



**Play • Learn • Grow**

**Christ the King site (registered office):**  
c/o Christ the King School, Easton Hill Rd, Thornbury, BS35 1AX  
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**Crossways site:**  
c/o Crossways Infant School, Knapp Rd. Thornbury, BS35 2HQ  
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[www.firststeppreschool.co.uk](http://www.firststeppreschool.co.uk)

## **Parental Involvement and Communication Policy**

### **Policy Statement**

We believe that children benefit most from early year's education and care when parents/carers and settings work together in partnership. To this end we aim to communicate with parents/carers by giving them access to information that is easily accessible. We welcome parents to come in and share their views and concerns.

Our aim is to support parents/carers as their children's first and most important educators by involving them in their children's education and in the full life of the setting. Parents are encouraged to get involved in Pre-school life.

### **Procedures**

First Step Pre-school Ltd provide a website where information about the pre-school is accessible.

- We encourage and support parents to play an active part in the management of the Pre-school.
- We inform parents/carers about their children's progress through an on-line learning system called Tapestry.
- We welcome the contributions of parents.
- We inform all parents of how to raise queries, complaints or suggestions. All parents have access to our complaints procedure.
- At the induction meeting the parent is informed of all the different ways we communicate with each other:
  - Newsletter - termly
  - Committee meetings
  - AGM



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- Welcome pack (including relevant policies, parents are also informed where these can be viewed)
- 'All About Me' form
- Notice boards
- Members of staff are available daily to address any issues
- Website / e-mail / phone / social media
- Communication with parents / carers is also promoted through the following:
  - An Annual General Meeting in the Autumn Term where we present our Annual Report which is made available to every parent through the website.
  - Any parent who would like a private meeting can do so by booking an appointment where discussions are confidential.
- Communication between staff is dealt with at regular staff meetings of which minutes are kept and circulated. Communication with staff and management is maintained by written and verbal information, termly assessments and yearly appraisals. Communication between the staff and Committee is done via Manager and Deputies.

This policy was adopted at a meeting of	First Step Pre-school Committee	name of setting
Held on	Sept 2021	(date)
Date to be reviewed	Sept 2022	(date)
Signed on behalf of the management committee	Signed copy available to view at pre-school	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	