

# The Children's Workshop

## Parents and Carers as Partners

EYFS: 1.10, 3.27, 3.72, 3.73

Parents are the first Educators!

At the Children's Workshop we believe that parents and staff need to work together in a close partnership in order for children to receive the quality of care and early learning to meet their individual needs. We welcome parents as partners and support a two-way sharing of information that helps establish trust and understanding. We are committed to supporting parents in an open and sensitive manner to include them as an integral part of the care and early learning team within the pre-school.

Before your child starts at the Children's Workshop, we gather as much information as we can about your child that includes their likes and dislikes, interests, support they might need to settle, medical needs, family information and any experience the child may have at other settings. We also organise some practice visits for you and your child to come and familiarise themselves with the environment and our staff. It is vitally important for us to get to know you and your child as this really helps your child to settle quickly and make a smooth transition into our pre-school.

As soon as your child starts at the Children's Workshop we will introduce you to their Key Person. The key person system supports engagement with all parents and will use strategies to ensure that all parents can contribute to their child's learning and development. Parents contribute to initial assessments of children's starting points on entry and they are kept well informed about their children's progress. Parents are encouraged to support and share information about their children's learning and development at home. The key person system ensures all practitioners use effective, targeted strategies and interventions to support learning that match most children's individual needs.

Our policy is to:

- ❖ Recognise and support parents as their child's first and most important educators and to welcome them into the life of the pre-school
- ❖ Generate confidence and encourage parents to trust their own instincts and judgement regarding their own child
- ❖ Welcome all parents into the pre-school at any time and provide an area where parents can speak confidentially with us as required
- ❖ Ensure pre-school documentation and communications are provided in different formats to suit each parent's needs
- ❖ Ensure that all parents are aware of the pre-school's policies and procedures. Our full policy documents will be available to parents at all times in Red & Blue Groups and on the pre-school website
- ❖ Maintain regular contact with parents to help us to build a secure and beneficial working relationship for their children
- ❖ Inform parents about the range and type of activities and experiences provided for children, the daily routines of the setting, the types of food and drinks provided for children and events through our termly newsletters and the pre-school website
- ❖ Operate a key person system to enable parents to establish a close working relationship with a named practitioner and to support two-way information sharing about each child's individual needs both in pre-school and at home. Parents are given the name of the key person of their child and their role when the child starts
- ❖ Inform parents on a regular basis about their child's progress and involve them in shared record keeping.
- ❖ Actively encourage parents to contribute to children's learning through sharing observations, interests and experiences from home. This may be verbally, sharing photographs or in written form

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- ❖ Consider and discuss all suggestions from parents concerning the care and early learning of their child and pre-school operation
- ❖ Inform all parents of the systems for registering queries, compliments, complaints or suggestions, and to check that these systems are understood by parents
- ❖ Make sure all parents have access to our written complaints procedure
- ❖ Share information about the Early Years Foundation Stage, young children's learning in the pre-school, how parents can further support learning at home and where they can access further information
- ❖ Respect the family's religious and cultural backgrounds and beliefs and accommodate any special requirements wherever possible and practical to do so
- ❖ Inform parents how the pre-school supports children with special educational needs and disabilities
- ❖ Find out the needs and expectations of parents. We will do this through regular feedback via questionnaires, suggestion system and encouraging parents to review working practices. We will evaluate any responses and publish these for parents with an action plan to inform future, policy and staff development.

Parents are invited to join our parent support group. This group uses 'whatsapp' to organise social events, relay information/reminders, organise charity events and fund raisers. Parents are free to leave this group at any time.

We have an open door policy, parents are more than welcome to drop in and observe their child during the morning.

<b>This policy was adopted on</b>	<b>Signed on behalf of the Pre-School</b>	<b>Date for review</b>
<i>Sept 2019</i>	<i>Sarah Abrahams</i>	<i>Sept 2020</i>