



# Working in Partnership with Parents and Carers



At the Orchard Nursery we endeavour to build strong positive relationships with the parents and carers of all the children who attend our setting. To support this we provide

- Information for parents on the policies and procedures of the setting in a variety of different formats.
- Questions are answered honestly and straightforwardly and we are always keen to hear what parents have to say about the work that we do.
- Arrangements are in place to ensure that the child's key person shares information about children's care, learning and development on a regular basis.
- An overview of the experiences and activities that the children are involved in is shared with parents to enable them to participate fully in their children's lives in the setting.
- Information about EYFS is clearly displayed and accessible to parents and planning is explained during induction.
- Parents are encouraged to look at their child's online learning journey at regular intervals and opportunities are made to discuss progress on a regular basis.
- Any concerns that arise about a child's progress or behaviour are discussed fully with parents and plans made to address the issues identified.
- The setting works in partnership with a wide range of professionals and organisations.
- At the Orchard Nursery we create many different opportunities for parents to become involved in the work of the setting and greatly value the benefits these provide for children, parents and staff.

## **Procedures for informing parents:**

- Parent Welcome packs are distributed to all new parents providing information about the nursery, EYFS, funding and short copies of policies including Parent Partnership, Admissions, Behaviour, Fees, Illness, Safeguarding Children, Accidents and Complaints are also included in the pack,
- Full copies of policies are available in the main entrance.
- Planning for your child's learning journey forms are given to parents to help inform our planning in the moment. Starting points in learning are also given to parents to help staff gauge where the child is developmentally when they first start the nursery.
- Where concerns have been raised then staff / parent meetings are arranged, concerns discussed and actions agreed.
- In some cases where Early Help is required there may be regular meetings with other professionals, these include. (fCAF, TAC, CASE CONFERENCES, CORE GROUP)
- Where appropriate, support is offered to parents who need to liaise with other agencies.

Signed on behalf of the nursery.....*Emma Middleton*.....Date:.... August 2017



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- Settling – in sessions are arranged for the children and parents are encouraged to stay for a period of time, as to build a bond with the key-person.
- Before the child starts, a settling in booklet is emailed to familiarise the child with the environment.
- We operate a buddy key person system, so a member of staff is always available to support the family.
- Parent Newsletters are sent home each term.
- There is a parent notice-board of which convey information about staff qualifications and display a photo of which room the staff are in.
- Staff are always available to speak to parents at dropping off and collection times.
- Parents views and ideas are always welcomed by staff and used to support the review, evaluation and development of our provision. A questionnaire will be distributed annually to ensure parental opinion is updated. In addition to this short suggestion forms are always available in the main entrance so parents can share any ideas or comments on the nursery throughout the year.
- Ensure that the copy of the Ofsted report is available to all parents.

Signed on behalf of the nursery.....*Emma Middleton*.....Date:... August 2017