



St Thomas More Playgroup

Working in Positive Partnership Policy

All references to 'parents' within this and other playgroup documents is intended to include 'parents, carers and legal guardians'.

At St Thomas More Playgroup, we aim to work in partnership with parents to meet all needs of all children. All children and adults are treated with equal concern and made to feel welcome at the playgroup.

Parents are able to access all policies and procedures at anytime, management can also email copies of any documents upon request.

The playgroup will agree a written contract with parents before the placement starts, this agreement will give details of the service we will endeavour to provide. The contract will be signed and dated by parents and playgroup manager. A copy will be given to the parent(s) The contract will be reviewed every six to twelve months or when circumstances change.

Wherever possible, staff will try to meet parents requests for the care of their children according to their values, practices and preferences.

Parents will be regularly informed about daily routines and childcare practices. Information will be shared about children's development using verbal communication and through their child's individual learning journals.

Feedback will be welcomed from parents, a feedback box will be available at each sessions. Parents will be encouraged to fill in a form and post this or alternatively telephone or email any feedback or suggestions they may wish to share. This information can and will be used to support your child's development.

The 'Me' book each child will receive is also another way of you sharing information with staff, for example if your child went to a christening or went to feed the ducks at the park. Staff are interested in what your child has been doing, it is nice to be able to share these experiences and incorporate them into activities within their time at playgroup.

Parents will be encouraged to hang around between 8.30 - 8.45am, this time is for parents to help settle and engage their child in an activity and also for parents to have an informal chat with staff and their child's key worker. Such as if your child has been off colour over the weekend, if they had a bad dream and had a disturbed night. All this information will help staff care for your child's individual needs.

Parents are expected to inform staff of any changes in their child's home circumstances, care arrangements, or any other changes that may affect the child's behaviour, such as a new baby, parental separation and bereavement. All information shared will be kept confidential, unless there appears to be a child protection issue.

All complaints will be investigated, please see the complaints policy.

There is a parents guide 'What to expect when'? This provides guidance to your child's learning and development in the Early Years Foundation Stage.

This policy supports the requirements and standards of the Early Years Foundation Stage Safeguarding and Welfare requirements 2017.

Date of policy: September 2018

Review date: September 2019