



## Working with Parents (Parental Involvement) policy and procedure

### Statement of Intent

At Bybrook Pre-school we believe that children benefit most from early year's education and care when parents and settings work together in partnership. As a small, not for profit pre-school, we want to work closely with parents and are actively involved in the wider village community.

### Aim

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

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 are included.

When we refer to '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 include same-sex parents as well as foster parents.

'Parental responsibility' is *all the rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and his property.* (For a full explanation of who has parental responsibility, refer to the Pre-school Learning Alliance's *Child Protection Record* publication).

### Procedure

- We will consult with all parents to find out what works best for them. This is via regular contact with parents, parent consultation meetings, questionnaires and a comments box.
- We will ensure ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families. This includes an introductory meeting on starting at pre-school, regular information sharing regarding the child's learning needs and interests through 'All About Me' forms, WOW sheets and an open door policy to the setting offering regular opportunities to talk to staff.
- We will inform all parents about how the setting is run and its policies through access to written information and through regular informal communication. We check to ensure parents understand the information that is given to them.
- Our regular communication with parents includes the 'Weekly News' by email, half-termly newsletters and other ad hoc communications.
- We will encourage and support parents to play an active part in the governance and management of the pre-school by being part of the Pre-school Management Committee.

- We have an informal fundraising group which offers another option for parents to become involved by organising activities to raise funds for the preschool.
- We will inform all parents on a regular basis about their child's progress. This is through regular contact with their child's key person, reports issued three times a year as well as parent consultation meetings.
- We will involve parents in the shared record keeping about their children - either formally or informally - and ensure parents have access to their child's written developmental records (Learning Journals).
- We will provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the setting, by being involved as a parent helper, or coming in to talk to the children about their jobs and interests.
- We will consult with parents about the times of meetings to avoid excluding anyone.
- We will hold meetings in venues that are accessible and appropriate for all.
- We welcome the contributions of parents, in whatever form these may take. Feedback from parents is acquired through questionnaires, our comments box, invitations to the AGM and other meetings and through our termly 'How to Improve' topics.
- We will 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.
- We will provide opportunities for parents to learn about the curriculum offered in the setting and about young children's learning, in the setting and at home. This includes parent helper sessions and Stay and Play sessions.

## **Responsibilities**

### **The responsibilities of employees are:**

- to read and understand this policy document.
- to liaise and communicate well with parents, especially parents to their key children.
- to make themselves very aware of what is happening in the pre-school to enable them to answer any questions posed by parents .

### **The responsibilities of the Pre-school Leader are:**

- to ensure that all members of staff have read and understood this policy.
- to communicate and form good working relationships with all parents.
- to keep all members of staff informed about all that is happening in pre-school.

### **The responsibilities of parents are:**

- to read and understand this policy.

### **The responsibilities of the members of the Pre-school Management Committee are:**

- will read and be aware of this policy and how it is implemented.

- will validate this policy and update/change as necessary. All amendments will be identified to all members of staff.

This policy was adopted at a meeting of Bybrook Pre-school Management Committee held on: 12<sup>th</sup> November 2015

Date of review: 12<sup>th</sup> November 2016

Signed on behalf of the Pre-school Management Committee:

Name of signatory:

Role of signatory:

Signed on behalf of the pre-school:

Name of signatory:

Role of signatory: