



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 will meet their key person, Lead Practitioner and other team members. This initial meeting will usually take place on our premises, with a parent/carer present. In some instances, a Home Visit may be offered. Subsequent settling in sessions will be arranged dependent on the needs of your child over a two week period. These settling sessions will include a nap (if your child is sleeping) and a meal. The objective is for your child to have started to create a bond with their key person and become familiar with the environment prior to their official start date.

All terms and conditions are agreed and signed prior to your child starting. This is undertaken at the point of registration. We will also ask all parents/carers to sign our Online Learning Journal agreement at this stage and subsequently issue a log in invitation to parents/carers.

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 diary. There are opportunities for extended involvement in your child's journey with us, including parents' evenings, a 2-year-old progress check meetings, Stay and Plays 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.

We hope that our parents/carers are actively involved within BS3 Community Development projects, including intergenerational work with our older friends, who access our Centres, outdoor planting and gardening and Community events and occasions.

If a parent/carer or practitioner believes that a child may require additional Special Educational 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/carer 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 and we can ensure that the most appropriate member of our SENDCo team contacts you.

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 the Family Services email address.

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.

We are committed to safeguarding all children and families in our care, as well as members of our wider community and should any parents/carers have any concerns relating safeguarding we would encourage you to identify your concerns so that we are able to support and signpost if required.

Reviewed June 2023

Related documentation:

- *Equal Opportunities and Inclusion Policy*
- *SEND audit*
- *SEN Code of Practice 2014*
- *Child Protection Policy*