

Statement about Parental Involvement in Artisans

Artisans recognizes that it works in partnership with Parents and Carers in the development of the children in their care.

Within our literature "parents" includes all those with parental responsibility and any other persons the parents wish to be involved, such as nannies.

Parents are provided with an information pack when they register their child or earlier if requested. On their child's first session, or soon after, they are provided with a Frequently Asked Questions sheet and an information sheet about Montessori at Artisans.

Artisans has a "Parent Information" board. On display are weekly menus, topic plans, weekly planning, daily learning objectives, as well as legal information, contact numbers, photos and accounts of our activities.

On a daily basis it is the responsibility of all the teachers to communicate with parents, this is predominantly done by the staff on the door duty. It is our aim that at the end of each session every parent will be given some positive feedback about their child's time that day. In the absence of the key worker it is the responsibility of the senior staff to fill this role. It is also expected that the welcoming adult will check with parents at the start of each session whether the child has had any special events or experiences of note. To this end we have extended drop off and collection times to allow for this. It is expected that staff will welcome children at their own level, ask them a question and respond to the answer or suggest an activity they might do together that day. They are also expected to greet parents and siblings by name and to check with the parents whether the child has any experiences or expectations we should be aware of that day. More details of this can be found in section 8 of our Operational Plan.

Parents are also given fortnightly newsletters about the Kindergarten, during term time.

Parental involvement is positively encouraged. Each half term we hold stay and see week in which parents are especially encouraged to stay with their child for a while at drop off or come early to be with them at collection. Parents are encourage to use this opportunity to meet other parents, read through their child's record files and learn more about Artisans. We hold a Project Festival at the end of each project to which the Parents are invited. Parents are also welcome to request the chance to observe their child or speak to staff at any time.

Every term parents are offered the chance to make a formal appointment to speak to staff, ordinarily their child's key worker. For children with SEN the senco will arrange more regular meetings as deemed necessary. Parents are provided with a written record once a year.

Parents are informed if their child has behaved consistently unacceptably or if they have hurt another child. Parents are informed if their child has been the recipient of unacceptable behaviour without the perpetrator being named.

Where behaviour is causing concern, parents are consulted at an early stage and parent's support will be sought in devising and implementing any plan of action.

Volunteers, students and visitors to nursery are made aware of behavioural expectations.

We seek advice from and work with the Early Years SEN Team and the educational psychology team as and when necessary.

Any complaints will be formally recorded and responded to by a senior member of staff, usually Ruth Martin, within 48hrs. The confidentiality of all members of the community will be maintained at all times where possible. Artisans will inform OFSTED/DfES of any complaints against staff. The contact details for OFSTED will be available to parents in the entrance at all times.

We also encourage the building of a community between parents and to this end we have initiatives such as our parent board where parents themselves can post notes to each other.

Designated Staff Member – Ruth Martin, Ruth Rawlings and Sarah Harris

