

Parent Partnership Policy and Procedures

At Putnoe Woods Preschool 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 nursery.

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. The preschool uses an online system, i connect which makes the sharing of information seamless and straightforward

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 and provide an area where parents can speak confidentially with us as required
- Welcome nursing mothers. The nursery will make available a private area whenever needed to offer space and privacy to nursing mothers
- Ensure nursery documentation and communications are provided in different formats to suit each parent's needs, e.g. Braille, multi-lingual, electronic communications
- Ensure that all parents are aware of the preschools policy & procedure documents and where to find them.
- 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 including helping them to develop their parenting skills 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, sports days, celebrations
- 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 bulletins, parent zone and the preschool 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 preschool 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. Developmental assessments are carried out every six months at around 12 months old, 18 months, 24 months etc. A copy of this assessment will be sent to the parent / carer via parent zone. Following this, your child's keyperson will make contact to arrange a consultation if you wish to have one, either via a phone call or in person.
- Actively encourage parents to contribute to children's learning through sharing observations, interests and experiences from home. This may be verbally or sharing via email or parent zone
- Agree the best communication method with parents if parent zone cannot be accessed.
- Consider and discuss all suggestions from parents concerning the care and early learning of their child and preschool operationProvide opportunities and support for all parents to contribute their own skills, knowledge and interests to the activities of the preschool including signposting to relevant services, agencies and training opportunities

- 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 in the preschool and how parents can further support learning at home and where they can access further information
- Provide a written contract between the parent(s) and the preschool regarding conditions of acceptance and arrangements for payment
- Respect the family's religious, cultural backgrounds and beliefs and 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. We will do this through regular feedback via the annual parent survey and encourage 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.

Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.

This policy is in compliance with the Data Protection Act 2018

Date of Policy: January 2018	Created By: Jo Skelton	
Review Date	Reviewer	Amendments
March 2018	Jo Skelton	GDPR

Review Date	Reviewer	Amendments	Policy signed off on behalf of the Board of Trustees
November 2019	Jo Skelton	New email address	
November 2022	Nikki Adams	GDPR replaced by Data Protection	
September 2023	Jo Skelton		
June 2025	L Whitney	Changed title to 'parent partnership' Replaces nursery with preschool Added parentzone ref	