



2. Partnership Policy

This policy links to the following Legislation & Key Guidance

- Statutory Framework for the Early Years Foundation Stage 2021
 - Children Act 1989 & 2004
 - Every Child Matters 2004
- Information Sharing Advice for Practitioners July 2018
 - GDPR May 2018
- Working Together to Safeguard Children July 2018
 - Keeping Children Safe in Education Sept 2020

Unique Child	Positive Relationships	Enabling Environments	Learning & Development
Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.	Children learn to be strong and independent through positive relationships	Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers.	Children develop and learn in different ways. The framework covers the education and care of all children in early years' provision, including children with special educational needs and disabilities.

2: PARTNERSHIP

2.1: Working with Parents

Policy Statement

The Nursery believes that children benefit most from early years and care when parents and settings work in partnership.

The Nursery recognises that parents have the greatest knowledge of their own child and as such will endeavour to keep you informed about all aspects of your child's time at Nursery. This will include information relevant to the activities they take part in, development, achievements, healthy eating snacks and drinks, medical or behaviour problems or other significant events at Nursery.

The Nursery also aims to support parents in their own continuing education and development.

The Nursery operates a Key Person system which means that your child will have one adult responsible for them during their time at Nursery. Your child's Key Person will keep you informed of your child's progress, maintain assessment records, and liaise with other adults who are responsible for caring for your child and offer support for learning opportunities at home. The Manager or your child's Key Person will make time to discuss your child with you even if this means coming to your home.*

If your child is aged between 2 and 3, their key person will review their progress and write a short summary of their development in the prime areas (Personal, Social and Emotional Development, Communication and Language and Physical Development). This progress check will identify the child's strengths and any areas where progress is less than expected. If there are significant emerging concerns or an identified special educational need or disability, an Integrated Review will take place with the child's Health Visitor or other professional, and a targeted plan will be developed to support the child's future learning and development involving other professionals as required.

Procedures

- **Carer rota: (Currently suspended due to Covid-19)** This is voluntary and is a great way to see how the Nursery helps your child develop. It involves helping with setting up and clearing away activities, helping at snack time to wash and clear plates and to play with the children. It is also a time when you can talk with staff about your child's progress or any other aspect of their care. Younger siblings are welcome in the group but remain the responsibility of the parent, however please check with staff when arranging to come in as due to the nature of some activities (e.g. PE in the school hall for the Rising 5 children) it is not possible to accommodate younger children. It is part of our grant and registration conditions that all parents have the opportunity to be involved in Nursery. As Nursery operates Full Day Care you would not be expected to stay all day but may attend a 3 hr session or shorter period provided that this does not disrupt your child if they are staying all day or for a longer session.
- **Staff/Volunteers with children at Nursery:** Members of staff, volunteers or students who work on a regular basis at Nursery will not be permitted to work on the same sessions that their own children or a close family member attends, except in exceptional circumstances.
- **Committee:** Nursery encourages parents to play an active part in the governance and management

of the setting through the Committee. You can become an active member and be elected to the Committee or you can attend meetings and offer support at fund-raisers. The Committee is essential to Nursery as it cannot legally operate without one. The Committee organise fund-raisers, family trips, and liaises with the staff over issues such as training, development, employment and other matters.

- **Contacts with parents:**

Website: – Nursery has a website, www.primrosehillnursery.co.uk or www.prhn.co.uk on which information can be found about the Nursery and forthcoming events.

Email: – Contact can be made with Nursery by email either at info@prhn.co.uk or using your child's Key Person's first name followed by @prhn.co.uk. The manager can be contacted on manager@prhn.co.uk and officers of the committee can be reached using their title (chairperson/secretary/treasurer) @prhn.co.uk.

Notice boards: – Nursery has many notice boards inside and outside the setting giving information about children's activities, staff and Committee information, as well as Government, Ofsted and Local Authority information. There is information on training courses which can be accessed by parents, news and activities from the local Children's Centre, and other relevant information.

Newsletters: – These are sent every half term detailing important dates, events, the current term's activities and themes for the children as well as other relevant information. Email is generally used but hard copies can be provided if preferred.

Other agencies and professionals: – the Nursery liaises with other agencies and professionals to support children and families as required. Where children are cared for by other settings or people the Nursery will follow the guidelines in the EYFS to ensure continuity of care and development by sharing relevant information between providers and parents. Further information can be found in the Nursery SEND and Child Protection policies.

Welcome: - Your child will be put into a colour group and allocated a Key Person for their time with the Nursery. The Key Person will be responsible for maintaining records for your child, including the 2 year progress check, and will be your first point of contact with the Nursery, although all staff will be pleased to discuss any matters with parents. A Welcome Pack is given to all new parents when their child starts Nursery, this includes information on:

- How to contact us and what the opening hours are
- Introduction to Nursery staff
- Links to the Early Years Foundation Stage Guides for Parents
- Daily Routine – activities that are provided
- Lunch arrangements
- Links to our Policies and Procedures (on our website)
- Infectious diseases/medication information
- Initial profile, giving us helpful information about your child
- Information to support the permissions requested on the Registration Form.
- Useful contacts

Written reports: - At the end of each academic year with Nursery all children will receive a Summative Report or Transition Report as appropriate, (unless a 2 Year Check has only recently been completed).

2 Year Old Progress Check: - This is completed and sent to parents between the child's 2nd and 3rd birthday highlighting the child's strengths and any areas of concern.

Assessment Record/Learning Journals: – Nursery uses an online journal system called Family. An account is created for each child and secure login details are emailed to the child's family before they start. The Learning Journal is used by the child's Key Person to keep the parents informed of their child's progress and to inform learning opportunities and planning. This also allows parents direct access to their child's learning

journal and enables them to add their own photos and comments.

Parents evenings/open days: – These are offered throughout the year and are times for parents to view the setting and talk with staff.*

Questionnaires: – Parents' views are sought periodically through Nursery questionnaires. At Nursery the staff are always seeking ways to improve and develop practice and to have feedback from parents about their child's time within the setting. Other questionnaires may be sent out from time to time if any major changes are being considered, when feedback from users is very useful.

- **New parents:** New parents may be introduced to Nursery via the Open days or through telephone, electronic or personal contact. You and your child are welcome to visit the Nursery before they start and this can be arranged through the Manager or the Deputy. If you are unable to visit Nursery, then the Manager or Deputy may be able to visit you and your child at home and provide you with information about the Nursery.*
- **Drop off and Collection:** The car park outside Nursery is for the use of school and Nursery staff only so please park considerably outside the school gates. ***Please follow the current instructions for using the school one way system and drop off/collection places.***
- **For children being dropped off and collected at times other than the normal beginning and end of day, parents will need to use the main school gate as other entrances will be locked between 9.15 am and 2.45 pm. approx. Anyone arriving outside of these times will need to ring Nursery or report to the School Reception to gain access.**
- Please bring your child to the designated entrance. The register will be completed as children enter the building and will be kept up to date as children come and go throughout the day or where children attend extended sessions; it is the responsibility of the Play Leader for that session/day to keep the register accurately. When collecting your child please wait at the designated door and your child will be brought out to you. Please make sure that you are on time as it is extremely distressing for young children to be left behind when all their friends have gone. If you are going to be late please try to contact the Nursery staff who can then inform your child. Children will not be allowed to leave Nursery with anyone who is under 16, even if they are siblings taking the child to a parent waiting outside.

Children must be collected from the premises by the parent or person with known written permission to do so, recorded on the registration form. If someone different is picking up the child then Nursery must be informed in writing, by email or in person. If the Play Leader has not received confirmation then the child will not be allowed to leave with that person even if it appears that they are well known to the child.

Nursery operates a password system in extreme circumstances which allows children to be collected by others with telephone contact from the parents.

- Nursery informs parents about how it is run and its policies through access to written or electronic information and regular informal communication.
- Parents can obtain further information on the new EYFS and how it is delivered by visiting the DfES website www.education.gov.uk .
- Nursery informs parents about relevant conferences, workshops and training.
- Nursery welcomes the contributions of all parents.
- Nursery provides parents with the systems for registering queries, complaints or suggestions (complaints policy).

***Please note that some procedures, such as home visits, parents entering the Nursery room, etc., may not be possible in order to minimize the risk to staff and children of Covid-19 infection. We ask that parents be understanding of these restrictions.**

2.2 Working with Other Agencies

Policy Statement

The Nursery works in partnership with local and national agencies to promote the wellbeing of all children.

Procedures

- The Nursery works in partnership or tandem with local and national agencies to promote the wellbeing of children
- Procedures are in place for the sharing of information about children and families with other agencies. These are set out in the confidentiality policy, Safeguarding Policy, SEND Policy and the Registration Form.
- Nursery staff have regard to information sharing guidance in the document *Information Sharing Advice for Practitioners July 2018*.
- Information shared by other agencies with the Nursery is regarded as third party Information. This is kept in confidence and shared only with permission of that agency.
- The Nursery respects the professional status of other agencies' staff when working with them.
- Staff from other agencies do not have unsupervised access to the child they are visiting in Nursery and do not have access to other children's information during their visit.