



Policy Document 17 – Parental Partnership

- 01 The Wincanton Early Years Centre recognises that a positive partnership between staff and parents is a vital part of the ongoing care & wellbeing of the children in our care.
- 02 The setting staff are available for discussion with the parent/carer during normal opening hours. Appointments outside these times can be made by prior arrangement with the manager.
- 03 The parents/carers are provided with information about their child's day in their child's care diary that is sent electronically. This contains information about the care of their child such as sleep times, nappy change record and the amount of food eaten.
- 04 Periodically, depending on the regularity of a child's attendance, key workers complete detailed observations of a planned/spontaneous activity. These observations will draw out the specific areas of the EYFS where the child has demonstrated progress or ability. These observations are done on our internet based software package called 'Tapestry'. Details are recorded on tablets that are held in the setting.
- 05 If parents have given their permission to allow the use of this system they are able to access their child's Observation and Developmental record at any time via any online compatible device. If parental permission is not given their observations are recorded on paper.
- 06 Parents receive a copy of our newsletter at least four times a year. This gives information about the setting and its staff.
- 07 Leaflets containing instructions and advice for activities which parents can do with their children at home are available to parents at all times. These leaflets are formulated using activities which the children enjoy within the setting and which will support the child's development at home. Each leaflet is aimed at a specific age group of children and contains activities across the EYFS.
- 08 Communication is a vital part of developing relationships. We encourage parents/carers to share information about the child and their current state of wellbeing. This may include such things as illness, medication, change in routines, domestic problems or a change in circumstances, such as a house move.
- 09 Parents/carers work with their child's key worker to complete the 'All about Me' section in Tapestry before their child starts at the setting. This helps staff to make a child's introduction to the setting as seamless as possible.
- 10 Parents/carers review a new child's progress with their key-worker 6 weeks after their start date. This will be to agree their developmental level in each EYFS area and agree and changes required in the care of the child.
- 11 Parents/carers are invited to attend individual meetings with their child's key worker twice a year. This provides a forum for open dialogue about the child's

	<p>progress and any issues that may be evident. It also provides an opportunity to communicate significant changes in Early Years practice such as the new Early Years Foundation Stage (EYFS).</p>
12	<p>Parents/carers are encouraged to partake in charitable events organised by the setting (e.g. Children in Need, Red Nose Day etc.).</p>
13	<p>Specific additional actions are put in place to support families with additional needs. Such families include, but are not limited to, families who speak English as an additional language, families where a parent serves in the military, families of children eligible for 2 year old funding.</p>
14	<p>Periodically a questionnaire is issued to parents/carers, asking for feedback on the levels of care & service offered by Chester's House Childcare and The Wincanton Early Years Centre This information is used to continually improve our practice. Results are communicated to parents/carers via newsletters.</p>
15	<p>Our practice is continually reviewed and evaluated. This is done in a variety of ways such as;</p> <ul style="list-style-type: none"> • Regular senior team meetings between the director and managers. • Director led evaluations of practise. • Peer to peer observations. • Consultation with parents, carers and other professionals visiting the setting.

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