



Communication with Parents Policy

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Aims

In Stepps Nursery Class, we strive to work in partnership with parents based on establishing trusting and respectful relationships with a two-way flow of communication to meet the child’s needs and achieve the best possible outcomes for all.

In Stepps Nursery Class we will ensure the unique role parents as the child’s most important resource is promoted and ensure that staff working with children, their families and community will be supported to develop culture, systems and practice in line with the national ‘Getting It Right For Every Child’ model.

Implementation

* We welcome and value all our parents and children.
* We recognise the important role of parents and the expertise that parents and staff bring and together, we can enhance the child’s learning.
* To have in place clear systems for ongoing dialogue based on a two-way flow of communication.
* Informal/formal conversations at the beginning and end of each session.
* We provide clear and concise information during the enrolment.
* At the enrolment stage, children are linked to a key worker to strengthen relationships.
* Parents are issued with ‘All about me’ booklets to be completed during the settling in procedure.
* Parents are issued their child’s personal learning plan within 28 days of them starting nursery. This is reviewed regularly and encourages parents to contribute to the plan.
* Each family is provided with an up to date handbook.
* Parents have access to displays to share the children’s learning.
* Parents are issued with termly newsletters.
* Children’s learning journals are completed online and each parent is issued with log in details to access this information.
* Online learning journals have parents section to encourage parents to share their ‘at home’ learning.
* Learning journals are monitored routinely throughout the year.
* Parents are formally updated, at parents evening, regarding their child’s progress bi-annually.
* Key workers complete formal reports on children’s progress annually.
* Parents are encouraged to contribute their views and ideas informally during coffee mornings and stay and play sessions.
* We actively seek parental views through questionnaires.
* Parents are encouraged to follow examples of children’s learning through Twitter which staff aim to update a minimum of 3 times weekly.
* Staff issue questionnaires to parents in relation to their Leadership plans and link these to current guidelines including Realising the ambition, How Good Is Our Early Learning and Childcare and GIRFEC.

In light of the current Coronavirus pandemic, staff are continually reviewing how we communicate with parents and carers. As we cannot invite parents into nursery at the moment, we have reviewed our quality assurance calendar for the year to replace parents evening with an interim report.

Any essential meetings that need to take place will be virtual meetings.

If any child is absent from nursery, their key worker will contact parents via telephone for an update.

All parents are kept updated on Covid information via letters and using the display board at the nursery entrance.

The nursery follows all government guidelines on Covid and these are shared with parents. Track and Trace procedures are in place.

If a child is absent due to self-isolating or positive with Covid, staff will contact the family via telephone for an update and to complete relevant Covid forms. All parents have been issued with North Lanarkshire Councils Covid helpline information and this has been shared several times on the nursery Twitter page.

Parents will be sent a grid via email to work on from home if self-isolating.

\*In this context ‘parent’ refers to parents or carers.