

Policies and procedures

Parental involvement policy

Statement of intent

St faiths preschool believe that children benefit most from early years education and care when parents and settings work together in partnership.

Aim

To support parents as their children's first most important educators and to involve parents in the everyday running of the preschool and their children's learning and development. We also aim to support parents in their own continuing education and personal development.

To support all parents and carers to get involved, 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.

Procedures

- We welcome all parents into our setting and make them feel welcomed and valued.
- 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 through their child's communication book 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
- We provide opportunities for parents to contribute their own skills, Knowledge and interests to the activities of the preschool, for example gardening and planting flowers with the children, cooking with the children or coming in to talk about their job to the children.
- We make every effort to accommodate parents who have a disability or impairment.
- We inform all parents about how the setting is run and its policies, through access to written information, emails and through regular informal communication. We check to ensure parents understand the information that is given to them.
- We email all parents a copy of our policies when they register at the preschool.
- We send out newsletters every half term informing parents/carers of up coming events, and what the children have been learning.
- Information about a child and his/her family is kept confidential within the setting. The exception to this is where there is cause to believe that a child may be suffering, or is likely to suffer, significant harm, or where there are concerns regarding child's development that needs to be shared with another agency. We will seek parental permission unless there are reasons not to, in order to protect the safety of the child.
- We seek parental consent to administer medication, take a child for emergency treatment, take a child on an outing and take photographs for the purposes of record keeping.
- The expectations that we make on parents are made clear at the point of registration.
- We make clear expectations that parents will participate in settling their child at the commencement of a place according to an agreed plan.

Policies and procedures

- We seek parents' views regarding changes in the delivery of our service. By sending out questionnaires.
- We provide sufficient opportunity for parents to share necessary information with staff and this is recorded and stored to protect confidentiality.
- The key person meets regularly with parents/carers to discuss their child's progress and to share concerns if they arise.
- Where applicable, the key person works with parents/carers to carry out an agreed plan to support special educational needs.
- Where applicable, the key person work with parents to carry out any agreed tasks where a protection plan is in place for a child.
- We provide information about opportunities to be involved in the setting in ways that are accessible to parents with basic skill needs, or those for whom English is an additional language; making every effort to provide an interpreter for parents who speak a language other than English and to provide translated written materials.
- We inform all parents of the systems for registering queries, complaints or suggestions and we check to ensure these are understood. All parents have access to our written complaints procedure.
- We provide opportunities for parents to learn about the curriculum offered in the setting and about children's learning, in the setting and at home. There are opportunities for parents to take active roles in supporting their child's learning in the setting; informally though helping out or taking part in activities with their child, or through structured projects engaging parents and staff in learning about children's learning.
- We invite parents/carers in for special occasions to celebrate with us.
- We ask parents/carers and family members to join ort committee and play a part in helping the preschool run, organise fundraising events, share ideas and help to provide the best possible care and learning environment to the children who attend and their families.

Please see other related policies:

Admission policy

Key person policy

Complaints policy

Settling in policy

This policy was adopted on:

Date to be reviewed:

Manager signature:

Chairperson signature: