



Riverside

EDUCARE

Communication Policy

Rationale:

We aim to make communication with parents as open, regular and informative as possible. We recognise that while parents are interested in all aspects of the centre they are often restricted by time. We therefore provide a variety of means of communication.

Te Whāriki:

Mana whenua – Children and their families experience an environment where they know they have a place.

Procedure:

- Teachers verbally communicate with parents daily.
- Teachers use various methods to communicate with parents, including texting, calling and emailing. We record our phone calls to parents by documenting them in our phone call registry. (Texts and emails are stored on the phone and computer.)
- Our centre has an open-door policy, encouraging parents to stay and/or pop into the centre any time of the day to check / visit their child.
- Decisions about children's learning are made in consultation with parents both formally and informally.
- Our teachers are available as first contact should parents wish to discuss concerns about their child. A time will be made to meet with parents, at a time suitable to both parents and teachers as necessary.
- If a teacher has a concern about a child, it will be brought to the attention of the head teacher who then will discuss these with parents.
- Monthly newsletters inform parents of happenings and any changes happening in the centre.
- Nappy change and toileting records are available for parents. These are located on the wall in the nappy change room or bathroom.
- Sleep records, which include sleep checks and sleep duration, are displayed by the sleep room doors. Parents may view these on a daily basis.
- Parent education evenings are offered at least twice a year.
- StoryPark, electronic profiles as well as the Learning Journey Books containing narrative assessment of children are available to parents at all times. We strongly encourage parent participation through parent's voice forms, adding space for parents' input on most narratives or inviting parents to contribute verbally as well as written.
- We encourage parents to take Learning Journey Books home to share with their families.
- Teachers communicate with parents that they have new narratives. This happens through verbal conversations and an email from StoryPark
- Education Review office (ERO) reports can be found on our StoryPark site and also on the bookshelf in the foyer.

- All policies are available for viewing, these are kept on the bookshelf in the foyer. All policies are reviewed at least biannually. The policy review schedule is in the front of the policy folder. Policies are placed on the blackboard in the foyer for whanau contribution, the policies under review are also shared in our monthly newsletter.
- Complaints procedures can be found in the policy folder as well as on the wall in the entrance way.

Date Reviewed: Oct 2021

Licencing Criteria C12