# 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, as well as putting these on our Facebook page.
* Operate a keyperson system to support and develop relationships between families and practitioners, encouraging the flow 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 share home observations and WOW moments about their child’s learning and development. This can be done on paper or through the ‘Evidence Me’ app.
* 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.
* Send Evidence me observations to families termly, these will aim to cover each area of learning.
* Share information about the EYFS, Birth to Five and children’s learning in the nursery, offering 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 family meeting; 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 and are available on our website.
* Make known to all parents the systems for registering queries, complaints or suggestions, the complaints book and compliments file, are kept in the hallway for families to view.

Policy revised September 2021 Lisa Gray