

Parent and Whānau Collaboration Policy

Rationale:

Te Rāwhiti Kindergarten values the contributions and involvement of parents and whānau in their child's education and care. We strive to promote true collaboration and power sharing with whānau in order to positively promote the learning of tamariki. We ensure that parents are advised on how to access relevant information concerning their child and the operation of the centre and inform them of any planned reviews or consultation. Te Rāwhiti is committed to upholding Ministry of Education Licensing Criteria: C11, C12, GMA1-4, GMA12 and Education (ECS) Regulations 2008: 43.

Te Whāriki:

Family and Community/Whānau Tangata: The wellbeing of each tamaiti is interdependent with the wellbeing of their kaiako/whānau.

Procedures:

Whakawhanaungatanga

***Whakatupungia te pā harakeke, kia tupu whakaritorito
Nurture the essence of whānau, that it may flourish.***

Whakawhanaungatanga threads through all that we do. We strive to build responsive, respectful, and reciprocal relationships with our tamariki, whānau, and the wider community through honest and open communication. To do this, we need to be willing to give something of who we are. We have an emphasis on values such as respect, empathy, acceptance, sharing, and caring for others. We view our kindergarten as our marae, and any manuhiri who come, then become part of our kindergarten whānau.

1. Prospective families will be invited to an information session to learn about the kindergarten, including its philosophy of practice and special character.
2. After this, interested parents will meet for an enrolment interview with the kaiārahi.
3. All new parents will be given an enrolment pack and a parent handbook outlining:
 - a) The programme and philosophy
 - b) The kindergarten's bicultural practice
 - c) Accidents and illness
 - d) Positive guidance
 - e) Practicalities, such as what to bring to kindergarten
 - f) Donations structure
 - g) Parent and whānau involvement in the service, including parent teacher communication and opportunities to contribute to kindergarten review.
 - h) How to access: information concerning their child; the service's operational documents including policies and procedures and day-to-day operational documents; and Kindergarten's most recent Education Review Office; MoE funding expenditure.
4. Before their first day, whānau will be offered a home visit, or opportunity to meet with the class kaiako in the kindergarten. This is an opportunity for the kaiako to

begin to build relationship and get to know the tamaiti and whānau, learn about the child's home-life and whakapapa/culture, learn about the parent's aspirations for the child and begin to develop a settling plan with the parents.

5. Class kaiako will work with parents and whānau to support the settling in of each new tamaiti in order to meet the individual needs of each tamaiti and their whānau, along with that needs of the class as a whole.
6. The kaiārahi will maintaining noticeboard board's on all sites with parent information including:
 - a) The current Education (Early Childhood Services) Regulations 2008 and the Licensing Criteria for early Childhood Education and Care Services 2008.
 - b) Full names and qualifications of kaiako
 - c) The kindergarten's current license certificate
 - d) A complaints and concerns procedure for non-compliance.
7. Regular whole kindergarten and school panui/newsletters, written by the kaiārahi and school principals, will be sent to parents and whānau with current news and upcoming events. Termly panui/newsletters will be sent by the kaiako of each class to share specific news about that group.
8. Parent evenings/Whānau hui are held during Term 1 and Term 3 by the kaiako of each class and provide an opportunity to talk about current events, group learning, the kindergarten philosophy and different aspects of child development.
9. Parent teacher meetings/Kaiako whānau hui are held late in Term 2 or early Term 3 by the kaiako in each class and provide an opportunity to talk with parents about their child's progress, their aspirations, share planning and assessment documentation, learn from parents about what is happening in their home environment and address any questions or issues.
10. Kaiako are available for one-on-one meetings throughout term with parents upon request.
11. Each class will have one or two parent liaison people, their role is to be a link between the teacher and parents. The parent liaison role is to communicate information about events such as working bees and trips, and to welcome new families.
12. Parent and whānau aspirations are actively sought, reviewed and used by kaiako to guide and inform individual planning and curriculum.
13. Kaiako encourage parent participation in the programme through the contribution of particular skills and during outings.
14. Festivals and, working bees and educational events will be held throughout the year for parents and whānau.
15. The kaiārahi will email parents to invite participation in current policy review.
16. Parents will be consulted on, and asked to contribute to, appropriate kindergarten evaluations and reviews, either by the class kaiako or kaiārahi and usually via email.
17. The kaiārahi will carrying out an annual survey of parents' satisfaction to inform the kindergarten's evaluation process.
18. Required documentation is made available to parents under Section 319B of the Education Act 1989.

Links To:

- Education Act 1989



Authorised:	Shelley Wrigley
Date:	28 October 2021
Review Date:	28 October 2023
Consultation Undertaken:	Yes