



Parent Partnership and Shared Care Policy

Policy Reviewed and Updated: August 2015
Reviewed By: Samantha Tranter, Nursery Manager

This policy incorporates our Key Person System

Parent Partnership Statement

Little Swans day Nursery recognises that parents are the primary carers and educators of children and our aim is to work in partnership with parents to support and encourage the children to feel safe and secure in an enabling environment, which values the diversity and equalities of all of our families. This will ensure that the children develop a sense of belonging and support emotional well-being, enabling the children to learn and develop and become confident lifelong learners.

At Little Swans we operate an open door policy that encourages parent partnership. Parents are welcomed into the nursery at all times and the Managers office door is quite literally “open” (unless a private interview / meeting is taking place) and parents are always welcome to call in. Samantha Tranter, Nursery Manager and Elaine Boulton Nursery Owner, make every effort to be around the nursery for informal contact. If parents require a more formal meeting then they are encouraged to make an appointment where appropriate time can be allocated to discuss matters.

Communication is very important with parents/carers. This ensures that we receive the correct and relevant information. To enhance this further we have a variety of systems to communicate with parents/carers; these are highlighted below.

Key Practitioners

Each room at Little Swans Day Nursery has key people, so you will be seeing the same faces all of the time. Our Supervisors are all room based, along with our qualified staff. Junior staff moves around to gain experience.

At the nursery we have a colour code system, allowing you to identify our staff and their role quickly.

Navy top Management

Red top	Supervisors
Royal Blue	Qualified Nursery Nurses
Sky Blue	Trainees
Yellow Tabards	Students on Placement

You will quickly get to know the faces of the people in your child's room, and to help you out with remembering names, there is a staff photograph board in all areas as well as just inside the entrance of the main building. Information on the boards highlights each staff member's role and their qualifications for your reference. More informally we have 'All About' cards in the main entrance which share information with parents about staff such as favourite, book, song and who they live with.

Each child is designated a key person, this is their special carer. They may form the strongest bond with your child. However at Little Swans we also wait to see if a special relationship forms with your child and another key person. One that your child may have selected themselves.

Because our staff starts their shift at different times, you may not hand them over to their main carer on arrival. However you will be leaving them in the hands of a qualified member of staff that is a regular early morning member.

You will have time on arrival to pass on messages through this member of staff, who will make sure all messages are given to the main carer as soon as they start their shift. This is done through a diary entry as well as verbally. Each area has a diary that they use every day to make entries; regarding messages to staff that may or may not have started their shift, from the parent. These messages can be simple entries such as "J has been complaining about a headache could you keep an eye on him?" The key Person will read the entries and talk to staff prior to starting their shift, so they are aware of parent's wishes and endeavour to carry them out.

You will meet your child's key person during the settling in stage and at your home visit, prior to your child taking up a permanent place. During the home visit you will be given a starter pack that will contain lots of information about the nursery, along with an All About Me book. This can be completed at home with parent and child participation, and will be used for staff to gain more knowledge about the child and family members. In addition a folder with photos of the nursery, toys, display boards and other staff members that also work in the area, will be used. Nursery Teddy Bear will also accompany the staff member on the home visit so that parent and child can read and look at photos of other family members of the setting (permission given beforehand).

It is important that this partnership is two way, and we would like you to share information with your child's key person. This may be how they have slept, if they have had a bad night or may be something that they have particularly enjoyed doing at home, which they can then continue to enjoy at nursery. Likewise your child's key person will tell you about your child's likes and dislikes at nursery. For example if your child enjoyed making a splash in water play! You could talk about this with them at bath time and continue the fun!

This makes strong bonds between the nursery and home and will help your child to feel secure and loved by us as well as you. We ask for parent input on a daily basis when dropping off and collecting your child.

Children needing extra support during the transition period, for example children with medical or educational needs will be offered extra home visits whereby the key person can observe the child more in the home environment. This will enable them to build up a detailed picture of the child's needs and how these can be best supported in the nursery environment. The visits will enable staff to engage with parents and gather information

applicable to the child's needs as well as identify any additional training or support including resources that the nursery as whole need to access.

Each day your child will be given an online account where parents can log in and view a daily report detailing how they have spent their time at nursery, along with sleeps, nappy changes, what they have eaten during mealtimes as well as the amount, snack times as well as any requests for nappies, food (for the under one's) or wipes.

Parents Evenings

These are more formal feedback sessions with your child's key person, in order to discuss development. They are held twice a year; In April and November. You will also receive a Transition Document, prepared by the key person, which will detail your child's progress in the Early Years Foundation Stage. These are completed each time your child moves areas or moves to a new setting, and are important information for your child's new key person as well as for parents and carers. You will also receive a transition report as a yearly report in June/July, a copy will be sent to your child's new school. The report will help your child's class teacher to settle your child without too much disruption and upset.

Children's Profile and Planning

We follow the Early Years Foundation Stage and Framework. Each child has an individual profile, called a 'Learning Journey'. This is photographic evidence of your child taking part in activities in all areas of their learning. The staff enjoy writing in these "Journals" and as your child moves on through the groups you will have a wonderful memento to keep. Superb memories...

The staff team, through observations and talking to your child as well as yourselves, will plan activities for them to enjoy, based on their interests and stage of development, these are identified as your child's next steps. Yours child's learning journal will be available on your allocated account on the online journals.

We ask you to help plan for your child's learning by completing initial information forms telling us about your child's routine, interests, likes and dislikes as well as other members of the family who are important to them. As we plan our activities around the children's interests it is good to hear when they have been on a visit to a farm or park as well as visits to additional family members such as aunties, uncles, and grandparents.

If they have a favourite story at home, you could tell us about this and we could arrange activities around it.

Please visit the online journal site regularly to keep updated with your child's progress. We also provide time each half term for parents to come into nursery and look at their child's journey with them. You are welcome to contribute to your child's Learning Journey by uploading photographs from home, or telling your key practitioner about milestones your child has achieved when at home with you.

Trips and Outings

The children access many activities held off the premises. Our babies and 2 year olds visit a special sensory room at Oakland's Children's Centre, which is close by (10 minutes walk), and is both wonderful and relaxing with music and touchy feely equipment especially to encourage your child to develop their senses.

Our 3 and 4 year olds have trips to Nature Centres, parks, theme parks as well as theatre productions. They also take part in educational visits such as a Mosque or church. They have story sessions at the library and computer lessons where they are fortunate to have the use of a computer each. We ask for parents to volunteer their time to accompany our children on these well organised trips.

Preschool also visit the Elderly at their Sheltered Accommodation twice a year, during Christmas and Easter, to sing to our senior citizens as well as them singing to our children. As well as doing two performances a year for parents and families at the local library. The children in our upper preschool class all participate in a leavers' assembly and nativity performance, held at the local library where we have more than 40 parents/grandparents and carers in attendance.

The children also have the opportunity to participate in dance lessons. These are charged separately to parents and provided by Creative Flair. The sessions are aimed at all ages including our Jelly Babies and offer a variety of both music and dance and movement. For more information please visit their website www.creativeflairkids.com

Organised Parties

The children have a Christmas party held for all the family including extended family, parents and carers which takes place off the premises at the local Social Club. Father Christmas, children's games, raffle, buffet, as well as children's disco and face painter ensures your child goes home happy and very tired!! A fabulous time is had by all and we are now into our 12th year running this very special occasion. All staff help to organise activities, food etc. It is such a special time for all.

We hold a fancy dress competition at Halloween again held at the Social Club. Parents, staff, children, extended family members as well as carers get to dress up as witches, pumpkins ghosts and mummies. The best dressed receives a prize It's a real old fashioned family occasion!!

During the year at nursery we have a traditional Christmas party where once again the children play party games, eat wonderful food donated by our parents and have a special visit from Santa.

We also have a Halloween party, fancy dress day, festival celebration days along with an Easter party, Easter bonnet competitions etc etc!!

Family and Carers Helping out at the Nursery

We have Grandparents, dads, mums and aunties who come into nursery and tell stories to the children or help out with activities. The children love to show off their family members to others, and we are always on the lookout for new recruits.....

Ways in which effective partnerships can support children:

- *Being a welcoming and friendly nursery for parents/carers and visitors*
- Management aim to respond swiftly and efficiently to the needs of all callers and visitors
- Parents and carers are asked about the reception they receive. Their responses' are read, analysed, followed up, acted upon and reviewed
- Delivering family learning courses for example "keeping up with your child"
- Offering leaflets and guidance on specific areas of the curriculum, e.g. reading, to enable parents to support their child's learning

Newsletters

At the beginning of each month we send a nursery newsletter home detailing the events taking place, along with any trips or outings for the month ahead, and general news. We also email the newsletter for those with internet access.

As well as the newsletter informing parents of the month ahead, we also have a parent notice board by the main entrance both on the outside and just inside the building. On the external noticeboard we have the full contact details for OFSTED, should a parent be unhappy with the service for any reason.

Parents can keep up to date with nursery by accessing the website www.littleswans.org.uk or follow our activities daily by following us at swansyardley

Nursery Mobile Phone

We have a nursery mobile phone in order to further establish contact/communication with parents and carers. We inform parents and carers of nursery events, reminders for appointments as well as parents using the number to inform the nursery of absences and pass on messages to their child's key worker. They can also call the mobile if the landline is engaged.

Questionnaires

We ask our parents and carers for more formal feedback every year in the form of a parent's questionnaire as we really appreciate your input so thank you in advance for taking the time to complete these.

Parents also help the nursery plan winter and summer meals for the children. During each menu change a letter is emailed to all parents asking for advice; what they would like to see on the new one; what we can change alter or improve on, as we welcome the contribution of parents in all areas of their child's care.

Survey Monkey

The nursery annually sends out electronic questionnaires via the internet for the website Survey Monkey. This will enable nursery to obtain views off parents and carers regarding the service we provide. Questions focused on leadership and management, children's behaviour as well as Learning and Development will be asked to engage views. All

information is then correlated and then used as a tool for nursery to improve and develop its services.

Comments and Suggestions

We have a comments and suggestion box in the entrance hall of the main building. Please feel free to post suggestions that will help our nursery to develop and move forward, as well as letting us know if you are happy with the existing service you receive.

Along with this, ideas for activities, trips etc are welcome as are comments about our care and our staff team. Our staff get a “special thanks” on the staff board for any specific feedback they get.

Provide support for all parents as their child leaves the setting or transfers to another room

We aim to provide support and resources to help parents make informed decisions about choices and transitions to school by:

- Providing impartial guidance on transition to parents and carers
- Supporting parents with the procedures for applying for school including individual support parent consultations and guidance in an appeals procedure
- Identifying the SENCO, if appropriate as the link to other agencies and resources

Parents are welcomed into the nursery at mutually convenient times to learn more about their children’s progress and to celebrate their achievements. There are numerous opportunities throughout the year (both formal and informal) to meet together and get to know each other. Meetings are arranged at a variety of different times to enable as many parents and carers as possible to attend.

Formal

- Induction events for new parents including home visits and six week reviews
- Open afternoon times for new and existing parents to speak with their child’s room supervisor and to see their child’s work
- Play and stay session held at the library once a term for parents and their child and staff in their child’s key area
- Six week reviews: a meeting is held six weeks after your child has been at the nursery for parents to speak with staff and be briefed on how their child is settling into the new area
- Meetings to discuss, evaluate and update Individual Learning Plans for children with Special Educational Needs

Informal

- A variety of assemblies held by our pre-school classes
- Christmas concerts
- Educational visits
- Support from parents for educational workshops for example Diwali , Eid and Saint Patricks Day

Communication

We are continually updating and improving our communication systems. Currently parents receive regular updates from the nursery including:

- Regular newsletters and information letters
- Termly topic letters
- Annual progress reports as well as termly reports
- Notice boards all around the nursery
- Text messaging service
- Regularly updating our website
- Weekly blogs
- Twitter information
- Email system for distribution of letters and newsletters

Nursery Website

Our nursery website can be found at www.littleswans.org.uk we update the content regularly and provide parents with information regarding policies and further development at the nursery.