

**HIGHDOWN AFTER SCHOOL CLUB
Down Road, Portishead, BS20 6DY**

Parental Involvement Policy

Aim

Our aim is to support all parents/carers by involving them in the full life of the setting.

We will meet these aims through the following procedure whereby we;

We encourage all parents/carers to be involved within the club's setting .
We consult with all parents to find out what works best for them.

Ensure ongoing dialogue with parents to improve our knowledge of needs of their children and to support their families.

Inform all parents about how the setting is run and its policies through access to written information and through regular informal communication. We check to ensure parents understand the information that is given to them.

Encourage and support parents to play an active part on the governance and management of the setting.

Involve all parents on a regular basis about their children's progress.

Provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the setting.

Consult with parents about the times of meetings to avoid excluding anyone.

Provide information about opportunities to be involved in the setting in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language.

Hold meetings in venues that are accessible and appropriate for all.

Welcome the contributions of parents, in whatever form these may take - we are always pleased to receive the views and comments of parents/carers on all aspects of our work and activities

Inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure.

Provide opportunities for parents to learn about the activities offered in the setting.

The following documentation is available for parents to see at any time during our sessions;

Activities/Planning

Daily Routine

Staff Information (Photograph's, names, qualifications and position within the team).

Food and Drink/ Allergens/Menu

Ofsted contact details for complaints

All Policies and procedures are available to parents/carers upon request.

Reviewed May 2017