

WORKING IN PARTNERSHIP WITH PARENTS POLICY

*In this policy 'parents' includes the child's parents, legal guardians, close relatives or other carers who look after the child on a regular basis. **Please refer to our Parental Responsibility & Sharing of Information Policy for what information is shared in relation to what is considered a 'Parent'.***

St Bernard's Pre-School Education Centre aims to make all parents and carers feel comfortable and welcome in the group.

We recognise that parents are their child's first and most important educators; by working together the results can have a positive effect on children's learning and development.

We welcome the involvement of parents in the pre-school but appreciate that parents may have family or work commitments, or may simply want a well-deserved break.

- Parents are welcome to visit the pre-school at any time and participate in pre-school events.
- We welcome comments about our provision and any suggestions for topics, visitors to the group or improvements in our procedures will be given serious consideration.
- Parents will be encouraged to share their knowledge and expertise to support the learning opportunities we provide. This includes sharing family celebrations.
- The pre-school realises that family life can sometimes be stressful and will offer support to parents where needed.
- We will continually consider ways to improve our communication with parents and provide opportunities for parents to discuss together relevant issues concerning childcare.

INFORMATION FOR PARENTS

- Information including our curriculum, basic policies and procedures will be given to parents in the form of a 'Welcome Pack' in at Induction and as part of our Curriculum evening in September.
- Summaries of policies and procedures that we have; will be included in the 'Welcome Pack'.
- Where there is a need, and if possible, we will aim to give this information to parents in their home language, in Braille or by use of audiotape, interpreters, etc.
- The induction evening will be arranged with parents prior to their child starting at the group to discuss the contents of the 'Welcome Pack', which will include the personal details and consent forms we require together with procedures for collecting children, if a child is missing and making complaints.

EXCHANGING INFORMATION

- When informing parents about their child's successful admission to the pre-school, parents/main carers will be requested to provide us with information in regards to their child **before they start Pre School. It is important that parents/main carers share any concerns or information that the Pre School would need to know so that the Pre School has a better understanding of potential needs and can appropriately support from their start date if necessary. Information should be shared such as: - If your child is an English Language Learner/English as an additional language, if your child has been referred to Speech & Language or any other medical/health support are involved or if you have concerns in relation to Speech/behaviour or wellbeing or anything in relation to toileting.**
- On the Induction evening, the Manager/Leader will explain Learning Book to parents and how they can access their child's digital learning journal.
- Within the Starter Pack it states what obligations the Pre School has and also the Obligations by the parent
- The pre-school will provide parents with regular newsletters to keep them informed of the pre-school activities. Information will also be displayed on our front door or via email and website blogs.

- Staff will be available at the beginning and end of the sessions to talk to parents briefly but a parent can request a meeting with the Pre School Leader if anything needs discussed.
- Parents will be given the opportunity to discuss their child's progress at a time arranged between the parent and the pre-school leader.
- The pre-school will hold 'consultations' for parents to come and talk to staff about how their child is developing, the work we do and see our resources. Parents have an opportunity to have staff-teacher meetings in February and can also request in October and June – after their child receives their report.
- A copy of our ETI Report and Belfast Health and Social Care Trust Report will be available to all parents on our website.

Other policies relating to Working with Parents:

Additional Learning Needs

Complaints

Confidentiality

Parental Responsibility & Sharing of Information

Safeguarding Children

Drop off and Pick Up Policy

Medication Policy and Administration Procedure

Sick Child/Illness Policy

COVID-19 Infection & Prevention Policy