



The Secret Garden Pre-school
Wellington Avenue
Princes Risborough
Bucks HP 27 9HY
07759 582307

Communication Policy. (Partnership with Parents)

The pre-school operates in accordance with the local authority guidance and will contact outside agencies when required, for example a health visitor.

Every parent has the right to participate in decisions about their child's education, this includes:

- Receiving information about their child from the staff on a daily basis.
- To be asked to give consent for extra activities, i.e. Day trips.
- To have access to all written records about their child, in line with the welfare requirements.
- Staff (mainly key people) will endeavour to provide adequate and accurate information on each child, daily, via verbal communication or where necessary the home/school book.
- The pre-school operates a home /school communication book, providing opportunities for all parties, including other third parties, such as childminders to record information relevant to their child. This supports verbal communication within the setting.
- Members of staff are happy to discuss in depth individual children by appointment only. Parents will be invited to parent feedback sessions (every term) to review and discuss their child's individual needs and progress.
- This pre-school operates a system where the staff do not out source baby-sitting for children in the setting.
- It is important that parents inform us of changes within their family circumstance immediately, including emergency contact numbers, and illness or non-attendance.
- Staff will also require written notice if somebody else is collecting their child. Parents can use the collection book to record this information.
- It will also be agreed with parents how much information is to be passed onto a third party, i.e. a childminder. Parents have the right to request that all information be recorded in the home/school book and passed directly to them.
- Parents, who enter the setting to help, need to adhere to the Confidentiality Policy of the setting.

The pre-school adopted this policy on ...7th January 2011.....

By Hayley White

Signed on behalf of the staff..... *HWhite*.....