



WORKING IN PARTNERSHIP WITH PARENTS AND CARERS POLICY

Foundation Stage, Key Stages 1 and 2

We believe that children benefit most from early years and primary education and care when parents and schools work together in partnership. We actively strive to develop partnerships between parents/carers and staff which are based on mutual trust and respect and which promote the sharing of information and knowledge for the benefit of the children in our care.

Our aim

Our aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of the school. We also aim to support parents in their own continuing education and personal development.

Method

In order to fulfil these aims we:

- are committed to ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families;
- inform all parents about how the school is run and its policies through access to written information and through regular informal communication including the weekly newsletter. We check to ensure parents understand the information that is given to them.

The Headteacher, in conjunction with the Office Administrator, must ensure that:

- There is an effective system of communication between the school and parents/carers.
- We make every effort to ensure that information for parents/carers is made accessible to them.
- Prior to a child's admission, we ensure that all parents/carers have access to information regarding our policies and procedures.
- All parents have access to our policies via the school's website.
- Any consent forms/agreements are completed.
- The required contact information is kept up to date.
- Where appropriate, we have established the name of a child's legal guardian.
- We keep an up-to-date record of any particular needs of children. These records must be kept securely.
- Arrangements for the children's arrival and collection are clear, and understood by all staff and parents/carers.

- A system is established in which only authorised adults can collect children, and create a plan that can be used in an emergency when a child cannot be collected by the recognised adult.
- Information about children is treated as confidential, is held securely and is only shared with parents/carers and relevant personnel.
- All staff, volunteers and students understand that information held on children and their families is confidential.
- All employed staff, volunteers and students are aware of this policy and the procedures followed in the school.
- We inform all parents on a regular basis about their children's progress.
- 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 developmental records.
- 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.

Parental Involvement in the School

- We encourage and support parents to play an active part in the governance and management of the school.
- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the school.
- We inform parents about relevant conferences, workshops and training.
- We consult with parents about the times of meetings to avoid excluding anyone.
- We provide information about opportunities to be involved in the setting in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language.
- We hold meetings in venues that are accessible and appropriate for all.
- We welcome the contributions of parents, in whatever form these may take.
- We provide opportunities for parents to learn about the curriculum offered in the setting and about young children's learning, in the setting and at home.

The following documentation is in place:

- admissions policy (within the prospectus);
- complaints procedure and record of complaints;
- general information for parents;
- Foundation Stage activities provided for children (within the six Early Years curriculum policies).

Sara Harris (Headteacher)

Signed: *Sara J. Harris* (Headteacher) *Eddy Breuer-Weil* (Chair of Governors)

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