

Partnership with parents and guardians

St Mary's playschool recognises that, for children to receive the best quality care and learning that suits their individual needs, parents and staff must work together in a close partnership. We recognize that parents/guardians play the fundamental role in a child's development as their first educators and our aim is always to support this. The two-way sharing of information is key to the child's progress. The playschool team welcomes parents/guardians as partners and this relationship is built on trust and understanding. It is important that we, as practitioners, can support parents/guardians in an open and sensitive manner.

The playschool ensures parents/guardians are an integral part of the care and early learning team within the setting.

Our policy is to:

- Recognize and support parents/guardians as their child's first and most important educators, and to welcome them into the setting.
- Encourage all parents/guardians to sign up to our online "ClassDojo" app, enabling them to log on and see what is happening in playschool as well as contacting the manager or supervisors
- Ensure Parents/guardians are aware of and have access to their child's records within the setting
- Generate confidence and encourage parents to trust their own instincts and judgement regarding their own child.
- Ensure we have an open-door policy that welcomes parents/guardians into the playschool at any time (where feasibly possible) and ensure flexibility e.g when a parent/guardian cannot make stay and play we will endeavour to arrange a day that works for them.
- Share Policies with parents/guardians, making them available on our website, paper copies can be supplied on request.
- Maintain regular contact with parents/guardians to help us to build a secure and beneficial working relationship for their children
- Create opportunities for parents/guardians to talk to other adults in a secure and supportive environment through such activities as open days, taster sessions, stay and play sessions etc.
- Inform parents/guardians about upcoming activities and events through newsletters, ClassDojo, emails, liaising and communication books.
- Operate a key person system to enable a close working relationship with all parents/guardians.
- Support two-way information sharing regarding each child's individual needs both in nursery and at home
- Inform parents/guardians on a regular basis about their child's learning, progress and next steps and involve them in the shared record keeping.
- Ensure stay and play parent/guardian & keyperson sessions take place regularly throughout the year and are as flexible as possible. Parents/guardians will be consulted well in advance about the times of these sessions to enable maximum participation.
- Consider and discuss all suggestions from parents/guardians concerning the care and early learning of their child and the playschool operation.
- Provide opportunities and support for all parents/guardians to contribute their own skills, knowledge, and interests to the activities of the playschool e.g inviting parents in to share skills or teach an activity.

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- Inform all parents/guardians of the systems, processes and procedures for registering queries, compliments, complaints, or suggestions.
- Make parents/guardians aware of All committee members and their positions within the committee.
- Share information about the Early years foundation Stage (EYFS) and about young children's learning in the setting and how this can be supported at home.
- Provide a written contract between the parents/guardians and the playschool regarding conditions of acceptance and arrangements for payment and funding.
- Respect and celebrate religious and cultural backgrounds and beliefs to and accommodate any special requirements wherever possible and practical to do so.
- Find out the needs and expectations of parents/guardians. These will be obtained through regular feedback via questionnaires, suggestion system and encouraging parents to review working practices. These are then evaluated by the playschool to promote good practice, policies and staff development
- When English is not a child's first language we will work with parents/guardians to ensure we are able to recognise words that may be used and their meanings.

Confidentiality

- All records and discussions concerning individual children must be treated as strictly confidential
- Members of staff must not discuss matters concerning any child with outsiders e.g friends, relatives, or parents of other children in the setting
- Where outside agencies are involved, records/information will only be shared with written parental consent unless this is related to a safeguarding concern and is deemed to endanger the child or hinder the case
- Parents are made aware of our complaints and Safeguarding procedures when joining the setting and relevant policies are shared with them with others available on request.

We involve parents/guardians by

Regular newsletters
Parents notice board
Class Dojo App
Termly invites into the setting
Church services
Fundraising activities
Parental helpers for visits

We have an open-door policy that allows us to welcome parents/guardians into the setting at any time as long as this is not detrimental to the child (parents/guardians may be discouraged if the child is in the early stages of settling in)

This policy has been reviewed and agreed at a meeting of the Playschool Committee.