15 Working in Partnership Policy

**15.01 Working in Partnership with Parents and Carers**

Exchange of information and feedback from parents is considered to be an essential aspect of our work.

**Procedures**

* The Pre-school information booklet (Prospectus) is available to parents when they initially show an interest in sending their child to Parley Community Pre School. This booklet makes a reference to staff liaising closely with parents.
* Parents will be asked to complete an admission form which lists personal details, emergency arrangements, names of people allowed to collect the child, medical and dietary needs and religious considerations.
* Parents complete ‘All About Me’ form. This gives details of the child’s likes and dislikes, together with aspects of their current capabilities to date. It also gives an opportunity to provide any further relevant information.
* Each child is allocated a keywork group who takes particular interest in the family. The keyworkers will keep records, make observations, write ‘Next Steps’ and keep parents updated on progress via the childs online learning journal and through arranged meetings each term. Parents are invited to view these records online to give the opportunity for sharing with a partner and to add comments to the records.
* Information can be exchanged when children arrive and depart in an informal way.
* All records are the property of parents and will be available to them on Tapestry and upon request
* Letters are sent home regularly and added to the website, Tapestry and our social media Facebook pages giving information for the current half term.
* Staff use a white board to give daily notices to parents. These include for example, the areas we are covering and the resources being used.
* There is a notice board for longer lasting information, committee information, DfES publications, Health and Safety information etc.
* In the event of parents with a special need wishing their child to attend pre-school, every effort is made to facilitate the process. Eg using an interpreter, signing etc.
* The pre-school is registered with the Charity Commission and is run by a management committee in line with the Pre-school Learning Alliance constitution. Parents, therefore, have the opportunity to have a say in the running of the group, attending regular committee meetings to which the managers are invited.
* The committee will organise social and fund raising events for parents and children.
* Parley Pre School aim to help parents where possible and can offer advice and support where needed.