** Parental Involvement Policy and Procedure** Updated January 2025

It is essential for ensuring effective communication and collaboration between parents, staff, and the setting. The policy helps to build strong partnerships that support children’s learning and development:

**1. Introduction**

* **Purpose:** The policy aims to highlight the importance of parental involvement in a child’s early years education and outlines the procedures for encouraging and maintaining positive, open communication between parents and the preschool.
* **Scope:** This policy applies to all staff, parents, and carers involved in the preschool setting.

**2. Objectives**

* To foster strong partnerships between parents and staff to enhance children's learning and development.
* To ensure that parents are regularly updated on their child's progress and well-being.
* To encourage parents to participate in the preschool's activities, including special events, meetings, and decision-making processes.
* To provide parents with clear and accessible information about the preschool’s procedures and their child's progress.

**3. Legal Framework**

* The policy refers to statutory frameworks:
	+ The **Early Years Foundation Stage (EYFS)** requirements.
	+ **The Children Act 1989 and 2004**.
	+ **Ofsted's Early Years Inspection Handbook**.
	+ The **Equality Act 2010**, ensuring inclusivity and fairness.

**4. Encouraging Parental Involvement**

* **Communication with Parents:**
	+ Fledglings will send regular newsletters via emails and My Montessori Child (MMC), and on digital platform via Facebook, Instagram and X to share general information and updates (No images of children will be included on digital sites.)
	+ Opportunities for parents to meet with staff (e.g., parents’ meetings, one-to-one meetings).
	+ Daily communication (via notices, MMC, or informal chats at drop-off/pick-up times).
	+ Use of communication books or emails for children with additional needs.
* **Involvement in Learning:**
	+ Providing opportunities via MMC for parents to share their child’s interests, which can help shape learning activities.
	+ Encouraging parents to read with their child, engage in home-based learning, or contribute to classroom projects (e.g., by sharing skills or cultural practices).
* **Volunteering:**
	+ Parents are invited to assist in the classroom, on trips, or with specific projects (subject to safeguarding procedures).
* **Workshops and Events:**
	+ Offering workshops via local groups on child development, learning strategies, or other relevant topics.
	+ Organizing family events or celebrations that include the parents, children, and staff.

**5. Staff Roles and Responsibilities**

* **Key Workers:** The key worker system ensures that each child has a designated staff member who acts as the main point of contact for their parents.
* **Open-Door Policy:** Ensuring that staff are approachable and available for parents to discuss any concerns or queries.
* **Regular Updates:** Staff will provide regular progress updates on the child’s development, including information about achievements, milestones, and any concerns.

**6. Parental Feedback**

* **Surveys and Questionnaires:** Surveys to gather feedback from parents about their experiences with the preschool and their suggestions for improvement.
* **Parent Meetings:** Meetings where parents can discuss their child's progress and share any concerns.
* **Complaints Procedure:** A clear process for parents to follow if they have concerns about any aspect of the preschool's provision.

**7. Safeguarding and Confidentiality**

* **Safeguarding:** Ensure that all parental involvement complies with safeguarding procedures to protect both children and staff. Parents to be made aware of the preschool’s safeguarding policies.
* **Confidentiality:** Respecting the privacy of both children and parents is essential. Information shared with staff about a child or family will be handled with discretion and in compliance with data protection laws ( GDPR).

**8. Equality and Inclusivity**

* The preschool promotes an inclusive environment where all parents, regardless of background, are encouraged to participate.
* Information will be provided in accessible formats for parents with additional needs, such as those with limited English proficiency or disabilities.
* Parents are required to fill out emergency contact details and consent forms for activities or outings involving their children. These are found on MMC.

**9. Review and Evaluation**

* The policy will be reviewed regularly (e.g., annually) to ensure it remains effective and in line with regulatory requirements.
* Parents to be involved in the review process through feedback mechanisms such as surveys.

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By implementing this policy, Fledglings can ensure that parental involvement is a key part of the child's learning experience, enhancing the educational outcomes and building a supportive community around the children.

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