



“To make children's first experience of school secure, happy, positive and fun.”

Hillside Nursery School Partnership with Parents

The staff and Governors of Hillside Nursery School encourage an atmosphere where communication occurs readily between the nursery and home. We help to foster this culture and build strong nursery/parent links by:

- sharing information before your child starts nursery;
- a settling in period;
- a Key-Person system;
- regular communication about the child's day;
- regular opportunities to discuss a child's progress;
- display and noticeboards containing relevant and timely information;
- Parents encouraged to contribute to their child's learning journey;
- opportunities for parents to share their children's learning;
- frequent newsletters;

Before Your Child Starts At Hillside Nursery School

We encourage all parents to visit the Nursery to see what we can offer and to ask any questions you may have.

Our application form requests basic information concerning the child and parents, medical, dietary and religious / cultural information.

The Key Person System

Each child has a key person. This is a named member of staff who is responsible for a small group of children. The keyworker helps the children in the group feel safe, secure and supports the children's well-being. This is achieved by them responding sensitively to children's feelings and meeting emotional needs by giving reassurance, such as when they are new to nursery. The key person supports physical needs too, helping with issues like nappy changing, toileting and dressing. That person is a familiar figure who is accessible and available as a point of contact for parents and one who builds relationships with the child and parents or carers.

Settling In

When the child and parents come for their introductory visit they are introduced to their child's Key Person and share a stay and play session. Supplementary information is gathered, for example information on siblings, pets, experiences, and preferences. This is also an opportunity to share more information regarding the day-to-day operation i.e. the planning and routine. We usually suggest two or three visits, the first of approximately one hour accompanied by a parent, the second the child stays for an hour on their own and if settled further visits become longer. However, all children are unique! Fewer or more visits can be arranged to suit individual children.

Meetings with Key Workers

Key workers are always available at the start and ends of each session to share and exchange news with parents and carers.

After the children have settled into nursery Key workers will arrange a meeting with parents and carers. This is an informal discussion to discuss how each child has settled. It also provides an opportunity to find out more information.

Each term we have parent partnership meetings to discuss how each child is developing, to talk about next steps and share and other news.

Learning Journeys

Each child has a learning journey which demonstrates how each child learns and develops as they move through the Nursery. Key workers input into these on a regular basis and plans for their next steps in their learning. We welcome parental input so children's experiences outside nursery are included. Each child's learning journey is only shared with parents, permission will be sought before records are made available to other agencies if deemed appropriate.

Display Boards

Display boards are throughout the nursery and we use these to share information and the children's experiences with parents.

Newsletters

Newsletters are sent home on a regular basis to keep parents informed of special events, activities in nursery, holidays and other information.

As Your Child Leaves Hillside Nursery

When your child leaves nursery to move on to school keyworkers will give all parents a report. This will include a pen portrait of your child and show how they are progressing through the Early Years curriculum. With your permission we will forward a copy of this report to the school your child will be attending.

Your Child's Safety

Your child's safety whilst at Nursery is of paramount importance. We therefore carry out DBS checks on all members of staff, adhere to the correct ratios of children / staff, secure outer doors during nursery hours and have robust Health and Safety Policies and procedures in place.

If you are happy with our nursery please tell your friends!

We also welcome feedback about things the children have particularly enjoyed and constructive comments to help us improve our provision.

If you have any concerns or any issues you wish to discuss please talk to your keyworker or the head teacher as soon as possible so that we can resolve these as quickly as possible.

The School will seek to resolve concerns and complaints informally and as quickly as possible. If required there is a leaflet outlining Lancashire's complaint procedure, in the entrance of nursery.