![MC900236632[1]]()

**Red Barn Community Preschool**

**Working In Partnership with Parents**

**Statement of intent**

It is the intention of the preschool to make all parents and carers feel comfortable and welcome in the group. We recognise that parents are their child’s first and most important educators; by working together the results can have a positive effect on children’s learning and development.

**Aims**

 How we aim to encourage this partnership:

* We welcome the involvement of parents in the preschool but appreciate that parents may have family or work commitments.
* We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the setting \*
* Prospective parents are welcome to view the setting during opening hours, to gain an insight into what the preschool provides for its children, and to ask any questions relating to our services \*
* We welcome comments about our provision and any suggestions for topics, visitors to the group or improvements to our procedures will be given serious consideration.
* Parents will be encouraged to support the learning opportunities we provide. This includes informing us of their family celebrations.
* The preschool realises that family life can sometimes be stressful and will offer support to parents where needed. This will include a flexible approach to the payment of fees.
* We will continually consider ways to improve our communication with parents and provide opportunities for parents to discuss together relevant issues concerning childcare.

**\* Safeguarding measures are in place to protect the children in our care. Visitors will always be accompanied by a member of staff. Any volunteers who regularly help out in the preschool will be required to have a DBS check in place.**

**Information for parents**

Information about the preschool will be given to parents who enquire about a placement for their child in the form of a prospectus. Where there is a need, we will aim to give this information to parents in their home language, in Braille or by the use of audio tape, interpreters etc. A pre-visit will be arranged with parents and child prior to their start, to discuss the contents of the prospectus. All personal details that we hold for the family will be checked and any consent forms that we require will be completed.

All parents/carers will be given an information pack during their pre-visit with all the information they need in regard to their child starting at preschool.

**Mutual respect**

As a preschool we want the children, staff and visitors to feel safe at all times. Staff are expected to treat each other, the children, visitors, and all parents with respect. We act as role models to the children to teach them the behaviour we expect, promoting good manners, positive interactions and mutual respect. We believe that building good relationships with those we interact with will deliver the best possible outcomes for the children attending the setting.

Staff will interact with parents in a professional manner at all times. As a preschool we do not tolerate abusive, aggressive, threatening, or intimidating behaviour towards our staff. Staff have the right to end communication that results in this type of behaviour and must report it to their manager. The term communication in this instance includes verbal communication either face-to-face or on the telephone; and written communication (including on social media). The manager will then decide on an appropriate course of action including how to deal with future interactions with the parent/s and any restrictions made for those interactions with staff, or the parents attendance on the preschool premises. This will be communicated to parents and a letter of confirmation of the actions taken will be sent to them.

All incidents will be recorded and reported to the appropriated outside agencies if necessary.

**Exchanging information**

The preschool will give parents regular newsletters to keep them informed of the preschool activities, this will also be communicated via our notice boards and on Tapestry. Staff will be available at the beginning and end of sessions to talk to parents. All parents will be given the opportunity to discuss their child’s progress throughout their time at the preschool. This is also provided via the children’s online learning journeys on Tapestry.

Information relating to early years education, child development, health matters or other child care issues is given via our ‘home link bags’. These bags are available for parents to borrow if required and can offer advice and resources to support the families at home. A copy of our Ofsted report and development plan can be made available to all parents and our most recent Ofsted report can be found on our website.

**Parental access to records**

Parents will be informed about the records we keep concerning their child; where they are kept and who has access to them. Parents can see these records at any time and will be invited to contribute to their child’s Tapestry learning journey.

This policy was adopted at a meeting of Red Barn Community Preschool held on:

Date:

Signed on behalf of the Management Committee:

Role of the signatory (e.g. Chairperson):

This policy was reviewed on: