



Partnership with Parents

We believe that a child's well-being, learning and development are enhanced when we work together in partnership with their parents. We aim to develop positive relationships with parents and to closely involve them in their child's care through the following procedures and activities:

- We operate an open-door policy where parents are welcome and encouraged to visit the setting at any time.
- We value the contribution and involvement of parents and families in whatever form these may take.
- We hold an annual open morning in July where parents with their children, can look around the setting and meet staff and committee members.
- We believe it is beneficial for both children and parents when they have a specific member of staff to go to and so a key person is allocated to a child and their family before the child starts.
- Before starting their sessions, parents are invited to visit the setting with their child as often as they wish so they can familiarise themselves with the environment and start to build relationships with their key person and other staff.
- We aim to support parents in an open and sensitive way, offering additional support if appropriate.
- We recognise that parents know their child best and so we ask them to share information about their child through our Registration form and Tapestry 'About Me'. Parents are also encouraged to look through and contribute to their child's Learning Journal and Progress Summaries on Tapestry.
- Pre-School keeps parents up to date with information through our Information Booklet, termly newsletters, website, Facebook, display boards, visual timetable and whiteboard in the hall, also by discussions on a daily basis with staff.
- Parents are invited to join our committee and information about the committee and committee meeting minutes are available in the hall.
- In the hall area, we provide information for parents about our fundraising initiatives, Ofsted, the local community and parenting topics.
- We provide information for parents on being healthy with their children, this includes information on balanced diets, fussy eating and dental health and physical activity.

- Parents have access to our policies and procedures in a file in the hall and copies are provided upon request. They can also be downloaded from our website.
- A Home/Pre-School Link Book, as an additional form of communication between the key person and parent, is available if required.
- Parents' views are welcomed and encouraged, both verbally with staff and also through regular paper and online questionnaires.
- Parents can speak in private with staff in our office. Two members of staff can always be present at such discussions and parents are welcome to bring along a third party if they wish.
- Parents are informed about activities and planning in discussions with their child's key person and staff, through the activity board in the hall and in our newsletter. Parents can themselves contribute to planning through our visual timetable and via Tapestry.
- We are committed to sharing children's progress with their parents through:
 - Regular discussions with key persons/other staff before and at the end of sessions. Staff are always available to talk to parents about their child and parents may book appointments with their child's key person at a time to suit them.
 - Accessible Tapestry Learning Journals where child's achievements are recorded.
 - Sharing Progress Summaries issued to parents every six months and a Transition Summary issued at the end of their child's time with us, all via Tapestry.
 - A Two Year Progress Check completed and shared with parents where appropriate.
 - Regularly updated website and Facebook pages.
- We encourage parents and other family members to various events throughout the year including fund-raising events, children's performances and coffee mornings. We aim to build a bridge between home and Pre-School through our 'Family Book' which contains 'My Family' sheets completed by parents with their children at home.
- We recognise that parents have a right to expect that confidentiality be maintained and ensure that any information shared by parents is handled with sensitivity and in line with the GDPR 2018 (see the following policies: Confidentiality, Learning Journal and Privacy Notice).