

## **PARENTAL INVOLVEMENT POLICY**

### **Statement of intent**

We believe that children benefit most from pre-school education and care when parents and pre-schools work together in partnership.

Roundabout Pre-School is a limited company with charity status and expects in general a high level of parental involvement within the group. Committee parents and staff work together in the management and day-to-day running of the pre-school. Parental involvement is essential and although the staff take full responsibility for the care and discipline of the children when parents are absent, when present parents are the first line of authority for their own child.

### **Our aim**

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

### **Method**

In order to fulfil these aims:

- we invite children and parents to visit our pre-school prior to starting.
- we dedicate time to parents to become familiar with the routines, good practices and policies of the pre-school.
- we are committed to ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families.
- we communicate with parents/carers through written information, usually one newsletter per term and flyers for any special events either by placing it in the child's book bag or passing it to the parent at the end of a session.
- we have daily contact with parents and check to ensure parents understand the information given to them.
- we have an 'open door' policy where parents are always welcome to discuss, in confidence, any queries, problems or concerns they may have with members of staff or by approaching a Committee member.
- we encourage and support parents to play an active part in the governance and management of the pre-school.
- Parents, staff and the Committee work together on fundraising events to ensure the supply of new materials and equipment for the benefit of all the children.
- We endeavor to hold an annual Open Day to welcome and inform all prospective parents of our aims and objectives and allowing parents and children the opportunity to visit the group.
- 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 records on Tapestry and/or written records.

**(see Appendix B for Tapestry Privacy Notice.**

- we provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the group.
- we ensure that all parents are fully informed about Committee meetings, workshops and training, hold them in venues that are accessible and appropriate and, consult about the times, to avoid excluding anyone.
- we provide information about opportunities for being involved in the pre-school in ways which are accessible to parents with basic skills needs, or those for whom English is an additional language.
- 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; and
- 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.

### **Restrictions**

Wherever possible, we like to give each parent equal opportunity to be involved in their child's experience at Roundabout. However, for safeguarding reasons, we can only allow parents with parental responsibility and those adults who are listed in the safeguarding section of the Enrolment Form access to the premises. Parents will have to liaise with the pre-school leader in regards to their active involvement in each session. It is acceptable for parents to stay for a session during a child's settling in period or prior to arrangement with the pre-school leader.

**Issued October 2016**