



## Parent and Carers Communications Policy

Wales: NMS
6.1 – 6.12

At Wibli Wobli Nursery we believe that parents and staff need to work together in a close partnership in order for children to receive the quality of care and early learning to meet their individual needs. We welcome parents as partners and support a two-way sharing of information that helps establish trust and understanding. We are committed to supporting parents in an open and sensitive manner to be an integral part of the care and early learning team within the nursery.

The key worker system supports engagement with all parents and will use strategies to ensure that all parents can contribute to their child's learning and development. Parents contribute to initial assessments of children's starting points on entry and they are kept well informed about their children's progress. Parents are encouraged to support and share information about their children's learning and development at home. The key worker system ensures all practitioners use effective, targeted strategies and interventions to support learning that match most children's individual needs.

Our policy is to:

- Recognise and support parents as their child's first and most important educators and to welcome them into the life of the nursery
- Generate confidence and encourage parents to trust their own instincts and judgement regarding their own child
- Welcome all parents into the nursery at any time and provide an area where parents can speak confidentially with us as required.
- Welcome nursing mothers. The nursery will make available a private area whenever needed to offer space and privacy to nursing mothers
- Ensure nursery documentation and communications are provided in different formats to suit each parent's needs, e.g. Braille, multi-lingual, electronic communications
- Ensure that all parents are aware of the nursery's policies and procedures. A detailed parent prospectus will be provided and our full policy documents will be available to parents at all times at reception
- Maintain regular contact with parents to help us to build a secure and beneficial working relationship for their child
- Support parents in their own continuing education and personal development including helping them to develop their parenting skills and inform them of relevant conferences, workshops and training
- Create opportunities for parents to talk to other adults in a secure and supportive environment through such activities as open days, parents' evenings and a parents' forum



- Inform parents about the range and type of activities and experiences provided for children, the daily routines of the setting, the types of food and drinks provided for children and events through the nursery app and the nursery website and social media accounts
- Operate a key worker system to enable parents to establish a close working relationship with a named practitioner and to support two-way information sharing about each child's individual needs both in nursery and at home.. Parents are given the name of the key worker of their child and their role when the child starts
- Inform parents on a regular basis about their child's progress and involve them in shared record keeping. Parents' evenings will be held at least twice a year. The nursery will consult with parents about the times of meetings to avoid excluding anyone
- Actively encourage parents to contribute to children's learning through sharing observations, interests and experiences from home. This may be verbally, sharing photographs or in written form
- Agree the best communication method with parents e.g. email, face-to-face, telephone and share information about the child's day, e.g. food eaten, activities, sleep times etc. Consider and discuss all suggestions from parents concerning the care and early learning of their child and nursery operation
- Provide opportunities and support for all parents to contribute their own skills, knowledge and interests to the activities of the nursery
- Inform all parents of the systems for registering queries, compliments, complaints or suggestions, and to check that these systems are understood by parents. Make sure all parents have access to our written complaints procedure
- Share information about the Foundation Phase and about young children's learning in the nursery and how parents can further support learning at home and where they can access further information
- Provide a written contract between the parent(s) and the nursery regarding conditions of acceptance and arrangements for payment
- Respect the family's religious and cultural backgrounds and beliefs and to accommodate any special requirements wherever possible and practical to do so
- Inform parents how the nursery supports children with special educational needs and disabilities
- Find out the needs and expectations of parents. We will do this through regular feedback via questionnaires, a suggestion system and encouraging parents to review working practices. We will evaluate any responses and use these to promote nursery practice, policy and staff development.

This policy was adopted on	Signed on behalf of the nursery	Date for review
02/04/2025		April 2026



## Polisi Cyfathrebu Rhieni a Gofalwyr

Cymru:SGC
6.1 – 6.12

Ym Meithrinfa Wibli Wobli credwn fod angen i rieni a staff weithio gyda'i gilydd mewn partneriaeth agos er mwyn i blant dderbyn gofal o ansawdd a dysgu cynnar i ddiwallu eu hanghenion unigol. Rydym yn croesawu rhieni fel partneriaid ac yn cefnogi rhannu gwybodaeth ddwy ffordd sy'n helpu i sefydlu ymddiriedaeth a dealltwriaeth. Rydym wedi ymrwymo i gefnogi rhieni mewn modd agored a sensitif i fod yn rhan annatod o'r tîm gofal a dysgu cynnar yn y feithrinfa.

Mae'r system gweithwyr allweddol yn cefnogi ymgysylltiad â'r holl rieni a bydd yn defnyddio strategaethau i sicrhau y gall pob rhiant gyfrannu at ddysgu a datblygiad eu plentyn. Mae rhieni yn cyfrannu at asesiadau cychwynnol wrth i'w plant gychwyn yn y feithrinfa ac fe'u hysbysir yn gyson am gynnydd eu plant. Anogir rhieni i gefnogi a rhannu gwybodaeth am ddysgu a datblygiad eu plant gartref. Mae'r system gweithwyr allweddol yn sicrhau bod pob ymarferydd yn defnyddio strategaethau ac ymyriadau effeithiol, wedi'u targedu i gefnogi dysgu sy'n cyfateb i anghenion unigol y rhan fwyaf o blant.

Ein polisi yw:

- Cydnabod a chefnogi rhieni fel addysgwyr cyntaf a phwysicaf eu plentyn a'u croesawu i fywyd y feithrinfa
- Rhoi hyder i ac annog rhieni i ymddiried yn eu greddf a'u barn eu hunain am eu plentyn eu hunain
- Croesawu pob rhiant i'r feithrinfa ar unrhyw adeg a darparu stafell lle gall rhieni siarad yn gyfrinachol â ni yn ôl yr angen.
- Croesawu mamau sy'n bwydo. Bydd y feithrinfa yn sicrhau bod ardal breifat ar gael pryd bynnag y bydd ei hangen i gynnig lle a phreifatrwydd i famau sy'n bwydo.
- Sicrhau bod dogfennaeth a chyfathrebu ar ran y feithrinfa yn cael eu darparu mewn gwahanol fformatau i weddu i anghenion pob rhiant, e.e. Cyfathrebu Braille, amlieithog, electronig
- Sicrhau bod yr holl rieni yn ymwybodol o bolisiau a gweithdrefnau'r feithrinfa. Darperir prospectws rhiant manwl a bydd ein dogfennau polisi llawn ar gael i rieni bob amser yn y dderbynfa
- Cynnal cyswllt rheolaidd â rhieni i'n helpu i feithrin perthynas waith diogel a buddiol i'w plentyn
- Cefnogi rhieni yn eu haddysg barhaus a'u datblygiad personol gan gynnwys eu helpu i ddatblygu eu sgiliau rhianta a'u hysbysu o gynadleddau, gweithdai a hyfforddiant perthnasol
- Creu cyfleoedd i rieni siarad ag oedolion eraill mewn amgylchedd diogel a chefnogol trwy weithgareddau megis diwrnodau agored, nosweithiau rhieni a fforwm rhieni



- Rhoi gwybod i rieni am yr ystod a'r math o weithgareddau a phrofiadau a ddarperir i blant, arferion dyddiol y lleoliad, y mathau o fwyd a diodydd a ddarperir i blant a digwyddiadau trwy ap y feithringa a gwefan y feithrinfa a chyfrifon cyfryngau cymdeithasol.
- Gweithredu system gweithiwr allweddol i alluogi rhieni i sefydlu perthynas waith agos gydag ymarferwr a enwir ac i gefnogi rhannu gwybodaeth ddwy ffordd am anghenion unigol pob plentyn yn y feithrinfa ac yn y cartref. Rhoddir enw gweithiwr allweddol i rieni eu plentyn a'u rôl pan fydd y plentyn yn dechrau
- Rhoi gwybod i rieni yn rheolaidd am gynnydd eu plentyn a'u cynnwys wrth gadw cofnodion ar y cyd. Cynhelir nosweithiau rhieni ddwywaith y flwyddyn o leiaf. Bydd y feithrinfa'n ymgynghori â rhieni am amseroedd cyfarfodydd er mwyn osgoi gadael unrhyw un allan.
- Annog rhieni i gyfrannu at ddysgu plant trwy rannu arsylwadau, diddordebau a phrofiadau o gartref. Gall hyn fod ar lafar, rhannu ffotograffau neu ar ffurf ysgrifenedig
- Cytuno ar y dull cyfathrebu gorau gyda rhieni e.e. e-bost, wyneb yn wyneb, ffôn a rhannu gwybodaeth am ddiwrnod y plentyn, e.e. bwyd a fwytawyd, gweithgareddau, amserau cwsg ac ati. Ystyriwch a thrafodwch yr holl awgrymiadau gan rieni ynghylch gofal a dysgu cynnar eu plentyn a'u gweithredu o fewn y feithrinfa
- Darparu cyfleoedd a chefnogaeth i bob rhiant gyfrannu eu sgiliau, eu gwybodaeth a'u diddordebau eu hunain i weithgareddau'r feithrinfa
- Rhoi gwybod i bob rhiant am y systemau ar gyfer cofrestru ymholiadau, canmoliaeth, cwynion neu awgrymiadau, a gwirio bod rhieni'n deall y systemau hyn. Sicrhewch fod gan bob rhiant fynediad at ein gweithdrefn gwyno ysgrifenedig
- Rhannu gwybodaeth am y Cyfnod Sylfaen ac am ddysgu plant ifanc yn y feithrinfa a sut y gall rhieni gefnogi dysgu yn y cartref ymhellach a lle y gallant gael gafael ar wybodaeth bellach
- Darparu cytundeb ysgrifenedig rhwng y rhiant / rhieni a'r feithrinfa ynghylch amodau derbyn a threfniadau ar gyfer talu
- Parchu cefndiroedd a chredoau crefyddol a diwylliannol y teulu a darparu ar gyfer unrhyw ofynion arbennig lle bo hynny'n bosibl ac yn ymarferol
- Rhoi gwybod i rieni sut mae'r feithrinfa'n cefnogi plant ag anghenion addysgol arbennig ac anabledau
- Darganfod beth yw anghenion a disgwyliadau rhieni. Byddwn yn gwneud hyn trwy adborth rheolaidd trwy holiaduron, system awgrymiadau ac annog rhieni i adolygu arferion gwaith. Byddwn yn gwerthuso unrhyw ymatebion ac yn eu defnyddio i hyrwyddo arfer, polisi a datblygiad staff y feithrinfa.

<i>Mabwysiadwyd y polisi hwn ar:</i>	<i>Arwyddwyd ar ran y feithrinfa</i>	<i>Dyddiad adolygu</i>
02/04/2025		Ebrill 2026