



## Policy on Partnership with Parents

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We recognise that working in partnership with parents is of major value and importance to the nursery. It enables us to ensure we are providing a happy, caring and stable environment for the children under our care and their parents. We aim to form a good relationship with parents, so that information regarding their children can be exchanged easily, comfortably and confidentially by nursery staff and parents.

The list below shows ways in which we will try to achieve a strong working partnership with parents / carers:

- The manager or member of staff in charge is always available for discussion with parents. Arrangements can be made for more private discussions at agreed times.
- Information provided by parents about their children will be kept confidential and treated on a strict need to know basis.
- Information about the children's activities throughout the day will be available via verbal communication and a daily report that the child will take home each day.
- An available activity plan of the commencing week will be displayed on the wall for parents to see.
- A Newsletter will be issued on a monthly basis so as to keep parents up to date with any changes that may occur within the nursery and activities the children have been up to.

- If the nursery has any concerns in the well-being of a child at any point of the day, we will contact the parents or their emergency contact.
- Parents are requested to keep us informed of any changes to personal circumstances which may take effect upon the child, e.g. change of address, telephone number, doctor, emergency contact.
- Parents are also requested to keep us informed of any circumstances which could have an effect on a child's emotional well-being, e.g. bereavement, separation or illness in the family.