



KINGSWAY PLAYGROUP & PRE-SCHOOL CENTRE

PARENTS AND CARERS AS PARTNERS POLICY

At Kingsway Playgroup & Pre-School Centre we welcome all parents as partners and support a two-way sharing of information that helps establish trust and understanding. We are committed to supporting parents in an open and sensitive manner and include them as an integral part of the care and early learning team within the playgroup. Working together ensures we can meet the individual needs of the family and child and provide the highest quality of care and education.

The key person system supports engagement with all parents and we use strategies to ensure that all parents can contribute to their child's learning and development. We ask parents to contribute to initial assessments of children's starting points on entry and they are kept well informed about their children's progress. We encourage parents to support and share information about their children's learning and development at home and the key person seeks to engage them in guiding their child's development at home too. The key person system ensures all practitioners use effective, targeted strategies and interventions to support learning that match most children's individual needs.

Our policy is to:

- Recognise and support parents as their child's first and most important educators and to welcome them into the life of the playgroup
- Generate confidence and encourage parents to trust their own instincts and judgement regarding their own child
- Welcome all parents into the playgroup at any time and provide an area where parents can speak confidentially with us as required
- Welcome nursing mothers. The playgroup will make available a private area whenever needed to offer space and privacy to nursing mothers
- Ensure playgroup documentation and communications are provided in different formats to suit each parent's needs, e.g. Braille, multi-lingual, electronic communications
- Ensure that all parents are aware of the playgroup's policies and procedures. A detailed welcome pack is provided and our full policy documents will be available to parents at all times on the playgroup website. Hard copies will be available to view in the playgroup.
- Maintain regular contact with parents to help us to build a secure and beneficial working relationship for their children
- Support parents in their own continuing education and personal development including helping them to develop their parenting skills and inform them of relevant conferences, workshops and training, where required
- Inform parents about the range and type of activities and experiences provided for children, the daily routines of the setting, the types of food and drinks provided for children and events through regularly distributed newsletters, social media, the playgroup app and the playgroup website
- Operate a key person system to enable parents to establish a close, working relationship with a named practitioner and to support two-way information sharing about each child's

individual needs both in playgroup and at home. Parents are given the name of the key person of their child and their role when the child starts and updates as they transition through the setting

- Inform parents on a regular basis about their child's progress and involve them in shared record keeping. Parents' evenings are held when appropriate. The playgroup consults with parents about the times of meetings to avoid excluding anyone
- Actively encourage parents to contribute to children's learning through sharing observations, interests and experiences from home. This may be verbally, sharing photographs or in written form
- Agree the best communication method with parents e.g. email, face-to-face, telephone and share information about the child's day, e.g. food eaten, activities, sleep times etc.
- Consider and discuss all suggestions from parents concerning the care and early learning of their child and playgroup operation
- Inform all parents of the systems for registering queries, compliments, complaints or suggestions, and to check that these systems are understood by parents
- Make sure all parents have access to our written complaints procedure
- Share information about the Early Years Foundation Stage, young children's learning in the playgroup, how parents can further support learning at home and where they can access further information
- Provide a written contract between the parent(s) and the playgroup regarding conditions of acceptance and arrangements for payment
- Respect the family's religious and cultural backgrounds and beliefs and accommodate any special requirements wherever possible and practical to do so
- Inform parents how the playgroup supports children with special educational needs and disabilities
- Find out the needs and expectations of parents. We will do this through regular feedback via questionnaires, suggestion system and encouraging parents to review working practices. We will evaluate any responses and publish these for parents with an action plan to inform future, policy and staff development.