



Parents and carers as partners

At Loughborough Campus Nursery we believe that in order for children to receive quality care and early learning that suits their individual needs, parents and staff need to work together in a close partnership. The two-way sharing of information is key to this. The nursery team welcomes parents as partners and this relationship needs to be built on trust and understanding. It is important that we, as practitioners, are able to support parents in an open and sensitive manner.

The nursery wishes to ensure parents are an integral part of the care and early learning team within the nursery.

Our policy is to:

- Welcome all parents into the nursery at any time.
- Recognise and support parents as their child's first and most important educators, and to welcome them into the life of the nursery.
- The nursery offers an area for nursing mothers.
- Ensure where possible nursery documentation and communications are in a format to suit individual parent's needs, e.g. hard copies as well as electronic communications
- Ensure that all parents are aware of the nursery's policies and procedures. Our full policy documents will be available to parents at all times, on the nursery website or as hard copies in nursery
- Maintain regular contact with parents to help us to build a secure and beneficial working relationship for their children
- Provide a Parent's Forum where parents can discuss how the nursery is run, monitored and developed; share ideas, suggestions and raise any queries. Minutes from the meetings and members to contact are displayed on the parent's notice board.
- Inform parents about the range and type of activities and experiences provided for children, the daily routines of the setting, the types of food and drinks provided for children and events through regularly distributed newsletters and the nursery website.
- Operate a key person system to enable a close working relationship with all parents. Parents are given the name of the key person of their child (see key person policy).
- Support two-way information sharing regarding each child's individual needs both in nursery and at home
- Inform parents on a regular basis about their child's progress and involve them in the shared record keeping. Parental meetings are offered on a regular basis throughout the year, generally after receiving a copy of their child's progress summary at mutually convenient time.

- Consider and discuss all suggestions from parents concerning the care and early learning of their child and nursery operation
- Provide opportunities and support for all parents to contribute their own skills, knowledge and interests to the activities of the nursery
- All parents have access to our written complaints procedure and a suggestion box is located in the near the reception office
- Provide opportunities for parents to learn about the Early Years Foundation Stage (EYFS) and about young children's learning in the nursery and how parents can share learning at home and where they can access further information. See our web pages and our Home Link board and bags
- Provide a written contract between the parent(s) and the nursery regarding conditions of acceptance and arrangements for payment
- Respect the family's religious and cultural backgrounds and beliefs and to accommodate any special requirements wherever possible and practical to do so
- Inform parents how the nursery supports children with special educational needs and disabilities
- Find out the needs and expectations of parents. These will be obtained through regular feedback via questionnaires and suggestion system. These are then evaluated by the nursery to promote nursery practice, policy and staff development.

Manager's signature

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Ashby Rd, Loughborough, Leicestershire LE11 3TE

 Nursery@lsu.co.uk

 lsu.co.uk/nursery

 01509 234126 / 564068