



# BARNFIELDS EXTRA

## Barney Bears Nursery

### Communication Procedures

At Barnfields we feel that communication with parents is vitally important. We believe that children are happiest and make the best progress when staff and parents work in partnership. We do everything possible to make sure that communication is two ways and is an honest and open exchange of views.

The following things contribute to this communication:

- **Induction meetings in school.** The first one is held in January to explain the application process. A second meeting is held in June to talk to parents about the Early Years Foundation Stage (EYFS) and about routines in the nursery. At his meeting parents are introduced to their child's key worker and they have the opportunity, if they wish, to talk to the key worker, one to one.
- **Induction meetings with parents at home (or with settings).** Nursery staff visit most of the children in their homes. This is a great opportunity for them to begin to build a relationship with the child and the parents. This is also an opportunity for the parents to discuss any worries or concerns, as well as to share and celebrate any of their child's achievements.
- **Open day.** An Open Day is held in July, prior to the children starting in September. This is on a Saturday so that the children can attend the setting without the current children being present. Children are invited to attend with their parents and families to meet the staff again and to familiarise themselves with the setting.
- **Weekly newsletter.** Nursery staff produce a newsletter each week to let parents know what the children have been learning during that week and what they will be learning the following week. This includes a '**Talking Topic**' for the children and parents to do together at home to develop the child's communication and language. Any general information is also included in this newsletter.
- **Stay and play sessions.** Parents are invited to come into nursery for special occasions and work alongside the staff with their children.
- **Daily communication.** We have an open door policy and the staff are available to speak to parents at the beginning and the end of each session. For those children that go to the Before and After School Club, nursery staff have a diary which is used for two way communication with parents.
- **Workshops.** Workshops are run for parents from time to time to explain various areas of learning and development.
- **Learning journeys.** Parents are encouraged to contribute to their child's *Learning Journey* by adding observations from home. The *Learning Journeys* are available, at any time, in the nursery for parents and children to look at. Parents can, during the

year, take their child's *Learning Journey* home to share with their spouse or the wider family.

- **Parents evenings.** Shortly after the children start in nursery the staff hold one to one meetings with parents to discuss their child's interests, how the child learns at home, how the child has settled and any other issues., Another parents evening is held in the Spring term to discuss progress.
- **Reports.** As well as the *Learning Journeys* parents are also given, in July, a comprehensive report on their child's progress.
- **Parental questionnaires.** These are done twice a year. The first is sent out in October to review the induction process. Asking parents if they were happy with this and whether they think there is anything which can be improved. The second is sent out in April/May to ask the parents' views on communication and to generally evaluate how their child has enjoyed their year in nursery. The staff really value any feedback and as a result of the response to these questionnaires staff in the nursery reflect on their practice and make adjustments where necessary.