



### **Communicating with Parents/Carers**

Giggleswick Junior School acknowledges parents/carers as the first educators of young children. The School aims to forge strong partnerships with parents/carers, enabling the child to learn and develop.

The School will provide all new parents with a Mill House Pre-school Handbook. This contains information about the Pre-school Department, staff, routines, expectations, etc.

Parents and carers will be informed about any general news items, specific activities, visitors or forthcoming events, in one of the following ways:

- Notices displayed on the Parents' Notice Board (inside/out)
- Letters/Notes sent home
- Weekly Newsletters – emailed to all parents
- Verbal communications with staff
- Annual Parents Information event
- Annual Chronicle
- Junior School website/Facebook/Twitter/App

Information concerning more specific or detailed events, including any trips away from the School will always be communicated via a written letter sent to the parent/carer together with a verbal explanation of the letter if required (See Outings Policy).

Day to day information will be passed to parents either verbally or via a note. This will cover routine care issues. Should a child's clothes have been changed, a note stating when, where, why and by whom will be placed with their clothes.

### **Parents As Partners In Their Child's Development And Learning**

*Each Nursery child will have a Learning Journey containing significant learning records and observations.*

Parents are able to request their child's Learning Journey from the child's key person at any time. In addition to this, parents will be encouraged to take the Learning Journey home to look at and comment on.

Parent Postcards - This will be a means of communication between school and home. Parents are encouraged to contribute to children's learning and the experiences they have had via a Parent Postcard. Any experiences a child has enjoyed at home can be recorded on this sheet. The completed sheet can be passed to staff who may use the experience at school as a starting point for learning.

In addition, parents will be invited to email in observations, experiences and photographs of their child's learning away from the setting, which can then be added to their online Learning Journey.

Periodically, key workers will carry out observations of children's development and progress. Such accounts will be shared with parents/carers who will be encouraged to contribute to their children's records. If necessary, parents will be made aware of any concerns over their child's development and will be supported in taking any necessary action.

Parent/Teacher meetings will be held each term. Each child's Key Person or the Nursery Manager will discuss the child's progress, sharing the child's individual assessment with parents. Individual targets set for the child will be discussed together with the child's Learning Journey providing evidence of progression.

Staff will be available to chat with parents/carers and the beginning and ends of sessions, however a pre-arranged appointment is advisable to ensure that appropriate time is allocated for more detailed discussion. Staff are contactable via telephone or email.

Giggleswick Junior School recognises that all records, either written or photographic, are the property of the child and will be returned to the child (for some children via their chosen primary school) once they leave Giggleswick Junior School.

Reviewed by:	C B Shuttleworth, Nursery Manager
Review period:	Annual
Updated:	April 2019
Next review date:	April 2020