

MANEA PRESCHOOL

Parent/carer involvement policy

At Manea Pre-school we believe that children benefit most from early years education and care when parents/carers and settings work together in partnership.

Our aim is to support parents/carers 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.

Method

In order to fulfil these aims we:

1 Are committed to ongoing dialogue with parents/carers to improve our knowledge of the needs of their children and to support their families

2 Inform all parent/carers about how the setting is run and its policies through access to written information and through regular informal communication e.g. the daily notice board. We check to ensure parent/carers understand the information that is given to them

3 Encourage and support parents/carers to play an active part in the setting

4 Inform all parents/carers on a regular basis about their children's progress by having an open-door policy and by having parent consultations

5 Involve parents/carers in the shared record keeping about their children - either formally or informally - and ensure parents/carers have access to their children's written developmental records (learning stories)

6 Provide opportunities for parents/carers to contribute their own skills, knowledge and interests to the activities of the setting

7 Inform parents/carers about relevant conferences, workshops and training

8 Consult with parents/carers about the times of meetings to avoid excluding anyone

9 Provide information about opportunities to be involved in the setting in ways that are accessible to parents/carers with basic skills needs, or those for whom English is an additional language

10 Hold meetings in venues that are accessible and appropriate for all

11 Welcome the contributions of parents/carers, in whatever form these may take

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12 Inform all parents/carers of the systems for registering queries, complaints or suggestions and check to ensure these are understood

13 Provide opportunities for parents/carers to learn about the EYFS framework followed in the setting and about young children's learning, in the setting and at home

14 We provide ‘WOW’ moment forms for parents/carers to complete when they have something they would like to share with the setting. These are promoted during initial visits

15 We have a comprehensive website that can be accessed through the Manea Community Primary school’s website at www.manea.cambs.sch.uk

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

1 Admissions policy.

2 Complaints procedure.

3 Record of complaints.