



Parental Involvement Policy **(Previously Information Exchange Policy)**

Policy statement

Parents are the first educators of their young children. At The Little Pennies Pre-School we believe that children benefit most from early years education and care when parents and settings work together in partnership.

Our aim is to 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 that 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.

The Children Act (1989) defines parental responsibility as 'all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property'.

Procedures:

- We have a means to ensure all parents are included – that may mean we have different strategies for involving fathers, or parents who work or live apart from their children.
- We consult with all parents to find out what works best for them.
- We ensure ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families.
- We 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.
- We provide parents with the opportunity to learn about the Pre-school curriculum and about the education of young children both in the Pre-school and at home.
- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the setting.
- We provide information about opportunities to be involved in the setting in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language.
- We welcome the contributions of parents, in whatever form these may take.
- We ensure all parents are informed of meetings, workshops, outings etc. and arrange venues which are convenient to all.

- We inform all parents of the systems for registering queries, complaints or suggestions. All parents have access to our written complaints procedure.

We will ensure parents are regularly informed of their child's progress and in order to do this:

- Staff will be available before and after each session.
- If there should be any issues arising with a child, staff would either speak to the parent in the first instance or telephone.
- Confidentiality is paramount and any issues arising would be dealt with in the strictest confidence.
- Positive feedback is also regularly given to the parents at the end of each session.
- We involve parents in the shared record keeping about their children – either formally or informally – and ensure parents have access to their children's developmental records.
- Regular parent consultations will be held, as well as open days and stay and play sessions when parents can view their child's work.

We welcome the contributions of parents whatever form these may take and encourage parents to play an active part in the Pre-School by:

- By encouraging parents to join the Board of Trustees
- Encourage parents to assist with fund-raising and make them aware of the need for extra funds, with the regard to replacing equipment, etc.
- Encourage parents to help out as a volunteer.

This policy was adopted at a meeting of Trustees held on

and was checked and re-affirmed on

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)