**Busy Bodies Child Care Centre Ltd**

**Parents as Partners Policy**

**AIM**

As parents and carers you are the most important people in your children’s lives. You are the first teachers, friends and playmates. You are the people who know the most about your child and therefore you have a very important role to play in our nursery. Busy Bodies believes that children benefit most when parents / carers and staff work together in partnership to ensure quality care and learning for the children. The nursery welcomes parents / carers as partners and this relationship needs to be built on trust and understanding. It is important that we, as carers, are able to support parents / carers in an open and sensitive manner. A two way sharing of information, knowledge and expertise is essential to this.

We aim to have a very welcoming atmosphere at Busy Bodies where staff are very approachable. Families should feel valued at Busy Bodies. We aim to show how we value difference within our nursery community and within society as a whole.

**IMPLEMENTATION**

* We welcome and value all our parents/carers and children
* Welcome all parents and carers into Busy Bodies at all times. Busy Bodies has an open door policy.
* We recognise the important role of parents/carers and the expertise that parents/carers and staff bring and, together, we can enhance the child’s learning
* To have in place clear systems for ongoing dialogue based on a two-way flow of communication:

1. informal/formal conversations at the beginning/end of the day
2. during the settling in period
3. the use of home message books
4. email

* Confidentiality and privacy is upheld (see Confidentiality procedure).
* To make sure information is accessible to parents, e.g., parents with EAL
* We provide information (and information about the EYFS curriculum) through visiting mornings, parents information evenings and our noticeboard
* Before the children start, we obtain relevant admission forms. We ensure all the information is kept up to date
* We hold a Parents Information meeting with parents/carers before their child is admitted. This provides a time to explain our policies and procedures. These are also accessibly via the parents noticeboard and website
* Prior to admission we arrange an introductory visit for the child to attend with their parents. Welcome packs are given. We develop relationships with parents/carers through our induction/settling in period. We also carry out home visits before the child starts
* We ask parents/carers to complete an ‘All About Me’ sheet to provide information about the child and their family.
* We operate a key person approach to establish close relationships with the parent and child, talking openly with parents to meet the needs of the child (see Settling In policy) and to pass on information about home, new interests or share concerns
* We actively seek parental contributions to the assessment process, including contributions to the child’s learning journey, which we send home once a term to build up a picture of what the child is learning
* We report progress and children’s achievements throughout their time with us. In the Autumn Term we have a ‘Meet the Teacher’ session to look at the child’s work
* By working closely with parents, we can identify and support those children who have specific needs or those who are disadvantaged. If a child is recognised as needing additional support in the setting, parents are consulted throughout the process
* We actively seek parental views, for example through questionnaires. If a parent raises a concern or complaint, the complaint procedure is followed.
* We aim to encourage Parent’s/Carer’s to be involved in activities by bringing/finding things from home with their child. If a parent/carer has a particular hobby or skill that would be of interest to the children, we welcome them to come to the Setting to give a presentation/demonstration to the children.
* Support parents/carers individually as appropriate in their own continuing educational and personal development and inform them or relevant workshops and training.

If at any time you have any worries or concerns or would like to talk privately to your key worker or nursery management please let them know and then arrangements can be made to ensure this happens.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ………………………………………………….. Signed………………………………………………………..

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