



*Together, caring and learning*

## **Parental Partnership Policy**

Salway Christian Pre-School believes that Parents/Carers are the prime educators of their children, and that effective Early Years Education is the result of Parents/Carers and Pre-School working in partnership.

In order to do this it is important that we build good relationships with Parents/Carers, providing information about the group and how it is run, and making policies available to be read at any time.

While we provide parents with a large amount of written information we try to spend time with each parent carer chatting informally to establish a good working relationship.

It is also important to involve Parents/Carers in the record-keeping process by sharing information on their child's progress prior to entry, and during their time at Pre-School.

### **How we seek to put this into practice.**

#### **Prior to entry.**

Our administrator deals with all initial contacts and enquiries about the group. Due to the popularity of the pre-school we operate a waiting list. All parents are encouraged to visit the group when putting their child's name on the list.

All parents/carers on the waiting list are invited to an initial parents meeting during the term before their child is due to start the pre-school. During this time there is presentation about Early Years Education in general, with specific reference to the way it is organised at Salway Christian Pre-School.

Once a child has been allocated a place s/he is assigned to a key person who will be responsible for settling the child and planning for their learning and development. The key person will be the family's main point of contact. The key person and manager will arrange a home visit to begin to get to know the child and parent/carer in a secure environment and explain all the necessary paperwork. As part of the settling in procedure, Parents/Carers are asked to complete an Initial Child Profile with the child's keyperson, this will enable staff to work with the child by using familiar activities and strengths to introduce new concepts.

New Parents/Carers are then invited to attend an introductory session with their child, where they develop their relationship with the child's key person and experience the preschool routines. During these visits the key person will discuss a flexible settling in plan based on the needs of the individual child and family. Parents/carers are encouraged to stay with their child until they feel confident to leave.

## **On Entry to Pre-School.**

Research shows that children learn better when parents take an active interest and feel involved therefore at Salway we operate an open door policy welcoming parents at any time and all parents/carers are encouraged to sign-up to help on the daily rota system. However there may be times when it is not in the child's best interest to have a parent at pre-school with them so staff will advise on this matter. Where appropriate, they may be asked to share any skills or experiences as part of the planned curriculum. Additionally, when making visits to the local community Parents/Carers may be requested to be additional helpers.

All staff are available at the beginning or end of a session to discuss progress or concerns about a child. However, Parents/Carers may be asked to make a fixed appointment at the end of a session if a member of staff feels it would be helpful to take more time to discuss the concern, or involve another member of staff in the discussion. There are other opportunities for discussion, informally at lunches and coffee mornings, or more formally at parent consultation meetings which are arranged every term for the parent and key person to discuss the child's progress.

For Parents/Carers who cannot have daily contact, Pre-School can provide a Home/School Link Book to enable communication to take place, and share notable experiences.

During their time at Pre-school each child will make a profile book with their key person noting significant steps. Parents are encouraged to contribute to these as much as they wish. The profile book provides evidence of progress and will help the key person to complete the child's Record of Attainment.

When a child leaves pre-school a transition record is sent to the child's next educational provision. If a child attends more than one pre-school setting we will liaise with the other settings to ensure continuity.

Regular emails are sent to inform Parents/Carers about the topics to be covered, any special events taking place, and ways they can share in learning at home.

From time to time parents are invited to join in seasonal celebrations or activities such as rhymes, stories, music and movement.

Reviewed January 2018