



## **PARENT PARTNERSHIP POLICY**

Curious Explorers promotes partnership between the nursery and parents and recognises parents as children's most important primary educators. We value the two-way communication between families and the setting and promote sharing information from home.

When a child first starts at nursery, they will be allocated a key carer. This is someone for parents to share information with. They will be responsible for updating records with welcomed input from parents/carers and ensuring a personalised learning environment for the child.

Regular contact is made between the setting and parents through weekly emails, termly newsletters, and social events.

Parents are able to make their contribution to the nursery through termly parents' meetings, emails and Tapestry. At the end of each school year a survey is sent to parents which allows you to make comments on the various aspects of the provision we provide. This is to ensure that parents have a voice in the quality of care and education we provide. Results from this survey are used to help us enhance our settings and form part of our development plan.

For families who have English as a 2<sup>nd</sup> language or use an alternative language translation will be made to documents wherever possible.

Important information is shared with parents electronically via email, our Facebook page, through Tapestry and Daily Connect along with the use of the Parent's notice board.

Policies and procedures can be viewed by parents on our website or they can be sent to parents if requested.

Prior to attending Curious Explorers parents will receive a Welcome Pack containing Child Entry Records. This ensures the Nursery holds all the relevant information of your child even before they start. No child can be left on our premises without a completed Child Entry Record.

When a child starts at nursery, we encourage parents to visit the nursery with them as many times as possible to build important bonds and trust in the staff. Open and honest communication is tremendously important to us and we value this two-way exchange of information. An All About Me sheet is filled in with the parent. This includes information on the child's likes and dislikes. It is an information gathering task

to enable us to start to get to know the child and the parents. Parents should share as much information and experiences as possible at during this time to help us to plan for the child and ensure they enjoy being at Nursery.

During their time at Curious Explorers, we will follow the child's development and progress and record this on Tapestry which will then be added to their Learning Journal. Parents are able to comment to any observation on Tapestry and add wow moments to their profile too.

A day sheet is created on Daily Connect for Toddlers and Babies every day. A verbal handover will still take place when each and every child goes home. For some Pre-school children a day sheet is prepared to take home however mostly they will only get a verbal handover.

On entry (2 months after starting) parents are invited for their first parent meeting. This is where staff tell parents how their child is settling in the Nursery and for parents to share any concerns or have any questions.

Then annually in line with child's birthday children will receive a report through Tapestry. Parents will be notified once the report is published, and all parents can arrange a meeting with their child's key carer if they have any questions.

There are parents' meetings opportunities throughout the child's time with us, however parents are encouraged to arrange a meeting with their child's key carer whenever they need to discuss any issues or just want to know how their child is doing.

During parents' meetings the following and much more will be discussed:

Explain to parents our new curriculum and way of working.

- Progress Child is making
- Next steps we are working on to move child forward
- Child's personal needs e.g., toilet training, getting dressed, bottles, feeding, fussy eaters etc.
- What does the child like doing (their interest)
- If there is anything you find difficult with supporting the child to do
- If parents have anything, they find difficult or want us to support the child with
- How parents can support the child's learning at home

At the age of 2 years, nursery practitioners have a legal duty to carry out a "Statutory Progress Check". This document is required by the Government to contain a written summary of the child's development in the prime areas of the curriculum. The report is done by 26 months. This document detailed above will form part of this progress check and should be shared with the health visitor and with any shared care settings. If the child attends two settings, it is the responsibility of the setting that they attend the most hours to complete this progress check. The progress check will be sent the other setting/carer.

Once a child is due to start school, we share the Learning Journals and progress reports with the teaching staff of the school they will be going to. We also create a one-page profile for every child, and this is given to Reception staff on their visit or sent to the relevant schools. This document, along with transition meetings between the parents, school and nursery will ensure a smooth and personalised transition for the child when going to school in the September.

Each term we organize events where parents are invited into the nursery, for example Christmas Nativity and Party, Easter Bonnet Parade, Mother's Day Tea, Father's Day Breakfast, Sports day and a Graduation Ceremony. More information on dates and times of these events can be found on our website.

Parents are invited to discuss any matters of interest or concern at any time.