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| **Name Of Policy** | | **Parents in Partnership Policy**  **Busy Bees** |
| **Overall aim** | | At Busy Bees we recognise that parent/carers are the first educators of the child and aim to build up a strong and positive relationship between staff and parents/carers, with open, honest and free communication on both sides.  We are committed to working in partnership with parents and ensuring that together, we can make a positive impact on children’s learning and development |
| **Specific Objectives/statements and procedures for how you will achieve each one.** | | Our group is made up of staff, children, and parent/carers. We have an elected committee of parental representatives who have overall responsibility for the management of the setting. The  committee employs staff members to take responsibility for the day to day running of the Preschool.  Parental involvement is encouraged by:   * Shared record keeping of their own child and ensuring these are accessible * Ensuring parents/carers who wish to speak with their child’s key person are welcomed in ‘open door’ approach do discuss their child’s progress or any concerns * If a more confidential conversation is needed a mutual convenient meeting will be offered with the child’s key person * We ensure that all families have the opportunity to share their skills, knowledge and interests * Encourage parents/carers to play an active part in the management of the group, and to join the committee * Welcome new ideas and make aware of the suggestion box * Inform all parents/carers to read our policies and sign their agreement of them * Helping parents/carers to join in events/fundraising and socials * All parents will receive a welcome pack containing the following   Parent handbook  Consent form  admission form  a welcome letter from Busy Bees committee  We are committed to achieving the active involvement of all our  parents/carers by:   * Maintaining a friendly and welcoming ‘open door’ approach our families feel welcome at all times * All children have special books which hold information about the child’s progress. Parents are encouraged to look and write their own comments. * We regularly ask for updates of parent contact numbers and emergency contacts via half termly newsletters * We provide a weekly email detailing the week’s activities and news, a half term newsletter and regular updates with notices on the door, letters home and emails * On joining our preschool all parents are encouraged to take part in our parent rota. Parents are invited to join us within a morning session to help with snack and see their child in the preschool. This gives the opportunity to read their child’s learning journals and meet their child’s key person. * Encourage communication between parents/ carers and staff * Two questionnaires are sent during the year, one in Autumn term and one in Summer term. * We hold an open day annually , inviting new and existing families |
| **Useful Websites/documents** | |  |
| **References to other policies:** | | Admissions Policy  Confidentiality Policy |
| **Policy monitoring and evaluation information** | | Staff & Committee |
| **Signature** | | R Lily |
| **Date of Next Review** | January 2016 | |