



Information Exchange Policy

Parents are the first educators of their young children. The aim of The Little Pennies Pre-School is to support and to work in partnership with parents.

We will:

- Make all new parents aware of the group's systems and policies
- Provide parents with the opportunity to learn about the Pre-School curriculum and about the education of young children both in Pre-School and at home
- Involve parents in shared record keeping about their own child, either formally or informally

We will ensure parents are regularly informed of their child's progress and in order to do this:

- Staff will be available before and after each session
- If there should be any issues arising with a child, staff would either speak to the parent in the first instance or telephone.
- Confidentiality is paramount and any issues arising would be dealt with in the strictest confidence
- Positive feedback is also regularly given to the parents at the end of each session.
- Regular parent consultations will be held, as well as open days when parents can view their child's work.
- Ensure all parents are informed of meetings, workshops, outings, etc. Consult with families about times of meetings, etc. to avoid excluding anyone, and arrange venues which are convenient to all.

We welcome the contributions of parents whatever form these may take and encourage parents to play an active part in the Pre-School by:

- By encouraging parents to join the Board of Trustees
- Encourage parents to assist with fund-raising and make them aware of the need for extra funds, with the regard to replacing equipment, etc.
- Encourage parents to help out as a volunteer

This policy was adopted at a meeting of Trustees held on

and was checked and re-affirmed on

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)

