



Policy on Partnership with Parents

Aim: The Exwick Ark recognises that working in partnership with parents is of major value and importance in enabling it to provide a happy, caring and stable environment for children and their parents. Parents are the primary educators of their children and we aim to support them in this challenging but rewarding role. The Exwick Ark aims to form a good relationship with parents so that information regarding their children (be it developmental, social or health related) can be exchanged easily and comfortably by staff and parents.

The list below shows ways in which we achieve a strong working partnership with parents:

- Before a child joins our settings we meet with the family to provide information about the setting, answer questions, complete registration forms and build relationships.
- A parent pack with information about the setting is provided for each family.
- A family worker is assigned to each family when the child starts at the Setting to enable relationships to be built up with a named member of staff.
- A member of staff in charge is always available for discussion with parents. Arrangements can be made for more private discussions at agreed times;
- Information provided by parents about their children will be kept confidential and treated on a strictly need-to-know basis. Staff will be careful to make sure conversations are not overheard by parents and children.
- Handover information regarding the child's day is always provided verbally on collection and in our nurseries via The Family App
- A copy of our planning is on The Family App or can be shown on request.
- In our nurseries we use an online record keeping system known as Family App. Parents are able to access this and add observations to it either at home or in the setting.
- Parents are invited to share information about their child informally with their child's family worker.
- In our nurseries termly parents' meetings allow for the formal sharing of information about the child's development between staff and parents.
- If the provision has any concerns about the child's well-being during the day every effort will be made to contact the parents or their emergency contact;
- We ensure that all parents have opportunities to contribute their own skills, knowledge and interests to the activities of the group.
- We welcome the contributions of parents in whatever form they take.
- Parents are offered the opportunity to join us on trips.
- We make known to all parents, through our parent packs the systems for registering queries, complaints and suggestions.
- Parents should feel free to discuss any aspects of the provision's service, particularly any concerns, criticisms and anxieties at any time.
- Parents are requested to keep the provision informed of any changes to personal circumstances, which may have an effect upon a child, eg change of address, telephone number, doctor, emergency contact. Once a term (usually at



the parent consultation evenings) parents are asked by their child's key worker to check the information held about them and their child (ren).

- Parents are also requested to keep the provision informed of any circumstances which could have an effect on a child's emotional well-being, eg bereavement, separation or illness in family.
- In our nurseries we have regular sharing assemblies/celebrations where children share some of the things they have been learning with their parents.
- We have social events throughout the year where parents are invited to join with us to help build strong relationships and promote a sense of community.
- The facebook, instagram and the Family App are updated regularly with things we have been doing.
- Publications and books about child development, special educational needs, school transfer, curriculum and other relevant topics are available. We also have leaflets on common childhood issues which can be taken away.
- We publicize parent courses provided by organisations such as Devon Early Years Childcare Service.
- We have a parent communication area at the entrance to each room with information to support learning links at home.
- Regular newsletters are sent out to parents electronically and as paper copies if requested.
- Some books are translated into the languages of our setting and shared regularly with children.

Prior to a child's attendance at The Exwick Ark the parents or carers must complete and sign the registration form. This provides the Exwick Ark with the following vital information:

- Name, home address and date of birth of each child;
- Name by which child likes to be known;
- Starting date and required number of sessions per week ;
- Arrangements for payment of fees and Early Years Funding and 2 year old funding
- Arrangements for collection;
- Name, address and telephone numbers of parents/carers;
- Emergency telephone numbers;
- Name, address and telephone number of the child's doctor;
- Special diets/allergies etc;
- Illness and inoculation details;
- Parental consents on emergency procedures;
- Consent for photography - monitoring, advertising and evaluating;
- Permission to take the children out of the nursery grounds to support curricular activities.
- Parents/carers will also be asked to provide the provision with any further information which they feel will enable us to take best care of their children.
- National insurance number for parents claiming the Extended Early Years Entitlement
- Consent for talking to other professionals about their child's development



Signed: