



**Clapham &
Clapham Park
Montessori**

Partnership with Parents Policy

At Clapham & Clapham Park Montessori we welcome all parents as partners and support a two-way sharing of information that helps establish trust and understanding. We are committed to supporting parents in an open and sensitive manner. Working together ensures we can meet the individual needs of the family and child, and provide the highest quality of care and education.

Parents contribute to initial assessments of children's starting points on entry and they are kept well-informed about their children's progress. We encourage parents to support their children's learning and development at home and to share information with us about this. We also seek to support and engage with parents in guiding their children's development at home.

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.
- Ensure that parents feel comfortable with coming and speaking to us as required.
- Ensure that nursery documentation and communications are provided in accessible and, where possible, different formats to suit each parent's needs.
- Ensure that all parents are aware of the nursery's policies and procedures. Our policy documents will be available to parents to view on request at the nursery at all times and the most important policies will be made available through Transparent Classroom.
- Maintain regular contact with parents to help us to build a secure and beneficial working relationship with them for the benefit of their children.
- Create opportunities for parents to talk to other adults in a secure and supportive environment through such activities as Open Sessions and parent information evenings.
- Inform parents about forthcoming events by email and/or through announcements or newsletters shared via Transparent Classroom.
- Tell parents, when their child starts at the nursery, the name of the member of staff with whom they should liaise so as to support two-way information-sharing about their child's individual needs both in nursery and at home and explain how we will work with them to ensure that those needs are met.
- Inform parents on a regular basis about their child's progress and involve them in shared record keeping. Written reports are provided mid-way through and at the end of the academic year. Parents are welcome at any time to arrange to discuss their child's progress or any concerns that they may have either in person, by telephone or by video-call. A formal meeting with the parents of each child is arranged at least once a year. Further details about how these meetings are conducted is given below.

- Actively encourage parents to contribute to their child's development through sharing observations, interests and experiences from home. This may be verbally or in written form.
- Consider and discuss suggestions from parents concerning the care of their child, and how we can best support his/her development.
- Ensure that all parents feel confident about raising with staff any concern they may have about any aspect of the provision at Clapham & Clapham Park Montessori, and that they have access to our written Complaints Policy and Procedure.
- Share information about Montessori education, how parents can support their child's development at home and where they can access further information through parent information evenings and our social media accounts.
- Provide a written contract between the parent(s) and the nursery regarding conditions of acceptance and arrangements for payment.
- Respect each family's religious and cultural backgrounds and beliefs and accommodate any special requirements wherever it is possible and practical to do so.
- Inform parents how the nursery supports children with special educational needs and disabilities.
- Invite parents to share their views through questionnaires. All responses will be taken into consideration as part of our ongoing self-evaluation process.

Guidelines for the conduct of parent/staff meetings

- For reasons of confidentiality, and so that sufficient time can be given to discuss such matters fully, staff will arrange a meeting with parents to discuss their child's development or any concerns that parents may have, rather than entering into a conversation about these at drop-off or pick-up.
- When arranging meetings with parents, staff will offer flexibility as regards the timing of the meeting and its format (i.e. in person, by telephone or by video-call) so that, wherever practicable, both parents are able to attend. Where parents are separated, a meeting may be held with each parent if that is more appropriate in the circumstances.
- Meetings will usually be conducted either by the child's key person or the nursery manager. Another member of staff (for example, the SENCO or the nursery manager) may also be present.
- Where parents wish to have another person present to support them (for example, an interpreter) then that will be facilitated wherever possible.
- Sometimes it will be more appropriate to have a series of meetings, rather than just one meeting. Where that is the case, the date for the next meeting will be arranged prior to the conclusion of the current meeting.
- The member of staff conducting the meeting (or another member of staff attending) will take notes for the purposes of keeping a record of what has been discussed and any follow-up actions that have been agreed.
- After the meeting, staff will share a summary of the discussion, a list of agreed follow-up actions (if any are required) and the date/time of any follow-up meeting with parents in a document under the 'Conference Reports' tab of their child's profile on Transparent Classroom (or, in the case of a meeting about a Progress Check at Age Two, within the body of the report itself).

- Unless a child is considered at risk (when our Safeguarding Children and Child Protection Policy and Procedures will over-ride confidentiality), no referrals to any external agency or professional will be made without parents' consent. (Please see our Confidentiality Policy).

Policy reviewed:	Signed on behalf of the nursery:	Date for next review:
April 2026	Ros Bowles and Lucía Gómez-Santana	April 2027