



Humpty Dumpty Pre-school

St.John's Church hall, The Glebe, Felbridge, Surrey. RH19 2QT
Registered Charity: 1017357



Surrey County Council
Early Years Quality Improvement Award

PARENTAL PARTNERSHIP POLICY

Aim

Humpty Dumpty Pre-school understands that parents are the children's first educators and aims to value and support parents by continually involving and keeping them up to date with their children's learning and development. We aim to build strong relations with our parents by respecting their ideas, listening to and valuing their opinions and including them in all that we do. We will work effectively with parents to ensure the best outcomes for their children.

As an inclusive setting we welcome all parents to the Pre-school ensuring they are fully informed of our daily routine and provided with copies of our policies and procedures which outline the way in which the setting is run.

Whenever a parent first registers their child at the setting we will ensure we have been informed, by them, of all the relevant information such as medical, religious, additional needs, etc. in order to fully support and care for their child.

We will always ask for parent's consent before discussing the child with, or involving any outside agencies, unless it is detrimental to the child's welfare by doing so. (See safeguarding policy)

We require parents to support the setting in promoting healthy eating and ask that they provide a healthy lunch if their child is attending Lunch Club. (It is important that lunches provided by parents do not contain any food with nuts.) We also request that parents label bags and coats to help staff identify personal belongings.

Parents will be introduced to all staff and their child's Key person when the child comes for the settling in session, if not already done before. Parents will also be introduced to the Committee as soon as possible.

As a Committee-run Pre-school, we rely on the commitment of our parents to enable the setting to continue successfully. Parents are encouraged to take part in the management of the setting by attending Committee meetings, becoming a Committee member or by assisting in fundraising.

We welcome parents who want to volunteer their time in order to support their child's learning in the setting, or at one of our organised events, and encourage parents who have a particular skill, job or hobby to come in and share their personal experiences with the children. In either case, parents are welcome to join our sessions either for a whole morning or for as long as is convenient to them. Arrangements can be made by speaking to the Manager.

Key persons are the main point of contact for parents and are available to speak to at the start and end of every session. This ensures parents are continually kept updated with their child's learning and development and provides opportunities for parents to discuss their child's progress, special events or concerns. However, parents must respect the needs and commitment of staff to the setting and therefore arrange an appointment, if a discussion is to take some time or needs to be in confidence. Occasionally parents and Key persons may not be compatible. If this is the case parents must speak to the Manager who will rectify the matter in complete confidence. (See Key person policy)

When children first start at Pre-school, written consent is received from parents so appropriate records, including those on development can be maintained. Humpty Dumpty Pre-school uses the Surrey Early Years Foundation Stage Learning Journey. Parents can access their child's learning journey on a daily basis from the folder cupboard situated by the main hall door however, they must respect the confidentiality of others and only view their own child's learning journey. Parents and children are also encouraged to contribute other work they have done at home or outside the setting. To promote positive behaviour we have a 'wow moment' system in place, which we outwardly encourage our parents to continue at home. Parents are kept informed of the different learning aspect and the activities we do each week relating to it, by email.

Humpty Dumpty Pre-school holds parent consultations twice in an academic year, which are based over two weeks in order to be convenient to parents.

Parents are encouraged to contribute to the running of the Pre-school and their feedback, both formal and informal is always valued. Humpty Dumpty Pre-school sends parents a settling in questionnaire at the end of the first half term and a formal questionnaire once a year; all feedback and comments are treated confidentially and are given appropriate consideration. Humpty Dumpty Pre-school uses this information to improve the service we provide. The setting has a concern and complaints procedure, (located on the main notice board) which parents are made aware of and a compliments book (located on the parent's table) should they wish to use it.

Humpty Dumpty Pre-school will endeavour to arrange meetings, events and outings so they are convenient to as many parents as possible. We will arrange suitable events and outings so all children and parents can participate, taking into account special education needs and disabilities, cultural, religious and medical needs of all persons.

We will keep our parents informed of all relevant news and forthcoming events, in and out of the Pre-school, by way of a weekly email. This will be emailed to all parents unless a paper copy is requested. This information will also be posted on Humpty Dumpty Pre-school's closed Facebook page. Parents in the Pre-school can only access this site.

The parent's table and notice board is located just inside the main hall door and is in addition to our main notice board situated in the hall. Parents can access useful leaflets, magazines, wow moment slips and copies of our Ofsted report, prospectus and policies and procedures from here, as well as other posters such as FEET funding which are displayed on the parent's board. A list of Keypersons is displayed on the side of the Learning Journey cabinet. Occasionally posters may be displayed on the hall door if they are current to a fundraising event, etc. or it requires parents to fill in details. Term dates are emailed to all parents and can be found on the main notice board.

Humpty Dumpty Pre-school will always endeavour to work in partnership with parents but occasionally may not be able to adhere to parent's wishes especially if the outcome could be detrimental to the child or it is against our policies to do so. In these cases we will always be honest and open as to why we are unable to comply but will work with the parents to find an alternative solution that is agreeable to all parties.

This policy was adopted by Nikki Harris on Monday 1st September 2014 and reviewed and updated on Wednesday 29th March 2017.

Signed: Chairperson Date: