



## 17. Parental Involvement Policy

### Aims of Policy

Parents/guardians are the first educators of their young children. The aim of Seer Green Pre-School is to support their essential work, not to supplant them. 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 as well as working parents. In carrying out the following procedures, we will ensure all parents/guardians are included.

By 'parents' we mean both mothers and fathers; these include 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 adoptive parents.

### Policy

We will:

- Make all new parents/guardians aware of the Pre-School's systems and policies.
- Encourage parents/guardians on an individual basis to play an active part in the management of the group and help with fundraising.
- Ensure that parents/guardians have regular opportunities to discuss their child's progress. At Seer Green Pre-School we operate an open door policy at all times and welcome parents/guardians into the Pre-School Room. We also use Parental Communication Books to ensure ongoing dialogue between parents/guardians and the Key Person. This allows us to improve our knowledge of the needs of their children and to support the families.
- Provide Facebook updates via a secure group to provide information for parents/guardians who are not dropping or collecting their children.
- Ensure that all parents/guardians have opportunities to contribute from their own skills, knowledge and interests to the activities of the group. We often ask for those with a job that may be of interest to the children to come in and discuss it with the children.
- Involve parents/guardians in shared record keeping about their own child, either formally or informally. Parents/guardians receive a half yearly and full year report, they can look at their child's Online Learning Journal any time and we hold one-to-one parents evenings at the end of the year between the parents/guardians and the Key Person.
- Parents/guardians can initiate an informal discussion with the Key Person after February reports have gone out.
- The child's Key Person will meet with the child's parents/guardians 6 weeks after a child starts in order to discuss how they have settled and to discuss their 6 week report.
- Ensure that all parents/guardians are fully informed about meetings, conferences, workshops and training.
- Hold meetings in venues which are accessible and appropriate for all.
- Welcome the contributions of parents/guardians, whatever form these may take.
- Make known to all parents/guardians the systems for registering queries, complaints or suggestions. We provide a Starter Booklet for all new joiners which is meant to be kept as a reference booklet about all the things we do at Seer Green Pre-School.
- Provide opportunities for parents/guardians to learn about the Pre-School curriculum and about young children's learning in Pre-School and at home. The theme and planned activities are

emailed to all parents/guardians at the beginning of each week. A whiteboard details any group activities which the children have engaged in and is displayed at the end of each session.

- We also encourage regular help from parents/guardians/grandparents in the form of cooking, gardening, computing and general work in the room. For those parents/guardians/grandparents that are involved on a regular basis, there is a separate policy regarding their involvement and to promote appropriate behaviours in the room.

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

- An admissions' policy - 'Admissions Policy' (Policy 2)
- A complaints' procedure - 'Safeguarding Children Policy - Complaints Procedure' (Policy 24)
- A record of complaints
- Developmental records of children

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) \_\_\_\_\_

Signed on behalf of Seer Green Pre-School (Committee Chairperson) \_\_\_\_\_

This policy was reviewed as indicated below:

*2007 created*

*2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 reviewed and updated as required*

*July-Nov 2017 reviewed and updated*

*June-July 2018 reviewed and updated*

### **UNCRC related article:**

#### **Number 9**

Children must not be separated from their parents unless it is in their best interests (for example, if a parent is hurting a child). Children whose parents have separated have the right to stay in contact with both parents, unless this might hurt the child.