

PARENTAL INVOLVEMENT POLICY

Statement of intent

We believe that children benefit most from preschool education and care when parents and preschools work together in partnership.

Aim

- To support parents as their children's first and most important educators.
- To involve parents in the life of the preschool and their children's education.
- To support parents in their own continuing education and personal development.

Method

In order to fulfil these aims:

- We encourage parents and carers to visit the setting before applying for a place for their child, and to make at least one visit in the term before their child starts with us
 - We encourage parents to decide how best to settle their child with us when first starting and after a period of prolonged absence, and we are led by the parents in our approach
 - We encourage parents to discuss with each other the various ways they can contribute to the running of the preschool and the practices of the preschool. We acknowledge that some parents may feel more comfortable discussing our practice with another parent rather than a member of staff and we ask our Committee members to keep themselves informed so that they may feel confident to discuss with other parents any issues
 - We provide each child and their family with a named key person, who acts as their first point of contact for any queries, concerns and discussions. We encourage our key person staff to take pride in their role, and to increase their own knowledge when challenged by a parent rather than passing the query onto a more senior member of staff
 - We are committed to an ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families
 - We ask parents to help their child to complete an "All about Me" worksheet to provide us with more information about their child's likes and dislikes, abilities and requirements
 - Through access to written information and through regular informal communication (including verbal), we inform all parents about how the group is run and its policies. We check to ensure parents understand the information which is given to them;
 - We encourage and support parents to play an active part in the governance and management of the preschool
 - We inform all parents on a regular basis about their children's progress
 - We involve parents in the shared record keeping about their children either formally or informally and ensure parents have access to their children's written records
- This policy was reviewed and updated September 2012

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- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the group
- We inform parents about relevant conferences, workshops and training
- We consult with parents about the times of meetings to avoid excluding anyone
- We provide information about opportunities for being involved in the preschool in ways which are accessible to parents with basic skills needs, or those for whom English is an additional language
- We hold meetings in venues which are accessible and appropriate for all
- We welcome the contributions of parents, in whatever form these may take
- We inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure
- We provide opportunities for parents to learn about the preschool curriculum and about young children's learning, in the preschool and at home.

To support this the following documentation is in place:

- Admissions policy
- Complaints procedure
- Record of complaints
- Activities provided for children.

Management Committee

The preschool is run and managed by a voluntary committee drawn almost exclusively from the parents of current children at the preschool. All new parents are encouraged to join the committee and contribute ideas, time and skills. These invitations are provided in writing and verbally, and the Committee secretary will endeavour to arrange meetings which are open to all parents and carers, at times and venues which do not exclude anyone. Where it is unavoidable for some parents not to be able to attend, the minutes of the meetings are made available to anyone who requests them and are also available on our website.

Signed on behalf of the Pre-school

..... Chair