



Alexandra Park
Children's Learning Community
a personal learning journey together



Partnership with parent's policy

We believe that children benefit the most when parents and staff work together in partnership to ensure quality care and learning for their children. The nursery team welcomes parents as partners and this relationship needs to be built on trust and understanding. It is important that we, as carers and educators, are able to support parents in an open and sensitive manner a two way sharing information system is key to this. The Statutory Framework for the Early Years Foundation Stage from April 2017 states in its page 10: "Each child must be assigned a key person⁷ (also a safeguarding and welfare requirement - see paragraph 3.27). Providers must inform parents and/or carers of the name of the key person, and explain their role, when a child starts attending a setting. The key person must help ensure that every child's learning and care is tailored to meet their individual needs. The key person must seek to engage and support parents and/or carers in guiding their child's development at home. They should also help families engage with more specialist support if appropriate".

Our learning community wishes to ensure parents are part of the care and education team within our learning community.

Our policy is to:

- Recognise and support parents as their child's first and most important educators, and welcome them into the life of our learning community.
- Generate confidence and encourage parents/carers to trust their own instincts and judgment regarding their own child.

Procedure

- We welcome the parents/carers of the children who attend into the centre, at any time.
- We welcome all nursing mothers. The centre will make available a private area whenever needed to offer space and privacy to these mothers if they wish.
- Ensure that all new parents/carers are aware of the centre's policies and procedures. A parent/carer prospectus will be provided and our full policy documents will be available to parents at all times as they will be kept in an easily accessible place in the reception area.
- Maintain regular contact with parents/carers to help us to build a secure and beneficial working relationship for their children.
- Create opportunities for parents/carers to talk to other adults in a secure and supportive environment through such activities as 'Open Days', 'Parents Evenings' and 'Parents Forum'.

- Inform parents/carers about centre activities and events through regularly distributed newsletters.
- Have an informative parents noticeboard, displaying menus, relevant information, details about the local offer and our OFSTED poster with registration number.
- Operate a key person system involving parents/carers for open discussions and information sharing regarding nursery and kindergarten and home circumstances, and individual needs.
- Parents are welcome to come and speak at any time at mutual convenience. The worker will record salient points on the "Parent Meeting" form , parents will be ask to sign the copy and agreeing to any actions to be taking. The form then will be file in the Parent's File.
- Inform parents/carers on a regular basis about their children's progress and involve them in the shared record keeping about their children. Summative observation meetings will be held every term. Parents/carers will be consulted with about times of meetings to avoid excluding anyone.
- Consider and discuss fully all suggestions from parents/carers concerning the care and education of their child and the running of the centre.
- We welcome parents' feedback on our service. Please refer to our Complaints Policy on our procedures for managing negative feedback.
- Provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the centre.
- Inform all parents/carers of the systems for registering queries, complaints or suggestions, and to check that these systems are understood by parents/carers all parents have access to our written complaints procedure.
- Provide a written contract between the parents/carers and the centre regarding conditions of acceptance and arrangements for payment.
- Respect the families religious and cultural backgrounds and to accommodate any special requirements wherever possible and practical to do so.
- To find out the needs and expectations of parents/carers. These will be obtained through the registration meeting, regular feedback via questionnaires, providing a suggestion system and encouraging parents to review working practices. These are then evaluated by the centre to improve our practice, policies and staff development.

Date – September 2019

Signed Manager –

Review – September 2020

Signed Director -