



Collaboration with Parents Policy

Rationale/Purpose

Our aim is to make communication with parents as open, regular and informative as possible. We recognise that while parents are interested in all aspects of the centre they are often restricted by time. We have therefore instigated a variety of communication means.

Broad Guidelines:

- Teachers aim to verbally communicate with parents daily.
- Whiteboards or notices are located near main entrance and cubby areas, to communicate necessary information to all parents. These boards are updated daily as required.
- Programming information is displayed prominently in each centre.
- Regular newsletters specific to each centre are written. These are made available to parents both by e-mail and in hard copy.
- There is a day book for recording and communicating relevant information to parents. Likewise, parents can leave messages or information for teachers to read.
- Teachers meet with parents at least twice a year at parent evenings to discuss their child's development and any issues of importance. Teachers also invite individual meetings/discussions to take place as required.
- Parents are invited to meet with management and teachers to share in annual policy meetings.
- Group Discovery Projects are displayed prominently and updated regularly to show learning and development following the children's interests.
- Email is used as a tool for positive communication.
- All policies are available to parents at the centre and online at www.agape.school.nz
- Nappy changes, toileting and sleep times are recorded in information books and available for parents/caregivers of the child to view.
- Profile books are kept for each child to communicate information to parents and teachers about their child's development. And contain stories to celebrate learning.
- Parents are encouraged to add to their child's profile book using "Celebrating an interest at home" forms.
- Parents are encouraged to communicate with teachers and management freely and we greatly value their contributions.
- Teachers are bound by confidentiality and are not permitted to release any information concerning another child's health or behaviour.

Lines of Responsibility:

Principal Teacher and Staff

Links to Other Documentation:

Te Whaariki – Goal 2

Date: May 2010

Review Date: May 2011

Signed:

Responsibility for Review: Principal Teacher