



GIGGLESWICK SCHOOL

Mill House Communications with Parents Policy

Lead Author(s)	Pre-School Manager
Reviewed by	Headmaster Bursar Head of the Prep School
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Next review	August 2026
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Communicating with Parents/Carers

Giggleswick Prep School acknowledges parents/carers as the first educators of young children. The School aims to forge strong partnerships with parents/carers, enabling the child to learn and develop.

The School will provide all new parents with a Mill House Pre-school Handbook. This contains information about the Pre-school Department, staff, routines, expectations, etc.

Parents and carers will be informed about any general news items, specific activities, visitors or forthcoming events, in one of the following ways:

- Notices displayed on the Parents' Notice Board
- Letters/Notes sent home
- Teams Parents Channels
- Weekly Newsletters – emailed to all parents
- Verbal communications with staff
- Annual Parents Information event
- Annual Chronicle
- Prep School and Mill House website/Facebook/Twitter/App
- Parent Portal

Information concerning more specific or detailed events, including any trips away from the School will always be communicated via a written letter sent to the parent/carer together with a verbal explanation of the letter if required(See Outings Policy).

Day to day information will be passed to parentseither verbally or via a note/email. This will cover routine care issues. Should a child's clothes have been changed, a note stating when, where, why and by whom will be placed with their clothes.

Parents As Partners In Their Child's Development And Learning

Each Nursery child will have a Learning Journey containing significant learning records and observations.

Parents are able to request their child's Learning Journey from the child's key person at any time. In addition to this, parents will be encouraged to take the Learning Journey home to look at and comment on.

Parent Postcards/Individual Teams Channel - This will be a means of communication between school and home. Parents are encouraged to contribute to children's learning and the experiences they have had via a Parent Postcard/Teams. Any experiences a child has enjoyed at home can be recorded here. The completed sheet can be passed to staff who may use the experience at school as a starting point for learning.

In addition, parents will be invited to email in observations, experiences and photographs of their child's learning away from the setting, which can then be added to their online learning Journey.

Periodically, key workers will carry out observations of children's development and progress. Such accounts will be shared with parents/carers who will be encouraged to contribute to their children's records. This will be via the online platform Teams. If necessary, parents will be made aware of any concerns over their child's development and will be supported in taking any necessary action.

Parent/Teacher meetings will be held each term. Each child's Key Person or the Pre-school Manager will discuss the child's progress, sharing the child's individual assessment with parents. Individual targets set for the child will be discussed together with the child's Learning Journey providing evidence of progression. These can be virtual if it is unsafe to meet face-to-face or if the attendee requires it due to their own personal circumstances.

Staff will be available to chat with parents/carers and the beginning and ends of sessions, however a pre-arranged appointment is advisable to ensure that appropriate time is allocated for more detailed discussion. Staff are contactable via telephone or email.

Giggleswick Prep School recognises that all records, either written or photographic, are the property of the child and will be returned to the child (for some children via their chosen primary school) once they leave Giggleswick Prep School.

All EYFS Policies are written in line with guidance from relevant Government EYFS Documentation including but not limited to:

- Early Years Statutory Foundation Stage Framework (Sept 25)
https://assets.publishing.service.gov.uk/media/687105a381dd8f70f5de3ea9/EYFS_framework_for_group_and_school_based_providers_.pdf
- Development Matters (Sept 23)
https://assets.publishing.service.gov.uk/media/64e6002a20ae890014f26cbc/DfE_Development_Matters_Report_Sep2023.pdf

- Early Years qualification requirements and standards (Sept 25)
https://assets.publishing.service.gov.uk/media/6870ede610d550c668de3e81/Early_years_qualification_requirements_and_standards_document_2025.pdf
- Early Years Profile Handbook (Nov 24)
https://assets.publishing.service.gov.uk/media/6747436ba72d7eb7f348c08b/Early_years_foundation_stage_profile_handbook.pdf
- KCSIE 2025 (July Version, full implementation Sept 25)
https://assets.publishing.service.gov.uk/media/686b94eefe1a249e937cbd2d/Keeping_children_safe_in_education_2025.pdf
- SEND Code of Practice 0-25 Years (Jan 2015m updated 2024)
https://assets.publishing.service.gov.uk/media/5a7dcb85ed915d2ac884d995/SEND_Code_of_Practice_January_2015.pdf

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