

P08 Parents as Partners policy

Updated September 2023

Ridgeway Playgroup is committed to working with parents as partners. It does this through gaining information from parents, engaging with them, sharing progress with them and providing information to them.

Keeping parents informed

The registered person and staff work in partnership with parents to meet the needs of the children, both individually and as a group. Information is shared.

How we do this

Information given to parents includes:

- The type of activities provided for the children; copies of the weekly plans are kept in the planning file which is always available.
- Theme information is provided to parents prior to the start of the term.
- The daily routines of the provision.
- The staffing of the provision.
- Copies of all policies are available on the Website and on the information stand at Playgroup and parents are informed.
- Details for contacting OFSTED are available in setting along with the complaints procedure.
- Information about the procedure that is followed in the event of a parent failing to collect a child at the appointed time is available in the prospectus and the operational plan.
- The procedure that is followed in the event of a child going missing is in the operational plan on the information stand and in policy P07 and P06.

- Learning Journeys are updated termly and given out to parents to take home and share with family, we encourage parents to add their own photo's of holidays or days out so children can share them with their friends when they are back at Playgroup. Baseline assessments are given out to parent's within a month of the child starting and Two Year checks are completed before the child turns three.
- In some circumstances (for example at the parent's request or if the child is anxious), the child's key person (if different from the Play Leader) will offer a home visit before the child starts in order to establish a bond and a close working relationship with parents from the start
- Staff are available at the end of each session to discuss any needs with the parents.
- Parents of pre-school children are given an opportunity to discuss the transfer records with their child's key person in the summer term before the child starts school.
- An annual trip is organised for all children, parents, staff and trustees as a chance to get together.
- Parents are invited to key events in the playgroup year including the Nativity play and end of year party in the park.
- Our closed Facebook page is updated daily with photos of the day and a write up of the things we have done, this gives the parents an amazing opportunity to see all the lovely activities their children have been doing.
- Wow leaves are given at the end of each session where a child has had a wow moment, this could be helping to tidy, being kind to friends, using the toilet/potty. We encourage parents to tell us any wow moments from home and these are added to our tree.
- **We have a weekly Star of the Week, each child will have the opportunity to bring in things from home to talk about and a book for us to read. They will also be our helper for the week, helping to set the tables out for snack.**

The role of the parents

We ask for the following from the parents.

- Before starting at the setting parents must provide emergency contact numbers, the child's special dietary requirements, the child's special health requirements, information about who has legal contact with the child, and who has parental responsibility for the child.
- Parents must immediately inform the staff of any changes to the above during the child's time at playgroup.

- Parents should arrive punctually at 9 am as late arrivals disrupt the beginnings of sessions and can distress other children who have already been left and settled.
- Parents should arrive punctually to collect their child as delays can distress the waiting child.
- Parents should ensure that children are sent in clothes appropriate to the activities (clothes that they are happy for the children to get dirty) and appropriate to the weather conditions. These include extra layers, coats, waterproof coats, sun hats and wellies. Please ensure that all clothing is named.
- Parents should ensure that they have read the theme information sheets and where possible send their child in with objects that have been requested.
- Parents should ensure that the children arrive with a healthy snack and lunch.
- Parents should add to their child's Learning Journey and let us know Wow moments from home.
- Parents should feel willing and able to ask for any further information they require from staff or trustees to ensure that they and their children are always happy during their time at playgroup.

This policy was agreed by Trustees and Staff of Ridgeway Playgroup October 2022
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