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Charity ref: 1147389
Ofsted: EY457353

Partnership with Parents and Families

(The word 'parent' refers to the primary carer of the child)

Ethos and Aim

We believe that a child's parents are the bed rock of his/her emotional, physical and developmental well being. They are his/her first and most important relationship and educator.

It is therefore essential that the Children's Ark and parents and families work together and communicate with each other for the benefit of the child.

We also support parents in their own continuing education and personal development.

Methods

1. Parents should always be welcomed and feel welcomed at the Ark. Liaison should be friendly and informal, respectful, encouraging and supportive.
2. Special Needs and Equal Opportunities policies apply to parents and families.
3. Partnership begins with a nursery visit, before the child starts at the Ark. Parents have the opportunity to share essential information about their child (registration form) and to ask questions about the setting. They are

consulted about the care they wish for their child. They are given a prospectus and induction information.

4. Liaison between the staff (usually the child's key person) and parents is:
 - Daily: (Kim's group) verbally and with feedback sheet for under 2's
 - Daily: (Sharon's Pre-school group and Jade's Tiddlers) verbally
 - Twice a year: (All groups) pre-arranged, mutually convenient meeting with parents and key person about the EYFS and their children's progress.
 - Parents of every two year old will receive a two year old progress meeting
 - At any time: parents may see their child's records; read the Ark's policies and procedures; visit the Ark; arrange a meeting with the manager.
Parents can contribute to their child's records regularly with Tapestry and view updates from their child's key person or other staff.
 - In written form: planning and photographs are displayed. Newsletters are sent home with children or emailed, giving information about activities and events.
5. Parents are encouraged and supported to join the committee.
6. Parents may volunteer to bring skills or interests to the group; accompany the group on outings; help with reading or with ICT.
7. Staff are happy to listen to and seriously consider any suggestions, compliments, comments or complaints from parents (post-box in foyer for this). Parents are given feedback sheet at parent consultations.
8. Parents have access to a written complaints procedure (see policy folder and parent's notice board).
9. Parents will be offered the opportunity to attend courses run by Family Services and associated organisations.

This policy was adopted at a staff meeting of The Children's Ark:

Signed..... Print Name.....

Dated.....

And at The Children's Ark committee meeting:

Signed by chairperson..... Print Name.....

Dated.....

Date of review.....