

“Children learn and develop well in **enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers “

Page 6 of the Statutory Framework for the EYFS 2017

Bright Beginnings is clearly focused on and recognises the importance of promoting effective means of communication with parents.

We aim to communicate with parents in the following ways:

- Parents will be made to feel welcome in the Centre and encouraged to look at what is going on whenever they have time.
- There will be regular communication. We intend to inform parents on all that is happening in the Centre and ongoing events, giving dates on topics followed in play areas, relay information about the curriculum offered, provide dates for their diary.
- Electronic communication (ParentMail): parents who have access to email will receive regular emails which will inform and relay important information on a regular and ad hoc basis.
- Paper documentation - all information will be made available in a number of formats to ensure all parents are communicated with effectively.
- Annual Planner - an annual planner will be created and provided to parents. This will provide information and key dates of events, celebrations and meetings that are planned through the year.
- Individual child reviews will take place approximately every six months. Parents will be given the opportunity to discuss privately the individual progress and development of their child, along with the child's keyperson.
- Baby Day Sheets will be maintained for children under one, recording events / action carried out during the child's day, these enable parents to gain information about what has taken place that day, e.g. feeding, nappy changes etc.,
- Online Child Profiling System (Capture) – these record each child's individual progress, development and achievements, parents are also encouraged to add

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information and evidence from home to add to and enhance a complete picture of your child's record of their development.

- For children leaving the Centre to start main stream school a summative report will be completed in addition to the portfolio, this will pass important information to your child's new teacher, about their achievements and development. The key person will complete this report.
- Parent Survey - in order to encourage parents to be active and express their views an annual on line survey will be carried out. This questionnaire is intended to seek the views of parents about the day to day operation and the quality of care and provision.
- Social Events will be held throughout the year, giving us all an opportunity to get to know one another and have a 'fun' time all together as a family.
- Between the ages of 2-3 years, staff will complete a 2 year old review. This will be shared with parents. Families living within the Woodsley Road or Kirkstall Road Health Centre catchment areas will be invited to attend an integrated review with their key person and also a health visitor.
- Parents are encouraged to contact the Centre by telephone if they have any concerns and cannot attend the Centre themselves. The telephone systems within the Centre enables parents to speak directly with staff in their child's room. If there are any minor concerns or issues they wish to raise, please use the relevant extension number to reach your child's play area. Parents are encouraged to discuss issues related to their child as they arise.

The staff at Bright Beginnings Childcare Centre recognise that many parents will have expertise to offer and we will readily welcome maximum parental involvement.

At Bright Beginnings we will listen to and value all of your comments in order to assist and improve our provision. In the Centre we aim to support the work that you do with your child at home and not replace it. The staff will be happy to discuss with you how your child can learn through play and how we can complement what you do at home with your child. Staff are able to give advice on books, toys and equipment relevant to your child's age. If your first language is not English you may find it particularly helpful to discuss your child's

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language development. At the Centre we work with families to ensure every child achieves their full potential. We hope to do this with your co-operation and participation at home. We will always try to accommodate your individual needs and those of your child. Your involvement with the Centre is very important to us and key to the ongoing development, care and learning of your child.

This Policy was adopted on	15 th February 2017
Signed on behalf of the Centre	Angela Foley
Date for review	15 th February 2018