

EYFS: 1.16 2.1, 2.3, 2.6, 3.27, 3.48,
3.69, 3.74,

At Early Days Nursery School Ltd, we welcome all parents as partners and support a two-way sharing of information that helps establish trust and understanding. We are committed to supporting parents in an open and sensitive manner and include them as an integral part of the care and early learning team within the nursery. Working together ensures we can meet the individual needs of the family and child and provide the highest quality of care and education.

The key person system supports engagement with all parents, and we use strategies to ensure that all parents can contribute to their child's learning and development. We ask parents to contribute to initial assessments of children's starting points on entry and they are kept well informed about their children's progress, through Tapestry. We encourage parents to support and share information about their children's learning and development at home and the key person seeks to engage them in guiding their child's development at home too. The key person system ensures all practitioners use effective, targeted strategies and interventions to support learning that match most children's individual needs.

Our policy is to:

- Recognise and support parents as their child's first and most important educators and to welcome them into the life of the nursery.
- Generate confidence and encourage parents to trust their own instincts and judgement regarding their own child.
- Welcome all parents into the nursery at any time and provide an area where parents can speak confidentially with us as required in the office or a chalet.
- Ensure nursery documentation and communications are provided in different and accessible formats to suit each parent's needs e.g., electronic communications.
- Ensure that all parents are aware of the nursery's policies and procedures. A detailed Welcome Pack will be provided, and our full policy documents will be always available to parents in the nursery office and a dedicated Parents Only Zone on the nursery website.
- Maintain regular contact with parents to help us to build a secure and beneficial working relationship for their children.
- Support parents in their own continuing education and personal development including helping them to develop their parenting skills and inform them of relevant topics like child development, healthy eating, oral care, and toilet training where required.
- Create opportunities for parents to talk to other adults in a secure and supportive environment through such activities as open days, parents' evenings, concerts, and Sports day.
- 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, Facebook, and the Parent Zone on the website.
- Operate a key person system to enable parents to establish a close, working relationship with a named practitioner and to support two-way information sharing

about each child’s individual needs both in nursery and at home. Parents are given the name of the key person of their child and their role when the child starts and updates as they transition through the setting.

- Inform parents on a regular basis about their child’s progress and next steps and involve them in shared record keeping through Tapestry. Provide opportunities for discussions during times of transition alongside daily conversations.
- Actively encourage parents to contribute to children’s learning through sharing observations, interests, and experiences from home. This may be verbally or through Tapestry.
- 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 including signposting to relevant services, agencies, and training opportunities.
- Inform all parents of the systems for registering queries, compliments, complaints, or suggestions, and to check that these systems are understood by parents.
- Make sure all parents have access to our written Compliments and Complaint’s procedure.
- Share information about the Early Years Foundation Stage, young children's learning in the nursery, how parents can further support learning at home and where they can access further information.
- 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 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. We will do this through regular feedback via questionnaires, suggestion system and encouraging parents to review working practices. We will evaluate any responses, sharing these with parents and any action plans to inform future, policy and staff development.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>31st October 2024</i>	<i>Gina Chamberlain and Tracey Webb</i>	<i>October 2025</i>