

CHANDLERS CHATTERS PLAYGROUP/PRE-SCHOOL

Parents in Partnership Policy

As a group, Chandlers Chatters endeavour to build strong positive relationships with the parents and carers of all the children who attend our setting. To support we provide information for parents on the policies and procedures of the setting and explain these during our Parents Open Day. We also include condensed outlines of our policies & procedures in the Information Pack to give to all parents. We endeavour to answer all questions honestly and as straightforwardly as possible during the question time given to parents at their induction meeting. Parents are kept informed on all issues that affect the welfare, wellbeing, learning & development of their children.

We ensure that our staff share information about their key children's care, learning and development on a regular basis during informal discussion at the beginning and end of each session, or when parents/carers needs arise. An overview of experiences and activities that the children are involved in are shared with parents in our half-termly newsletter sent to you via e-mail or on a paper copy which is made available at the beginning of each new term.

Parents are able to access their child's developmental record whenever requested and are given opportunities to discuss their child's progress formally twice yearly. Any issues, such as behaviour/medical needs, etc., will be fully discussed with parents, and plans made to address the issues identified.

The setting works in partnership with a wide range of professionals and organisations when the need arises. Information, support and advice are freely available to parents who may wish to access any of these services. We, at Chandlers Chatters, aim to create different opportunities for parents to become involved in the work of the setting and greatly value all the benefits these provide for the children, parents and staff.

Procedures for informing parents:

- Parents Information Packs are given to all new parents providing information about the playgroup, EYFS, funding, condensed copies of all major policies & procedures, health & safety issues, behaviour, fees, illness, safeguarding children, complaints and collecting children at the end of sessions. A complete copy of all policies & procedures is available for parents to view.
- Children's records are maintained by key persons and are available for parents to view at any time. In addition, parents are invited to contribute to their child's progress and development by recording information in their child's **Little Book**. Meetings are also arranged between parents and staff to discuss and review children's progress these will take place in April and October. It is also a statutory requirement that a 2-Year-Old Report, covering Personal, Social Development and Emotional, Communication & Language and Physical Development is discussed with all parents of 2-year olds in the setting, a copy of which will be kept on file. Every effort will be made to ensure that parents' get to discuss this report with their Keyworker if they feel they have a problem.

- Where concerns are raised about a child, staff/parent meetings are arranged, and the concerns discussed & actions agreed. There will be a review of actions at an agreed date and any further action, including the consultation with outside professionals, will be arranged.
- There is a parent noticeboard that houses all essential information regarding registration, Ofsted and insurance, as well as Health & Safety Notices, topic news, long term plans.

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