



Early Education & Childcare

Partnership with Parents/ Carers Policy

Aims:

- To inform parents/ carers of how our setting operates, including registration processes.
- To outline policies and procedures and have these accessible for all.
- To ensure effective systems are in place for communication between us and families.

Partnerships with Parents/Carers

BS3 Community Development understands that Parents/ carers are the first and main educators of their children and we aim to support you within your time with us.

During the settling in process, each child can meet their key person or room lead (manager) outside of the setting. Your child will have a 1 hour, 2 hour and final 3-hour meeting prior to starting with us, at this point should your child have made a friendship between a key person then allocations would be made.

All terms and conditions are agreed and signed prior to your child starting. This is undertaken at the point of registration.

Parents have the opportunity for regular dialogue with their child's key person and are encouraged to access and contribute to their child's online learning diaries (Tapestry). There are opportunities for extended involvement in your child's journey with us and include meetings during the settling in period, parents' evenings, a 2-year-old progress check meetings and Team around the child/ Family meetings (TAC/TAF where appropriate). Parents can also request a meeting with their child's key person, SENDCo or Lead Practitioner at any point to discuss their child's progress. Family services is available for parents to communicate with us and our Head of Early Education and Childcare, Kelly Murphy and Deputy Operations manager, Kate Wright.

We hope that our parents/ carers are actively involved within BS3 Community Development projects and support our vision in intergenerational work with our older residents that access our centres.

If it is agreed that a child may require additional support, the key Person and SENDCo will speak to parents about appropriate next steps. This may include developing an individual education plan and getting advice from the Bristol Early Years Inclusion

Team, which may lead to referring a child to a professional service such as Speech Therapists as necessary. Parents will always be involved in this process and sometimes we may also work to signpost/refer families to relevant services in the local area, particularly via Compass Point Children's Centre.

Every parent can ask for advice or request a meeting with the SENDCo if they would like to discuss any subjects or concerns. Please email family.services@bs3community.org.uk who will ask Rosie Crean (Southville Centre SENDCo) or Joanna Smith (Chessel Centre SENDCo) to get in touch.

Both the Southville and Chessel Centres have a comprehensive selection of resources and the educational environments are designed to be flexible to allow them to be tailored to meet the needs of the children who are using them. In identifying resources, consideration has been given to ensure that items are relevant, and accessible to all children.

We actively encourage parents/ carers voice through consultation and regular surveys that are sent out via Family Services email.

Other Agencies/Professionals

We are committed to working closely with a range of partners to respond to any specific needs, for example we are happy to try to source translated versions of key documentation for parents and work with others to source specialist advice or resources where necessary. These include Health Visitors, Speech and Language therapists, Social Workers, and Portage team. Parents/ carers will always be consulted prior to any referral.

Reviewed February 2021

Related documentation:

- *13. Equal Opportunities and Inclusion Policy*
- *16. CPD Policy*
- *3. Administration of Medication Policy*
- *SEND audit*
- *SEN Code of Practice 2014*