regular basis to hold a variety or join in with a variety of activities for the children. For example: Storytelling, cooking, music sessions, cultural sessions, tasting sessions, talks and activities relating to their job, religion etc....
- We use our display boards to educate parents in the EYFS, Under 5's Healthy Eating Scheme, etc.
- We provide for parents a number of free leaflets and booklets with useful information regarding Healthy Eating, Visiting the dentist, Fire Safety, etc..... which parents are free to take.
- The parents are informed of the menu of meals and snacks for their child on a weekly basis.
- We hold themed weeks for charity events we raise money for at the Nursery
- A prospectus is sent to all prospective parents to view before visiting the Nursery.
- Pre-start settling sessions are provided for all new children, to ensure the child settles well and giving the parents opportunities to discuss any concerns or have questions answered.
- After six weeks a baseline is completed with the key worker and parent to ensure next steps are discussed.
- There are two Parents Consultations evening held for parents each year to discuss with their child's key worker, the progress and achievements their child has made in relation to the EYFS and it is explained how it is delivered to the children. Parents are informed of the DFE website where they can access more information.
- Parents are informed of the range and type of activities and experiences that are provided for their children and the daily routine of the day are explained. Parents and Carers are explained how they can share learning with their child at home.
- The Nursery has policies that are available for all parents to read in a folder in the office. Parents can request to keep a copy of any policy. One policy a month is sent with the monthly newsletter for parents to read.
- Parents are requested to sign: - accidents forms, home accident forms, Behaviour form, medication permission slip, Safeguarding forms, allergies forms. Etc.
- Parents' views are valued and asked for in consultation sheets when the Nursery is putting in place a new scheme or idea.
- We also have a parent's comment book which parents may write any positive or negative comments in when their child is leaving the setting, or after a event. i.e., parent's evening. The comments are always taken on board.

Reviewed August 23 Miss Sandhya