

Herstmonceux Pre School

PARENTAL INVOLVEMENT POLICY

General Legal Requirements

The provider must take necessary steps to safeguard and promote the welfare of children

Statutory Guidance:

- *Providers should maintain a regular two-way flow of information with parents and between providers*
- *Parents should be allowed access to all written records about their children (except in exceptional cases where data protection laws stipulate it is against the best interests of the child to do so) and, where requested, comments from parents are incorporated into children's records.*
- *The record of complaints should be kept for at least three years.*

Parents/carers are the most significant people in a young child's life, the Pre School intends to work with parents/carers, supporting, encouraging and reinforcing best practice and guiding or advising when parents/carers ask for suggestions on ways of educating, caring and coping with their child.

To do this we;

- ❖ Ensure all parents/carers know about our aims and policies including complaints procedure - copies of our inspection reports and policies are given to parents during the home visit.
- ❖ Encourage all parents/carers to become actively involved in the group.
- ❖ Give feedback on their child's progress, using specific examples of achievement or behaviour.
- ❖ Value parents/carer comments and opinions about their child's progress by actively listening and including them in decisions made about their child.
- ❖ Ensure times, places and information about meetings are available to all parents.
- ❖ Encourage parents to take their child's folder home and make written contributions in all of the learning and development areas within - this in turn will support the child's key person to plan the child's next steps in their care and learning.
- ❖ Inform parents/carers about training, which might interest them – for instance, importance of play, paediatric first aid.

Herstmonceux Pre School is privately owned, without a committee but has a Parent Panel in operation. This is so parents can voice their opinions, give help and advice to the manager and staff concerning many areas of the Pre School.

Forms of communication used to actively advise and involve parents are as follows;

1. We arrange and plan for home and pre school visits prior to all children starting and, in addition, parents are invited and encouraged to complete the '*All About Me & Parent Voice*' booklet before their child starts.
2. All new parents are given a 'parent pack' at the home visit, which contains copies of the latest Ofsted report, policies and procedures, registration forms plus more.
3. We provide a notice board within the small hall with statutory and non-statutory documents displayed; Ofsted registration certificate and address, public liability certificate, health and safety poster, photographs of all staff, plus a great deal more. Further display boards are positioned in the corridors, with further information about Early Years Education Entitlement, learning and development, parent information hand outs, packing a healthy lunch box, signs and symptoms of infections plus much more.
4. A daily communication board (white board placed outside the internal fire doors where parents wait) is completed by staff, informing parents/carers about the activities the children have been exploring and investigating, any visitors to the setting, key events, and this information is often supported by photographs.
5. All staff are available to speak to at all times, throughout the sessions - there is an 'open door' policy.
6. Our parent panel support and aid the staff to evaluate the practice within the setting and improve the service offered.
7. We carry out an annual survey, either by a questionnaire sent out to all parents or a proportion of parents being interviewed, after analysis the findings are shared with all parents and carers.
8. Information about the all of the staffs qualifications and ongoing training; this is kept in a folder within the cupboard by the admin table.

9. Short term plans- each weeks plans are available to read.
10. Children's work is displayed around the room.
11. Each child's individual folder is always available for parents to look, read, write in and comment, the key person's actively encourage parents involvement.
12. Regular newsletters and timetables.
13. After all children have been at the Pre School for six weeks there will be a 1:1 meeting between the parents and their child's key person. This is an ideal opportunity to discuss the settling in period, observations and involve parents in their child's planned next steps in their learning journey.
14. Regular 'drop in' sessions where key persons meet with their parents to review the children's development

The staff will insure that parents/carers are able to acquire information they wish about their child; they will be able to inspect activity folders and their child development records at any time. All other documents regarding Herstmonceux Pre School excluding Registration Forms, Accident records on other children will be made freely available at all times.

COMPLAINTS PROCEDURE:

If any parent/carer has a complaint about any incident or the running of the Pre School, they must firstly express their concerns verbally to the owner. If a solution is not forthcoming and the complaint is still valid after 1 week the parent/carer must put the complaint in writing. A written reply from the owner containing an appropriate solution will be made within 3 days from the date of the complaint that is received. Copies of the complaint and subsequent actions will be retained in the relevant folder, stored securely and made freely available to Ofsted on request. Parents/carers can contact the OFSTED at any time. Their address and telephone number is;

NATIONAL BUSINESS UNIT
 ROYAL EXCHANGE BUILDING
 3RD FLOOR
 ST ANNES SQUARE
 MANCHESTER
 M2 7LA
 TELEPHONE NUMBER: 08456 40 40 40
 OR EMAIL: enquires@ofsted.gov.uk

Their address and telephone number is also on the notice board inside the hall. Herstmonceux Pre School will council parents if they consider a child's needs can not be met.

This policy has been adopted by Herstmonceux Pre School on 5th September 2008

Signed by proprietor/ manager.....Mrs K Hathaway

Review date: _____ By Whom: _____
 Comments: _____

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