

## **Key Person System**

Our Key Person system gives each member of staff particular responsibility for a small number of children. Each child in the Nursery has one special adult member of staff to relate to, which can make settling into the group much easier. The Keyperson maintains links with the child's home setting, working with parents through record-keeping to ensure that all children are supported in reaching their full potential.

## **Record-keeping and Feedback to Parents**

As so many adults work and help at the Nursery, we are able to implement an excellent record-keeping system in which observations of the children in the Nursery and at home are used as a basis for drawing up an individual learning plan.

Each child has a personal development folder, noting their progress against each of the Early Years Foundation stages.

Parents are invited to review the folders at intermediate times throughout the academic year, we also offer a Parent / Key Person Review at the end of each term whereby you can look through and discuss your child's development. You are also welcome to keep these folders once your child moves onto School. Parents are encouraged to input into their child's development folder.

We aim to keep Parents informed through the notice boards, our Website, Facebook page (closed group only), Hook Focus articles and occasionally letters home.

If there are any areas that we feel is important to discuss with a parent, we will suggest a meeting at a mutually convenient time.

## **Training**

Our membership of the Pre-School Learning Alliance ensures that we are constantly in touch with new thinking in the field of child education and care. Training is also available through the Pre-School Learning Alliance, which welcomes both staff and parents. Informal training for all is also available through local meetings, workshops etc

[We are committed to ongoing personal and professional development of our staff, to ensure that they are able to provide the best nursery and pre-school experience for the children in our care.](#)

## **The Role of Parents**

The Pre-School Learning Alliance recognises parents as the first and most important educators of their young children. Our nursery has particularly strong parent/carer involvement, managed through a parent committee. Parents are welcome to;

- Work in the group with the children
- Assist with any fundraising activities
- Join the Nursery Committee
- Attend training courses, workshops, conferences etc

## **Management and Administration**

The Nursery is run by an elected committee, which ensures that major decision making is in the hands of the parents/carers who use the Nursery. The Committee are responsible for reviewing both policy and practise, and for the employment and appraisal of members of staff. Our Annual General Meeting, at which the Committee for the following year is elected, is held in October / January and parents/carers will be informed of the date in good time.