

Parental Involvement Policy

We believe that children benefit most from early years education and care when parents and settings work together in partnership.

Our aim

Our aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of the setting. We also aim to support parents in their own continuing education and personal development.

Method

In order to fulfil these aims we:

- are committed to ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families,
- inform parents on the staffing of the setting; the name of the child's key person and their role; and a telephone number for parents and/or carers to contact in an emergency,
- inform all parents about how the setting is run and its policies through access to written information and through regular informal communication. We check to ensure parents understand the information that is given to them, this is usually the responsibility of the key person,
- inform parents on the range and type of activities and experiences provided for children, the daily routines and how parents and carers can share learning at home,
- encourage and support parents to play an active part in the governance and management of the setting,
- inform all parents on a regular basis about their child/ren's progress,
- talk to parents about the food and drinks provided for their children by the Playgroup and share a healthy lunchbox leaflet within the new starter pack to advise them on our expectations for their packed lunches..

- involve parents in the shared record keeping about their children - either formally or informally - and ensure parents have access to their children's learning journeys and opportunities to add to them to help future planning for the child/ren; provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the setting,
- inform parents about relevant conferences, workshops and training,
- consult with parents about the times of meetings to avoid excluding anyone,
- provide information about opportunities to be involved in the setting in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language,
- hold meetings in venues that are accessible and appropriate for all,
- welcome the contributions of parents, in whatever form these may take,
- 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,
- provide opportunities for parents to learn about the Early Years Foundation Stage Framework and how we follow it in the setting and about young children's learning, in the setting and at home; and
- have questionnaires which give the parents opportunity to comment on the setting, staffing and child/ren's progress.

In compliance with the Statutory Framework for the Early Years Foundation Stage, the following documentation is in place:

- admissions policy
- complaints procedure
- record of complaints
- activities provided for children.
- Data Protection Policy

Security and Safety

The front door is locked at 8 am until the end of session. Parents should ring the doorbell for admission if they arrive in session time.

After School Club children must be collected by 2 or 3 practitioners dependent on number and age. Up to 2 children can be collected by a manager or deputy as agreed by Towergate Insurance after a sport's club at Belton School.

Infectiousness

Children should not be brought to playgroup if they are unwell or infectious. **The child must be clear from a sickness bug for 48 hours after the last bout of sickness or diarrhea .**

If a child becomes unwell during the session the parents will be contacted **and the child will be isolated from the other children with a member of staff.**

Clothing

Children should wear practical clothing which is easy to get on and off and won't matter if it gets dirty. Spare sets of clothes should be sent and outdoor clothing for every session as free flow ensures the children will go outside every day.

Payment of fees

Fees should be paid by the date on the invoice. If a parent has difficulty with payment, they should speak to the Playgroup Manager in confidence. (see our fee payment policy)

Notice of intent to leave the Playgroup

Parents who chose to withdraw their child from the Playgroup will need to give 4 weeks' notice or pay the fees in lieu. These must be term time weeks and do not include any holiday time (according to term dates provided by Leicestershire County Hall) Government funding is stopped on the day the child leaves so parents will need to pay any outstanding money if 4 weeks' notice is not given.

Belton Playgroup

This policy was adopted at a meeting of Belton Playgroup Association:

Held on: 2nd June 2026

Signed on behalf of committee:

A handwritten signature in black ink, appearing to read 'A. Spencer', is written on a light grey rectangular background.

Name and role of signatory: Anna Spencer, Chair of Committee

Review date: April 2027