



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 any time to the office but we ask that if Whanau would like to do a visit please make prior arrangements to visit the Rooms due to our routine 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
- Notice boards are located in the office to communicate necessary information to all parents
- 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 with Staff:

- Staff meetings
- Informal communication between management & staff and staff & staff
- Professional development
- Correspondence
- Through appraisal diaries, meeting areas of interest for individual staff
- Informal meetings will be held for staff when the need arrives

Parents will be provided with opportunities to contribute to the development and review of Akoranga Preschool's operational documents by:

- New and reviewed/altered policies being made available for parents to view, comment on and sign.
- Parents will be informed of changes to operational documents via newsletters either hard copy or storypark
- Consult parents about operational document changes in written form and/or verbally through surveys when applicable

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:

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

Date: February 2025

Review Date: February 2027