

HARPOLE DAY NURSERY

Parental involvement and partnership policy

We believe that children benefit most from nursery education and care when parents and the nursery work together in partnership.

Our aim

- To support parents as their children's first and most important educators.
- To involve parents in the life of the nursery and their children's education.
- To support parents in their own continuing education and personal development.

Method

In order to fulfil these aims:

- we are committed to ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families;
- through access to written information and through regular informal communication. We check to ensure parents understand the information which is given to them;
- we inform all parents on a regular basis about their children's progress;
- we involve parents in the shared record keeping about their children - either formally or informally - and ensure parents have access to their children's written records;
- we provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the nursery
- we inform parents about relevant conferences, workshops and training;
- we consult with parents about the times of meetings to avoid excluding anyone;
- we provide information about opportunities for being involved in the nursery in ways which are accessible to parents with basic skills needs, or those for whom English is an additional language;
- we hold meetings in venues which are accessible and appropriate for all;
- we welcome the contributions of parents, in whatever form these may take;
- we inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure; and
- we provide opportunities for parents to learn about the nursery curriculum and about young children's learning, both in the nursery and at home.

We also have the following systems in place:

- Daily record sheets available to all children on request recording nappies, sleeps, food portions etc.
- Parental contribution sheets will be kept in each child's personal folder for parents to write any comments about their child's development.

- Keyperson system – each child in the nursery has their own keyperson who is responsible for completing observations and assessments on their group of children - any information about the child can also be shared directly between the parent/carer and their child's keyperson. It also helps the child to know they have their own particular member of staff to help and reassure them if need be.
- Newsletters are sent out on a regular basis informing both parents/carers about any relevant items/issues within/concerning the nursery.
- A parents' group meets with the manager and deputy manager 3-4 times a year and reports back to the other parents via the monthly newsletter.
- We have two parents representatives who are available to chat to other parents about any issues affecting nursery life. They can be contacted via the nursery.
- Parents evening – we hold a parents evening in May and November.

The following documentation is in place:

- admissions policy;
- complaints procedure;
- record of complaints; and
- activities provided for children.

Signed on behalf of the nursery

Date