



Welbourn Pre-School Partnership with Parents Policy

Welbourn Pre-School recognises that parents/carers are the first educators of their children and our aim is to work in partnership with parents and carers in providing an environment that supports that and involves them in the work of the setting.

Our aim is to support parents as their children's first and most important educators by involving them in their children's education.

We will:

- We inform all parents about how the setting is run, opening times and its policies, through access to written information, including our Safeguarding Children and Child Protection policy and our responsibilities under the Prevent Duty, and through regular informal communication.
- Assign each child with a key person with whom parents will have regular communication.
- Provide information on our fee structure, payment policy and the Early Years Entitlement (EYE).
- Provide all parents with access to our Complaints procedure and we will ensure that any complaints are dealt with effectively in accordance with the Complaints procedure.
- Keep parents/carers informed of the experiences and opportunities for their child, including information on the Early Years Foundation Stage (EYFS).
- Provide opportunities for parents/carers to access information about the framework/activities offered in the setting and contribute to their child's learning in the setting and how they can be involved at home.
- Provide opportunities for parents/carers to contribute their own skills, knowledge and interest to the activities of the setting.
- Ensure all parents/carers are aware they can discuss their child's progress and development at any time.
- Involve parents/carers in the shared development record keeping about their child, either formally or informally and ensure they have access to their child's written learning journey.
- Inform parents/carers through; text messaging system, e-mail, newsletters and letters of all news and developments within the setting and ensure that parents are aware that they are welcome to contribute in any way they feel able.

- Welcome suggestions and will actively seek parental views via parent questionnaires on a regular basis, therefore ensuring that we are meeting the needs of both children and families.
- Listen to all suggestions and acknowledge that children, parents and staff have the right to be consulted and be heard.
- Encourage parents/carers to become parent helpers participating in activities, visits or outings and the committee.
- Ensure parents/carers have access to their child's developmental records at any time and access to other records in line with the access to personal information procedure within the Confidentiality Policy.
- Ensure all aspects of the child's achievements, experiences and friendships are shared and discussed with the parents. We welcome parents at any time to discuss their child's development and will hold parent events/evenings, termly.
- Information about a child and his or her family is kept confidential within our setting. We provide parents with a privacy notice that details how and why we process their personal information. The exception to this is where there is cause to believe that a child may be suffering, or is likely to suffer, significant harm, or where there are concerns regarding child's development that need to be shared with another agency.

In compliance with the Safeguarding and Welfare Requirements, the following documentation is also in place at our setting;

- Admissions Policy
- Complaints Procedure
- Record of Complaints
- Developmental records of children

This policy has been adopted by Welbourn Pre-School.

Signed on behalf of the setting by:

Chairperson

Secretary

Date

Review Date

October 2020

October 2021