

# Working in Partnership with Parents and Carers Policy

---

Presented to	Date	Name (Chair)	Signature
Collegiate		)	
Trustees			
Review			

## 1. Communication with Parents and Carers

1.1. Staff will discuss on a regular basis what each child has done during the day. The Kindergarten Teacher will share any relevant information with the parent/carer at collection time.

1.2. We record and act on information from parents/carers about a child's dietary needs.

1.3. Regularly discuss progress and development along with any concerns they may have.

## 2. Key Person

2.1. Each child is allocated a Key Person whose role is to help the child to become familiar with the provision and to feel confident and safe within, developing a genuine bond with the child and their parents/carers and offering a settled, close relationship.

2.2. If parents/carers wish to speak to their key person or any other member of staff in private then this can be arranged.

Whilst we would expect in this setting that any concerns would be addressed in partnership with the parents and carers, there remains the facility to follow the main school Complaints Procedure.

