Communication

Working alongside parents and outside agencies effectively is vital for the successful development of our setting and for the learning and development of our children and enables us to support the needs of all our families. Working together ensures continuity, access to opportunities and enables smooth transitions to take place.

Communication within the setting takes place in a variety of ways;

- Newsletters and emails keep parents and families regularly informed of the various activities or events planned, they also provide an opportunity for preschool staff and trustees to communicate with parents and careers generally

- Via the Famly App- we share your child's learning journey with you and use Famly to communicate general information and more detailed information about your child and their day. We report concerning incidents/ accidents, and send out invoices and receive messages from parents.

- Leaflets and letters from other stakeholders can also be sent home from the setting or via the family App, providing families with information about projects or news within our community, such as letters from schools, sure start centers etc…

- Notice boards within the setting provide the children and their families and visitors to the setting, with valuable information relevant to the children's learning and development. These displays offer further information about the organisation of setting and the community in which they live.

It is very important to us that we develop and keep the lines of communication open at all times, verbal conversations between staff and parents are invaluable and a vital way of sharing information. These conversations can be private or open, personal or general, depending on the needs and wishes of the parents and staff involved, and the content of the discussion. These conversations are encouraged and supported as they not only lead to better levels of communication but also build on children's confidence and security, children feel safe and relaxed when they see the key people in their lives- their parents, relaxed and engaging with the key persons that they share their times with.

The children are a valuable link in the communications that take place at our preschool. The children like to share with staff their home experiences and vice versa, they like to discuss at home the events that take place at the nursery. From time-to-time mixed messages or confused information can be shared, this can easily

and quickly be explained through staff and parents having strong communication bonds and mutual respect.
If your child shares information with you when they are at home, that is confusing or concerning about their time at preschool, e-mail your queries which can then be resolved as soon as possible.
The settings email address;

Alburgh; info@alburghwithdentonpreschoolnursery.co.uk

Harleston; info@harlestonpreschoolnursery.co.uk

- There is a telephone on the premises; this enables communication throughout the morning. Parents concerned or seeking reassurance about their child can ring during the session to speak to staff.

- Before a child begins attending preschool, parents are given a welcome booklet which contains useful information about the setting, its aims and objectives and contact details. There are also some documents for parents to fill out which provide the setting with information regarding the child and their needs. Each child attending our setting is allocated a key worker, whose role amongst other things, is to support the child and their family, strengthening the links and building up the lines of communication.

- During a child's time at preschool the key worker will be sharing their observations with you about your child's learning and development journey at the preschool. This will happen through the Famly App and we would value your thoughts and comments and your child's key worker would welcome you to share in your child's learning activities at home to.

- When the children leave to go to school or another setting, the key worker draws up a summary of your child's development (the transitional document) we ask that parents read and sign this document, add to it their thoughts and views, then it is sent on to the next provider, reception teacher etc..

This enables other professionals to gain an insight into your child and their particular needs, understanding and development, prior to making the transition. Which ensures that our children can then be supported to make a smooth transition, and their needs understood from the onset.