

# Meppershall Pre-School

## Parent partnership policy

### Statement of intent

We believe that children benefit most from pre-school education and care when parents and pre-schools work together in partnership.

### Aim

Our aim is

- To support parents as their children's first and most important educators.
- To involve parents in the life of the pre-school and their children's education.
- To support parents in their own continuing education and personal development.
- To work in partnership with parents to meet the needs of the children, both individually and as a group, sharing information.

### Method

In order to fulfil these aims:

- we have the means to ensure all parents are included - that may mean that we have different strategies for involving fathers, or parents who work or live apart from their children.
- we are committed to ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families;
- through access to written information and through regular informal communication, we inform all parents about how the group is run and its policies. We check to ensure parents understand the information which is given to them;
- we encourage and support parents to play an active part in the governance and management of the pre-school;
- we inform all parents on a regular basis about their children's progress through the child's Key Person;
- we involve parents in the shared record keeping about their children - either formally or informally - and ensure parents have access to their children's written records;
- we provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the group;
- we inform parents about relevant meetings, workshops and training;
- we consult with parents about the times of meetings to avoid excluding anyone;
- we provide information about opportunities for being involved in the pre-school in ways which are accessible to parents with basic skills needs, or those for whom English is an additional language;
- we hold meetings in venues which are accessible and appropriate for all;
- we welcome the contributions of parents, in whatever form these may take;
- we inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure; and
- we provide opportunities for parents to learn about the pre-school curriculum and about young children's learning, in the pre-school and at home.
- we are aware of the need to ensure freedom of information across all cross sections of the wider community. With this in mind we would endeavour to get all current information translated into the relevant languages/Braille or to obtain an interpreter when required.
- all information relating to the setting is detailed in the Pre-school Prospectus, which we would make available in other formats to English when required.

- we welcome volunteer assistance during sessions, ensuring that the need for confidentiality is understood by all those involved by the signing of a confidentiality agreement.
- parents are welcomed into the Pre-school with their child prior to the child's start date. This visit would be used to confirm details on the child's registration form while also confirming the child's likes and dislikes. All this information would go towards aiding the settling in process. The aim would also be to introduce the child and parent to their Key person so that they recognise and have a named adult they can turn to for advice and help during that initial settling in period.
- most procedures are detailed in the Pre-school Prospectus and alterations and changes are passed on through regular Newsletters throughout the year. Policies are made available to new Parents on Registration while a copy is always available in the front entrance and on our website.
- the staff aim, through newsletters and daily displays, to keep parents informed of the children's daily activities, as display space in the hall is limited.
- parents are reminded that they must inform the Pre-school Leader if a change of person to the norm will be collecting the child. This is written in the Parental Permission Book and signed by the parent or the person leaving the child in the setting. Staff fill in the Parental Permission Book if a parent telephones this information in, noting who and at what time the call was received.
- a password system is in operation to ensure the safe collection of children. This is collected on children's registration forms.
- children are marked out of the register as they leave Pre-school.
- if the event arises, the Pre-school reserves the right to confirm in writing who has legal guardianship of a child. This is required to ensure the child's safety.
- in the event of suspected child abuse the Pre-school will follow the guidelines laid down by the Local Safeguarding Children Board.
- in the event of details being recorded regarding a child's need, this information would be held on a 'Need to Know' basis with confidentiality of the utmost importance.
- the Pre-school ensures it has up to date information regarding 'Safeguarding Children' through information obtained from the Local Safeguarding Children Board (LSCB)

In compliance with the Safeguarding and Welfare Requirements, the following documentation is in place.

- Admissions policy
- Complaints Procedure
- Record of Complaints
- Developmental Records of Children