



## **Partnership with Parents and Carers Policy**

At Little Ducklings Pre-School we believe that our relationship with each child's parent/carer is crucial to that child's well-being, development and progress. We recognise that parents/carers are children's first and most enduring educators, and will endeavour to work in partnership with each child's parent/carer at all times, in the following ways:

### **Information to Parents/Carers**

We will give new parents/carers a copy of our Parents Handbook, containing information about the Pre-School, including our purpose, staffing, curriculum and practical information regarding the day-to-day running of the Pre-School.

Our Pre-School Policies and Procedures are available to parents/carers at all times, as well as our most recent Ofsted Report.

We will keep parents/carers informed of important and relevant information Through Tapestry, Newsletters, emails, our website, our Facebook page and notice boards.

We will provide opportunities for parents/carers to learn about the Pre-School curriculum and about young children's learning through events such as Stay & Play sessions, and the information board.

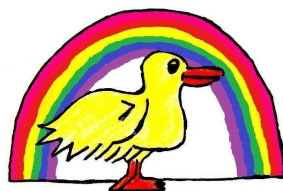
### **Volunteers**

We will ensure that parents/carers have opportunities to contribute from their own skills, knowledge and interests to the activities of the group. We will welcome and support any volunteers working in the Pre-School, and give full information and guidance regarding their roles and responsibilities.

### **Exchanging Information with Parents/Carers**

We are keen that parents/carers are able to share information with us, and their views and concerns will always be acknowledged and respected. This may be through regular discussion with their child's Key Person, or through Tapestry, as well as yearly questionnaires.

### **Complaints**



In the event of any specific complaint, parents/carers will be directed to our Complaints Procedure and the matter will be recorded and acted upon appropriately in accordance with our Complaints Policy.

### **Parental Access to Records**

Parents/Carers may see any written records about their own child at any time. In accordance with our Confidentiality Policy, we will not allow them access to any other child's records.

If we consider the child to be at risk of abuse by the parent/carer in any way, we reserve the right not to show the parent/carer any records pertaining to the suspicion of abuse, under the guidance of Social Services and in accordance to our Safeguarding Children Policy.

Signed on behalf of Little Ducklings Pre-School: \_\_\_\_\_

Position: \_\_\_\_\_