

## **17. Parental involvement policy**

### **Statement of Intent**

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

#### **Our aim**

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

#### **Method**

We are committed to building good relationships with parents 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 parents about how the group is run, its policies and procedures, curriculum, planning and actively involve them. We check to ensure parents understand the information which is given to them. We encourage parents to take part in sessions with their child.

We encourage and support parents to play an active part in the management of the Pre-school. We provide opportunities for parents 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 parents 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 parents 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 parents and carers. We address any issues or concerns; acknowledge ideas and contributions in writing. We ask parents to complete an annual questionnaire of the pre-school which assists in our self-review process.

Through our Welcome Pack parents 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.

Parents 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 parents can speak to another regular member of staff if their key worker is not available. Each term we involve parents when planning next steps for their children in supporting their development by talking together and sharing information about their child.

Parents have access anytime to our online 'Tapestry', which shows them what their child is experiencing and learning at pre-school.

Parents 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. Parents are given the opportunity to look at their child's learning journal online at pre-school

termly. Parents are given a full written report on their child's development in the Summer term before they transition to school. We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the group. We inform parents 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 parents. 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 parents 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 parents, in whatever form these may take and acknowledge their thoughts and ideas either verbally or in writing. We inform all parents of the systems for complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure.

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
- Favourite Things leaflet
- Profile Book
- Annual end of year 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 2018

Signed (Pre School Leader) ..... Date .....

Signed (Committee Chair) ..... Date .....