



Parental Involvement Policy

Pre-school Manager: Nicky Benson-Dare

This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance and procedures.

Statement

At St Peter's Busy Bees Pre-school we believe that children benefit most from early years education and care when parents and settings work together in partnership.

Aim

Our aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of our setting. We also aim to support parents in their own continuing education and personal development.

When we refer to 'parents' we mean both mothers and fathers, including both natural or birth parents, as well as step-parents and parents who do not live with their children, but have contact with them and play a part in their lives. 'Parents' also includes same sex parents, as well as foster parents. Some parents are less well represented in early years settings; these include fathers, parents who live apart from their children, but who still play a part in their lives, and working parents.

.The Children Act (1989) defines *parental responsibility* as '*all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property*'.

(For a full explanation of who has parental responsibility, refer to the Pre-school Learning Alliance publication *Safeguarding Children*.)

Procedures

- We encourage and support parents to play an active part in the pre-school by joining the committee; the committee has the overall responsibility for the pre-school. The pre-school is run by an appropriate qualified manager and staff appointed by the committee's officers.
- All new families expressing an interest in joining the pre-school are invited for an informal tour during the working day. This gives them a chance to see the activities on offer and get to know and build relationships with the staff.
- Each child is offered an induction session. These sessions are informed by the parent's view of the child's ability to be separated from them, and the behaviour the child exhibited at the informal tour.
- Periodically we ask all parents to complete a short questionnaire to gauge their child's experience at pre-school, including what they enjoyed most and any suggestions for improvements.
- These questionnaires are evaluated at in-house staff meetings and then passed to committee meetings, if needed. Relevant changes can then be made. Parents are provided with a summary of the questionnaire results and informed of any changes made as a result of the information they contain

- We issue regular termly newsletters via email, and hard copy if needed.
- We hold regular stay and play sessions, which are open to all parents and their children. This allows parents to join in with their child during a normal morning session.
- We ensure we keep on-going dialogue with all parents. If a parent works and the child is dropped by a child minder or nanny, we establish another method of keeping in contact with the parent to share news. This may be via Tapestry for example.
- The on-going dialogue with all parents, by whatever means, informs our knowledge of their child and allows us to support the family appropriately.
- We involve all parents in the records we keep about their child. Parents are encouraged to contribute to their child's reports and next steps.
- Parents have access to the learning journey on Tapestry and are encouraged to share with their child and contribute to it. We encourage an exchange of information for example about a child's interests, likes and dislikes.
- Staff and managers are available each morning to have a brief informal chat with parents if required, parents are regularly reminded that if they wish to discuss their child's development at any time, they should see or contact the key person or a member of the management team to arrange a parent/carer consultation.
- We provide opportunities for parents/carers to share their own skills with us, during individualised activities within the pre-school.
- We invite parents/carers to come to the pre-school to share special occasions and festivals that are celebrated in their culture with the children.
- All meetings with parents/carers are held at the pre-school in a private area, and at times most suited to all. We inform parents about meetings via email, and include all information, if required, in our newsletters.
- We inform all parents of our system for registering queries, complaints or suggestions at the time of their child starting at the pre-school.
- We inform parents about relevant support groups and services available to them locally and nationally.
- We provide opportunities for parents to find out more about the curriculum we follow and how young children's learning develops.
- We welcome contributions from parents, in whatever form it takes, at any time.

In compliance with the Safeguarding and Welfare Requirements the following documentation is in place:

- Admission and Registration Policy
- Complaints Procedure