

CHIDDINGSTONE NURSERY SCHOOL CIO

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Parental Involvement Policy

Written by	Jill McCoy
Ratified on behalf of Nursery Trustees	September 2021
Date for Review	September 2022
Signed – Chair of Nursery Trustees	
Signed – Nursery Leader	

This policy will be reviewed and ratified at least annually and/or following any updates to national and local guidance and procedures.

This policy has been impact assessed by Jill McCoy in order to ensure that it does not have an adverse effect on race, gender or disability equality.

Policy Statement

The Early Years Foundation Stage seeks to provide "Partnership working between practitioners and parent/carers"

We believe that children benefit most from nursery education and care when parents and nurseries work together in partnership.

Our Aim

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

Some parents 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 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.*

Covid19 Addendum

It is important to reduce contact between children, adults and staff as far as possible and Chiddingstone Nursery CIO will take steps to achieve that and reduce transmission.

At present due to Covid19 safeguarding measures, in line with government guidelines all parents are requested not to enter the nursery building by dropping and collecting their children at the nursery entrance, by communicating through text, email or telephone until it is safe to do so.

Chiddingstone nursery CIO understands that it would be detrimental to some children's well-being if their parents were not able to support their transition from home to nursery in particular for our younger nursery children and through the induction process.

Parents and children will have temperature checks on arrival and face masks worn, good hygiene practices will be encouraged with hand washing or hand sanitiser on arrival and departure, after toileting and eating.

Visitors will be recorded for our track and trace system and parents and adults will inform the nursery if they show any symptoms of Covid19

Additional cleaning will be implemented on frequently touched surfaces throughout the day.

Procedures

In order to fulfil these aims:

- Parent/carers are always made to feel welcome in the nursery and are greeted appropriately.
- We have a means to ensure all parents are included - that may mean we have different strategies for involving fathers or parents who work or live apart from their children by providing an open morning at a designated weekend.
- We have an "open door" policy that encourages parents to come and see us at any time for an informal discussion due to Covid19 these now take place outside, virtually or by phone.
- We consult with all parents to find out what works best for them.
- We make every effort to accommodate parents who have a disability or impairment.
- We are committed to ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families;
- Through access to written information and regular informal communication and newsletters, we inform all parents about how the group is run and its policies through parent mail and the nursery web site. We check to ensure parents understand the information which is given to them;
- Information about a child and their family is kept confidential in the nursery. The exception to this is where there is cause to believe that a child may be suffering, or is likely to suffer, significant harm, or where there are concerns regarding child's development that needs to be shared with another agency. We will seek parental permission unless there is a reason not to in order to protect the safety of the child.
- Prior to the children starting we arrange an induction session where parents and their child spend time meeting their key person virtually and/or face to face outside or within the covid preventative measures in place. Children's interests and health care issues are discussed and recorded and parents can discuss any concerns or further information they require.
- The nursery website has information about your child's key person and virtual information is provided on tapestry for parent/carer information and involvement.
- For the new children starting at nursery a 'My first Morning' picture sheet is completed to be shared with family and used as a positive talking point to aid settling in.
- A home visit may be arranged to support children and their families with the transition from home to nursery. At present due to Covid19 home visits have been discontinued.
- We inform all parents on a regular basis through parent mail about their children's progress and an 'All About Me' record is completed with the parents twice a year.
- We involve parents in the shared record keeping about their children - both formally and informally - and ensure parents have access to their children's written records; we provide an on-line journal that contains photos and observations which is shared and completed by key person, parent/carers and children.
- Termly planning for each child and its review is uploaded to inform parents of their child's development and interests.

- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the group and are very keen to encourage volunteers; when it is covid19 safe to do so.
- We encourage and support parents to play an active part in the management of the nursery by inviting them to join the committee.
- We provide a sub-committee to liaise with parents to encourage the parent/child voice to have a direct input to the nursery management committee
- We invite all parents to attend the Annual General meeting ("AGM");
- We inform parents about relevant conferences, workshops and training;
- We hold meetings in venues which are accessible and appropriate for all; we welcome the contributions of parents, in whatever form these may take;
- We invite parents each term to spend a morning in the nursery to observe and view their child's portfolio and speak with staff. At present due to Covid19 safety measures these visits will be reviewed.
- We require parent/carers to accompany their children on our nursery outings and extend a warm invitation to join us to supervise visits to provide good adult child ratios. At present due to Covid19 safety measures these visits will be reviewed.
- We operate a key Person system offering parents assurance that a particular member of staff is allocated and available for discussions about any concerns or regarding child development on a daily and weekly basis.
- Where applicable our key person and SENCO work with parents to carry out an agreed plan to support special educational needs
- Where applicable our key person and DSL work with parents to carry out any agreed tasks where a protection plan is in place for a child
- We send out an annual questionnaire in the spring term giving parent/carers an opportunity to share their views about the nursery - anonymously if preferred. There is a comments box situated in the entrance hall in which parents can place comments and suggestions anonymously if preferred.
- Parents are involved in the transition form completed in preparation for moving from nursery to primary school. It is read by parent/carers and they are given the opportunity to make comments.
- We inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure; and all other policies can be viewed in the entrance hall of the nursery.
- We provide opportunities for parents to learn about the nursery curriculum and about young children's learning, in the nursery and at home.
- We provide the nursery office for meetings and consultations with parents, staff and other professionals.
- The EYFS Progress Check at the age of two will be completed in the three Prime areas of learning and development to ensure parents have a clear awareness of their child's development. The Two-year check is completed in partnership with health visitors and parent/carers.
- Parents are provided with leaflets situated in the entrance hall about topics on supportive activities on Starting School, Packed Lunches, Supporting Numeracy and Writing and settling in.

- Additional extension activity sheets are provided to support home learning.
- We welcome the contribution of parents, in whatever form these may take.
- We encourage all parents and families to actively support our fundraising efforts.
- The PTA fund Parent Mail so parent/carers can register and information on weekly planning, children's interests and weekly reminders can be accessed, a hard copy is also available. A question is provided each week to support learning links from nursery to home.
- A parent board is placed in the entrance hall to provide information on relevant subjects of the children's nursery life.
- A short video is available for prospective parents and also to support children with the transition from home to nursery.
- Planning and learning links are made available to support home learning as required for self-isolation or lock down.
- A digital picture frame is situated in the entrance hall so parents can have a visual awareness of their child's time in Nursery.
- Where possible, we let parents know when an Ofsted inspection is taking place. After an Ofsted inspection takes place, we provide a copy of the report to parents/carers

In compliance with National Standard 12, the following documentation is in place:

- admissions policy;
- complaints procedure;
- record of complaints and
- activities provided for children.

Tapestry Online Learning Journal

- We use the "Tapestry Online Journal" programme which allows parents to be provided with on-going information about their child's learning and progress according to the Early Years Foundation Stage and Characteristics of Learning
- All staff collect weekly observations on particular named children to ensure each child is listened too and receives educationally stimulating interactions and development in their individual interests by all staff these are then evaluated according to the Early Years Foundation Stage, the Characteristics of Effective Learning and the child's wellbeing and involvement is also assessed by the key person and these observations are moderated before being added to the child's learning journey.
- A regular notification is sent to parents via email letting them know that there are observations ready to view about their child, so they can share in the fun and learning opportunities their children are experiencing. However, parents are able to access their child's Learning Journal at any time. Parents are able to 'Like' and 'Comment' on any observations submitted by their key person.
- Using the children's observations, the key person produces a 'summative Assessment of the child's overall learning and development and plans accordingly to support their future development.
- Parents work with us using the 'Tapestry Online Journey'. This programme allows for photographs and video clips to be uploaded by parents to their child's learning journey from home, encouraging parents to share their adventures and how they help their children to

learn whilst at home. 'Home Observations' are also evaluated by the key person and are in the child's learning journey.

- This is a very valuable form of communication between home and nursery experienced especially during lockdown.