

Westfield Family Nurture Centre

Partnership with Parents Policy

July 2017

**STATEMENT**

“The role of parents and carers remain central to their child’s learning journey and must therefore be valued and involved in all aspects of ELCC. The home is the first and most important place for children to grow and develop, and parents and carers are responsible for their child’s wellbeing, health and development. We know that the outcomes for children are much better if the family is involved in all aspects of ELCC. To make this involvement a reality, the Act encourages services to be developed in partnership with families to offer flexibility.”

*Building the Ambition*

**INTRODUCTION**

When your child starts at nursery we know it can be an anxious time as you are handing over the responsibility for their care and safety to us. We want you to feel welcome and valued, and we believe in developing strong, mutually respectful relationships built on trust and understanding to support your child. This will include sharing information on their development, progress and learning as well as supporting you when dealing with outside agencies or with any issues you may be experiencing.

**AIMS**

* To gather information from parents/carers about their child in order to help the child to settle into the nursery.
* To communicate openly with parents/carers to ensure that we are all working together for the needs, development and progress of the children.
* To make parents/carers feel welcome and fully involved in the life of the nursery.
* To provide an inclusive environment for all parents/carers and their children, irrespective of their need, background or culture.
* To provide parents/carers with information about the aims, policies, procedures and curriculum of the nursery.
* To provide information to parents/carers about support available both within the nursery centre and from external agencies.
* To ensure parental enquiries and complaints are dealt with promptly and effectively.
* To involve parents/carers when planning transition to Primary 1, providing information, arranging visits and meetings with Primary 1 staff.
* To develop staff skills in working in partnership with parents.

**HOW AIMS WILL BE ACHIEVED**

* Staff will gather information during the induction process at the Early Bird Visits and when the child is settling in. The Head teacher/Depute will meet with parents/carers to explain and discuss all aspects of nursery life – Personal Learning Journals, the Curriculum etc. Further information is available in the Transition Into Nursery Policy
* Staff will welcome the parent and child as they arrive at nursery and they will be available at the beginning and end of the nursery session to discuss any concerns parents may have regarding their child or the nursery. Parents/carers are welcome to stay with their child until the child has settled and the parents feel comfortable leaving them. Strategies will be put in place to support parents and children with this, if required.
* A programme of parents meetings will be developed to provide opportunities for parents and staff to discuss the child’s progress and PLJ folders. Meetings will be arranged at mutually convenient times. Parents will be encouraged to share information about their child and keep the nursery informed of any changes at home so that we can support the needs of the child.
* Parents are welcome to spend time with their child in nursery at any time. Some opportunities that parents can be involved in the life of the nursery are:
* Stay and play sessions
* Volunteering to help in the nursery or on outings
* Joining Friends of Westfield
* Helping at fund-raising events
* Attending groups such as PEEP, Bookbug
* Staff will support and promote equity and inclusion, ensuring that all parents/carers and children are valued and able to participate in the life of the nursery. Age, disability, race, religion, sex, sexual orientation etc. will not be barriers to participation.
* The nursery Policy and Procedures Folder will be available in the foyer at all times, alongside a Comments Book. Comments from parents will be considered and given a response. All comments will be valued.
* Information will be displayed on the noticeboards about the various parenting groups within the nursery and about local groups in the community which offer support to parents. Nursery staff will be knowledgeable about external agencies which can offer support to parents.
* Nursery staff will answer any enquiries or pass these onto a Senior Early Years Officer. We will endeavour to provide a satisfactory answer to any queries from parents. Complaints will be passed on to the Senior Leadership Team and a satisfactory solution will be sought.
* A Transition programme will start at the beginning of the summer term. Each child will have 6 visits to Castlehill Primary School. Parents will take the children on each of these visits and the dates of the visits will be displayed outside each room. Westfield Family Nurture Centre staff will liaise with the Primary 1 staff at Castlehill Primary School. Other schools may have a different Transition process and parents will be informed about this. Further information about the Transition process will be shared with parents as outlined in the Transition to P1 Policy.
* Staff will be encouraged to make use of professional development opportunities for working in partnership with parents and delivering parenting groups e.g. PEEP, Bookbug

Partnerships with parent will be reviewed annually through discussion, questionnaires and self-evaluation

**RESOURCES**

* Staff, parents and children
* Reports of external agencies
* Books, leaflets and posters
* Policies
* Building the Ambition
* Curriculum For Excellence
* National Care Standards
* Working With Parents/Involving Parents in their Children’s Learning, Margy Whalley

**EVALUATION**

* Westfield Family Nurture Centre Booklet
* Questionnaires, Stars and Wishes, Comments Book
* Nursery Reports
* Information is available on Curriculum Planning
* Policies are in place and available
* Newsletters