

# Greenwich House Independent School

## Partnership with Parents Policy

Greenwich House Independent School recognises that parents/carers are the first educators of their children and our aim is to work in partnership with parents and carers in providing an environment that supports that and involves them in the work of the setting.

- We will inform all parents/carers about the setting, how it operates, opening times and policies and procedures through written information, parent notice boards and informal communication.
- We will provide information on our fee structure and payment policy.
- All parents will have access to our complaints procedure and we will ensure that any complaints are dealt with effectively in accordance with the complaints procedure.
- We will keep parents/carers informed of activities by displaying the planning and themes (including information on the Early Years Foundation Stage).
- Opportunities will be provided for parents/carers to access information about the framework/activities offered in the setting and contribute to their child's learning in the setting and how they can be involved at home.
- Ensure all parents/carers are aware they can discuss their child's progress and development at any time.
- We will involve parents/carers in the shared development record keeping about their child, either formally or informally and ensure they have access to their child's written developmental records/daily diaries. (Kindergarten and Creche)
- We will inform parents/carers through newsletters and letters of all news and developments within the setting and ensure that parents are aware that they are welcome to contribute in any way they feel able.
- We will listen to all suggestions and acknowledge that all children, parents and staff have the right to be consulted and be heard.
- We will ensure that parents/carers have access to their child's developmental records at any time and access to other records in line with the access to personal information procedure within the Confidentiality Policy.
- We will ensure that all aspects of the child's achievements, experiences and friendships are shared and discussed with the parents. We welcome parents at any

time to discuss their child's development and will hold parent events/evenings half yearly.

- We will encourage parents to come and support their children at events and school visits.

This policy has been adopted by Greenwich House School, Kindergarten and Crèche.

Signed on behalf of the setting by:

..... Head Teacher

Date: Reviewed September 2015

Reviewed August 2017