

## **Policy Summary**

This policy outlines our commitment to developing effective relationships and partnerships through communication and consultation. It includes our procedures on family enrolments, complaints and teachers responsible. Kaiako are expected to be familiar with this policy and abide by it.

## **Purpose Statement**

We believe in establishing good communication links between management, staff, educarers and families/whānau. To keep families/whānau informed and help them understand our policies and practices.

## **Policy Principles**

- We are committed to ensuring:
  - Whānau are:
    - Made to feel welcome and encouraged to be an integral part of our service.
    - Provided with opportunities to discuss their child and their aspirations are sought.
    - Kept informed of our service's happenings.
  - Kaiako are:
    - Given the opportunity to meet formally and informally, free from interruption, to discuss our service's happenings.
    - Provided with opportunities to express their ideas.
    - Encouraged to be an integral part of our service
    - Kept informed of our service's happenings.
- We will always comply with relevant legislative responsibilities.
- This policy will be reviewed at least every three years.