



Noah's Ark Nursery Schools

Policy on Partnership with Parents

Noah's Ark Nursery Schools recognizes that working in partnership with parents is of great value and importance to the Nursery in enabling it to provide a happy, caring and stable environment for children in our care.

Aims

We aim to form a good relationship with parents so that information regarding their children's activities and progress can be exchanged easily and comfortably by Nursery staff and parents.

Objectives

The objectives below show ways in which we will try to achieve a strong working partnership with parents:

1. To ensure that Staff are always available for discussion with parents. Arrangements can be made for more private discussions at agreed times.
2. To keep information provided by parents about their children confidential and treated on a strict need to know basis. It is removed from Nursery at the end of each session.
3. To ensure that staff are discreet and treat details of children's activities private outside the Nursery.
4. To provide parents with Information regarding the children's activities on a daily basis either by verbal communication, letters, displays, photographs or in the child's own Daily Diary.
5. To display Activity plans in the nursery for parents to view.
6. To issue Regular newsletters to keep parents up to date with information about the nursery.
7. To ensure that if we have any concerns about a child's well being during the day every effort will be made to contact the parents or their emergency contact.
8. To encourage parents to send in objects from home that the children are interested in. They are also encouraged to comment in the daily Diaries.
9. To request parents to keep us informed of any changes to personal circumstances which may have an effect upon a child, e.g. change of address, telephone number, doctor, emergency contact.

10. To request Parents are also keep us informed of any circumstances which could have an effect on a child's emotional well being, e.g. bereavement, separation or illness in the family.

Information for Parents

Noah's Ark Parents' Handbook
Prospectus, with a more formal outline about the Nursery
Noah's Ark website – www.noahsarknurseryschools.org.uk
Policy File
Termly Newsletters
Daily Diary - outline of children's activity and achievement
Information Notice board
Settling In Reviews and Parent Teacher Interview
Summer Term reports
Coffee Mornings
Parents' Evening
Special Events e.g. Nativity Play, Sport Day, Graduation Ceremony

Parents are asked to sign consent forms for

Medical and Accident treatment
Administering medicines
Passing on records to schools
Taking photographs, videos visual recordings of any type.
Taking the children on outings

They will be asked to sign forms for trips when necessary.

Exchanging Information

The following are used to exchange information:
Informal, ongoing verbal communication
Reports
Daily diary
Notice Boards
Noah's Ark website
Settling In Reviews, Parent Teacher Interviews and Parents' Evening
Special Events

Parental Access to Records and Policies.

Parents are informed of the records kept in the Parents' Handbook and can access their own child's records at a convenient time with staff. A list of policies that are available to parents are shown on the notice board. (All Policies are available). Key policies are included in the Parents' Handbook.

Please see with this policy:

Parents Handbook
Prospectus

Annette Miller
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