

All policies interrelate so please check other policies for pertinent information.

Policies are intended to support our philosophy which is summarised in these qualities; Dynamic, Inquisitive, Responsible, Grit, Playful, Contented



Parental Partnership

Artisans recognizes that it works in partnership with Parents and Carers in the development of the children in their care.

Within our literature "parents" includes all those with parental responsibility and any other persons the parents authorise to be involved, such as nannies.

Artisans has a "Parent Information" board. On display are weekly menus, topic plans, weekly planning, daily learning objectives, as well as legal information, contact numbers, staff photos, and accounts of our activities and more.

Once a child has been allocated a key group parents will also be provided with a secure login to access their own child's digital development records from home. Observations are added to the Parent Site every week.

On a daily basis it is the responsibility of all the teachers to communicate with parents, this is predominantly done by the staff on the door duty and key workers. It is our aim that at the end of most sessions every parent will be given some positive feedback about their child's time that day. In the absence of the key worker it is the responsibility of the senior staff or door staff to fill this role. It is also expected that the welcoming adult will check with parents at the start of each session whether the child has had any special events or experiences of note. To this end we have extended drop off and collection times to allow for this. It is expected that staff will welcome children at their own level. They are also expected to greet parents and siblings. Parents have the opportunity to tell us anything we should be aware of that day.

Parents are also given weekly newsletters about the Kindergarten, during term time, which are available on My Montessori Child and at Artisans.

Parental involvement is positively encouraged. Each half term we hold stay and see week in which parents are especially encouraged to stay with their child for a while at drop off or come early to be with them at collection. Parents are encouraged to use this opportunity to meet other parents, learn more about Artisans. We hold a Project Festival at the end of each project to which the Parents are invited. Parents are also welcome to request the chance to speak to staff at any time. We invite parents to share their expertise and cultures with us as often as appropriate.

Parents are offered the chance to make a formal appointment to speak to staff, ordinarily their child's key worker, on an ongoing basis. For children with SEN the Senco will arrange more regular meetings as deemed necessary. Parents are provided with a written record twice a year in addition to continual access the records updated each week on the digital files.

See also our behavior policy.

Information Sharing Timelines

- The website contains a rich source of information both practical and philosophical
- At initial visits parents are told our ethos and it is explained that we offer Montessori Education and what that means.
- At initial visits parents are given an application pack that includes the Admissions policy.
- Parents are asked to provide a variety of information and permissions on registration.
- On registration parents are given more details in a letter.
- A few weeks before starting parents are provided with settling in information, our philosophy, data sharing information, and FAQ's.

This policy is reviewed annually in the Summer term

The lead teacher on this policy is SLT

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- Parents are asked to bring detailed information about their child to settling in sessions.
- Approximately two weeks after starting parents will be told their child's key worker and invited to a meeting with them. Parents are given access to their child's My Montessori Child site.
- Between 24 and 36 months parents will be provided with a 2 year check for their child and asked for their contribution. This time span can be extended for premature children.
- Each academic year parents receive two written reports and one evening consultation opportunity.
- The child's developmental website is available from three weeks after a child starts and permanently thereafter until the child leaves.
- Teachers are available every day we are open for brief conversations and longer conversations may be requested by Artisans or by parents at any time and for a variety of reasons.
- Newsletters are available every week of term time.

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