



Working in Partnership with Parents / Carers Policy

As a registered childcare provider we believe that working in partnership with parents/carers enables us to provide the best possible care for their children.

We aim to do this by:

- Providing parents/carers with a copy of our policies and procedures
- Providing information to show how the EYFS is being delivered in our setting
- Agreeing a written contract for each child, signed by all parties before a child starts. This is reviewed annually or, if necessitated, more regularly by a change in circumstances
- Discussing any specific requirements/routines with parents/carers before a child starts, and ensuring we work with them to ensure consistency of approach for their child.
- Seeking written permission for anything that we consider needs joint agreement. In the event of permission not being given; we will endeavour to ensure that parents'/carers' wishes are respected but will discuss with parents/carers what this may mean for the care of their child alongside other children in our setting.
- We keep a record of emergency contacts and ask that parents/carers inform us promptly if there are any changes to these
- We will inform parents/carers when we are notified of our Ofsted inspection so they can provide the Inspector with their comments if they wish. Parents/carers will be provided with a copy of our inspection report.
- Any complaints made are taken seriously and investigated (see separate Complaints policy)
- Accidents/significant incidents are recorded in our Accident/Incident Book and shared with the parents/carers concerned
- Promoting good two-way communication in the following ways:
We are happy to discuss the care of a child at any time that is mutually convenient. We can also be contacted by phone or e-mail

We will keep parents/carers up to date with daily routines and share information using a daily diary. We welcome contributions to this from parents/carers as well.

Shaw Village Pre School

Holy Trinity Church, Shaw Village Centre, Ramleaze Drive, Shaw, Swindon, SN5 5PY

Telephone Number 07488297871 Email : shawvillagepreschool@googlemail.com

Ofsted Registration Number: 2574436



We offer regular review meetings to talk about how a child has settled in, their next steps in learning and development (in line with the EYFS – see separate teaching and learning policy), share any issues or concerns, and to discuss any changes to requirements, routines, diet or any other aspect of our setting (e.g. weaning, potty training).

If you have any concerns regarding this policy please do discuss them with us.

Signed: _____

Date: _____

Review Date: _____

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