



Busy Bees @ LPS Parental Involvement Policy

Working in Partnership with Parents

Busy Bees recognises the importance of parents as the primary educators of their child and that it is the parent who knows the child best. Children benefit most from a setting's care and provision when parents and the staff can work together in partnership.

'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.' 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.

The staff at Busy Bees develop a partnership with parents by:

- Ensuring all new parents to the setting are aware of the policies and have opportunities to read them, either on the website or paper copies within our Operational Plan.
- Working to build the Key Person relationship even before the child begins at the setting. All parents will be allocated a Key Person (please refer to our Key Person policy) who will help settle the child and develop a warm, trusting relationship, be responsible for all care needs and maintaining the Learning Journey. All parents are given a 'Key Person Information' sheet so they are aware of the role of their child's Key Person.
- We ensure ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families.
- Busy Bees is a parent committee childcare provision and therefore parents are always encouraged to join our committee and have a say in the running of the setting.
- Parents will be informed on a regular basis about their child's progress and they will be involved in contributing to the child's learning journey's to make it a shared process, helping us get to know the child better and extend their learning and development.
- Parents will have opportunities to share their skills, knowledge, experience and interest with the setting.
- Parents are supported in helping their child to enjoy and achieve. Busy Bees enable and encourage children to attend and enjoy preschool.
- Parents will be informed of meetings, fundraising events and Annual General Meetings (AGM) and these events will be at suitable times and with adequate

notice. Meeting times and times of events are discussed with parents so Busy Bees can aim to set a most convenient day and time. Venues are chosen to be convenient and accessible for all.

- Information will be able to be understood by all families and if necessary, Busy Bees will translate into their first language or relay verbally.
- Contributions of parents will be welcomed, whatever form they may take.
- The setting acknowledges that a child's ability to learn and develop is considerably improved when parents become involved. Parent participation at the setting or on outings provides a higher ratio of attentive adults. The adult's enthusiasm and warmth is important as children respond readily to caring, involved attitudes.
- Parental involvement at Busy Bees helps the adult to become more aware of how a child develops.
- Parents are involved in the shared record keeping about their children – either formally or informally – and ensure parents have access to developmental records through their online Learning Journey.
- When parents become involved in the setting, adult friendships can form and opportunities can arise in which the parent can develop new skills or practice old ones.
- Information will be made available to parents such as newsletters, access to planning, policies, leaflets, events at the Children's Centre, our half termly stay and play sessions etc
- Parents are informed of the systems in place to register queries, complaints or suggestions. All parents have access to our written Complaints Procedure.
- Opportunities are provided for parents to learn about the setting's curriculum and about their child's learning in the setting and at home.
- Busy Bees hold the following events which parents are encouraged to attend or participate in:

Sports Day

Christmas Production

Christmas Stall at the LPS Fayre

Easter Egg Hunt

Parent's Evening

AGM

Committee Meetings

Visits – Library, church, Fire Station etc

- All staff are fully aware of our confidentiality policy. Parents can be assured that confidentiality will be maintained in any matters concerning parents and their children.
- The Extended Services staff liaise with teachers when dropping off children and collecting children from school. This allows information concerning children to be communicated effectively, efficiently and confidentially.

Part of our ongoing partnership with parents is supported through our excellent communication. We recognise that parents preferences when it comes to how and when we communicate can differ from one parent to another. Because of this, we aim to provide as many lines of communication as possible. These include:

- Fortnightly newsletters which cover Preschool, Breakfast and After School Club
- Verbal communication with parents
- Verbal communication with teachers which allows us to feedback to parents
- Communication books for Preschool children who also attend other settings such as childminders and LPS Nursery
- Facebook page
- Twitter account
- Text message
- Emails
- Letters and notes
- Regular website updates
- Messages posted through children's online Learning Journey

This policy was adopted on	
Signed on behalf of the preschool	
Date disseminated to staff	
Date for review	