



Parental Partnership Policy

Policy

The practitioners at Wick Pre-School are committed to working in partnership with parents and carers. This partnership is essential so that children are happy and can achieve their potential. Practitioners believe that parents are an essential part of Pre-School life. They are encouraged to be involved in Pre-School life through the stay and play sessions, coffee mornings and are also invited to join the Pre-School committee.

Procedure

In order to develop and maintain a consistent and healthy partnership with parents, practitioners will ensure:

- The Pre-School is a warm, welcoming environment where parents and practitioners can build strong relationships;
- Parents feel comfortable at Pre-School and that staff are approachable;
- They share and discuss children's progress with parents on a regular basis and encourage parents to work with them to support their child's learning through seeking their input at all times;
- Parents have the opportunity to share their skills/talents with the Pre-School team and children. For instance by being involved in activities such as cooking or music time with the children;
- Parents can share information through their child's communication diaries, daily message book and contact with staff at arrival and collection times;
- Parents are encouraged to review their child's Learning Journey once a term;
- That all parents are aware of the arrangements for the admission and settling of children into Pre-School;

- They seek support for parents/carers where English is their second language and where necessary, will arrange to provide information in different formats.
- Parents can also arrive and collect their child at any time between the hours of their agreed sessions.

A Complaints Procedure is in place to ensure any complaints are investigated and dealt with appropriately.

Responsibility

The Pre-School employs a key worker system that ensures each child has a nominated practitioner who has special responsibility for the child's welfare. The key worker is the first point of contact for parents should they have any worries they would like to discuss or share any achievements or progress the child has made at home. The key worker has the responsibility of planning for children's individual learning and development. The key worker and Manager will work with parents to obtain their knowledge and expertise of their child in order to help them plan effectively for the particular needs of each child. Key workers and the Manager maintain the children's learning diaries and ensure parents have access to their child's diary.

The Pre-School run coffee mornings each term where the Learning Journeys are available for the parents to browse through and are able to make an appointment with the Manager for a more in depth discussion on their child's progress.

Practitioners must consult with the Manager to:

- Receive prior permission from the parent to share any information regarding their child with an external professional i.e. child's health visitor, the Pre-School's Area Special Educational Needs Coordinator or other settings;
- Obtain prior written permission from parents to carry out activities such as going on outings and using photographs of their child for purposes outside the normal activities of the Pre-School. Such activities include using the child's photograph on the Pre-School's web pages or articles for the media.