

<b>Policy Title:</b>	Communication: Teachers & Whānau Policy	<b>Classification:</b>	Kindergarten Operations
<b>Monitored by:</b>	Senior Teachers	<b>Approved by:</b>	GM Professional Services
<b>Effective Date:</b>	June 2021	<b>Review Date:</b>	June 2023

**Objective:** To ensure there are regular opportunities (formal and informal) for parents/guardians/whānau to be involved in decision making, where it concerns the operations of the kindergarten and their child's learning progress and needs.

**Commitment:** HCK is committed to working in partnership with parents/guardians/whānau to promote and extend the learning and development of each child attending our kindergartens. We recognise and value the knowledge and understanding that parents/guardians/whānau have regarding their child.

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### Related Documents

- Education (Early Childhood Centres) Regulations 2008
- Licensing Criteria for Early Childhood Education and Care Services 2008
- Te Whāriki
- Visitors to Kindergartens Policy
- Legal Access Policy

### Policy Details:

1. Teachers will be available to meet with parents/guardians/whānau at mutually agreeable times.
2. Teachers will develop procedures around how they will communicate with parents/guardians/whānau and provide opportunities for them to be involved in the operations of the kindergarten.
3. This procedure must be shared with parents/guardians/whānau.
4. Teaching teams will communicate and consult with parents/guardians/whānau in ways that respect the values, needs and aspirations of all parties.
5. In cases where families have shared arrangements regarding their child/ren, the Head Teacher is responsible for ensuring all parties concerned receive information relating to the operation of the kindergarten and their child's learning progress. This will continue until the Head Teacher is informed that a party no longer requires the information.

### Review:

This policy will be reviewed biennially in consultation with staff.