# FAMILY INVOLVEMENT POLICY

At Amberley we believe that families and practitioners must work in partnership for children to receive quality of care and learning, to meet their individual needs.

We will:

* Offer new families a prospectus before they make the decision to send their child to Amberley and invite them to share any questions or concerns they may have.
* Consider and discuss all suggestions from parents or carers.
* Ensure that all parents are offered a quarterly newsletter with details of upcoming events, we will also advertise these on our group Facebook page.
* Operate a keyperson system to support and develop relationships between families and practitioners, encouraging the use of two-way communication. Parents will be introduced to their child’s keyperson when they start at the setting, or each time there is a change.
* Encourage families to share their children’s experiences with us and to complete home observations about their child’s learning and development.
* Invite families to contribute to their child’s Learning Journals. If parents wish not to contribute in writing, then the child’s keyperson will happily record things the parent would like to share verbally.
* Share information about the EYFS, children’s learning in the nursery and offer ideas for parents to support this at home.
* Give feedback to the adult collecting their child at the end of each session. (If a child is collected late or at the very end of their session, important information only will be passed on, parents will be encouraged to arrive at a suitable time for future sessions so detailed feedback can be shared).
* Invite parents to an annual parents meeting about their child; where parents are unable to attend these meetings we will offer a telephone discussion.
* Ensure that parents are given information on a regular basis about their child’s progress and have an opportunity to discuss it with staff.
* Invite all families to contribute from their own skills, knowledge and interests to the activities of the group, welcoming their contributions, whatever form they may take.
* Respect the religious and cultural backgrounds and beliefs of our families and accommodate special requirements whenever possible and practical.
* Invite families to share their religious or cultural celebrations with the group.
* Welcome contribution to the group’s policies and procedures, these are kept in the hallway for parents to view and revised policies are also put onto our Facebook page.
* Make known to all parents the systems for registering queries, complaints or suggestions, the complaints book is kept in the hallway for families to view.

Policy revised January 2019 Lisa Gray