

**EVERGREEN PRIMARY**

**SCHOOL**

**PARENTS PARTNERSHIP**

**POLICY**

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| **Executive Head** | **Rena Begum** |
| **Proprietor** | **Rena Begum** |
| **Implementation date** | **September 2019** |
| **Review date** | **September 2020** |

EVERGREEN PRIMARY IS COMMITTED TO WORKING WITH PARENTS/CARER’S TO PROVIDE A POSITIVE ENVIRONMENT FOR ALL CHILDREN.

We believe that the relationship between the School and the parents/carer’s is crucial to the well-being, development and progress of every child.

We welcome parents to the setting and there is a two-way flow of information to ensure consistency of care.

In order to build up the relationships between the School and the parents/carer’s we use the following methods:

* An open door policy for all contracting parents/carer’s.
* Parent surgeries.
* Parent evenings.
* Informal parties for children and parents/carer’s.
* Suggestion box.
* Comments, complaints and suggestion book.
* A daily record sheet ( for Early Years only)
* A parent notice board.
* A photo board.
* Questionnaires.
* Phone calls.
* Newsletters.
* School Website.

**EARLY YEARS: Key worker system**

We have a key worker system in place for our Early years, which gives parents/carer’s and children with a vital link from the home to the nursery. The key worker will aide the child and parents/carer’s in the settling in process and will monitor their key child’s progress throughout the time they spend with us.

**Complaints**

All complaints will be dealt with fairly and promptly.

(Please see our complaints procedure.)

**Confidentiality**

All personal information on children, parents/carer’s and staff are kept in a lockable filing cabinet to which only authorised people have access to it.

Information will only be shared with the professionals directly involved with a child, parent/carer, or staff member.

(Please see the confidentiality statement.)