

Poulner Infant School and Nursery Parental Agreement

At Poulner Infant School and Nursery the Staff and Governors strive to offer every child a broad and balanced curriculum, together with a high standard of pastoral care, we aim to work with parents and carers to meet the needs of the pre-school children, both individually and as a group

The Pre School will:

- be available for children between the ages of 2 years and 5 years and open Monday to Friday 9.00 - 12.00 noon and 1.00 - 3.00pm.
- ensure policies are available for inspection by the parents upon request.
- pass information to parents via the notice board, tapestry, email, facebook and newsletters on a regular basis. We will issue questionnaires annually and we value regular feedback from parents and carers at any time.
- provide details of staff and information about activities are available on request
- any problems that cannot be satisfactorily resolved between parents and staff may be referred to the Headteacher or School Governors in line with the school complaints procedure.
- all staff are aware of the need to maintain confidentiality of matters regarding families and children. No information will be shared without your consent unless it is deemed to be in the public interest i.e. to prevent a crime, or to prevent harm to a child or adult or not sharing it could be worse than the outcome of having shared it.
- keep records containing details about the child, including relevant health, religion and diet information, parents and emergency contact details, child protection records (if applicable) and any signed consent forms. Parents have access to all written records about their child.

The Family will:

- ensure that their child arrives at Pre School on time and is collected promptly at the end of the session. Children will not be allowed to leave the pre-school unless accompanied by their parent/carer or other nominated adult.
- If a parent/carer is unable to collect their child, they must inform the pre school supervisor or school office of the nominated person (over the age of 18 who must show identification). No child will be allowed to leave the premises with an unknown person.
- Parents/Carers are invited to participate on the school's Parents Association -PISA
- In the case of unacceptable behaviour, the parents will be informed. An agreed plan will be drawn up jointly by the parents and the staff. Parents are asked to support the strategies implemented by the pre-school in accordance with our behaviour policy.
- Please do not send your child to pre-school if they are unwell. Please do not send your child to pre-school after diarrhoea or vomiting, **until 48 hours** with no symptoms have elapsed.
- Invoices for hours attended above the funded hours will be sent every half term. Fees will still be charged for all absences. If fees are unpaid for 4 weeks you will be issued a reminder and the child may be excluded from the group if fees remain unpaid. In cases of hardship parents are invited to discuss the situation in confidence with the Headteacher.

- Your child is entitled to grant funding the term after their third birthday. If you decide not to use this funding at Poulner Infant School & Nursery you will be charged the grant rate per hour. Please ensure your child attends regularly and for the whole session. In the event of us being audited as a setting, we will charge you for any unexplained non-attendance.
- We require a months' notice in writing if you decide to remove your child from our pre-school.

I have read the partnership agreement and acknowledge the information.

Signed..... Date.....

Print child's name in full.....