



Little Me  
Pre-school



Little  
muddy me

## Working in Partnership with Parents Policy

We recognise that it is important to build a trusting partnership between us and the child's parents. Our aim is to achieve a strong working partnership with parents by:

- Always making time to discuss parents' concern about their children.
- Informing parents about their children's activities throughout the day.
- Allowing parents access to records kept on their own children.
- Parent meetings

Parents are requested to keep us informed of any changes to personal circumstances that may have an effect upon their children e.g. change of address, phone numbers, doctor, emergency contact.

Parents are also requested to keep us informed of any circumstances that may affect their children emotionally e.g. bereavement, separation or illness in the family.

Parents will be made aware that all information they provide about their children is kept confidential and treated on a strict need to know basis. (See Confidentiality Policy).

### **Communication**

As parents you are the central adults in your child's life and the ones making decisions on their behalf. We will endeavour to work closely with you in order to carry out your wishes for your child wherever we can. It is therefore important that we have an excellent communication system. We are always happy to discuss your child and their care with you at any time that is convenient Drop and Collection can be very busy so please arrange a more convenient time if a longer conversation is needed, whether in person or over the phone.

We would also appreciate it if you could inform us if there are any changes to contact numbers for yourselves, including work and mobile numbers and those of your emergency contacts.