



# Normanhurst School

## EYFS Policy on Partnership with Parents

In the Early Years Foundation Stage (Kindergarten and Reception) we recognise that working in partnership with parents is of major value and importance in order to provide a happy, caring and stable environment for pupils and their parents. We aim to form a good relationship with parents so that information regarding their children (be it developmental, social or health related) can be exchanged easily and comfortably by staff and parents / carers.

Any information provided by parents about their children will be kept confidential. If we have any concerns about a child's well-being during the day, every effort will be made to contact the parents or their emergency contact. Therefore, parents are requested to keep us informed of any changes to personal circumstances which may have an effect upon a child e.g. change of address, telephone number, doctor, emergency contact.

Parents are also requested to keep us informed of any circumstances which could have an effect on a child's emotional well-being e.g. bereavement, separation or illness in the family.

### **Visits to Normanhurst School**

Before starting at Normanhurst School, parents are provided with a prospectus giving details of the School – history, aims, curriculum, extra-curricular activities, and entry procedure. Parents are able to arrange a guided tour of the School and an interview with the Headmistress and Head of Juniors. A more detailed picture of the School can be presented in this way and answers to queries more readily obtained. See also Admissions Policy and Procedure.

The school works closely with parents to find out about each child's experience and 'learning journey' prior to starting school. This includes an 'I can do' book and a 'getting to know you' sheet.

### **Meetings for New Parents**

Before the beginning of the term in which the child is due to start, parents and pupils are invited to an informal visiting session. At the beginning of the Autumn Term a 'getting to know you' meeting is held for all EYFS parents.

In the Kindergarten and Reception we aim to:

- introduce parents and pupils to their key worker and other members of staff
- familiarise the pupils with their new setting
- introduce parents and pupils to the staff
- explain session times
- discuss daily routines
- provide general information and answer queries
- enable parents and pupils to meet each other
- distribute Welcome Packs

In Reception, the class will consist mainly of pupils from the Kindergarten and Transition groups, although a few new pupils will be welcomed to the School from the waiting list to make up the numbers. New parents and

pupils are invited to visit their new class during the second half of the Summer Term, when they have the opportunity to meet their class teacher and visit the classroom.

The Welcome Pack provides information regarding times, curriculum, equipment and daily routine. Additional information is also posted near the classrooms regarding:

- Activity / topic plans
- Requests for old boxes and cartons for modelling
- Sound of the week
- P.E. / games groups

### **Parents' Meetings**

Kindergarten and Reception staff are available to talk to parents and carers in the mornings and afternoons when children arrive at School and at home time. Concerns and pupils' progress is often discussed at these times. Lengthier appointments can be made should the need arise for a more detailed conversation. Formal parents' meetings are held in the early part of the Autumn Term and in the Spring Term.

### **Newsletters**

Normanhurst School provides parents with a monthly Headmistress's letter, half termly newsletter, or at times additional letters, giving diary dates and information regarding forthcoming events or articles about school life.