



Freshfield Nursery School and Freshfield 2 Year Olds

Partnership with parents Policy

Presented to Governors:	Spring 2022
Presented to Staff:	Spring 2022
Date for Review:	Spring 2025

Policy for Partnership with Parents and Carers

Aims of our Partnership with Parents and Carers Policy:

- To promote a positive relationship with parents that is based on mutual understanding and respect
- To ensure parents are valued as the child's first and most enduring educator
- To achieve a positive and smooth transition from home and or pre-school to nursery school and at the end of the year from nursery school to primary school
- To ensure a continuing dialogue and effectively share expertise and information
- To consult with parents and take their views into account in all aspects of school development
- To encourage parents/carers to contribute information about their child's progress and development in order to support and celebrate their child's achievement
- To maintain an ethos that is welcoming and friendly to all parents.

To fulfil these aims the following procedures are implemented at appropriate times through the year:

Prospective parents

- With Governors' permission we currently offer two open days, both of which are between 10.00 am and 2.30pm. These are offered in the autumn and spring terms.
- For prospective parents, who are unable to attend our open days, we offer the opportunity to visit after school.
- During open days we ask visitors to complete a questionnaire – this provides the school with information about potential places and also the possible take up of extended hours.
- Please note, Covid pandemic has had an effect on how we currently proceed with open days, which are currently virtual with appointments held over the phone.

Supporting a smooth induction

- After a place has been allocated an induction pack is sent out that includes:
 - Admission form to complete and return
 - Request for sessions required
 - Request for any extended hours
 - Invitation letter to a parents' welcome meeting (generally in July). Induction packs are given out at this meeting
 - Consent form to complete and return
 - An invitation to our garden party, which takes place on the last day of the academic year, after the existing cohort have finished (Covid dependant).

Yellow booklet -

A 'Starting Freshfield Nursery School' booklet is provided for all new families that includes the following information:

- Group name and leaders
- Other staffing
- Photographs of the environment
- Routines of the day

- Wherever possible, staff will meet with any previous providers to share any relevant information.
- Information about the school is accessible via the school website.
- For parents with a home language other than English, an interpreting service is available through the Ethnic Diversity Service.

On-going Communication

- Where possible the Headteacher greets families on arrival and during dismissal.
- Staff greet the children in their group and regularly 'check in' with parents.
- Wherever possible, a weekly Tapestry update is sent out with information about some activities from that week.
- Newsletters are sent out half termly.
- The school uses text messages to keep parents up to date with important information and any 'at short notice' changes.
- All letters are sent via 'Parentmail' (where parents are not signed up for this service, a hard copy is sent home).
- Up to date information is posted on the school website.
- Alongside the newsletters, where necessary, an events list is shared with parents to inform them of any additional activities offered during the year.
- Feedback from questionnaires given to parents is evaluated by the senior leadership team and, where appropriate, responses are shared.
- Feedback from stay and play sessions is displayed in school.

Additional opportunities

- The school offers spotlight meetings throughout the year coinciding with their child's assessment month.
- Parents are invited to 'stay and play' sessions during the year.
- Phonics play bags are currently being trialled with parents and the feedback has been very successful.
- When necessary, the school inclusion manager meets with parents to discuss any support that could further help their child's progress and development

Adults Working in School

All adults working in school must have a Disclosure and Barring Service Check **before** commencing work.

Exceptions for other adults on school premises:

- A parent working alongside a member of staff as a parent helper less than 3 times in one month. On these occasions a risk assessment form is completed by the Headteacher and shared with the helper and staff.
- Students from secondary schools.
- Invited visitors to school e.g. members of the local community with special skills and knowledge.
- Contractors with risk assessments completed.

For all exceptions the decision for the adult to be in school is that of the Headteacher.

Working with and supporting Parents who have a home language other than English

- The interpreting service provided by the Ethnic Diversity Service is used as and when is appropriate. This could include meetings, 3 way phone calls and written translation.

Parents/Carers as Governors

Following a statutory process parents will be elected to serve for a two year period on the governing board.