

# **Greenbank Pre School**

## **Parental Involvement Policy**



**Greenbank Pre School**  
Edinburgh Greenbank Parish Church of Scotland  
Braidburn Terrace  
Edinburgh EH10 6ES

*SPPA Registration No: 0923*  
*Charity No SCO11325*

## Parental Involvement Policy

Greenbank Pre School will:

- Encourage parents or carers and their children to visit the group as a family before registering with a particular group.
- Offer a flexible approach to all parents/carers to allow for a settling in period when starting and for all concerned to become used to the group's routines and policies.
- Welcome new parents/carers and help them to become familiar with the routine of the group and guidelines of good practice. The group recognises that it is difficult for new parents/carers to understand how the group operates unless time is specifically given to this task.
- Welcome the contributions of all parents/carers whatever form these might take and ensure they have opportunities to contribute their skills, knowledge and interest.
- Involve parents/carers in the progress of their child formally or informally and work with them in sharing all records concerning their child.
- Inform parents/carers that the group has adopted a number of policies to provide a quality environment.
- Ensure that parents/carers are kept fully informed about meetings and training and that these will be held at various times to take into account individual family needs.
- Ensure that parents/carers are aware of how any queries, complaints or suggestions can be made.
- Ensure that parents/carers are able to talk and discuss personal matters relating to their child, in confidence, on a daily basis if required.
- Offer parents/carers the opportunity to borrow or buy SPPA publications.

- Encourage parents/carers to play an active part in the running and management of the group and in the group's role in the democratic decision making of the SPPA.
- Provide opportunities for parents/carers to participate in the group's activities, to learn about the pre-school curriculum and the importance of play in the child's development both in the group and at home.
- Make every effort to provide translation service or interpreters as needed for parents/carers whose first language is not that of the group.
- Invite parents and carers to participate in the play session and not confine their role to clearing up and other domestic duties.
- Be flexible enough to cope with adults who have special needs.
- Every parent and carer should be helped to participate as much as they are able to do. No-one should be made to feel a burden or a nuisance.
- Adults who are not members of the PVG scheme will not be asked to take a child or a group of children to the toilet or into another room.

**All staff and committee members will have a working knowledge of this policy.**

**Date of review    September 2014**

**Name Joan Ritchie**

**Next Review date: by September 2017**