



## **Nursery Parental Involvement**

**We are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the schools' Health and Safety, Child Protection, Security and Safeguarding policies.**

## Parent Partnership Policy

### Document Information

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## 1. Aims

At The Oak Partnership Trust, we recognise that parent partnership is vital to children having positive and enjoyable experiences. We aim to create an inclusive, welcoming, and supportive environment where families are fully engaged in their child's early education. We believe that children thrive when their families are actively involved in their learning and development, and we commit to building strong relationships with all parents and carers.

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## 2. Legislation and Statutory Responsibilities

This policy reflects our commitment to current legal and statutory guidance, including:

- **The Early Years Foundation Stage (EYFS) Statutory Framework**
- **Children Acts 1989 & 2004**
- **Equality Act 2010**
- **General Data Protection Regulation (GDPR) & Data Protection Act 2018**
- **Working Together to Safeguard Children (2018)**

We ensure that all policies and procedures are aligned with these frameworks and that they are readily available for parents to view, both online and in print upon request.

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## 3. Roles and Responsibilities

We promote clear communication, cooperation, and involvement between families and staff. To support this, we will:

- Make information on Nursery policies readily available, both online and in print.
- Ensure parents are fully informed about Nursery activities and that all parent meetings are scheduled as early as possible.
- Provide access to records and observations of their children, either formally or informally. These may also be requested via a Subject Access Request.
- Welcome parent involvement in all aspects of the setting.
- Ensure the time, place, and conduct of meetings allow equal opportunity for all families to be involved in Nursery operations.
- Encourage all parents to contribute their skills, knowledge, and interests to our activities.
- Send termly newsletters to keep parents updated on Nursery life.

- Offer two meetings per year with each child's Key Worker to discuss progress and address any concerns.

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## **Open Door Policy**

TOP Nurseries operate a genuine Open-Door Policy to promote open, transparent communication. This means:

- We maintain ongoing dialogue with parents to improve our understanding of each child and support their family.
- Staff are available before and after sessions, with notice and subject to staff ratios, for discussions with parents.
- Parents are welcome to participate in their child's learning experiences.
- We value and invite parental contributions, such as feedback via questionnaires, Tapestry, emails, and other communication channels.
- Parents are encouraged to read and familiarise themselves with our policies, which are readily available online.
- We hold regular events throughout the year, such as open evenings and parent partnership afternoons, to share information and receive feedback.
- Parents can access their child's learning journal upon request.

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## **Settling Procedures**

Children cannot play or learn successfully if they are anxious or unhappy. We aim to help children feel safe, secure, and confident, and to reassure parents that their child is in a supportive environment. To support this, we will:

- Encourage visits to the Nursery with children before their official start date to help build familiarity and attachment.
  - Organise induction sessions, including busier group sessions (typically on inset days), to help new children adjust.
  - Introduce flexible admissions procedures, where appropriate, to meet the individual needs of families and children.
  - Support families through the settling process for as long as necessary to ensure each child feels secure.
  - Reassure and communicate openly with parents whose children are finding it difficult to settle.
  - Encourage gradual separation, starting with short periods of absence and increasing them as the child becomes more comfortable.
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## Admissions

Our goal is to ensure that our setting is genuinely accessible to all children and families. In order to do this, we will:

- Make sure the existence of the Nursery is known throughout local communities.
- Describe our setting in inclusive language to make it clear that we welcome fathers, mothers, relatives, childminders, and people from all cultural, ethnic, religious, and social backgrounds, with and without disabilities.
- Reserve a place, where financially viable, for emergency admissions.
- Make our Equal Opportunities Policy widely available to ensure transparency and inclusivity.

To assist us with admissions, we ask that parents:

- Place their child's name on the waiting list as early as possible.
- Complete a Registration Form prior to starting.
- Read and familiarise themselves with Nursery Policies and Procedures.
- Provide the child's original birth certificate (no photocopies) to verify date of birth and parental responsibility.

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## 4. Equal Opportunities

We are fully committed to promoting equal opportunities for all families. This includes:

- Ensuring all meetings and events are accessible to families regardless of their work patterns, languages spoken, or other circumstances.
  - Encouraging and welcoming parental contributions regardless of background, culture, religion, or ability.
  - Actively working to ensure every parent and child feels valued and included, reflecting our commitment to diversity and anti-discriminatory practice.
  - Applying our Equal Opportunities Policy consistently across all aspects of Nursery life.
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