



## **PARENTAL INVOLVEMENT POLICY**

Clyde Nursery Ltd aims to ensure all parents/carers work in partnership with staff to foster mutual respect, trust and understanding thus ensuring the wellbeing of every child.

### **AIMS**

- To promote an open-door policy where parents/carers are encouraged to play an active part in Nursery life. (Due to Covid the Nursery's open-door policy has had to be suspended however in exceptional circumstances these may be relaxed and risk assessed. Staff are always available to take phone calls or online video calls in addition to the daily handover. Daily diaries are available until 2yrs old. A parent can request a diary of their child)
- To make provision for constructive consultation regarding all aspects of Nursery life.
- To provide opportunities for parents/carers to keep abreast of Nursery practice, procedures, and educational initiatives.
- To ensure appropriate information and communication systems are in place.
- To provide opportunities to allow parents/carers to have a real involvement in developing Nursery life.
- To take regard of Argyll & Bute Parental Involvement Strategy.

### **OBJECTIVES**

- Parents/carers feel comfortable to approach Nursery management or staff at any time.
- Parents/carers are invited to attend key events and Nursery celebrations throughout the year, i.e., open evenings, sports days, concerts, graduations, etc.
- Parents/carers are encouraged to be involved in Nursery themes, activities, and outings. To encourage parents/carers to participate in Nursery educational trips and outings as much forward notice as possible will be given to accommodate work commitments.
- Feedback from satisfaction surveys is valued and acted upon where appropriate.
- Our Complaints Procedure is on display on parents/carers notice boards.
- Parents/carers are asked to complete evaluation forms after attending parents' meetings.

- Parents/carers are encouraged to complete the Personal Care Plan with their child.
- Two-way verbal feedback is given when children are dropped off/collected.
- Nursing mothers are welcomed in the Nursery where a private area will be made available when required to offer space and privacy.
- An informative Nursery Newsletter is emailed to all parents/carers monthly and in a hard copy available from the Nursery Office.
- Daily diaries are used by staff and parents/carers for children 0-2 years and if requested by parents, up until 3 years old. Written communications from parents/carers in diaries is invited.
- Informative displays/notice boards are available throughout the Nursery.
- Forward planning is on display in all playrooms.
- Children's Learning Journals are always accessible to parents/carers. Parents of children are given confidential access to their child's E-Learning journal.
- Updates on Policies are made available to parents/carers on an annual basis.
- An interactive website is available, providing parents with information.
- We take into account the majority of our parents are working so we will give as much advance warning as possible of events requiring parental involvement.

A copy of this policy is available to view in the Policy Folders held in the Nursery Office, Reception Area, Nursery Playrooms.

Reviewed: September 2021

Date of Next Review: September 2022