

Duchy Preschool & Playgroup, Bradninch			Page 1 of 3	
Document.	<b>019</b>	<b>Parental Involvement Policy</b>		
Revision	<b>07</b>	Approved By	<b>Katy Taylor</b>	Approval Date <b>02/11/2023</b>

## **Scope**

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

## **Policy**

We believe that children benefit most from pre-school education and care when parents and pre-schools work together in partnership.

## **Our aims**

- To support parents as their children's first and most important educators.
- To involve parents in the life of the pre-school and their children's education.
- To support parents in their own continuing education and personal development.
- To develop respectful and regular communications between home and setting

## **Method**

In order to fulfil these aims:

- we are committed to ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families.
- through access to written information and through regular informal communication, we inform all parents about how the group is run and its policies. We check to ensure parents understand the information which is given to them.
- we encourage and support parents to play an active part in the management of the pre-school;
- we offer all parents the opportunity once a term to meet with their child's key worker to learn about and discuss their child's progress
- we inform all parents on a regular basis about their children's progress; using Family
- we involve parents in the shared record keeping about their children - either formally or informally - and ensure parents have access to their children's Family files and anything written files.
- we provide opportunities for parents to contribute their own skills, knowledge, and interests to the activities of the group.
- we inform parents about relevant conferences, workshops and training.
- we consult with parents about the times of meetings to avoid excluding anyone.
- we provide information about opportunities for being involved in the pre-school in ways which are accessible to parents with basic skills needs, or those for whom English is an additional language.
- we hold meetings in venues which are accessible and appropriate for all.
- we welcome the contributions of parents; in whatever form these may take.

Approved by (signature)	
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Duchy Preschool & Playgroup, Bradninch			Page 2 of 3	
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- we 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 complaint's procedure; and
- we provide opportunities for parents to learn about the pre-school curriculum and about young children's learning, in the pre-school and at home.
- We provide a curriculum newsletter, so all parents are informed of new of what's happening each term.
- We provide a calendar on Famly with all important dates and information.

The following are in place to support this policy:

- Admissions Policy 0001;
- Complaints Procedure 0004;
- Record of Complaints;

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Duchy Preschool & Playgroup, Bradninch			Page 3 of 3	
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Responsibility for periodic review	<b>Development Sub-committee</b>
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#### Document History

<b>Rev</b>	<b>Changes</b>	<b>Date</b>	<b>Approval</b>
00	Previous changes incorporated for AGM	17/05/10	AGM
01	Review for AGM	15/11/11	AGM
02	Addition of scope statement.	02/01/14	PNW
03	Reviewed	18/06/19	GP
04	Reviewed Added Tapestry	01/01/20	NL
05	Reviewed	14/7/21	NL
06	Reviewed amended added Newsletter and curriculum update	30/9/22	NL
07	Reviewed and Tapestry has been replaced by Family	02/11/2023	KT

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