



Communication Policy



Rationale

We aim to ensure that communication between management and educators and with parents and caregivers is clear, open and effective. We recognise that time can often be limited and so provide a variety of communication means.

Te Whāriki

Belonging - Goal 2.

Children and their families experience an environment where they know that they have a place. At Hopscotch, we demonstrate this in practice through:

1. A supportive induction process for parents and caregivers where they are given the opportunity to discuss personal cultural beliefs and aspirations regarding their whanau and children.
2. Providing a warm, welcoming environment where parents and families are encouraged to have informal daily chats with teachers about their children and their learning.
3. Children's profiles. Parents are welcome to view their child's profile at any time and take them home to share with families. We also encourage parents to share stories about the learning that happens away from Hopscotch, and include this as part of the profile and on Storypark.
4. Newsletters will be emailed or placed in the family pockets every month.
5. Whiteboards, notice boards and the Preschool Press. These provide details of upcoming events, staff changes, current learning focuses and how we will plan for them and what the learning outcomes were.
6. Management and staff will hold regular administration meetings to allow open communication and involvement in decision making.
7. Private or open discussions. Parents and families are invited to write, phone, email and talk with us. Please feel welcome to arrange an appointment with management or teachers at any time to discuss your child and/or any concerns you may have.
8. Empowering the transition to school process.
9. Centre policies which will be reviewed at least annually.

