



Bolton College Early Years & Pre-School Centre

Working in Partnership with Parents Policy 2024-25



Contents

1. Introduction 3
 2. Early Years Provision 3
 3. Key Contact 3
 4. Learning Journey 4
 5. Information & Guidance..... 4

Programme / Business Area:	Student Services
Prepared By:	Nursery Manager & Student Experience Manager
Approval By:	SMT
Approval Date:	September 2024
Next Review Date:	September 2025
College Website Link:	Working in Partnership with Parents Policy

1. Introduction

As parents and carers, you are the most important people in your children's lives. Parents and carers are the people who know the most about their children and therefore you have a very important role to play within our Early Years and Pre-School Centre. When parents and childcare workers work well together in early year's settings, the results have a positive impact on children's development and learning.

The (EFYS) curriculum will be tailored to meet your individual child's likes and interests.

2. Early Years Provision

The Early Years and Pre-School Centre will:

- Provide age-appropriate resources for all stages of the children's development.
- Offer challenges to developing physical, social, personal and intellectual skills, through a structured and child initiated daily routine.
- Feature positive images of people and families, both male and female, from a range of ethnic and cultural groups, with and without disabilities.
- Include a range of materials, which can be used in a variety of ways and encourage an open-minded approach to creativity and problem solving.
- Enable children, with or without adult support, to develop individual potential and move towards required learning outcomes.
- Conform to all relevant safety regulations and is sound and well-made physical environment.

Before your child attends our setting, we will issue you with or provide the link to:

- A Creating Outstanding Futures Booklet
- "All About Me" Information booklet

We would like your help to complete the "All about Me" booklet and this will provide the information needed for us to allocate the Key Person for your child. It gives us a good basis for understanding your child as it gives us with information about your child's likes and interests before their start date.

3. Key Contact

When your child starts within our setting, he/she will be allocated a named Key Person who will: -

- Help the child settle and offer a regular contact for parents / carers
- Involve you in the planning for your child in the nursery
- Tailor child's learning to meet individual needs
- Engage with and support parents/ carers in child's development and inform parents of how they can support learning at home
- Engage with specialist support if needed e.g., if the child has additional educational needs and /or disabilities.
- Share with you what your child has been doing during the day

BOLTON COLLEGE EARLY YEARS & PRE-SCHOOL CENTRE WORKING IN PARTNERSHIP WITH PARENTS

- Share anecdotes of what they have enjoyed and participated in
- Discuss your child's progress and development throughout the year and in Parents' Weeks
- Attend to all care routines for your child

4. Learning Journey

The key times during the day for you to liaise with your child's Key Person and the childcare staff are when you leave your child with us in the setting and when you collect the child from the setting. It would be helpful if at these times you inform staff about any issues which could be affecting your child. We will also be able to discuss your child's experiences at the childcare setting.

We would also ask that you take part in our termly Parents' Weeks. During these special weeks, parents /carers can make a specific time to sit down with the key person for their child and find out in detail how their child is developing and progressing through the Early Years Foundation Stage.

Termly reports are produced for each child and we welcome your comments on these documents and any reports which we produce for the child or on the child's work.

The child's learning journey (their learning and development progress) is always available and accessible to parents/ carers. Parents / carers can request these from the Key Person.

5. Information & Guidance

The Early Years and Pre-School Centre offers an open-door policy for parents and carers. If at any time you have any concerns or worries, or would like to talk privately to your Key Person or Nursery Manager, please let them know. Arrangements can be made to ensure this happens in the Parent Room or in a more confidential setting should you prefer this.

The Early Years and Pre-School, Centre has a Parent / Carer Information Board. Please check this regularly to find out the activities and experiences which the children will be involved with; our routines for organising the setting and any notices about events and changes to our work.

The Centre has a Suggestions Box in the foyer of the setting. We are happy to receive feedback about everything we do as we want to keep improving our practice and care. If you prefer, you can always speak to any staff member about how we might change what we do or improve our services. Your feedback is very valuable to us.

The childcare setting has informal lunches and other festivities to which our parents / carers are welcome.