

# **Ilkley Pre-school Playgroup**

## **Working in Partnership with Parents Policy**

### **Policy Statement**

At our playgroup we believe that early years education and care is most effective when parents or carers and the setting work together in partnership. As the first and most important educators of their children, parents have a crucial role to play. For this reason we aim to maintain continuity between home and playgroup by developing an honest, open and supportive relationship based on mutual trust and respect. We are always available to discuss your child and their development.

Parents are the first educators of their young children. The aim of the group is to support parents in their essential role. We will:

- Ensure any consent forms, agreements, contact information and individual records of any particular needs are completed and kept up to date.
- Make sure information about children is treated as confidential, is held securely and is only shared with parents, carers, staff and relevant external bodies with prior agreement (eg. other settings attended by the child, specialist support services such as speech and language therapy).
- ask parents for information about their children, their individual needs and preferences to ensure the best possible care for them. (All About Me booklet).
- Assign each child a named key person and a 'secondary key person' and explain their role to parents when the child starts attending the setting.
- involve parents in shared record keeping about their own child, both formally and informally.
- Complete a progress check when a child is between 24-36 months and supply parents with a short written summary of their child's development in the three prime areas of the Early Years Foundation Stage; Personal, Social and Emotional Development; Physical Development; and Communication and Language.
- ensure that parents are given information on a regular basis about their child's progress and have an opportunity to discuss it with staff.

- ensure that all parents have opportunities to contribute from their own skills, knowledge and interests to the activities of the group.
- Display daily routines and details about the pre-school organisation on our noticeboards.
- An email is sent each Friday to inform what has been going on and future events.
- Give regular information about topics, themes and special events through newsletters and posters.
- ensure that all new parents are aware of and can contribute to the group's systems and policies.
- Half-termly newsletter.
- encourage parents on an individual basis to play an active part in the management of the group.
- ensure that all parents are fully informed about meetings, conferences, workshops and training.
- Provide information about opportunities to be involved at playgroup in ways that are accessible to all (eg. Parents for whom English is an additional language).
- consult with families about the times of meetings to avoid excluding anyone.
- hold meetings in venues which are accessible and appropriate for all.
- welcome the contributions of parents, whatever form these may take.
- make known to all parents the systems for registering queries, complaints or suggestions.
- provide opportunities for parents to learn about the pre-school curriculum and about young children's learning, in pre-school and at home.

All parents who are visiting the setting are required to sign in and out stating their time of arrival and departure and hand in their mobile phone.

This policy was adopted at a meeting of Ilkley Pre-School Playgroup

Held on: \_\_\_\_\_

Date to be reviewed: \_\_\_\_\_

Signed on behalf of the management committee:

\_\_\_\_\_

Name of signatory: \_\_\_\_\_

Role of signatory: \_\_\_\_\_