

Working in Partnership with Parents

Policy Statement

We believe that children benefit most from early years education and care when parents and the Nursery work together in partnership.

Our aim is to support parents as their children's first and most important educators by involving them in their children's education and care.

We ensure through following the procedures outlined below that less represented parents such as; fathers, parents that live apart from their children, but still play a part in their children's lives. This also includes working parents.

Procedures

We engage with parents in the following ways:

Key Person

We believe that children settle best when they have a key person to relate to, who knows them and their parents well and can meet their individual needs. The key carer approach encourages secure relationships which supports children to thrive, give parents confidence and make the nursery a happy place to attend.

We want children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with the staff. We aim to make the nursery a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Children are assigned two Key People who form a partnership, one of which will always hold a level 3 or above full and relevant childcare qualification. Their responsibilities are as follows:

- to work with the family to support the child's transition into and through the Nursery.
- Support the parents with completing the necessary paperwork and signing consent forms.
- to be primary contact for a child and their family and for liaising with any external agencies as per the needs of the child and the family with the support of more senior staff.
- Keep developmental records and share information with the child's parents to ensure these records are kept up-to-date.

- to ensure relevant statutory assessments are completed for their key children in accordance with the requirements of the Early Years Foundation Stage (EYFS).
- Have links with other carers involved with the child and co-ordinate the sharing of appropriate information about the child's development.
- Encourage positive relationships between the children in their key group.

'Watch me Grow' Appointments

Parents are invited to attend regular 'Watch me Grow' meetings which are held at least once a term (school leavers only in summer term). Meetings are specifically planned to discuss aspects of a child's learning and development both at Nursery and at home. During this meeting parents are invited to contribute towards the child's Learning Journey and to provide feedback on their own observations of their child away from Nursery. Contributions from parents are essential in helping children reach their full potential and making a child's time at nursery enjoyable. Meetings are held at planned times and parents are invited to book into a specific time slot, this is to ensure that all families have the opportunity to meet with their Key Person. To ensure that all parents can take part in this meeting times are offered at a variety of times to suit the needs of the family.

Learning Journeys are made available to parents within the setting at all times and can be found in their child's classroom.

Parents can make appointments to meet with their child's Key People in addition to the 'Watch me Grow' appointment should they need to.

'Stay and Play' Sessions

Parents are actively encouraged to be involved in the setting by volunteering to help out with activities such as reading stories, sharing personal expertise, gardening, fundraising and much more. Parents can take part by signing up to specific events as advertised by the Nursery or by volunteering their time at drop off and collection times. Parents who attend 'Stay and Play' sessions are required to sign into the visitors' book, lock away their personal belongings such as mobile phones and other valuables. At no time will any parents be left unsupervised with children other than their own.

Daily Diaries

Children under 1 year can be provided with a Daily Diary to help communicate important information about their child's day to their parents'. This will include information about feeds,

sleeping and toileting as well as a brief update relating to activities the child has taken part in.

It may be necessary in some cases for children over 1 year to be provided with a Daily Diary if the parents are likely to be visiting the Nursery infrequently, for example; if their child is dropped off/collected by someone other than their parent such as a childminder or other family member. We can also provide them for collectors who have English as an Additional Language so that we can communicate important messages in writing.

Feedback Regarding their Child

Parents can find information on children over 1 year on large charts within their child's class. These overviews will provide parents with information on meals, sleep and toileting. This is so that key people can focus on providing feedback on how their child has been and what they have been doing.

Classroom Routines and Activity Planning

Classroom routines are displayed in accessible areas within the Nursery and are made available to parents upon request. Adult directed planned activities are also available upon request or parents can talk to their child's key person regarding this.

Newsletters

A newsletter is provided to parents. The newsletter provides highlights of events that have taken place in the Nursery i.e. a Summer Fair's, World Book Day and more as well as planned events and term dates, Staff changes and Nursery notices. We aim for a newsletter to be distributed at least termly.

Nursery Website

Our Nursery website www.rusu.co.uk/nursery provides core information to parents and is updated regularly.

Policies and Procedures

Parents are advised of Nursery policies on registration. Copies are emailed to parents and are also available upon request. They can also be found in the policy folder in the Nursery Lobby and on the Nursery website. These are reviewed and revised annually unless there have been updates to statutory guidance or legislation within that time.

Methods of Communication

We communicate with parents via; email, face to face contact, letter and telephone. If possible the Nursery will aim to find a translator for parents where English is not their first language.

Nursery Facebook Page

The nursery Facebook page enables us to inform parents of upcoming events and theme days, share with you some of the activities your children participate in and update you on any important nursery news. To ensure this is used safely and only used for the purpose it has been introduced the following rules apply:

- Photos and personal information which identifies a child or adult must not be posted unless there is written consent from the individual or parent/carer as this is a public page.
- This page is not to be used as a method of raising concerns/complaints regarding the nursery. These must be discussed with the member of the nursery team directly.
- Anyone deemed to be misusing the page may have their access removed.
- Administrators will remove posts they feel are inappropriate or are not relevant at any time.

Parent or Carer Behaviour

We reserve the right to terminate a nursery contract if a parent/carer is deemed to be behaving unacceptably towards any staff member, parent/carer or visitor. Physical or verbal abuse of any kind will not be tolerated (See Health and Safety Policy for more information).

a place where children grow