



## Communication and Consultation Policy

### RATIONALE:

We at Akoranga Preschool value and respect communication and consultation as central to the development of effective relationships and partnerships in early childhood education.

We believe in establishing good communication links between staff, management and families/whanau.

### PURPOSE:

To keep parents/whanau informed and help them understand the policies, practices and learning development of our centre and their children.

To form a good communication link between staff and management forming bonds leading to development and learning for our children at Akoranga Preschool.

### PRACTICES:

#### *Communication with Parents/Whanau:*

- Teachers aim to verbally communicate with families daily
- Our centre has an open door policy, so therefore parents/whanau are welcome at all times
- Akoranga Preschool parents will be welcomed appropriately and will be encouraged to be an integral part of the Centre
- All routines forms (eg. nappy, sleeping, feeding charts) will be filled out correctly and available for families to view
- Staff are bound by confidentiality and are not permitted to release any information concerning another child
- Planning/mapping of children's journey will be displayed on walls for families to see.
- An E portfolio will be kept for mapping learning for children
- Parents are encouraged to communicate with teachers and management freely and we greatly value your contributions

#### *E-mail to the Centre is a wonderful tool to use for communication Communication with Staff:*

- Staff meetings
- Informal communication between management:staff, staff:staff
- Professional development
- Correspondence
- Informal meetings will be held for staff when the need arrives

## **CONFIDENTIALITY:**

Confidentiality will be maintained at all times throughout these processes. Anything discussed in a staff meeting, management meeting or parent/caregiver interview will be kept confidential and will not be discussed out of that environment.

## **CONSULTATION:**

With who? How? By when?

Consultation:

- Who? Families/whanau
- How? Written and discussion
- When?

Date: August 2018

Review: August 2019