

King Henry VIII Preparatory School

Early Years Policy on Working in Partnership with Parents.

Sharing Information

The Early Years Department regularly provides parents with information regarding Nursery and Reception through letters, Sagitta, newsletters, 'Parentmail' and information evenings. There is a Curriculum Evening for Reception parents at the start of the academic year and New Parents' Evenings for Nursery and Reception parents in the summer. Twice-yearly parents' evenings allow parents to discuss progress with their key person or form teacher and the Head of Early Years.

Nursery

The nursery operates a 'key worker' approach in order to provide the best possible working relationship for each child and their family and to ensure that individual needs are recognised and supported. Parents can easily share information or voice concerns when dropping off or picking up. In addition, parent 'diaries' are provided for easy two-way daily communication. In this way, parents can keep us updated on their child's progress at home and any changes to routine, diet and general health and well-being.

Each key worker is responsible for collecting a portfolio of evidence for their pupils' record of development, or 'Learning Journey'. Staff add photographs, observations and examples of a child's work. This is looked upon as being a shared document and parents are encouraged to provide information through their own observations and may also provide photos to be included.

Reports are issued at the end of each term which give information regarding the child's progress in the Prime Areas of Learning. An additional 'general comment' will be tailored specifically to the child and may concentrate on such areas as social development or the Specific Areas of Learning.

Reception

Reception parents are encouraged to 'get to know' their child's form teacher from the very start at New Parents' Evening. Once the term starts, they can easily share information or voice concerns when dropping off or picking up. They also have the option to email their child's form teacher directly or send a note via the reading diary or book bag. All emails are responded to within 48 hours.

The Early Years Department operates an 'open-door' policy with regard to discussing any concerns with parents and we are committed to working together to resolve any problems or worries about a child or the care that they receive.

If a parent has a concern about their child they are encouraged to speak to their child's key person or form teacher in the first instance. If parents feel that issues are unresolved, they should approach the Head of Early Years who can organise a meeting, if

appropriate, to discuss them. In the event that the parent feels dissatisfied with the outcome, they may approach the Deputy Head at Swallows, Miss Caroline Soan or the Headteacher.

Reports are issued at the end of each term which give information regarding the child's progress in all subject areas. An additional 'general comment' will be tailored specifically to the child and will concentrate on such areas as personal, social and emotional development, attitude to learning, areas for development and strengths and interests.

Involving Parents in Early Years Events

Throughout the year, we provide opportunities for parents to share in their child's experiences. In the Lent and Summer Terms, parents are invited to see their child participate in a presentation of song, drama dance and recital. This is followed by a chance to socialise over refreshments with other parents. Parents are invited to accompany children on Nursery and Reception trips and are invited to Sports Day. From time to time, parents may come in to share their experience and expertise in relation to a particular topic or religious celebration. Nursery parents are invited to the Nursery Christmas party.

This policy should be read in conjunction with the **King Henry VIII Preparatory School EARLY YEARS Confidentiality Policy**.