

## Policy & Procedures

### Parents as Partners

Signed on behalf of Miss Daisy's Nursery
Neilem Lal

All staff at Miss Daisy's Nursery School work closely and in partnership with parents to meet the needs of every child in the setting. We keep thorough records and assessments for each child, containing information to be shared with parents about their child's progress. We have daily contact with parents and regular review meetings to discuss each child's development. We hold a number of celebration events throughout the year including Christmas plays, Easter Bonnet parades, graduation evenings, international days and sports days. Parents and nominated carers are invited along to these events and are encouraged to join in with the celebrations.

Each child at Miss Daisy's Nursery School is allocated a key person and we work together in home/school partnership to provide the best possible educational programme for each child.

Parents are invited into school for a tour of the school before they accept a place. The term before each child begins school, we organise a new children's party where we invite parents and their child to visit the classroom and to meet their child's key person, class teachers and other families at the school. Parents are provided with a school handbook and are encouraged to ask any questions. Teachers work together with parents to introduce each child gently into school life and to work on key skills such as toilet training.

During the academic year parents are invited to read a story to the class, organise a cooking activity (Baker Monitor) or another activity, help out on a school trip or help with a school charity event.

Newsletters are prepared throughout the term, informing parents of events and updating them with current information. The website is kept up to date and contains current information for parents. Parent's also receive a weekly newsletter from the headmistress.

All complaints and compliments made to the school are noted in the complaints folder and acted upon accordingly and as soon as possible (Please refer to Complaints Policy).

Parents have access to their own child's records at all times.

A child may only leave the school with their parent or with a named person who has been given permission by the parent. These details and updated photographs are displayed in our collection folder. If the details are not displayed in the collection folder, the child will remain with us until we are able to contact a parent.