



## **Parental Involvement & Communication Policy**

Our setting respects parents are children's first and most enduring educators. When parents and practitioners work together in early year's settings, the results have a positive impact on children's development and learning.

We ensure effective policies and procedures are implemented to ensure parent/carer partnerships are developed and maintained.

Our setting is committed to developing and maintaining positive working relationships with parents/carers through effective communication, contact and parental involvement.

We consider the ways in which we engage with all parents, carers and their families including parents who have shared access to their children.

We acknowledge that parents/carers are the primary care givers to their child/children and effective communication; contact and parental involvement is essential in meeting the educational and developmental needs of children.

**EYFS Introduction:** All children deserve the care and support they need to have the best start in life. Children learn and develop at a faster rate from birth to five years old than at any other time in their lives, so their experiences in early years have a major impact on their future life chances. A secure, safe, and happy childhood is important in its own right. Good parenting and high-quality early learning provide the foundation children need to fulfil their potential.

### **Our Aim:**

This policy aims to set out clear systems and procedure to ensure effective communication; contact and parental involvement with parents and carers takes place.

The aim of Risby Preschool & Childcare Services is to develop a partnership with parents/carers/families for mutual support and respect. To work together to assist in the care, learning and development of their children within our group.

### **Our Parent Committee**

We always welcome and encourage new members to our committee who can share in the unique experience of being part of our Preschool and setting. We have six formal committee meetings a year and an AGM. We may call additional meetings to formally adopt policies or other matters which require a consultation. The Committee meet to discuss and review practice, monitor & review finances, share ideas, make decisions, plan fundraising events and ensure the setting is following all the statutory requirements for registration and legislation.

Parent committee members have the opportunity to share any skills they have and work with a supportive, committed group of members. We work in partnership always putting the interest, care and welfare of the child and the Preschool first ensuring we meet the standards and statutory requirements of the EYFS (Early Years Foundation

Stage). Our Committee of parents are often spokespersons to enable a good staff/parent/carers relationship to flourish.

The current committee members list can be found on the notice board in the foyer. Each year the committee members are reviewed at the AGM where current members may retire or new members are elected. In order for the Preschool & Childcare Services to remain open we must have sufficient committee members with three officer roles included: Chairperson, Secretary and Treasurer.

The committee works in partnership with our staff team, Preschool Leader and Setting Manager to ensure the smooth running of the setting and ensure communication lines remain open and positive between staff and parents. Our Setting Manager is invited to attend the committee meetings to inform the committee on the progress in key areas: spaces available for all our services, achievements, developments, plans and any matters raised by staff or parents/carers. The Committee may ask staff to attend the committee meetings if a member of staff has requested to be present to discuss a point raised on the Committee Meeting Agenda if this is felt necessary.

The committee follows a formal Preschool Learning Alliance Constitution (2011). A copy of the constitution can be found in the 'Operational Plan' folder in the foyer.

We encourage parents/carers/families to join in with social and fundraising events if they choose too, which are organised by both the committee and staff. We inform all parents of events through advertising an event using posters, leaflets, website, email and verbal communication.

### **Parent/Carer Helpers**

We realise how necessary and of course tremendously beneficial it is to the children and to the group as a whole, to have parents/carers at a session. Everybody has something different to offer and we encourage the sharing of skills to keep our setting thriving as it is today. We encourage parents/carers who choose to help or support in other ways with other jobs as well as the committee roles. We welcome parents/carers to help us by washing toys/resources, helping with events/fundraisers, joining in with a session, helping with planned activities and asking parents/carers to talk to the children about their profession. We recognise and welcome any helpers and see all these as a positive way of involving parents/carers into our setting.

### **Communication Methods & Information Shared**

We communicate with our parents in a range of methods including verbal, written and electronic formats. We recognise the diversity of communication methods used in today's society and aim to communicate with parent/carers in a variety of ways which also support parent needs/preferences. We speak to all parents verbally on collection of their child and aim to share what their child has done during the session.

We have an open door policy ensuring we are available should a parent/carers wishes to discuss anything with us.

Each Preschool child/family is allocated a key person (for more information see our Key Person policy) who parents/carers can communicate with about their child/children. Our aim is for each child and their family to have a positive relationship with their child's key Person.

As stated in the EYFS "Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents and/or

carers. They should also help families engage with more specialist support if appropriate.

We communicate to our parents/carers through our Notice Boards and via email. Our Preschool parents are emailed a termly newsletter where we share information about the terms activities and important information about procedures.

We have in our foyer our 'Operational Plan' folder which is our working document file of all the policies and procedures of our setting. These are available to parents/carers at all times and alternative formats can be requested if required. This folder of information shares with parents/carers our working practices and shows how we comply with relevant EYFS & legislation requirements.

We have a parent/carer Notice board outside the building which is where notices are displayed and information, parents/carers are encouraged to look at this daily for new information. There is also information displayed in the foyer for parents/carers including: staff photographs/roles, committee information, Ofsted contact details, Suffolk Family Information Service, Complaints policy, safeguarding children information/procedures, insurance documentation, information/contacts of support leaflets and guidance which gives a diverse range of services locally and in the wider community. We aim to update these as new services become available or recommended to us.

We have a list of contacts should parents/families wish support, guidance or help, we ask parents to speak to our Setting Manager or a member of staff who will be happy to help you.

We are regularly inspected by Ofsted to ensure we are meeting all the statutory requirements. We make parents/carers aware when there is an inspection taking place by putting up a poster in the foyer. Parents/carers are encouraged to talk to inspectors to share their experiences of the setting. After an inspection has taken place and we have the full published report this will be sent out to all parents via email, a hard copy will be available in the foyer, on our website and on Ofsted's official website.

Parents/carers are encouraged to ask questions and share their feedback to help us review and develop the services we offer. Parents/carers views and ideas are important to us and we use these to inform development of practices and procedures. We send out regular questionnaires and these are reviewed by all staff. The Setting Manager and Preschool Leader gather the information from the questionnaires and is then discussed with the staff on ways to improving our practice. We will ensure this is fed back to parents to show what changes will be made or planning to do in the near future.

Our website is our way of communicating with both new and existing parents, carers and families. We recognise the need for a communication tool where parents can access information from work or home. We aim to keep this up to date with new information regarding the setting and a gallery of pictures showing the activities the children have been involved in.

When a child is aged between two and three their key person will review your child's progress and provide parents/carers with a short written summary of your child's development in the prime areas. This is known as a Progress Check at aged 2. This progress check identifies the child's strengths and any areas where the child's progress is less than expected for their age. If there are significant emerging concerns, or an identified special educational need or disability, the key person would develop a targeted plan to support the child's future learning and development involving parents

and/or carers and other professionals (for example, our Special Educational Needs & Disability Co-ordinator (SENDCO) or health professionals) as appropriate.

A child's learning record is available to parents at all times. We encourage parents/carers/families to share their child's experiences from home and contribute to their child's learning showing a working in partnership approach which can inform planning of future experiences at Preschool.

We arrange at the end of each academic year a convenient time so that parents/carers can meet with their child's key person and discuss the child's development, areas of concern and share their learning record. This can be done also throughout the year if requested by either parent/care or key person.

We have visitors to the preschool e.g. Dental Health Advisor, Veterinary Surgeon, Police Liaison officer and Fire Officer, all offering unique experiences to learn about people, different professions and the world we live in.

This policy was adopted on.....

Signed (chair).....

This policy will be reviewed annually.

Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment.