



Registered Charity No.: 1155711

## **Parental Involvement Policy**

We believe that children benefit most from Early Years education and care when parents/carers and our Pre-School work together in partnership.

Our aim is to support parent/carers as their child's first and most important educators by involving them in their child's education and in the Pre-School. We also aim to support parent/carers in their own continuing education and personal development.

When we refer to 'parents/carers' we mean both mothers and fathers; these include both natural or birth parents as well as step-parents, adoptive parents, same sex parents, primary carers, foster parents and parents who do not live with their children, but have contact with them and play a part in their lives.

### **Methods**

- We encourage and support parents/carers to play an active part in the management of the Pre-School by joining the Management Committee. The Committee has responsibility for the overall management and control of the Pre-School and must normally be made up of at least two-thirds family members at the time of election.
- We arrange induction sessions for all children joining our Pre-School, so that parents/carers can meet with their child's key person, become familiar with the setting and have any queries they may have answered.
- All new families joining Pre-School in September are invited to an open session before they start.
- We also hold an 'information evening' in the autumn term each year, to give our families an opportunity to find out more about the Pre-School and to answer any questions that they may have. This is also an opportunity for parents/carers to find out about the EYFS and activities offered in the Pre-School and about young children's learning and development.
- We invite parents/carers to come into Pre-School to help within a session. We have a dated rota which parents/carers can sign if they would like to help at a particular session or for part of a session. This gives parents/carers an insight into the day-to-day life of the Pre-School and to join in with helping the children to get the best out of their activities.
- We inform all parents/carers about how the Pre-School is run and its policies through access to written information, our Parent Information Folder, our website, noticeboards, emails and regular informal communication.
- We encourage families to help with fundraising activities/events.
- We ask parents/carers to complete a short questionnaire each year, to establish their child's experience of Pre-School, what they enjoyed most/least and any suggestions for improvement. The questionnaires are evaluated and discussed at both committee and staff meetings. As a result of the questionnaires, our practice is then reviewed and relevant changes made. Parents/carers are given a summary of the questionnaires and informed of any changes in practice.
- We issue regular newsletters, distributing these by email and by hard copy for those who cannot access email. The newsletter, together with a brief summary of 'What we are Doing', are included on our website.

- We hold a ‘music week’ for our afternoon children in the autumn term, when parents/carers are invited to join in with our end of session singing time.
- We hold a ‘messy play’ session for our afternoon children in the summer term, when parents/carers are invited to join the children for various ‘messy’ activities.
- We invite parents/carers of our morning children to help on outings and to join us for our Christmas and end of term performances.
- We ensure on-going dialogue with parents/carers to improve our knowledge of the needs of their child and to support their families.
- We involve parents/carers in the shared record keeping of their child – either formally or informally – and ensure parents/carers have access to their child’s written developmental records. We exchange knowledge with parents/carers about their child’s interests and progress.
- We use ‘Wow’ stars and ‘Ask Me About’ stickers to encourage two way communication.
- The Manager, Deputy Manager and practitioners are available to discuss concerns and progress with parents/carers at a suitable time, if the parent/carer wishes. In addition, each parent/carer is invited to discuss their child’s progress at a formal parent meeting which is arranged twice a year for all children who attend our Pre-School.
- We provide opportunities for parent/carers to contribute their own skills, knowledge and interests to the activities in Pre-School.
- We involve parents/carers in developing the outside area to enhance their children’s learning.
- We invite parents/carers to come to Pre-School to share any special occasions or festivals that are celebrated in their culture with the children.
- We have a Pre-School doll called Jamie, which is taken home by different children to share and talk about with their family.
- We support families and offer advice with potty training, or if they are experiencing behaviour problems with their child.
- We encourage parents/carers to register with the Children’s Centre. We work with parents/carers and the Children’s Centre to support parenting.
- We hold meetings in Pre-School, to ensure that they are accessible and appropriate for all. We inform all parents/carers about meetings by including information on our newsletter, noticeboards or by email.
- We inform all parents/carers of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents/carers have access to our written complaints procedure.
- We welcome the contributions of parents/carers, in whatever form these may take. This policy has been adopted by St Martin’s Pre-School Committee:

Date:	
Signed:	
Role of signatory:	