

Autism Early Support Parent Partnership Policy

For internal use only

Created:

HOCS

Policy Owner:

HOCS

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1. Purpose

The purpose of this policy is to ensure we work in partnership with parents to help to develop their child's full potential and to ensure continuity between home and our specialist nursery.

2. Scope

This Policy applies directly to all AES Employees and volunteers, and parents of children in our care..

3. Terms and definitions

In this Policy, the following capitalised words and expressions shall have the meaning ascribed below:

“**AES**” means Autism Early Support Trust Limited.

“**AES Employees**” means individuals who have employment with AES, board members of AES, and, to the extent applicable, consultants and employees hired via staffing companies working for AES.

4. Parent partnership

Parents are the first educators of their young children. Our specialist nursery aims to support this essential role and not to supplant it. We aim to work in partnership with parents to help to develop their child's full potential and to ensure continuity between home and our specialist nursery.

We will:

- make all new parents aware of our systems and policies. This will take place through parent briefing sessions. These will take place usually in the first term of your child starting with us. A new parent induction meeting also takes place before children start at our nursery setting
- ensure that Educational Planning Grids and SEN support plans re devised in consultation with parents
- ensure that parents are informed on a regular basis about their child's progress - including termly reviews of Educational Planning grids
- encourage parents to contribute using their own skills, knowledge or interests, to the activities of the centre
- give parents guidance, support and training, including workshop sessions
- .involve parents in shared record keeping about their child - both formally (in termly reviews) and informally
- ensure that all parents are fully informed in advance of meetings, workshops or other training
- consult with families about the times of meetings to avoid excluding anyone
- make known to all parents the systems for registering complaints, queries or suggestions. The complaints policy is available on our website and a paper copy can be requested.
- provide opportunities for parents to learn about the Nursery curriculum and the specialist methods and approaches to learning used at the nursery. This will be done through our parent briefing sessions and workshops.

- ensure regular communication between nursery staff and parents by producing regular (at least termly) newsletters and writing in home/school notebooks. We also operate an open door policy and we have timetabled a 15 minute talk time at the end of each session so that parents/carers can share with staff ideas and thoughts.
- share children’s learning through their learning journals, as either hard copies or through online learning journals, where parents have the opportunity to add comments. Parents are encouraged to also share their child’s learning at home.
- encourage parents to comment on our nursery practice by providing us with feedback through parent questionnaires. This will help us as we continue to improve our practice.
- commit to create an environment in which children are safe from any form of abuse. Any suspicion of abuse will be promptly and appropriately responded to. Our safeguarding children policy sets out procedures which will be followed in the event of suspicion of abuse or allegations of abuse against members of staff. Parents are welcome to read this policy as well as all other policies and procedures. Policies are also available on our website, or please request access to the policy folder at our nursery.