



Communication with Parents

Aim

At Wildtime PlayGroup we want to ensure we can work very closely with parents. To achieve this, we have the following communication methods in place.

Methods of communication

WildTime PlayGroup mobile phone number

For direct communication with staff in an emergency or for urgent matters on a Wednesday or Thursday.

07470458197

Email:

wildtimeplaygroup@gmail.com

For communication with Playgroup staff

kerri.wildtime@gmail.com

For communication with Playgroup acting manager

wildtimeoffice@gmail.com

For communication regarding fees/administration issues

Personal Contact:

- We have a daily handover discussion when children arrive at the setting and again on collection. This is a brief overview of the child's day so far, significant events and general discussion between parent/carer and child's key worker. If a longer or more private discussion is needed we encourage families to speak to the key worker/manager to arrange a suitable time and day.

Records:

- We use Tapestry Online Learning Journals which means on a daily basis we record photos and observations of the children, these can be accessed immediately by the parents. Parents can also

contribute their own observations of the children which will greatly assist us in building up a bigger picture of the children's development, permitting the most accurate assessment and evaluation of their progress.

Planning:

- Some activities will be planned around a theme for the term, including relevant stories and experiences and adult led activities. The themes will be chosen largely using Nature and the Natural Environment as the starting Point and also strongly taking in to account the interests of the children
- Parents can request to see planning documents at any time and are also notified of the intended themes at the start of each new term. This allows parents to contribute their expertise and opinions.

Staff primarily focus on 'in the moment planning', whereby practitioners see teachable moments throughout the day and through meaningful interactions, extend on the child's interest and plan accordingly. Summaries of activities and notes are taken throughout the day and then recorded in the child's learning journal at the end of each week.

We use reflective discussion throughout the day to plan ahead based on the children's ideas and interests. All participants are encouraged to contribute to this and ideas are recorded on the planning sheet to be developed further in following sessions.

Formal meetings:

- Parents/carers are invited to discuss their child's progress and learning with their key person and the manager. This takes place twice a year but families are also kept informed throughout the year informally.

Feedback:

- We will regularly request feedback from families, children and staff on WildTime PlayGroup and will use this feedback to assess our service and modify any aspects of preschool which can be improved. We regularly evaluate our Self Evaluation Form.