



“Encouraging children to feel safe, secure and strive for their best.”

11.1 Parent Partnership Policy

Policy statement

“Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.”
(*EYFS Framework 2021*)

At St Mary's Playgroup we value parental involvement and we aim to work in close partnership with parents.

Management and Running of the Playgroup:

As a charity playgroup we are run by a charity based voluntary committee, made up of a chairperson, treasurer, secretary and members. You can find details of our current charitable status at www.charitycommission.gov.uk - charity number is 1038904.

Aims

- Parents are welcomed into the playgroup at mutually convenient times to learn more about their children's progress and to discuss any concerns from the parent or playgroup.
- There are numerous opportunities throughout the year (both formal and informal) to meet together and get to know each other.

Understanding of and involvement in the Playgroup

To help settle children into the playgroup before they start we hold:

- A home visit – two members of staff meet the parent(s) and child within their own home at a prearranged time. This is a fantastic opportunity to answer questions, get to know the family and spend time with the child in their own familiar environment.
- Settling in session(s) – parents are welcome to stay with their child until he/she has settled at playgroup, these sessions will be discussed between parents and staff upon registering their child.
- Key worker - children will be allocated a key worker although this may depend on who they form a bond with so may not be assigned immediately. The 'key worker' will be responsible for recording and communicating the child's progress with the parents and assessing their development throughout their time at playgroup. Where a child increases/changes session the key worker may change to ensure they are able to spend enough time with them.

- When enquiring for a place for a child the parent/carer will initially be asked to complete an enquiry form. If a space is available they will then be offered a space on the condition that the £50 registration fee is paid and forms are completed.

Early Years Foundation Stage, Parental Involvement and Your Child

- A member of staff is always available, either informally or by appointment, to discuss any concerns or queries you may have.

- All parents are informed on a regular basis about their child/children's progress - this can be informally as you come and go, or more formally at key worker meetings, or at open events. You can view your Child's folder at any time and have 24 hour access to their online learning journal via the Tapestry or at <https://tapestryjournal.com>. You can also contribute your own observations to this.

- Parents/carers are informed prior to their child being a 'focus child' and information from home will be requested to be posted on Tapestry. After being a 'focus child' the key worker will write up the teaching and learning along with next steps and ways the parents could help support this development at home.

- Monthly bulletin – an email with a round up of events and announcements will be sent out once a month. This will also include dates, such as committee meetings and end/start of the term/. All other important information will be relayed to parents in separate emails or in paper form.

- Annual Playgroup events include a summer trip, Leavers Summer Party, and a Christmas party. We are always looking for ways to rejuvenate our current activities or expand on them.

- If we have any concerns about a child's well-being during the day every effort will be made to contact the parents or their emergency contact.

- Parents are requested to keep us informed of any changes to personal circumstances which may have an effect upon a child. (change of address, telephone/mobile number, doctor, emergency contact etc)

- Parents are also requested to keep us informed of any circumstances which could have an effect on a child's emotional well being (bereavement including pet, separation or illness in the family)

- All information provided by parents about their children will be kept confidential.

Volunteering at Playgroup

We very much welcome parents/carers who wish to come in and help on an occasional, voluntary basis and are asked upon registering to support with the parent duty rota. A rota is put out to parents each half term and they are asked to put their name down on a session they are able to come in and help. If they are unable to help we ask parents to nominate another parent or family member/friend to come in. If they still have difficulty in completing their 'duty' we ask them to speak directly to staff about this.

Parents are welcome to contribute their own skills, knowledge and interests to the activities of the setting (cooking/gardening/singing etc).

Policies, Procedures and paperwork

The Playgroup has a number of policies we would especially like to draw to your attention to: this Parent Partnership Policy, Behaviour Policy, Safeguarding Policy and Complaints Policy and Procedure, Confidentiality Policy. As these policies can change with new legislation and are regularly reviewed to ensure they remain online with current guidelines, they are available at or in hard copy from the setting on request.

Financial

Invoices are sent out at the end of each half term and cover the cost for the following half term. Due dates for payments are printed at the bottom of the invoice. Parents are requested to contact the Treasurer or Financial Administrator if there are concerns over payment of fees or any financial queries immediately, as it then can be dealt with as soon as possible.

Before invoices are sent out, parents have the opportunity to complete amendment forms for sessions. Once invoices have been generated we are unable to amend sessions and payment will be required for those billed. Sessions can then be amended the following half term by emailing the request to the playleader or completing a session request form.

The playgroup is in receipt of Early Years Entitlement Funding (EYE) for some two and all three and four year olds; this will be available from the main term after your child's third birthday (September, January, after Easter). We will also ask you to sign an Early Years Entitlement Funding Parent Declaration form for each full term in order to claim this. Some working parents may be entitled to receive '30 hours free childcare'. For more information on this visit www.childcarechoices.gov.uk

Parents will be required to pay for hours / weeks that exceed the Early Years Entitlement Funding Allowance. Payment is still required for sessions they are absent due to holiday/illness, of which exceed the Early Years Entitlement Funding Allowance.

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM revenue and Customs (HMRC) website <https://www.gov.uk/browse/benefits/tax-credits>

We also offer the childcare vouchers scheme as payment, for further details please speak to the Treasurer or our Financial Administrator (Louise Shute).

Late payment/Non payment procedure

As a charity ran playgroup we rely on fees in order to run and provide the service we do.

If payment is late, a penalty of £25 will be added to the bill. If payment is then not received after a further 5 working days then we reserve the right to reduce their hours to 15 hours if they are in receipt of government funding or suspend/terminate their place.

Termination of the contract

One half term written notice must be given to the setting to terminate a child's place, if written notice is not received four weeks fees will be charged, and Early Years Entitlement Funding for the four weeks will be claimed.

The setting reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non payment of fees following the non payment procedure, at all other times one month's notice in writing will be given.

Inappropriate Behaviour

Inappropriate behaviour includes, but is not limited to:

- Aggressive or abusive behaviour, (including shouting, swearing and threatening behaviour)
- Bullying
- Use of social networking sites to which may be detrimental to the reputation of the Playgroup or an individual working for the Playgroup

Any parent who displays inappropriate behaviour in the playgroup or uses social network sites to damage the reputation of the Playgroup would be asked to attend a meeting with the chairperson of the committee and their child would be excluded while the matter is investigated, dependent upon the outcome of the investigation the child may be allowed to return to, or may be permanently excluded from the setting.

This policy runs in conjunction with the following policies:

- Safeguarding children and child protection
- Parent code of conduct
- Achieving positive behaviour

Playleader

Committee Chair

Date implemented: 01.04.22

Review Date: 01.04.23