



## **Parental involvement policy**

Tandridge Village Pre-School, must maintain records and obtain and share information (with parents and carers, other professionals working with the child and the police, social services and Ofsted as appropriate) to ensure the needs of all children are met. We must provide a two-way flow of information with parents and/or carers, and between providers, or example if a child is attending more than one setting. If requested, providers should incorporate parents' and/or carers' comments into children's records. We believe that children benefit most from Pre-School when parents and practitioner work together in partnership.

### **Our aim is;**

- To support our parents as their children's first and most important educators
- To involve our parents in the life of the Pre-School and their child's education
- To support our parents in their own continuing education and personal development

### **Method**

In order to fulfil our aims:

- We are committed to a regular two-way flow of information with parent/carers so that we can gain knowledge about the needs of their children and how best to support them and their families.
- We keep parent/carers informed about their child's progress informally (talks at the beginning or end of the sessions), by adding progress reports onto Tapestry which can be accessed by a parent at any time, and formally (parents evening, this normally takes place in the summer term).
- We involve all parents in the shared record keeping about their child both formally and informally.
- We offer access to written information that will inform all our parents about how the group is run. We do this by a weekly email sent by the setting's Manager, an operational plan, policies, procedures and the sharing EYFS planning. Key persons will check to ensure that parents have understood the information which is available to them.
- We will encourage and support parents to play an active part in the governance and management of the Pre-School (by joining the Committee).
- We welcome parents who wish to contribute their own skills, knowledge and interests to the activities of the group. We will also embrace opportunities for parents with basic skills needs or those for whom English is a second language, to become involved in the Pre-School in ways which are accessible to them.
- We will inform parents about relevant conferences, workshops and training.
- We will inform parents about the times of meetings to avoid excluding anyone.
- We will hold meetings in venues which are accessible and appropriate for all.
- We will welcome the contributions of parents, in whatever form these may take.
- We will provide information for parents to learn about the Early Years Foundation Stage and about young children's learning, in the Pre-School and at home.
- We will inform all parents of the systems for registering queries, complaints or suggestions. All parents will have access to our admissions policy, complaints procedure, record of complaints and activities provided for the children who attend our setting.

This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date:

This policy will be reviewed:

Autumn 2022

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:



Date: