



Parents/Carers as Partners Policy

This policy represents the agreed principles for Parents and Carers as partners throughout the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy.

At Jack in the Box, we aim to provide the highest quality education and care for all our children. We provide a warm welcome to each individual child and family and offer a caring environment where all children can learn and develop to become curious independent learners within their play.

Please read this policy in conjunction with our Data Protection policy for the information collected by Jack in the Box, the professionals this information may be shared with and the retention periods this data is held for.

We seek to provide secure partnerships working with Parents and Carers

Introduction

Parents/carers are a child's first and most enduring educators. Supporting parents/carer engagement in their children's learning is an effective way to make a difference to children's lives and outcomes. The aim of this policy is to support and enhance the development of the child and to respect, understand and value the contributions of the parent/carers to the child's learning.

It is important to remember that parents/carers know their child best and to respect the parent's/carers wishes even though they might differ from that of the Staff. The staff will listen to parents/carers and show confidence in them to promote their parental/carer skills, while maintaining a two-way flow of information with parents/ carers and between other providers if a child is attending more than one provision.

Before and During your Child's Entry into the Nursery

Before your child starts at the setting you will be invited to come for a settling in stay and play. During this session, you can ask questions to your child's keyperson and will be given the nursery welcome pack if not already received, which contains useful information relating to the setting. It provides you with sufficient information about the setting before your child starts.

At the settling in visits practitioners will talk to you about your child and complete an 'All about me sheet' and continue to update these termly to ascertain further information regarding any special needs, health or other issues relating to your child, a cultural capital form will be completed with you to build up a holistic picture of your child and their interests as well as family background.

Dropping Off and Picking Up of Children

On your child's arrival at the setting, it is important for us to greet you, and your child with a friendly smile. Exchange meaningful information that may impact or has impacted on their day. Staff will, where possible, involve you in any changes of routine that may have occurred regarding your child. If you need to speak to a member of staff, please ensure this is a convenient and safe time for both the staff and children and all children are either in or out of their session.

Routines and Activities

Staff value your home routines and as much as possible within the boundaries of the settings, our Health and Safety guidelines we will guide your child into the general routine of the setting. Staff will keep you informed of any change in your child's routine at every opportunity.

Parents and carers will be encouraged by the staff to become involved with the setting's activities.

Staffing

All staff are room based, to ensure consistency for children and to allow the key person procedures to be effective. Staff work to ratios of 1:5 for 2yr olds and 1:8 for all children over 3. Where staff hold a relevant level 6 qualification for children over 3 years of age a 1:13 ratio can be used although at Jack in the box we maintain a 1:8 ratio. We invite parents/carers to discuss our staff deployment with us and contribute to the decisions we make regarding our staffing and their child's key person.

Information Transfer

Parents/carers will be able to gain access to information regarding their child, the activities and events they partake in through discussion with the staff, regular newsletters, posters, planning boards and the notice boards and signs situated on the door/ window as well as our website www.jackinthebox.org.uk or our Instagram page. These are updated on a regular basis and shared how parents/carers can support this learning further at home through our home learning ideas/ packs.

Staff are available to discuss any issue or problem that may arise. Staff will provide opportunities for parents/carers to discuss their child's progress and incorporate parents/carers comments into children's records. This can be achieved through termly parent's consultation afternoons, open classrooms as well as telephone call consultations. It is important for the staff to give positive information as well as any difficulties or problems your child may have had. Where appropriate the staff will gently guide, you using advice based on their own experiences and training. Also, where appropriate the staff will give support and help parents/carers by providing information on outside organisation, sources of information or put you in touch with other support networks/ professionals.

Parent Engagement

We aim to involve parent's/carers views as much as possible within our settings and have an 'open-door' policy for parents/carers. Additionally, we offer parent's consultation afternoons, telephone consultations termly to specifically discuss children's progress and to allow families to meet with each other socially. Frequent questionnaires and feedback forms allow us to received feedback for those that cannot make meetings.

Two-year check (see 2-year-old check policy)

When a child is aged between 24 and 36 months, staff must agree a date to conduct the Two-year check with parents/carers to review progress in the prime areas of learning and development (Personal and Emotional Development, Communication and Language and Physical Development) and supply parents/carers with a short-written summary of their child's development. The development and progress check at 24 -36 months must identify any areas where the child is progressing well and any areas where the child's progress is below age related and shape a targeted plan to support your child's future learning and development in the setting. This is available to inform the Healthy Child Programme undertaken by health visitors. If additional support is required, then the parent/carers will be introduced to the Special Educational needs Co- Ordinator (SENCO) for further information and guidance as laid out in the Special Educational Needs & Disabilities Policy.

This policy was adopted by the managers and staff in September 2025

Signed on behalf of Jack in the Box Managers:

Staff Signatures: