

# **MATLOCK PRE-SCHOOL PLAYGROUP**

## **PARENTAL INVOLVEMENT POLICY**

Parents are the first educators of their young children. The aim of Matlock Pre-School Playgroup Association is to support their essential work, not to supplant them. We will:

Issue a guide to our playgroup to all parents/ carers prior to the child starting playgroup

- Make all new parents aware of the Playgroup's systems and policies – all parents will be verbally informed of playgroups child protection policy.
- Ensure policies are on show at all times at both sites.
- Encourage parents on an individual basis to play an active part in the management of the Playgroup.
- Encourage parents to join the Committee. Ensuring all parents are invited and made welcome at committee meetings.
- Ensure all parents are informed when and where Committee meetings are via 'The Bugle', our in-house newsletter, our website and through notices at both sites.
- Consult with families about the times of meetings to avoid excluding anyone.
- Hold meetings at Pre-school Playgroup, which are accessible and appropriate for all.
- Welcome the contributions of parents, whatever form these may take.

- Ensure that parents are informed on a regular basis about their child's progress through parent evenings held twice a year in April and October.
- Ensure that all parents have opportunities to contribute from their own skills, knowledge and interests to the activities of the Playgroup.
- Involve parents in shared record keeping about their own child, both formally and informally.
- Ensure that all parents are fully informed about meetings, conferences, workshops and training.
- Provide opportunities for parents to learn about the Pre-school curriculum and about young children's learning, in Pre-school and at home, through the Bugle, Guide to our Playgroup and information in or issued by Playgroup.
- Conduct questionnaires to inform and improve our services.
- Ensure equality of access.
- Allow free access to all development records about their child (except in cases where data protection law stipulate it is not in the best interests of the child to do so).
- Maintain a regular two way flow of information with parents – (how – see procedure)
- Hand over their children's folders to the parent/ carer when their child moves to a new provider.
- Issue every child a folder with details of the key person on, and contain a 'Guess what I did at home' sheet and an 'I can do' book.

- Display staffing in the setting.
- Display emergency telephone numbers.
- Display snacks provided.
- Make known to all parents the systems for registering queries, complaints or suggestions.
- Display a current Ofsted report at the premises and on line.
- A summary of the child's EYFS profile will be passed on to the next educational establishment the child attends within 15 days of their child leaving playgroup.