

Parent/Guardian Involvement Policy

Statement of Intent: We believe that children benefit most for early years education and care when parents and settings work together in partnership.

Aim: To support parents as their child's first and most important educator by involving them in their child's education and in the full life of the setting. We also aim to support parents in their own continuing education and personal development.

Methods:

- We inform all parents about how the setting is run and its policies at firstly at the new starters parents evening and then through access to written information and through regular informal communication. We check to ensure parents understand the information that is given to them
- We encourage and support parents to play an active part in the governance and management of the setting.
- We inform all parents on a regular basis about their child's progress through our key worker system.
- We involve parents in the shared record keeping about their child, either formally or informally, and ensure parents have access to their child's written developmental records.
- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the setting.
- We inform parents about the times of meetings to avoid excluding anyone.
- We provide information about opportunities to be involved in the setting in ways that are accessible to parents with basic skills needs, for those for whom English is an additional language.
- We hold meetings in venues that are accessible and appropriate for all.

- We welcome the contributions of parents, in whatever form these may take.
- We inform 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.
- We provide opportunities for parents to learn about the development stages offered in our pre-school and about young children's learning in the setting through the weekly notice board notice and our Long Term and Medium Term planning.
- We hold parents evenings - three times for our older children and two times a year for our younger children a year - so parents can talk with their child's key worker. Parents will be informed well in advance of these meetings through a newsletter.
- We will make it known that parents can make an appointment anytime with their key worker should they or us have concerns.
- We give parents/guardians the opportunity to place their names on the rota (on the Pre-School door) offering them the opportunity to come in and play seeing first hand what their child is learning.

The following documentation is in place:

- Admissions policy
- Complaints procedure and policy
- Record of complaints
- Activities provided for our children

This policy was adopted at a meeting of Wilsden Pre-school held on.....

Signed on behalf of Wilsden Pre-school.....

Revised October 2008