



# Coopersale Hall School

## Partnership with Parents Policy - EYFS

In the Early Years Foundation Stage (Lower Kindergarten, Upper Kindergarten and Transition) we recognise that working in partnership with parents is of major value and importance in order to provide a happy, caring and stable environment for children and their parents. We aim to form a good relationship with parents so that information regarding their children (be it developmental, social or health related) can be exchanged easily and comfortably by staff and parents / carers.

Information provided by parents about their children will be kept confidential and treated on a strict need to know basis. If we have any concerns about a child's well-being during the day every effort will be made to contact the parents or their emergency contact.

Parents are requested to keep us informed of any changes to personal circumstances which may have an effect upon a child e.g. change of address, telephone number, doctor, emergency contact. They are also requested to keep us informed of any circumstances which could have an effect on a child's emotional well-being e.g. bereavement, separation or illness in the family.

### Visits to Coopersale Hall School

Before starting at Coopersale Hall School, parents are provided with a prospectus giving details of the School – History, aims, curriculum, extra-curricular activities, and entry procedure and a parents' handbook. Parents are able to arrange a guided tour of the School and an interview with the Headmistress. A more detailed picture of the School can be presented in this way and answers to queries more readily obtained. See also Admissions Policy and Procedure.

### Meetings for New Parents

Before the beginning of the term in which the child is due to start, parents and children are invited to an informal 'tea party'. All children join Upper Kindergarten in the Autumn Term (unless there is a vacancy during the year). Children join Lower Kindergarten either at the start of the Autumn or Summer Terms once they are at least 2½ years old. 'Induction sessions' are held at the end of the Summer Term for those children beginning in the following Autumn Term.

The aim of the meeting is to:

- familiarise the children with their new setting;
- introduce parents and children to their key worker and other members of staff;
- enable parents and children to meet each other;
- distribute 'welcome' packs;
- explain group and key worker organisation;
- discuss morning/lunch/afternoon routines;
- provide general information and answer queries.

In Transition, the classes consist of pupils from the Upper Kindergarten and new children, taken from the waiting list, to make up numbers. New parents and children are invited to visit their new class sometime in the summer term. They are able to meet their new class teacher and visit the classroom.

All parents are given a copy of the appropriate class booklet depending which class their child is in. This provides information regarding times, curriculum, equipment and daily routine.

Additional information is also posted on the doors to the various classrooms. This may take the form of:

- Activity / topic plans
- Requests for old boxes and cartons for modelling
- Sound of the week
- PE / Games groups

### **Parents' Meetings**

The staff in Lower Kindergarten, Upper Kindergarten and Transition are available to talk to parents and carers in the mornings when children are brought to school and at home time. Concerns and children's progress are often discussed at these times. Should the need arise for a more detailed conversation, appointments can be made by email or via the School office.

Parents' evenings for Transition (Reception) are held in the Autumn Term and formal parents' evenings for all EYFS parents are held in the Spring Term. Miss Lovejoy (Headmistress) and/or Mrs Pettigrew (EYFS Coordinator) are also available by appointment.

### **Newsletters**

Coopersale Hall School provides parents with a diary dates letter and information is sent out giving details of forthcoming events. Fortnightly newsletters are published on the website and the link emailed to parents.

### **Coopersale Hall Parents' Association**

There is an active Parents Association, who work hard to provide 'extras' for the School. Parents are notified of the various fund raising events via letter, email and posters displayed on the various notice boards around the School.

### **Essex Early Years Development Plan**

Information regarding the above scheme is given to parents when their child becomes eligible.