



## WORKING IN PARTNERSHIP WITH PARENTS

At St Paul's Walden Nursery, the Manager with the Deputy believe in strong bonds with all our parents - we believe that it isn't simply just our Nursery but theirs and all contributions are welcomed and acted upon.

We carry out the following to involve and work in Partnership with our parents -

**Email** - We provide all parents with the option of emailing any information to them to make their life easy and for better response, some parents still wish to receive hard copies which are displayed on the parent's notice board.

**Parents Notice Boards** - This is an 'interactive' Notice Board where the parents can help themselves to the latest news and events within the Nursery and local Community (Children's Centre)

**Newsletters** - Every 3 months the Nursery Manager sends out an email regarding what the parents would like to know and then this will be incorporated in the latest version. In this we talk about staff intakes, training needs. Birthdays. Projects etc...

**Parents Committee Meeting** - Every 6 weeks Gemma Dunham (Nursery Manager) meets with parents and they discuss the latest

Policy Adopted by St Pauls Walden Nursery  
Signature  
Signature  
Review Date

January 2017  
Position: Committee Chair  
Position: Manager  
January 2018

initiatives and ideas from Gemma and the Management Team, minutes are then printed off or emailed to the parents.

**Daily Handovers** - The parents receive a verbal feedback at the end of their child's day. There is also a Home/Nursery Diary book for each child for parents and keyworker to communicate concerns and questions.

**Learning Journal** - Each child has a 'journal' or portfolio completed on them from entry to the nursery to their end journey with us in the pre-school. This Portfolio is completed by the Key worker and information on a monthly basis passed onto the parent - it has been explained to the parents that this journal is an important aspect to not only be completed by the staff but also the parent. We ask parents to input by doing their own observations at home.

**Planning** - Parents are encouraged to use the 'wow' moments from home to share the children's experiences and interests and influence planning for individual children.

**Parents Reports and Evenings** - Once a year Key staff write a report on their allotted children under the 7 areas of learning from the Foundation Stage these reports are read and signed by the Nursery Manager before they go out. Keyworkers complete progress checks for children at 2 years old to be shared with the children's parents. The parents are invited to meet with their Children's Key worker and team to discuss any progress and concerns they may have.

This Policy unlike many is not set in stone, the Nursery Manager will constantly review and improve the quality of information that is given to the parents and then implemented to the Policy.

Policy Adopted by St Pauls Walden Nursery  
Signature  
Signature  
Review Date

January 2017  
Position: Committee Chair  
Position: Manager  
January 2018