



## Little Acorns Nursery at High Halden

Church Hill, High Halden  
Kent TN26 3JB  
Telephone 01233 850113

### **Partnership with Parents/Carers Policy**

At Little Acorns Nursery we recognise the importance of working in partnership with our parents and carers, in order to give our children the best possible learning experience. We aim to make the parents feel welcome and involved with how the nursery operates its opening times, activities and services on offer, and our policies and procedures.

#### **How we ensure parent/carers involvement**

- We have notice/display boards which celebrate children's work and supply information such as forthcoming themes, events and activities.
- The manager produces a newsletter on regular basis to inform parents/carers of activities and forthcoming events.
- We have a website, available to parents/carers, which gives information about the staffing, forthcoming events, opening hours, the admissions policy and other policies and procedures.
- We keep a comprehensive range of policies and procedures in a file at the entrance to the nursery and also have them available on disk.
- We listen to all suggestions, comments and concerns expressed by parents/carers and consider them when developing and reviewing the nursery's policies and procedures.
- Parents/carers have access to recorded information held in their child's file, although there are some occasional restrictions where Child Protection concerns arise.
- We keep information provided by parents/carers about their children confidential.
- We encourage parents/carers to read their child's learning Learning Journal regularly and to contribute to it.

- We invite parents/carers to contribute to the initial assessment of their child when beginning their nursery education.
- When a child is aged between two & three, we review their progress and parents/carers are given a short written summary of their child's development in the prime areas.
- The Key person will keep parents/carers of nursery children up to date with the activities their child has been involved in and the progress they are making as part of an on-going dialogue.
- We arrange Parent's Consultation evenings regularly to discuss children's progress.
- Parents/carers are requested and encouraged to keep their child's key person informed of circumstances that might affect their child's well-being. This will include physical or emotional issues such as health, bereavement, separation or illness in the family.
- We provide opportunity at the end of the day for parents/carers to discuss any queries or concerns about their child's progress. If this informal arrangement is not desired or appropriate, an appointment time will be made available at the earliest opportunity.
- An appointment with the Manager can be made on request.
- Parents/carers are encouraged to continue learning at home on topics/themes we are undertaking at the nursery.
- We provide opportunities for parents/carers to contribute their own skills and encourage them to become actively involved in the nursery such as by helping with activities and events within the nursery.
- Parents/carers are invited to become members of the Trustee Committee and to contribute ideas and opinions.
- Parents/carers are asked to complete a parent's questionnaire regularly so that we can monitor the quality of our provision.
- We provide information in a variety of formats or languages as appropriate to make it accessible to as wide an audience as possible, in line with our Equalities and Inclusion Policy.
- All parents/carers are entitled to make a complaint if they wish, and the procedures we will follow for responding to complaints are outlined in our Complaints Policy.

**This policy was adopted at a meeting of Little Acorns Nursery**

**Date to be reviewed.....**

**Signed on behalf of the management committee.....**

**Name of signatory.....**

**Role of signatory (e.g. chair/ owner).....**