

# Working in Partnership with Parents and Carers Policy

## Rationale

We consider that parents are the primary educators of their children and will always be involved in their development and experiences, we work in close partnership with all our parents in the Pre-School Centre.

We believe that we can best meet the needs of individual children by working closely with parents/carers. We aim to develop partnerships between parents/carers and staff which are based on mutual trust and respect, and which promote the sharing of information and knowledge for the benefit of the children in our care.

At the very first step of sharing our setting to parents we explain our ethos and vision of the child's learning.

## The role of the PICO;

Saskia Gregory is the PICO (Parental involvement coordinator) who will ensure parents are welcomed to become part of nursery life.

- To promote good practice and encourage parents to take an active role in their child's care and education.
- To be pro-active in the development of policies to encourage inclusive parental involvement
- To support staff when working with parents.
- Evaluate the parental involvement in the setting.
- Devise and facilitate implementation of action plan to assess effectiveness of parental involvement strategies.
- Collate quantitative/qualitative evidence. (Questionnaires/surveys)
- Engage in continuing professional development for self and other team members.

## The Pre-School Centre will:

- Always be approachable and welcoming to parents/carers and families.
- Offer a clear 'settling in' strategy—when both children and parents/carers are actively helped to settle into the setting.
- Support key persons to build positive relationships with all the families.

- Give open access to records of children's learning via I-Connect.
- Offer resources that are attractive and accessible and inclusive to all parents/carers and reflect a wide range of families and experiences.
- Have clear strategies in place to try reaching parents who are not fully accessing the provision.
- Have a clear 'transition' strategy – to support children and parents/carers 'moving on' to reception.
- Offer workshops/ courses to help parents support and take an active role in their child's learning, well-being and development.
- Will provide informal opportunities at the beginnings and ends of sessions for parents/carers to discuss concerns and celebrate achievements.
- Will ensure parents and carers have maximum opportunity to contribute to their child's learning.
- Recognise and understand the needs of our local community and families.
- Provide a physical space that encourages parents and carers to spend time in nursery.

We use a variety of methods to involve parents and carers from the very beginning e.g. settling in visits, open days, individual open chat sessions, Fathers' sessions, Grandparents' sessions, breakfast, stay and play, many more.

### **To give support for children's learning at home we provide;**

- Lending library for children and parents
- Story sacks
- Home link activities (on website and e-newsletters)
- Website
- E-mail
- Monthly e-newsletters
- Parent workshops
- Information notice board
- Information leaflets
- This Week's.... learning board and books

We pride ourselves of having an Open-door policy for all our parents.

### **Sharing information**

- We invite parents/carers to a taster session before their child's admission to discuss policies and procedures in the Pre-School Centre and to complete the required contact forms.
- We ask parents/carers for information about their children, their individual needs and requirements in order to ensure the best possible care for them.
- We display daily routines and details of the Pre-School Centre's organisation:
- We believe that the child's named key person is central to every exchange of information.

Parents/carers are welcomed into the Pre School Centre to discuss their child's progress and welfare with the key person and are urged to share any relevant information about changes to their child's normal family life or routine.

- We encourage parents/carers to first discuss any concerns or issues about their children with the key person. The key person must discuss any issues that cannot be resolved with the joint managers.
- Take parents/carers observations of children into account when planning future learning, privacy and confidentiality.
- Any personal data on children and their parents/carers is held securely.
- We treat information about children and their families as confidential. We only disclose this to staff on a 'need to know' basis and only with the agreement of the parent/carer.
- The key person is responsible for sharing information about the progress and welfare of a child with his/her parents/carers. This information is also shared with other staff if needed, to ensure that the best interests and needs of the child are met.
- Some information exchange about children occurs informally on a daily basis; other opportunities for a more detailed report are offered through parent meetings/regular written reports parents/appointments by arrangement to discuss specific concerns/notice boards.
- Key persons keep individual records on children's achievements and progress on I-connect/Parent Zone.
- We allow parents access to their own children's records via a registration email.
- We do not allow parents access to the records of other children.

We will consult with parents and carers about changes and developments to the setting.

**Reviewed 16.02.2024 Lisa Best/Saskia Gregory**

**Next Review 16.02.2025**