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**St Albert’s Catholic Primary School: EYFS**

**Partnerships with parents**

Parents and carers as partners

We believe that in order for children to receive quality care and early learning that suits their individual needs, parents and staff need to work together in a close partnership. The two-way sharing of information is key to this. The nursery team welcomes parents as partners and this relationship needs to be built on trust and understanding. It is important that we, as practitioners, are able to support parents in an open and sensitive manner.

The nursery wishes to ensure parents are an integral part of the care and early learning team within the nursery.

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 nursery

Generate confidence and encourage parents to trust their own instincts and judgement regarding their own child

Welcome all parents into the nursery at any time

Ensure nursery documentation and communications are in a format to suit individual parent’s needs, e.g. Braille, multi-lingual, electronic communications

Ensure that all parents are aware of the nursery’s policies and procedures. A detailed parent prospectus will be provided and our full policy documents are given to each parent when a child joins. A further copy is also available to everyone at all times in the entrance, a copy is also available on our website.

Maintain regular contact with parents to help us to build a secure and beneficial working relationship for their children

Support parents in their own continuing education and personal development and inform them of relevant conferences, workshops and training

Create opportunities for parents to talk to other adults in a secure and supportive environment through such activities as open days, parents evenings and a parents’ forum

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 regularly distributed newsletters, parent notice boards, about me documents and a number of other ways

Operate a key person system to enable a close working relationship with all parents. Parents are given the name of the key person of their child and their role when the child starts. Support two-way information sharing regarding each child’s individual needs both in nursery and at home

Inform parents on a regular basis about their child’s progress and involve them in the shared record keeping. Parents’ evenings will be held at least twice a year. Parents will be consulted with about the times of meetings to avoid excluding anyone

Consider and discuss all suggestions from parents concerning the care and early learning of their child and nursery operation

Inform all parents of the systems for registering queries, compliments or complaints, and to check that these systems are understood by parents. All parents have access to our written complaints procedure

Provide opportunities for parents to learn about the Early Years Foundation and about young children's learning in the nursery and how parents can share learning at home and where they can access further information

Provide a written contract between the parent(s) and the nursery

Respect the family’s religious and cultural backgrounds and beliefs and to accommodate any special requirements wherever possible and practical to do so

Inform parents how the nursery supports children with special educational needs and disabilities

Find out the needs and expectations of parents. These will be obtained through regular feedback via questionnaires encouraging parents to review working practices. These are then evaluated by the nursery to promote nursery practice, policy and staff development.

Signed: *R. Henderson*

Date: September 2014