



Learning to be a wonderful me

## Partnership with Parents and Carers Policy



September 2018



**In Dunclug Nursery School we are committed to providing a happy, safe and stimulating environment to support young children’s learning and development.**

We recognise that the children in our care have individual interests, characteristics and needs and aim to enable each child to develop positive attitudes about themselves and towards their learning by –

- providing experiences that extend learning and challenge thinking
- maintaining positive relationships as a staff team, with our children, their parents, the community, the Board of Governors and other relevant agencies
- promoting the health and wellbeing of our staff, children and their families
- inspiring and developing all members of our school community

In our setting we believe that children benefit most from Pre-School Education when parents/carers and staff from their Nursery School are working in partnership.

In order to secure the best possible outcomes for the children in our care, we respect parents as their child’s first and ongoing educators and will support parents in this role by valuing their contributions and involving them closely in their child’s learning and development, and in the life of our Nursery School.

This Policy document outlines for governors, staff and parents / carers, the opportunities in place for partnership working in our Pre-School setting.



## Communication with Nursery

We place great value on parents' and carers' contributions and encourage them to speak with staff regularly, to communicate information that will be useful to us when caring for their child or to ask questions about their child's learning and development.

All information shared with Nursery will be treated in the strictest of confidence and will be shared only with staff working directly with the child on a strict 'needs to know' basis.

### Parents with English as a second language

We want all parents/carers to be able to communicate with us freely, equally and without exception. If a parent or carer is more comfortable communicating in their home language, they may bring along a friend or relative to help with interpreting when communicating with staff in our Nursery. If this is not possible, we can arrange for an interpreter to be present at scheduled Parent/Teacher meetings in September and March of the School Year.

### Communicating with Nursery School during session times

There may be times when, due to staffing ratios, it may not be possible to have a longer conversation with a parent on a particular subject during a session time. When this is the case, every effort will be made to arrange a time that is suitable for both parents/carers and staff, after a session has ended or on another day.

If a parent/carer needs to pass on some information about a child during their session time, the parent/carer may come in to Nursery or call the Nursery School Office. If there is no one available to take the call, parents/carers should leave an answerphone message that can be picked up later.

### DUNCLUG NURSERY SCHOOL CONTACT DETAILS –

**Phone** 028 25644286

**Email** [info@dunclugns.ballymena.ni.sch.uk](mailto:info@dunclugns.ballymena.ni.sch.uk)



## Sharing information from home to Nursery

In order to nurture close partnerships, we ask parents to share information in the following ways –

- ✿ **Induction** - we ask parents to provide written and oral information pertaining to their child, including personal details, contact details of parents/carers, SEN and Medical information, their likes and dislikes, previous setting(s) attended, details about their siblings and progress towards developmental milestones. Parents/carers are encouraged to update Nursery if these details change during the year.
- ✿ **Changes in a child's family circumstances** - A child's emotional health and family circumstances can affect their learning and as such, we expect parents/carers to keep us informed of any challenges that a child may be facing to enable us to best support the child in a way that is appropriate for their age and stage of development. This may include changes in living arrangements, the breakdown of parental relationships, when they have experienced loss or have been witness to anything that may have been traumatic for them.
- ✿ **Special times** - It is just as important to us and for the child, that we hear of happy family experiences, such as births, personal achievements or achievements of parents/carers or siblings. All staff will receive such news positively and will share their joy with the child as appropriate.
- ✿ **Consent** - We seek consent from parents/carers to take their child's photograph and to use it to publicise our Nursery School and for permission to change their child after a toileting accident / when wet or messy because of play activities.
- ✿ **Illness** – Parents/carers are asked to let Nursery know by telephone if their child is going to be absent due to illness. This is to ensure that Staff have relevant medical information to help them to care for the individual child on their return, as well as to help prevent the spread of infection in our setting. A letter explaining the child's absence on their return is not required.
- ✿ **Medication** – If parents/carers would like staff to administer medication that has been prescribed by a doctor to their child, e.g. antibiotic medication that has to be taken at regular intervals, they will be asked to provide information on dosage etc. on a form that is available on request from the Nursery School Office.

- ✂ **Parent / Teacher Meetings** – Parent / Teacher meetings are scheduled twice a year, in Term 1 and Term 2. During these meetings parents/carers are invited to share information on their child’s learning and development. This may include sharing progress or achievement of milestones that may have changed during the Nursery School Year, such as ability to toilet independently or with speech sounds etc.
  
- ✂ **Parent Visitors to Nursery** – We invite Parents/Carers and relatives or family friends to share their skills, knowledge and interests with the children in our setting, e.g. by talking with the children about their job during the ‘Helping Hands’ theme.
  
- ✂ **Feedback** – We seek Parents’/Carers’ feedback in written format via questionnaires twice a year, but would invite feedback throughout the year from parents/carers as they deem it appropriate or necessary. Feedback received from parents/carers is valued and helps to inform School Development Planning. Should parents want to report a concern or complaint, they should follow the procedures set out in our policy, which is available on our website or in written format in our entrance hall or from our Nursery School office.



## Sharing information from Nursery to home