

PARTNERSHIP WITH PARENTS POLICY

Policy Statement

At Longwick Pre-school we recognise that parents are the first educators of their young children. Our aim is to support their essential work, not to replace it. Practitioners work in partnership with the parents to meet the needs of the children. Longwick Pre-School will achieve this in the following ways:-

Settling-In

We aim for children to feel happy in the absence of their parents, to recognise the practitioners as a source of help and friendship and to be able to share with their parents afterwards, the new learning experiences enjoyed at the pre-school.

Before a child starts at pre-school, we offer the following:-

- We invite you and your child in for a Play & Stay Session before they start so they have an opportunity to see the setting and become more familiar with it prior to actually starting here.

During the settling in sessions the pre-school will ensure:-

1. Our Pre-school Manager will liaise with parents during the first session to ensure they have been emailed a log in for their Family account by the Business Manager and that they understand that it must be completed before their child/ren's first day. The following information is requested on the child's profile on the Family app, in order that appropriate care can be given to the child:-
 - Child's gender, date of birth, address, nationality etc.
 - Emergency contact numbers.
 - Names and contact details of persons authorised to collect the child.
 - Information about who has legal contact and parental responsibility for the child.
 - Any medical conditions / medications.
 - Doctor's surgery and address.
 - Immunisations given to date.
 - Parents/carers must adhere to the pre-school's permissions including allowing the pre-school to seek medical advice or treatment in the event of an emergency. (Full details of all the permissions are detailed on the app).
 - Our 'Welcome Pack' is given to parents/carers once their child has been enrolled and includes what items to bring:-
 - Nappies, wipes, nappy bags and cream;
 - Spare change of clothes (named);
 - Named sun hat and sun cream for the summer;
 - Named coat, hat, scarf and gloves for the winter;
 - Appropriate footwear, including wellington boots.
 - Our 'All About Me' form is also given to parents/carers encouraging them to complete it with their child/ren. The information requested is as follows:-
 - cultural identity;
 - dietary requirements and food preferences;

- family customs and cultural beliefs;
- toileting;
- comforters and favourite toy;
- personal likes/dislikes.
- Families are informed from the outset that they will be supported in the pre-school for as long as it takes to settle their child in.
- Parents whose children seem to be taking a long time settling into the pre-school will be reassured.
- Parents will be encouraged, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.
- Our Practitioners will ensure all children feel comfortable in the pre-school, benefit from what it has to offer, and be confident that their parents will return at the end of the session/day.

Key Person

By building up strong relationships between the child's Key Person, the parents and the child's information can be shared openly and helps the pre-school to provide constant care and education, benefitting the child's overall wellbeing and development.

Sharing Information with Parents

We believe that close links with parents and carers, ensures a successful partnership is built in an atmosphere of mutual trust and respect with opportunities for knowledge, expertise and information to flow both ways.

This two-way process is vital if the pre-school is to continue providing good quality care and educational practices.

In order to build a successful partnership Longwick Pre-School will ensure the following information is available:-

- How the EYFS is being implemented within the setting and how parents can access more information. Parents can access a 'Guide to the Early Years Foundation Stage Framework' when their child joins the setting.
- The children's 'Learning Journal' which parents will be asked to contribute to in order to meet the children's next steps, is available on our nursery management software package called Famly. Parents and carers can have access to all records about their children at any time, provided no relevant exemptions apply.
- The range and type of activities and experiences provided for the children and those that their child has participated are all recorded on the child's profile on Famly which the parents are automatically tagged in and can view on their own private parent application.
- The daily routines of the pre-school are included in our 'Welcome Pack' which is given to each parent on their visit to the pre-school.
- Ways in which the parents and practitioners can share learning at home can be added via the Famly system.
- The ways in which the setting supports children with Special Educational Needs and/or disabilities.

- What their child has had for snack at pre-school and how much they have eaten and had to drink, if staying for lunch is noted on Family for all to see.
- The details of the Policies & Procedures and where to find them, including the procedure to be followed in the event of a child going missing or not being collected.
- The names and roles of the staff including the name of the child's key person.
- The contact details of the setting including telephone numbers and email address of the pre-school.
- Termly newsletter.
- Opportunity to join closed Parents/Carer's Facebook page.

Sharing Information with other Professionals

- The pre-school will share information, where appropriate, with other professionals working with a child including the police, social services and Ofsted.
- Where a child attends more than one setting the pre-school, we will aim to establish a two-way flow of information between the two settings.

Government Funding

The pre-school will record and submit the following information to their local authority about individual children receiving the Early Years Educational Funding to Early Years, as part of their annual census.

- Full name;
- Date of birth;
- Gender;
- Ethnicity - This is only be recorded where parents have identified the ethnicity of the child themselves.
- Special Educational Needs Status;
- The number of Early Years Free Funded hours taken up during the census week;
- Total number of hours (funded and non-funded) taken up at the setting during the census week.

Visits/Meetings

- The time, place and conduct of visits and meetings will ensure that all families have an equal opportunity to attend and give their views and opinions.
- They are fully informed about meetings by means of Family Newsfeed, Facebook reminders, emails and notices in trays or displays on the A-frame.
- We have an open-door policy where parents can discuss any aspect of their child's education, health and care.
- We make arrangements for practitioners to talk to parents in confidence when necessary.

Links to :

Legislation

Children Act 1989 and 2004

Data protection Act 1998

Disability discrimination Act 1995

Human Rights Act 1998

Care Standards Act 2000

Date Policy Implemented *November 2019*

Signed



Name and Role

Alex Barter, Committee Management Chair

Date of Last Review

November 2022

Date of Next Review

November 2023