



## *Holland Park Pre-Prep and Nursery*

### Parental Partnership Policy

HPPN is an independent non-denominational nursery that welcomes all sections of the community. Our aim is to provide children with the highest quality of care and education and to meet the individual needs and circumstances of every child and their family. In order to achieve this we aim to work in partnership with parents and carers to make the setting a welcoming place where children settle quickly and easily. Children settle best when they have a key person to relate to who knows them and their parents well and who can meet their individual needs. The key person is responsible for:

- Individual Planning
- Evaluating
- Recording observations and progress
- Meeting with parents to discuss the child's development
- Giving parents regular updates on their child's activities and progress during session handovers, parents' consultations and progress reports.
- Ensuring that parents are fully consulted, have the opportunity to contribute to their child's progress file and can express their views on any issue pertaining to the setting that concerns them.
- Showing respect and having regard for the parents' wishes relating to their child's development and wellbeing.

#### **During the settling in period we believe that:**

- It is better for the child to have their parent, carer or close relative, with them for most of the session during the first week, gradually taking time away from the child as the child progressively adapts to the setting.
- Children who have had a period of absence may also need their parent to be on hand to re-settle them.
- A child is settled when they have formed a relationship with their key person, are familiar with where things are and are pleased to see other children and participate in activities.
- When parents leave, they should say goodbye to their child and explain that they will be coming back, giving a guidance time.
- Some children will settle more readily than others. We expect therefore the parent to honour the commitment to stay for at least the first week, or possibly longer, until their child can stay happily without them.
- Leaving a child to cry will prevent them from learning and gaining the best from the setting. Therefore, we reserve the right not to accept a child in the setting without a parent or carer if the child finds it distressing to be left.
- Within the first four to six weeks of starting, the key person will discuss and work with the child's parents to start to create an individual progress file.

Once your child has settled in, there will be regular events throughout the year which continue to promote and encourage an effective partnership between home and school. These include:

- Termly meetings with your child's teacher/key person.
- The opportunity to talk to staff either by a quick query at drop off/collection times or making an appointment for a longer discussion.



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- Parents sharing concerns about home circumstances or medical matters which may affect their child's work or behaviour at the setting.
- Having access at any time to your child's Tapestry Journal, which will contain reports, developmental records and observations.
- Ensuring the planning for the week and term is on display along with informative displays and photographs.
- Providing parents with communication slips.
- Sending a newsletter each term to ensure parents are kept informed about activities at HPPN. In addition, a fortnightly class newsletter is sent to parents detailing the activities in which the children have taken part.
- Welcoming parents to share their skills and abilities in the classroom, as well as accompanying children on trips.
- Inviting parents to join social events held at the setting such as coffee mornings, Christmas productions, Sports Day and other events.
- Inviting parents to attend our parenting seminars which offer opportunities to share ideas and gain advice in how to support your child at home.
- Feeding back any comments via questionnaires.
- Working with parents to develop individual behaviour management plans if required.

### **To assist with our commitment to parental partnership we expect parents to:**

- Interact with their child showing patience, support, understanding, praise and encouragement.
- Encourage learning experiences such as reading stories, playing games, going to museums, getting the child involved in real home activities (e.g., cooking, shopping, etc.)
- Encourage creativity, individuality, relationships and friendships.
- Be consistent with regards to discipline, manners and standards set by the setting in partnership with the parents.
- Read newsletters, letters, communication, reports or any other information sent home or put on display.
- Attend social events at the school.
- Work alongside key staff to provide support to children using a behaviour management plan.
- Liaise with key persons/teachers/management and build effective communication and relationships.
- Have positive approach and use positive language.
- Avoid comparisons with siblings.
- Attend parenting seminars and classes when invited.
- Communicate any special event or development of their child with they keyworker in the form of a WOW moment.

**Date:** September 2021  
**Reviewed by:** Danny Webb  
**Next review due:** September 2022