

# Communication

It is important to communicate our policies and essential service changes to our community, including staff, the Parent Committee, children, families and carers who use the Playgroup.

Service changes should be communicated via email in the first instance to all families and staff, with updates to parent online chat groups managed separately by the Parent Committee. Staff's internal online communication platforms will be managed by the Playgroup Manager.

Our policies should be clear, concise, and specific to our setting. Our policies should communicate, to the community, how the Playgroup intends to reach its vision. Our policies should reflect our values, Community and Play, and provide a link between these and practice.

Policies are available via our website. They are introduced to new families and carers as part of welcome induction. They are all be displayed in our main playroom, for easy access and reference.

Staff will review and discuss the policies as part of their induction. Staff will keep policies updated as part of their training and improvement planning.

Updated by:

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**Holy Corner  
Community Playgroup**