



## Roundabout Nursery and After School Club Parent Partnership policy

### Statement of intent

We want all individual children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with practitioners. We also want families and carer's to have confidence in both their children's well being and their role as active partners with the provision.

### Aim

We aim to make the provision a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families. We believe that children benefit most from the education and care at our provision when parents and the provision work together in partnership.

- To support parents as their children's first and most important educators.
- To involve parents in the life of the provision and their children's education.
- To support parents in their own continuing education and personal development.

In order to fulfill these aims:

Newsletters are given out to parents/carers each half term to inform parents on any upcoming events and any changes in the nursery. We inform parents about relevant conferences, workshops and training;

We inform all parents about how the group is run and its policies. We check to ensure parents understand the information which is given to them.

We ensure that information about our provision is accessible - in written and spoken form - and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.

The nursery has a website which contains information about the nursery, a photograph gallery, and additional information for parents; this can be accessed at [roundaboutnurseryhull.co.uk](http://roundaboutnurseryhull.co.uk)

The nursery has a number of notice boards, where parents can access information about staff; the supervisor's photograph is located in the lobby for parents to see who will be supervising the session that day. The daily staff deployment sheet will also be located in the lobby in the Pre school for the parents to see. This information is placed on the Parent Information Boards in the corridor next to the Roundabout Room and Carousel Room doors.

Parents can access information about the Early Year's Foundation Stage and displays of the children's work and photographs in the lobby of the Pre school or in the corridor next to the Roundabout Room and Carousel Room.

Key people inform parents on a regular basis about their children's progress. Regular parent meetings are organized for parents/carer's to come in and look at children's progress files.

We involve parents in the shared record keeping about their children - either formally or informally - and ensure parents have access to their children's written records;

Information provided by parents about their children will be kept confidential and treated on a strict 'need to know' basis.

A quiet area is available for parents to have a quiet word confidentially with practitioners if required. Parents are taken in to the nursery office away from everyone else. In the Roundabout Room and Carousel Room parents are taken to one side in the corridor or taken in to one of the rooms that are available in the children centre.

There are a selection of linked policies and procedures to support Parent Partnership:

Settling In Procedure

Key Person Procedure

Transition Policy

Inclusion Policy

Parents are requested to immediately advise the Nursery staff of any changes to emergency contact number, change of address, doctor or persons permitted to collect the child.

We inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure located in the lobby and on the parent's notice board at the Roundabout Room.

Parents may contact Ofsted if necessary.

The address and telephone number of our Ofsted regional center are:

The National Business Unit

Ofsted

Piccadilly Gate

Store Street

Manchester

M1 2WD

Tel:- 0300 123 1231

Written by Linda Downing and Helen Matchett December 2012

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