

## COMMUNICATION POLICY

### ***Curriculum Criterion 11 and 12 and Governance and Management Criterion 3 -***

*Positive steps are taken to respect and acknowledge the aspirations held by parents and whānau for their children. Regular opportunities are provided for parents to: communicate with adults providing education and care about their child, and share specific evidence of the child's learning; and be involved in decision-making concerning their child's learning. Parents should be well informed about the services operation and made aware of the input they are able to have.*

Communication and consultation are 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, as research indicates that this increases positive learning outcomes for tamariki. Te Whāriki is based on the premise of mana whenua/belonging, that families and tamariki know they have a place and that they can freely communicate with Kaiako and be an integral part of the centre.

### **PURPOSES**

To keep parents/whanau informed and help them understand the policies and practices of our centre.

### **PROCEDURES**

- Parents will be welcomed and will be encouraged to be part of the "Tots Community of Learners", where we endeavor to learn with, alongside and from each other.
- Kaiako will endeavour to chat with parents on a daily basis to exchange information and will be available at mutually suitable times to discuss with parents any issue concerning their child/children.
- We use a variety of ways to share Information about the centre, our tamariki, The Ministry of Education, etc with our families. These are, but not limited to, emails, our Facebook group, Educa and face to face.
- Journey books are made for all children attending the centre on an ongoing basis. The Journey book details physical evidence of each child's learning progress and includes evidence of learning outcomes as per Te Whāriki. These are also available on-line through Educa.
- Children's individual records will be deemed to belong to the parent/guardian and will be available to them at all times. This includes any information gathered about their child through observations, assessment and Journey books
- We welcome visits from parents/caregivers and whanau but request that where possible these fit with the centre and the children's daily routines

- The centre Philosophy will be displayed in the centre
- A copy of the centre policies and procedures will be available in the centre for parents to look at; copies of any policy can be made available on request.
- When a policy is being reviewed by the staff, management will make this policy available to parents to also review and to make suggestions for improvements. Policies will be posted on Facebook and Educa and/or emails. Survey monkey may also be used to gather more in depth information from parents and whanau throughout the year.
- Government funding that Tots On The Rock receive is allocated to operating costs, staff costs and development and the purchase of new resources and materials for use within the centre. A copy is available in the office. Please ask management
- A copy of the Education (Early Childhood Services) Regulations 2008 and a copy of the Licensing Criteria for Early Childhood Education and Care Centres 2008 are available for parents and whanau to read at any time. These are kept at the sign in desk.
- A copy of a recent ERO report for Tots On The Rock will be available for viewing on request. Parents/caregivers are also able to access them online from [www.ero.govt.nz](http://www.ero.govt.nz). Either input Tots On The Rock or our service number -45915 in to the ERO search box.  
Any questions or queries about the outcomes of the ERO report can be freely discussed with management of Tots On The Rock.

Date Last reviewed : 15<sup>th</sup> June 2020