



SIMPLY PENDOYLAN

Working in Partnership

Policy Statement

Simply Pendoylan is committed to working in partnership with parents/carers, school staff, and community organisations to provide a safe, supportive, and high-quality environment for all children.

We believe effective partnership working ensures children's individual needs are met, supports their development and wellbeing, and promotes continuity between school and out-of-school care. We maintain open communication and shared responsibility for children's care, learning, and development in line with CIW expectations.

Partnership with School Staff

We work closely with school staff to support consistency and meet children's needs by:

- Sharing relevant information about children's development, progress, and wellbeing where appropriate
- Maintaining regular communication with teachers to support continuity between school and the club
- Exchanging information regarding behaviour, learning needs, and any additional support requirements
- Supporting activities and approaches that complement the school curriculum
- Liaising with school staff to ensure coordinated support for individual children

Community Partnerships

We aim to enhance children's experiences through links with the wider community by:

- Working with local organisations to provide enrichment activities (e.g. sports providers, Animal Zone, circus skills workshops)
- Organising visitors and trips, particularly during holiday clubs
- Referring families to relevant external support services when needed
- Participating in local community events and initiatives to promote inclusion and engagement

Parent/Carer Involvement

We recognise parents/carers as key partners in their child's care and actively promote their involvement.

We do this by:

- Offering visits prior to children starting at the club
- Providing a parent information brochure including key operational details and contact information
- Making all policies available for parents to view at any time
- Sharing regular updates via email, text, and verbal communication regarding news, events, staffing, and fees

- Providing translated information where possible to support accessibility
- Collecting relevant information from parents to support settling-in
- Involving parents in the settling-in process in line with our Child Induction Policy
- Consulting with parents regarding additional needs and individual care requirements
- Welcoming daily communication at drop-off and collection times, including sharing relevant updates (e.g. behaviour, activities, incidents)
- Being available for contact by phone or email, including outside of opening hours where appropriate
- Conducting annual parent and child feedback surveys
- Encouraging parental involvement through volunteering, sharing skills, and supporting outings
- Seeking parental consent for outings, photographs, sun cream application, etc.
- Offering meetings outside club hours where required
- Responding promptly to concerns or complaints in line with our Complaints Policy