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| <b>Teitl:<br/>Title:</b>                                                         | Parents as Partners - Toybox Nursery                                                                             |
| <b>Fersiwn:<br/>Version</b>                                                      | 1                                                                                                                |
| <b>I bwy mae'r Polisi hwn yn berthnasol?<br/>Who does this Policy Relate to?</b> | Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion)<br>Students , Nursery staff , parents and children |

#### Cydraddoldeb ac Amrywiaeth / Equality & Diversity

|                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                 |
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| Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:                                                                                                  | <a href="#">Impact assessment</a>                                                                                                                                                                                                               |
| <b>Effaith ar yr Iaith Gymraeg</b><br><br>Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011. | <b>Welsh Language Impact</b><br><br>An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011. |

#### Adolygu a Chymeradwyo / Review and Approval

|                                                  |                                                                                                         |                                                                           |                                                              |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------|
| <b>Perchennog y Ddogfen:<br/>Document Owner:</b> | <b>Rheolwr y Feithrinfa /Nursery Manager</b>                                                            |                                                                           |                                                              |
| <b>Ymgynghoriad /<br/>Consultation:</b>          | <i>Rhestrwch nhw / Please list</i><br>Nursery staff                                                     |                                                                           |                                                              |
| <b>Dyddiad cymeradwyo /<br/>Date Approved</b>    | Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group |                                                                           | <i>Enw'r Grŵp a'r Dyddiad /<br/>Name of group &amp; date</i> |
|                                                  | Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:                                  |                                                                           | 22/01/2025                                                   |
|                                                  | Pwyllgorau'r Bwrdd / Board Committees:                                                                  | Pwyllgor Archwilio a Risg / Audit & Risk Committee:                       | <i>Os yn berthnasol / If applicable</i>                      |
|                                                  |                                                                                                         | Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee           | <i>Os yn berthnasol / If applicable</i>                      |
|                                                  |                                                                                                         | Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee: | <i>Os yn berthnasol / If applicable</i>                      |
|                                                  | Corff Llywodraethu / Governing Body:                                                                    |                                                                           | <i>Os yn berthnasol / If applicable</i>                      |
| <b>Dyddiad Adolygu:<br/>Review Date:</b>         | 31/01/2028                                                                                              |                                                                           |                                                              |

Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)  
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Rhifwch bob adran a pharagraff  
Please number each section and paragraph

## Parents as Partners

We believe that in order for children to receive quality care and early learning that suits their individual needs, parents and staff need to work together in a close partnership. The two-way sharing of information is key to this. The nursery team welcomes parents as partners and this relationship needs to be built on trust and understanding. It is important that we, as practitioners, are able to support parents in an open and sensitive manner.

The nursery wishes to ensure parents are an integral part of the care and early learning team within the nursery.

Our policy is to:

- Recognise and support parents as their child's first and most important educators and to welcome them into the life of the nursery
- Generate confidence and encourage parents to trust their own instincts and judgement regarding their own child
- Welcome all parents into the nursery at any time
- Welcome nursing mothers. The nursery will make available a private area whenever needed to offer space and privacy to nursing mothers
- Ensure nursery documentation and communications are provided in different formats to suit individual parent's needs, e.g. Braille, multi-lingual, electronic communications
- Ensure that all parents are aware of the nursery's policies and procedures. A detailed parent prospectus will be provided and our full policy documents will be available to parents at all times in the nursery office and on the staff intranet.
- Maintain regular contact with parents to help us to build a secure and beneficial working relationship for their child
- Support parents in their own continuing education and personal development and inform them of relevant conferences, workshops and training
- Create opportunities for parents to talk to other adults in a secure and supportive environment through such activities as open days, parents' evenings etc.
- Inform parents about the range and type of activities and experiences provided for children, the daily routines of the setting, the types of food and drinks provided for children and events through regularly distributed newsletters.
- Operate a key worker system to enable a close working relationship with all parents. Parents are given the name of the key worker of their child and their role when the child starts. Support two-way information-sharing regarding each child's individual needs both in nursery and at home
- Inform parents on a regular basis about their child's progress and involve them in the shared record keeping. Parents events will be held at least twice a year. Parents will be consulted with about the times of meetings to avoid excluding anyone
- Encourage parents to contribute to children's learning through sharing observations, interests and experiences from home. This could be verbally, sharing photographs or in written form
- Share information about the child's day, e.g. food eaten, activities, sleep times etc. The best communication method, e.g. email, face-to-face, telephone, in writing, will be agreed in advance
- Consider and discuss all suggestions from parents concerning the care and early learning of their child and nursery operation
- Provide opportunities and support for all parents to contribute their own skills, knowledge and interests to the activities of the nursery
- Inform all parents of the systems for registering queries, compliments, complaints or suggestions, and to check that these systems are understood by parents. All parents have access to our written complaints procedure
- Share information about the Foundation Phase and about young children's learning in the nursery and how parents can further support learning at home and where they can access further information
- Provide a written contract between the parent(s) and the nursery regarding conditions of acceptance and arrangements for payment
- Respect the family's religious and cultural backgrounds and beliefs and to accommodate any special requirements wherever possible and practical to do so
- Inform parents how the nursery supports children with special educational needs and disabilities
- Find out the needs and expectations of parents. These will be obtained through regular feedback via questionnaires, a suggestion system and encouraging parents to review working practices. These are then evaluated by the nursery to promote nursery practice, policy and staff development.