

Policy on working in partnership with parents

Noah's Ark recognises that parents are the child's first carers and educators and therefore their views and knowledge of their children are paramount in ensuring that we are able to provide the best possible care.

The Key Person Approach

We operate a key person 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. For more information on how the school operates the key person approach please refer to the policy.

Sharing of Information

We encourage the sharing of information both on a daily basis and setting aside regular times to discuss each child's developmental progress with their nominated key person. Each key person is responsible for collecting a portfolio of evidence for their key child's developmental profile. This is looked upon as being a shared document and parents and carers are encouraged to provide information through their own observations and photos to also be included. We rely on parents to keep us updated on their child's progress at home and concerning any changes to routine, diet and general health and well-being. We strongly believe that the more information shared between the staff at Noah's Ark and parents regarding the child's learning leads to improved outcomes for the children. This is made possible through access for all parents and carers through Tapestry.

We regularly provide parents with information regarding the school through newsletters, posters and parent consultations.

Families who have English as an additional language

Noah's Ark is committed to ensuring all families feel welcome and included in the setting and we have adopted certain practices to help support families with EAL. We also support children within the setting by using visual aids, makaton, props and puppets, labels and signs in home languages, multi-language books and finding out key words to help with communication.

Induction and Transitions

When initially settling a new child into school, we work together with the parents to devise the best induction programme that will help both the child and their parents become confident with our routines and familiar with the staff. Children attend an induction session with their parent or carer to meet their key worker in the setting before they start.

Open-door Policy

Noah's Ark 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.

Noah's Ark Harpenden Limited

If a parent has a concern about their child they are encourage to speak to their child's key person. Any other issues regarding the pre-school should be taken to Denise or Claire, the managers or one of the deputy managers, Tracey or Sue Foord, who can organise a meeting, if appropriate, to discuss them. If the parent is unhappy with the outcome and feels it has not been successfully resolved, they should follow Noah's Ark complaints procedure.

Parents are invited to be involved in the school, they are welcomed to come in as a parent helper (a signup sheet is left out daily) or to offer help if they have a skill or interest they can share with the children.

Review and Revision Tracking		
Date	Type	Name
Jan 2019	Creation	DAS
May 2019	Review	DAS, CLM
September 2020	Review	DAS
June 2021	Review	CLM