 

Partnership policy

Thorley Hill Primary School Nursery and Sunflowers Pre-School work in partnership to provide seamless quality provision for children aged 3 and 4.

Hours of operation-

Thorley Hill Nursery- 8.40am-11.40am

Sunflowers Pre-School- 11.40am-3.00pm (11.50 for new children arriving for the pre-school)

When children attend both settings we operate in the following ways: -

Personal Information/Permissions- Before their child’s sessions commence some paperwork completed by the parents may be shared appropriately between settings. This will include, the ‘All About Me’ booklet, tapestry permission slip and funding information.

Observations- Observations are undertaken with the use of Tapestry Online Learning Journal. There is one account for each child that both settings can contribute to. The observations in the afternoon during Sunflowers Pre-School time will have a sunflower icon before the title to distinguish when the observation was made. These are printed out at the end of each week and stored in a ring binder, separate for Thorley Hill and Sunflowers Pre-School.

Focus Child Weeks- Children have their focus child weeks for both settings at the same time. We use the parent perspective sheet and latest assessment knowledge to create focus areas together, ensuring that as two separate provisions we enhance and develop each individual child’s learning in a seamless way. Observations and notes are made based on being led by the focus areas and during the week discussions are continual to communicate any areas covered or any that need re-visiting.

At the end of each week we collate the sheets and observations from each setting to moderate together. The checklist is completed and using the information gathered on the child that week we can see how that child has been moved on in their learning and identify new next steps based on the findings from that week. This future focus is recorded at the bottom of the sheets from both provisions.

Parent Consultation Meeting- Parents are given a meeting date and time on their parent perspective sheet that we ask for before their child’s focus week commences. Both settings meet with the parent/s to discuss the findings from the week and discuss any other concerns or questions that they may have. Their child’s next steps are discussed and any signposting to other organisations/professionals is made eg. speech therapists. The parent is asked to read and sign both settings focus sheets. One setting then takes a photo of the next steps and sends it to the family on tapestry so they have it to refer to.

Assessment- Both settings track children’s progress using the Early Years Outcomes. Moderation between both settings is completed for baseline, Autumn, Spring and Summer terms. This ensures that any evidence that the settings have on the children contributes towards one assessment of that child and creates a complete picture of how their learning is developing. This provides an opportunity to carefully extend their play opportunities and enrich the environment to ensure progress is consistent. It also allows us to identify children that may be showing signs of needing more support in some areas and discussions between both settings can be made to address this.

Working Walls- The ‘Working Walls’ in the nursery building are for displaying learning that the children have created either at Thorley Hill Nursery or Sunflowers Pre-School. They can be filled with ‘wow’ slips from home, mark making, photos and are continually updated so that the children can constantly see their work being celebrated. A contribution from Sunflowers is identified by a Sunflower stamp in the corner or on the back if it would detract from the child’s work. This work and evidence is then filed into either setting’s folder for the children accordingly, dependant on which session it was obtained in.

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| Policy date: 13/11/2017 | Review date: 01/09/2018 |
| Adopted by: Louisa Cowler | Role: Sunflowers Pre-School Manager |

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