

## PARENTAL INVOLVEMENT

### **Parents are encouraged to:**

- As needs arise join a parent rota of helpers.
- Be aware of the settling in policy.
- Stay with their child if it is to their child's benefit.
- Make staff aware of any problems or worries regarding their child or the facility.
- Discuss any ideas / suggestions they may have about the Calthwaite Nursery activities with staff.
- Bring and use their own skills in the session eg music and cooking etc.
- Join children on outings and visits.
- Help at sessions as a parent helper.

### **Parents are made aware:**

- The staff are available to talk to parents at the beginning and end of any session.
- The Manager is available to talk to parents by mutual agreement between sessions either by phone, at the facility, or at their own home.
- Problems and anxiety must be discussed as soon as possible to avoid the problem multiplying
- Manager available at all times.

Ensure parents views and concerns are respected and acknowledged

A termly newsletter is printed and given to each parent / career, as well as displayed on the parent's notice board. Relevant information and mailings from Sure Start and NDNA are either distributed to parents / careers or displayed.

Home visits for Nursery Grant Children by the teaching staff occur before the start of the fall term and can be given to every new child entering the Nursery during the rest of the year.

Parents Evenings are also held enabling parents to see the children's work and discuss any issues, concerns or suggestions they may have with staff or committee members.

### **RELATIONSHIP WITH PARENTS / CARERS**

The Trustees and staff must seek to have a relationship with parents / careers that allows the child to move easily and happily between home and the facility.

The staff must be committed to developing and maintaining a working partnership with parents / carers and encouraging parental involvement, and respecting parental responsibility for the child.

Where parents / carers are required to assist on a rota basis, expectations must be communicated clearly, verbally and in writing, clarifying the duties that they will be expected to perform prior to the child starting.

Parents / carers wishes must be sought and respected regarding the participation in religious ceremony, traditional activity etc.

All policies must be brought to the attention of parents / carers and be available for them to read.

Confidentiality must be respected except in contravention of requirement in Standard 13 (Child Protection)

Staff should attempt to be flexible regarding any difficulties experienced by parents to other claims on their time such as employment, care of other children etc.. Parents / carers should be encouraged to contribute views about the service provided. Strategies should be in place to ensure the facility is welcoming for parents / carers.

### **HOW RELATIONSHIPS ARE ASSESSED AND DEVELOPED**

1. Staff are at all times in close contact with all parents / carers.
2. Staff aim to gain parents / carers trust as quickly as possible.
3. The staff try to get to know all parents / carers as quickly as possible and to create a happy, friendly and welcoming environment.

### **Parental Support**

Parent / carer support is vital to its success. In the future, as numbers increase or the programme dictates, parents / carers may be asked to help out on a rota basis. 'Parent / carer' in this case can be mum, dad, grandparents, auntie, uncle or childminder etc.

If you have any ideas for craft, activities or games please tell us – we can try it out or you could come along and show us! If you have any skills which you could share with us (cooking, music, singing or drama etc) please tell us. We aim to make the facility friendly and comfortable for parents as well as children. We want you to enjoy your time and feel part of the team.

You are welcome to stay with your child at any time if you feel you want to or if your child needs you.

If for any reason / emergency you are late for collection, we will ensure that your child is safe until you arrive, in accordance with the Child Not Collected Policy, but please try to avoid this whenever possible.

### **Teamwork**

The facility is run by Trustees with all parents being able to voice their opinions at regular meetings which are open to everyone. If you wish to comment on any practice please see a Trustee or any staff member. **It is everyone's facility.**

### **How planning assessments, achievements / progress reports are relayed to parents**

- Meetings between staff, parents / carers and Trustees occur on an informal basis during sessions, where future planning and progress is discussed.
- At the end of every term parents / carers are welcome to meet on an individual basis to discuss assessments and achievement progress. Any problems can be raised and next term's development can be discussed and agreed.
- As each child leaves nursery for reception class a detailed report is given to each parent and reception class teacher.
- There are parent's evenings.

## **PARENTAL INFORMATION**

All new parents receive a prospectus and relevant forms to complete before their child attends.

The Manager will encourage a visit to the facility for both parents / carers and children, also a home visit will be conducted before the child attends, unless requested otherwise by the parent.

If any problems occur during a child's attendance at the group, staff will contact the parents / carers and visit parents / carers at home, on request.

Information is displayed on the notice board, staff will point out any information of special interest.

Newsletters and letters are sent to parents / carers to inform them of all future events and past achievements. Parents / carers are also sent letters for written consent for visits etc.

Information is given both verbally and written at regular meetings.

Parents / carers are informed of progress development and problems as they arise.

Staff will speak to parents / carers at every session, if more time is needed to talk, a meeting will be arranged with them.