



## PARTNERSHIP WITH PARENTS AND CARERS

We recognise that parents are the main educators of their children. We work with parents as partners in providing quality Montessori education and care for their children.

We fulfil these aims in the following ways:

- On registering with Colourbox, parents/carers are given a handbook which outlines our terms and conditions, Montessori philosophy, Mission Statement and practicalities.
- Our Blossom account is a way for parents to share information with us about their child's preferences and other aspects of their development.
- We provide induction information evenings to inform parents about the Montessori curriculum. Our Facebook, website and Blossom keep parents informed about developments in the nursery and opportunities in the local environment.
- Parents/carers have access to their child's records and are consulted in respect of care given.
- Our online Learning Journeys (which reflect the revised Early Years Foundation Stage) are kept about each child, with a facility for the parent to make notes for us about their child's latest achievements. Parents are invited to complete a home assessment on Blossom.
- Long Term Planning is displayed in all rooms and on Blossom, enabling parents to support and share learning at home with their child.
- Staff always have time to talk briefly about your child's day, but parents can request time for a private talk with a Room Leader or Manager. If at all possible, this will be immediately – otherwise a mutually convenient time will be organised.
- Trying to be as flexible as possible – if a parent needs to extend the hours that their child attends on a particular day – even at short notice – we will always try to accommodate this. Our Tea-Club tries to accept children at short notice too.
- Realising that children are individuals – we make no stipulations about children being toilet-trained before they join us. We staff in such a way that 'accidents' can be handled without taking adult care from the other children in our setting.
- Providing our staff with further training, either to benefit all the children who use our setting, or to help particular children with special requirements.

We hope that parents/carers will contribute in the following ways:

- Informing themselves about the Montessori philosophy and supporting what we do at home.
- Accessing our Facebook page, Blossom and parent area of our website.
- Volunteering to share their hobbies/skills with us.
- Sharing books with us that their own children enjoy – especially by reading to the children.
- Parents/carers are welcome to visit the nursery at any time.
- Joining us at Parent evenings, workshops and family events.
- Responding to the annual questionnaire.
- Sharing their child's achievements with us, especially about learning/skills that take place outside the nursery.

- Sharing information with us regarding any changes at home which may affect their child.
- Informing us as early as possible if their child is sick – and making us aware of the details of such sickness, so that we can act in the best interests of all the children using the nursery.
- Following the guidance regarding keeping children away from nursery when ill.
- Check the notice boards, emails, Blossom and Facebook for latest information regarding upcoming events, illnesses etc.
- By raising any concerns in a polite and friendly manner, with the Room Leader or Manager. Parents are reminded not to speak about any member of staff in a derogatory manner.
- Understanding the need for policies and procedures to keep all of the children safe, and understanding when, in implementing these, we may cause inconvenience – such as when a third person comes to collect their child without the parent notifying us, and we do not release the child to them until we have parental consent.
- Inform themselves of our Complaints Policy, which they will find in the Handbook. Parents can access of all our policies and procedures as they are reviewed each year. Copies of policies are available in each room and on our website (in the Parents Area).

### Family Breakdown

As always, the child's welfare is paramount. Colourbox staff will comply with the requirements of any court order, provided we have a copy of such an order. We will provide details of the child's progress to both parents if requested to do so. We will ensure that both parents are notified of events, parent/teacher meetings etc. Any information divulged to staff will remain confidential and staff will not take sides and will treat both parents equally with due respect. We cannot restrict access to any parent with parental responsibility unless a court order requires this to be done and we are in possession of a copy of such an order. We request that parents:

- Provide us with information relating to any changes in parental responsibility, including change of address, contact telephone numbers etc.
- Provide us with any relevant court orders or injunctions.
- Not involve staff in any discussion which is not purely regarding the care of their child – staff will not take sides but will only see the situation from the child's point of view.
- Ask to speak in private, away from their children, where discussion is necessary.

### Bereavement

We will offer support to all concerned if invited to do so.

This policy will be reviewed in April 2022