

17. Parental involvement policy

Statement of Intent

We recognise parent/carers are the first educators of their young children. We believe that children benefit most from Pre-school education and care when parent/carers and Pre-schools work together in partnership.

Our aim

- To acknowledge and support parent/carers as their children's first and most important educators.
- To involve parent/carers in the life and running of the Pre-school and the development of their children's education.
- To support parent/carers in their own continuing education and personal development.

Method

We are committed to building good relationships with parent/carers to improve our knowledge and have a better understanding of the needs of their children. We support families; through access to written information, support networks, outside professionals and through regular face to face communication. We inform all parent/carers about how the group is run, its policies and procedures, curriculum, planning and actively involve them. We check to ensure parent/carers understand the information which is given to them. We encourage parent/carers to take part in sessions with their child.

We encourage and support parent/carers to play an active part in the management of the Pre-school. We provide opportunities for parent/carers to learn about the Pre-school curriculum and about young children's learning, in the Pre-school and at home with home-link activities. We actively involve parent/carers and their families in fundraising events, visits out to local areas, summer trip, special events and family parties.

We value parent's opinions regarding the service we provide. We encourage parent/carers to speak to us immediately with any concerns or issues they might have. Equally, we welcome positive comments on the things we do well from parent/carers and carers. We address any issues or concerns; acknowledge ideas and contributions in writing. We ask parent/carers to complete an annual questionnaire of the pre-school which assists in our self-review process.

Through our Welcome Pack parent/carers are given a Home Assessment form to complete so we can build a picture of what stage their child is at and what they enjoy doing.

Parent/carers are made aware through our regular newsletter that they can talk to their key worker and access their child's records at any time. We have developed small key worker groups so parent/carers can speak to another regular member of staff if their key worker is not available. Each term we involve parent/carers when planning next steps for their children in supporting their development by talking together and sharing information about their child.

Parent/carers have access anytime to our online 'Tapestry', which shows them what their child is experiencing and learning at pre-school. If they do not have access to Tapestry then we encourage them to look at their child's learning journal on one of our devices at pre-school

Parent/carers are encouraged to complete a 'Favourite Things' leaflet which shows their child's current interests which we use when putting together individual planning for children. Parent/carers are given a full written report on their child's development in the Summer term before they transition to school. We provide opportunities for parent/carers to contribute their own skills, knowledge and interests to the activities of the group. We inform parent/carers about relevant workshops and training opportunities and offer advice on where to access training.

We provide information about opportunities for being involved in the pre-school in ways which are accessible to all parent/carers. For families of whom English is an additional language we encourage the sharing of information by using the Somerset Early Years Development and Childcare Partnership Support Pack 'Welcome to Somerset'. We would also seek advice and support from our Early Years Support Officer and Early Years Advisor to help support families of whom English is an additional language.

We consult with parent/carers about the times of meetings to avoid excluding anyone. We hold meetings in venues which are accessible and appropriate for all. We welcome and value the contributions of parent/carers, in whatever form these may take and acknowledge their thoughts and ideas either verbally or in writing. We inform all parent/carers of the systems for complaints or suggestions and check to ensure these are understood. All parent/carers have access to our written complaints procedure.

If a child starts with us whilst they are 2 years old, the key person will complete a 2 year old check which is shared with the parent/carer and they are invited to add to this document.

If parent/carers have limited access to the building and staff contact (due to a pandemic or other situation) then we will

Keep all families up dated with our policies, procedures, their child and general preschool information will be emailed when needed

Parent/carers will continually be offered telephone calls from their child's key person for information or guidance on their child.

Forms that need signing will be done outside and all adults will need to sanitize their hands inbetween pen use.

If parent/carers chose to keep their child at home during any unprecedented situations, then they will still receive all the preschool emails and activity packs will be given to them so their child can do the same opportunities at home.

Parent/carers are encouraged to put photos and observations on their child's tapestry account.

In compliance with the requirements set by Ofsted the following documentation is in place:

- Admissions Policy
- Complaints Procedure
- Record of Complaints
- Activities provided for Children

Links to other policies, legislation and forms:-

- Annual Parent Questionnaire
- Welcome Pack
- Key Worker and Next Steps planning termly
- Favourite Things leaflet
- Profile Book
- Leavers Transition Report

This policy was adopted at a meeting of Walton Under Fives Pre-School held May 2011. It was then reviewed and adapted at a meeting in June 2021

Signed (Pre School Leader) Date

Signed (Committee Chair) Date