



St. Lucia's  
Upton Magna

St Lucia's Primary School & Nursery

## Arrivals and Departures

### Making parents feel welcome - start of the session

- We will greet all parents at the door with a smile and a personal hello
- We will encourage parents to come into the setting with their child and stay to settle them in
- The time of arrival of each child will be recorded in the register.

### - end of session

- A member of staff will greet each parent individually and give positive feedback about their child
- If specific incidents need to be shared they will be within the framework of positive feedback. Any written account from the session will be shown to the parent. These incidents will be shared in a private place in a sensitive manner.
- The time of departure will be recorded in the register.

### Supporting parents with a child who has special needs

- We will approach all parents with sensitivity
- We will share all information with parents in an open and honest manner when specific incidents need further discussion we will provide a comfortable private environment. in which to do it
- Parents will be involved in agreeing and setting strategies for support in the setting and how they can support these strategies at home
- Parents confidentiality will be respected at all times

Policy adopted: 19/06/2017

Review date: June 2018