



## Westfield Nursery School Parent/Carer-School Liaison Policy

### Vision

At Westfield Nursery we aim to deliver against our vision 'Inspired beginnings, outstanding futures'.

### Philosophy

At Westfield Nursery School we believe that parents are a child's first and enduring teachers. They play a crucial role in helping their children learn. Where parents are involved with their children's education and learning both at home and in partnership with the school, their children do better and achieve more. These benefits can be long-lasting and extend to better health, relationships and improved employment prospects.

### Intent

- To utilise the knowledge of parents/ carers about their children
- To promote a close working partnership between parent/carers and school
- To be child centred
- To support best practice and the ideals behind the Early Years Foundation Stage Curriculum
- To give a clear structure to new and existing staff
- To encourage school readiness

### Implementation

- The Nursery staff will show respect for parents/carers as equal partners in the relationship
- We will attempt to involve all carers, if possible, e.g. both parents if separated or divorced
- We adhere to the equal opportunities policy, taking care not to make assumptions or judgements regarding family relationships, sexual orientation, lifestyles, learning difficulties or disabilities, social, cultural or religious backgrounds

### Visiting Nursery

- A virtual tour of the Nursery is available <https://youtu.be/DNkEb2vujSs>
- Parents/ carers most often come to visit the Nursery with their children before starting. (Some children are already familiar with the Nursery having attended the with older siblings.) At this point parents/carers will put their child's name down on the waiting list. Parents/ carers are then contacted around half term before the start date to arrange transition into Nursery.

### Before starting

- Before they start parents/carers are invited to a new starter meeting run by the Headteacher to explain about the school and a transition event run in conjunction with the school readiness team about play and any child development questions, this is held in person where possible and virtually when not. A visit to see the classroom and meet the staff is also available.
- The 'New Starter Form' and 'All about Me' are filled in by the parent/carers and returned to share with staff (either at the family home, during a school visit or via the telephone). Parents/ carers are also supplied a copy of the school's privacy notice. The permission to use Parentmail, the Nursery Privacy Notice and transition leaflets are also shared for parents to keep at home for reference.

## Settling In

- Parents/ carers stay for their child's first session to help the smooth transition from home to school. For the second session parents/ carers are encouraged to leave their child for a short time. Sessions increase in time in incremental steps appropriately for each child.

## Communication

- Staff and parents/ carers are able to communicate 'informally' daily at handover times.
- Parents/ carers can phone the Nursery to talk to a member of staff on 01582 608650.
- Parents/ carers can email the classes on their email to share important information about welfare or development.  
[bumblebees@westfieldnurseryschool.org](mailto:bumblebees@westfieldnurseryschool.org)  
[dragonflies@westfieldnurseryschool.org](mailto:dragonflies@westfieldnurseryschool.org)  
[ladybirds@westfieldnurseryschool.org](mailto:ladybirds@westfieldnurseryschool.org)  
[caterpillars@westfieldnurseryschool.org](mailto:caterpillars@westfieldnurseryschool.org)  
[butterflies@westfieldnurseryschool.org](mailto:butterflies@westfieldnurseryschool.org)

All other communication e.g. regarding attendance, hours, payments etc. should be via the school office [office@westfieldnurseryschool.org](mailto:office@westfieldnurseryschool.org)

- Parents/ carers are kept up to date about the Nursery via monthly Newsletters sent via 'ParentMail' or a paper version.
- Parents/ carers can always access the website for information regarding the Nursery, child development, ideas of things to do at home as well as signposting to other agencies.
- Parental consultations are held termly as a more formal conversation regarding development and progress, and this is two-way, enabling the parent to talk about their child at home. Children's 'Learning Journeys' are available to the parents/carers so they can see examples of what their child has been doing.
- We work closely with some families and outside agencies to ensure children are safeguarded.
- We work closely with families of children with additional needs to ensure their child's needs are met and support and progress monitored.

## Information

- Once a child has settled, we share further information including:
  - the home-school agreement (to be returned)
  - a golden ticket, to explain why Nursery education is a great start to education
  - a 'My home learning' sheet so parents/ carers can share any updates
  - a passport of activities for parents/ carers to do at home with an explanation of the Nursery commitment to enrichment activities
  - an ages/ stages & starting school leaflet
  - the Nursery curriculum

## Home learning

- Every half term an accessible home learning challenge is shared to support children's learning.
- Parents are encouraged to share information about children's learning/ special events on our 'My Home Learning' sheets- extra copies can be collected from the entrance hall.

### **Special Days/ Events**

- Stay and Play days are often held in the nursery when the parents/carers/ grandparents etc. are invited to come and see what we do and share the fun.
- Parents/ carers are encouraged to participate in charity events, 'Friends of Westfield' (Parent, Teacher, Friend Association) events and to attend other special events in the year such as the Nativity. All dates are shared, and events explained in the newsletter.

### **Covid-19**

We strive to work in partnership with parents/ carers but it is our duty of care to keep our stakeholders safe. We will follow the latest government, Health or Central Bedfordshire Council guidelines about safe ways of working.

### **Conclusion**

We believe the implementation of this policy will best support the transition from home to school and working closely in partnership with parents/ carers will best support teaching and learning in our Nursery School.

Reviewed March 2022



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e.mail: [office@westfieldnursery.co.uk](mailto:office@westfieldnursery.co.uk)

website: [www.westfieldnurseryschool.org](http://www.westfieldnurseryschool.org)

Headteacher: Mrs Liz Collins



**Westfield Nursery School  
Home School Agreement**

**'Inspired beginnings; outstanding futures'**

**The Nursery will try to:**

1. Care for your child in a happy, secure and safe environment
2. Support your child's learning by stimulating curiosity and encouraging independence
3. Provide a broad and balanced curriculum in line with the Early Years Foundation Stage
4. Develop your child's potential according to their needs
5. Be welcoming and open, keeping you informed of your child's achievements and school matters in general
6. Encourage your child to take care of his/her surroundings and show consideration for others

Staff member's signature

Date

**The parents/carers will try to:**

1. Bring my child to Nursery every day and let the Nursery know if they are not able to attend
2. Encourage my child to be positive and enthusiastic about Nursery
3. Share with staff any information which may affect my child's health, behaviour or attitude to Nursery
4. Provide clothes which are named, and suitable for my child to take part in active learning both inside and outside
5. Make use of opportunities for home learning (such as borrowing books, doing the home learning challenges and taking ideas from stay and play days)
6. Check that my child has had all his/her appropriate vaccinations and health care before starting school

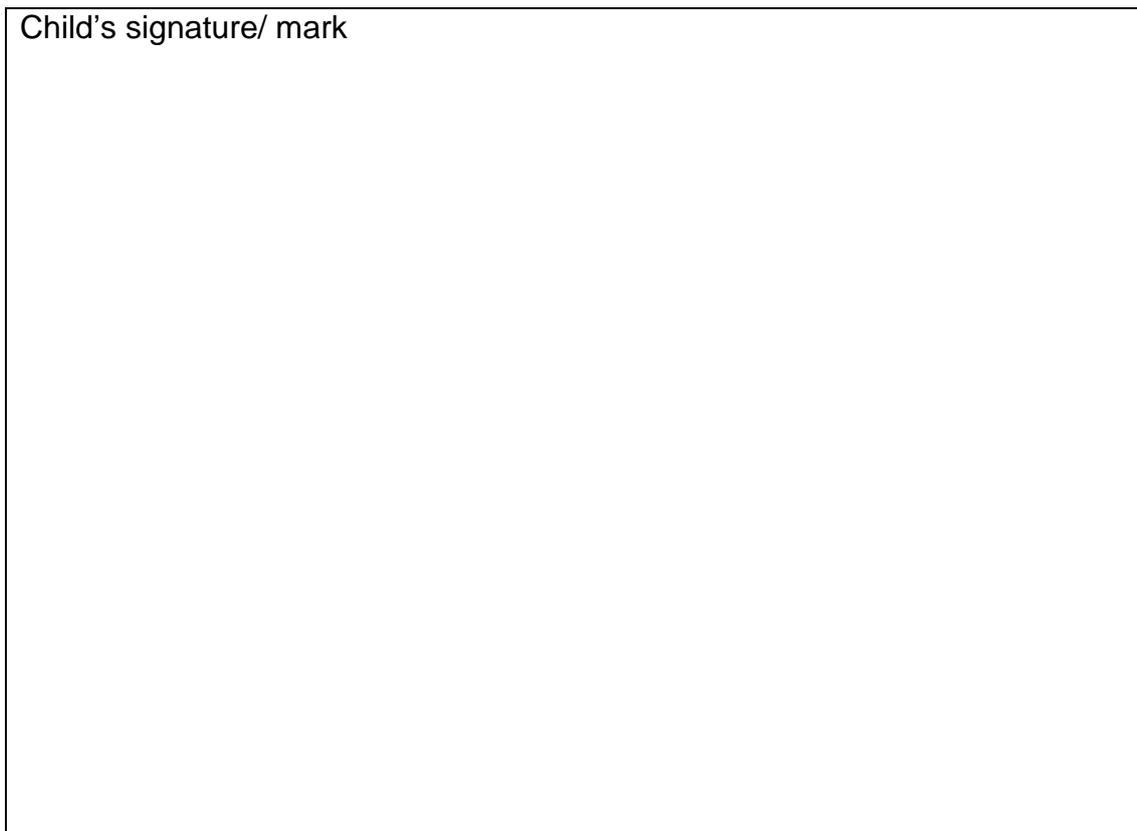
Parent/Carer's signature

Date

**The child will try to:**

1. Come to school every day
2. Be kind and make new friends
3. Listen to staff
4. Look after the toys and help to be tidy
5. Play nicely and have lots of fun

Child's signature/ mark

A large, empty rectangular box with a thin black border, intended for a child to write their signature or make a mark. The text 'Child's signature/ mark' is positioned at the top left corner of the box.