



Reg Charity No: 1096458

## **Parental Involvement Policy**

We believe that children benefit most from early year's education and care when parents and the care club work together in partnership.

### **Our aim**

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 care club. We also aim to support parents in their own continuing education and personal development.

### **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;
- Inform all parents about how the care club 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;
- Encourage and support parents to play an active part in the governance and management of the care club;
- Inform all parents on a regular basis about their children's progress;
- Involve parents in the shared record keeping about their children - either formally or informally - and ensure parents have access to their children's written developmental records;
- Provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the care club;
- Inform parents about relevant conferences, workshops and training;
- Consult with parents about the times of meetings to avoid excluding anyone;
- 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;
- Hold meetings in venues that are accessible and appropriate for all;
- Welcome the contributions of parents, in whatever form these may take;

- 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 complaints procedure; and
- Provide opportunities for parents to learn about the range of activities offered in the care club and how these help to develop the children's skills

In compliance with National Standard 12, the following documentation is in place:

- Admissions policy;
- Complaints procedure;
- Record of complaints; and
- Activities provided for children.

This policy was adopted at a meeting of	Trustees	Setting: - Violet Way & Edge Hill care club
Held on (date)		
Signed on behalf of the Management Committee/ Proprietor		
Role of signatory (e.g. chairperson etc.)		Chair of trustees