

# Welcome Pack and Parent Communication

## AIM

We express to parents that we have an open door policy and we are always willing to communicate with them either face to face, over the phone or via email.

## DOCUMENTS SENT TO PARENTS ONCE A PLACE IS SECURED

- Knowle Nursery School – Term Dates / Opening Hours / Fees
- Introduction visit date – forms to return / Registration Form, Permission Slip, All About Me/My Child, Collection of Child Contacts
- Invoice
- Useful Information – A-Z of Knowle Nursery School
- Learning to Play, Playing to Learn
- Every Child a Talker
- Questionnaire after the first term / exit questionnaire upon leaving the setting
- Policies index
- Key policies to include – Behaviour / Biting / Concerns, Compliments  
Complaints / Healthy Eating / Inclusion / Safeguarding / Local Offer  
*See Parent FILE for templates*
  
- 2 Year Integrated Check / 3 Year Integrated Check – depending on age of child when they start
  
- Parents are sent a newsletter at the beginning of each term and Tapestry is sent out at the end of each half of term.