



Woodham Mortimer Pre-School  
 Woodham Mortimer Village Hall  
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 Registered Charity Number: 1060526 DFES / OFSTED Number 650168  
 PSLA Membership Number: 20167

## PARTNERSHIP

### **General Welfare Requirement: Organisation**

The Pre-School must plan and organise systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs

## 4.9 – PARENTAL INVOLVEMENT POLICY

### POLICY STATEMENT

We believe that children benefit most from early years education and care when parents / carers and Pre-Schools 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 Pre-School. We also aim to support parents / carers in their own continuing education and personal development.

Some parents / carers are less well represented in early years settings; these include fathers, parents who live apart from their children but who still play a part in their lives as well as working parents. In carrying out the following procedures, we will ensure all parents / carers are included.

When we refer to 'parents' we mean both mothers and fathers; these include both natural or birth parents as well as step-parents and parents who do not live with their children, but have contact with them and play a part in their lives. 'Parents' also includes same sex parents as well as foster parents.

'Parental responsibility' is *all the rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and his property.* (For a full explanation of who has parental responsibility, refer to the Pre-School Learning Alliance's *Child Protection Record* publication).

### EARLY YEARS FOUNDATION STAGE KEY THEMES AND COMMITMENTS

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
1.2 Inclusive practice	2.1 Respecting each other	3.2 Supporting every child	N/A
1.4 Health and well-being	2.2 Parents as partners		
	2.3 Supporting learning		
	2.4 Key Person		

## **PROCEDURES**

- We have a means to ensure all parents / carers are included – that may mean we have different strategies for involving fathers or parents who work or live apart from their children
- We hold an annual parents evening to involve parents that may be unable to come into the setting in the usual hours
- All family members / carers are invited to our annual Sports Day and Nativity Play
- We consult with all parents / carers to find out what works best for them and send out an annual questionnaire for their comments / suggestions
- We ensure ongoing dialogue with parents / carers to improve our knowledge of the needs of their children and to support their families
- We inform all parents / carers about how the Pre-School is run and its Policies through access to written information and through regular informal communication. We check to ensure parents / carers understand the information that is given to them
- We encourage and support parents / carers to play an active part in the governance and management of the Pre-School
- We inform all parents / carers on a regular basis about their children's progress
- We 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
- We provide opportunities for parents / carers to contribute their own skills, knowledge and interests to the activities of the Pre-School
- We inform parents / carers about relevant conferences, workshops and training
- Parents / carers are encouraged to join the Pre-School Committee and give their ideas on how the Pre-School should be run
- We hold meetings in venues that are accessible and appropriate for all and consult with parents / carers about the times of meetings to avoid excluding anyone
- We provide information about opportunities to be involved in the Pre-School in ways that are accessible to parents / carers with basic skills needs, or those for whom English is an additional language
- We welcome the contributions of parents / carers , in whatever form these may take
- We inform all parents / carers of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents / carers have access to our written complaints procedure
- We provide opportunities for parents / carers to learn about the curriculum offered in the Pre-School and about young children's learning, in the Pre-School and at home

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

- Admissions and Attendance Policy
- Complaints Policy and Procedure
- Record of Complaints
- Developmental records of children

**OTHER USEFUL PSLA GUIDANCE**

- Child Protection Record (2007)
- Looking at Learning Together (2005)
- Summary Complaints Record (2006)

**This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee**

**Date of Meeting** \_\_\_\_\_

**Next Review Date** January 2011

**Signed on Behalf of Woodham  
Mortimer Pre-School** \_\_\_\_\_

**Name of Signatory** Kayte Terrett

**Role of Signatory** Chairperson – Woodham Mortimer Pre-School Committee