



Welcoming | Involving | Evolving
Oxhey Early Years Centre

WORKING TOGETHER LEARNING TOGETHER

Partnership Agreement

Dear Parents/Carers,

PARTNERSHIP AGREEMENT between OXHEY EARLY YEARS CENTRE and HOME

I attach a copy of our Centre / Home Partnership Agreement. Can you please complete the return slip at the end of this letter and return it to me or the main Administration Office by the time your child starts at the Centre. Please keep the Agreement for your own reference.

We hope that you will choose to sign the agreement because in this way we can all work together to help your child learn, enjoy and achieve as much as possible in ALL learning areas and with the support they need in this vital stage of their Learning Journey to get them off to a great start as motivated learners.

All parents, carers, children and staff are expected to abide by our Centre Policies and Procedures as detailed in the booklets you have been given and on our website.

If you have any questions regarding this Agreement, please do come and speak to me or a member of staff in your child's room.

Thank you for your co-operation.

Yours sincerely,

Rachel Fagan
Head of Centre

WORKING TOGETHER LEARNING TOGETHER
PARTNERSHIP AGREEMENT

I have received a copy of the Centre / Home Partnership Agreement.

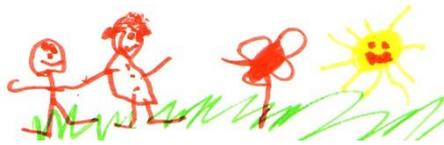
- I agree with the content and have signed my copy.
- I do not agree with the content and have not signed my copy.

Please delete as appropriate.

Signed : Name (print):.....

Child's name:Room:

Dated:.....



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As a family, I/we will aim to support the work of OEYC in the following ways:

- ensure that my child regularly attends the Centre, on time, appropriately dressed and with what they need for the day / session
- telephone the Centre as soon as possible to inform of any absence or illness
- follow all the Centre's policies, procedures and guidelines
- attend Parent Meetings to discuss my child's learning and development; sharing learning at home with the keyperson to help my child make progress to the best of his / her ability
- make my keyperson, room leader or the Head of Centre aware of ANY concerns, complaints, problems and changes in circumstances as soon as possible however big or small – *a change like a new baby / moving house / changing bedrooms / parent working away / may affect wellbeing or behaviour and in turn affect your child's learning.*
- help towards the cost of snack, drama activities and yoga each term if my child is attending the Nursery School free sessions, or receiving 3 year old funding in the Purple or Orange Room.
- read the weekly Newsletter and parentmails to ensure I keep up to date with news and events, supporting the events as much as I can
- read the weekly Learning Journal to support my child's learning and development at home
- add information and photos to my child's Learning Journal to help add to their learning record and show their keyperson, helping build the links and connections between home and school (the e mail 'sharing@oeyc.herts.sch.uk' can be used for this)
- provide spare clothing each day for my child; nappies and wipes if appropriate
- assist my child in making progress in their independence in line with their developmental stage and advice from the room – like dressing themselves, putting on shoes and doing coats up
- follow and respect all policies at OEYC including those relating to safeguarding, child protection and conduct
- support and follow OEYC's approach to online and e-safety and not deliberately upload or add any text, image, sound or video that could upset or offend any member of the OEYC Community
- follow the car parking rules – never cross the car park on foot – use the pedestrian entrance; parking spaces are limited
- not to use my mobile phone inside the Centre so I can drop off and collect my child without interruptions and give full attention to my child
- borrow and return books for my child which helps them to become a lover of books and make good progress in their reading and literacy

As the team at Oxhey Early Years Centre, we will aim to carry out the following:

- WELCOME YOU, INVOLVE YOU and EVOLVE the development of our services in partnership with you
- operate rigorous policies and safeguarding practices which are regularly reviewed to keep children safe (you can find our more on our website or in your Welcome Pack)
- ensure that any cause for concerns are raised with you in the first instance or with Children's Services (in line with our Child Protection Policy) should the need arise to ensure your child is safe
- Help to support and inspire your child's learning
- provide a safe, confidential, rich, outstanding learning environment in order that your child settles, has good wellbeing, gets involved in their learning and makes good (or better) progress
- provide great care and consideration for your child and you, asking for your views and feedback
- be open and welcoming to all children and parents, carers & families
- promote equality and celebrate diversity, including all
- welcome feedback regarding the Centre's childcare provision
- follow the Early Years Foundation Stage (EYFS)
- employ appropriately qualified, inducted, trained and DBS checked staff
- support your keyperson to build a professional and supportive relationship with you and your child
- offer a variety of topical, learning and creative opportunities in line with the EYFS
- whilst your child is playing and learning, note and record their development and progress and extend their learning
- provide effective and useful communications for parents/carers – including Parentmail and our website
- offer Parent Meetings during the year to discuss your child's learning and development; to offer the opportunity to review their learning and progress and decide on 'next steps'
- follow your instructions regarding photographs, videos and safe images of your child
- be available to discuss any concerns you may have regarding your child's time at the Centre
- work with you to seek help and advice from outside professionals should the need arise
- ensure that your child's development is supported with any relevant early interventions either using internal or external specialist support in consultation with you

Signed: 

Date: August 2016

Rachel Fagan
Head of Centre

Signed:

Date:

Parent/Carer