

## Parental Involvement

It is the policy of Gan Alon to welcome an entire family upon joining the pre-school. Our aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of the community.

When we refer to parents we mean both mothers and fathers, these include birth parents, same sex parents, step parents and parents who do not live with their children, but have contact with them and play an active part in their lives and foster parents.

- Gan Alon is run by a management committee of current parents.
- Gan Alon holds an Annual General Meeting at the start of each academic year for all parents at which new management posts are elected and appointed.
- Parent/carers will be invited to assist the staff in creating a lesson plan designed to extend their child's interests, skills and learning each time it is their child's focus week.
- The 'yellow folder' containing a child's observations and Learning Journal will be left accessible to parents at all times.
- Teachers will produce a Calendar informing parents well in advance of every important date during the following academic year.
- Lesson plans will be posted on the classroom notice board.
- Gan Alon operates a book and puzzle library. Each week staff will send home two books and two terms before your child is due to start Primary School a puzzle will be sent home. Items will be sent home in a plastic folder containing a Comment Sheet to enable a dialogue between parents and staff.
- Letters detailing upcoming events are e-mailed or sent home and a paper copy of any letter is posted in a visible place.
- Parents will be invited to attend special occasions, (i.e. festival Family Mornings, and outings).
- Parents who are separated and/or divorced will receive duplicate information about their child independent of one another unless a Court Order prevents information from being shared. Gan Alon will request a copy of the Court Order to be kept confidentially. Both parents will be required to consent to Outings outside of Gan Alon and to any medical treatment given by Gan Alon staff in an emergency. Gan Alon has a duty of confidentiality and will not intervene between parents solicitors.

### Parent/ Key Person Meetings

- At least two parent/key person meetings will be scheduled during your child's time at Gan Alon. At the end of your child's first term at Gan Alon you will be invited to a Settling In Conference.

### Settling In Conference / The progress check at age two

- The key person carries out the progress check at age two in accordance with any local procedures that are in place and referring to the guidance A Know How Guide: The EYFS progress check at age two.
- The progress check aims to review the child's development and ensures that parents have a clear picture of their child's development.
- Within the progress check, the key person will note areas where the child is progressing well and identify areas where progress is less than expected.
- The progress check will describe the actions that will be taken by the setting to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parent(s).
- The key person will plan activities to meet the child's needs within the setting and will support parents to understand the child's needs in order to enhance their development at home.

### The End of Year Conference

Parents are invited to attend a meeting with their child's key person to discuss their mid term progress.

For those children leaving to attend primary school it will be a conference to reflect on the observations contained within the Transition Record.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,  
Director or Owner)

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