

Involving Parents and Carers Policy

At [1st 4 Education](#) we recognise the importance of working in partnership with parents and carers to ensure that every child is happy, healthy and safe whilst in our care.

We therefore aim to keep parents and carers fully informed of policies, events and activities at the supplementary school, by sharing information with them, answering questions and addressing any concerns, and by encouraging them to participate in the life of the supplementary school.

We do our best to keep parents informed about the supplementary school by:

- Inviting parents to visit the supplementary school before their children start.
- Giving all parents a copy of our **supplementary school Handbook** which outlines how the supplementary school operates and includes contact details. We also give parents a copy of our **Behaviour Management** policy.
- Making all of our policies available at the supplementary school for parents to consult whenever they like.
- [Producing a regular newsletter to keep parents up to date with news, events, new staff, changes to fees, etc](#)
- [Providing translations of our key policies and documents for parents who are non-English speakers, where possible.](#)
- [Using a various communication methods to share information between the parents and the supplementary school.](#)

We actively welcome parents and invite their input into the supplementary school in the following ways:

- We collect information from parents which will help their child to settle at the supplementary school (via the **Registration** and **Medical** forms).
- We involve parents in settling their children in at the supplementary school (in accordance with our **Child Induction** policy).
- We consult fully with parents to establish the care requirements for children with additional needs.
- We greet all parents when they arrive to collect their children, and exchange any relevant information (eg any accidents, participation in today's activities, etc).
- We can be contacted at all times, even out of supplementary school hours, via telephone and email (see our **supplementary school Handbook** for contact information).
- [We conduct an annual satisfaction survey of parents and children at the supplementary school to gain regular feedback.](#)
- [We encourage parents to volunteer, share specialist skills/knowledge, help on outings, etc.](#)
- [All of our staff wear name badges so that children and parents can easily identify them.](#)
- We obtain parental permission for outings, photographs, applying sun cream, etc.
- We can arrange for parental discussions with staff outside of supplementary school hours if necessary.
- We respect parents' input and opinions by responding promptly and appropriately to any complaints, in line with our **Complaints** policy.

This policy was adopted by [1st 4 Education]	Date: 15/11/2020
To be reviewed: [14/11/2021]	Signed: [M Eyahia]