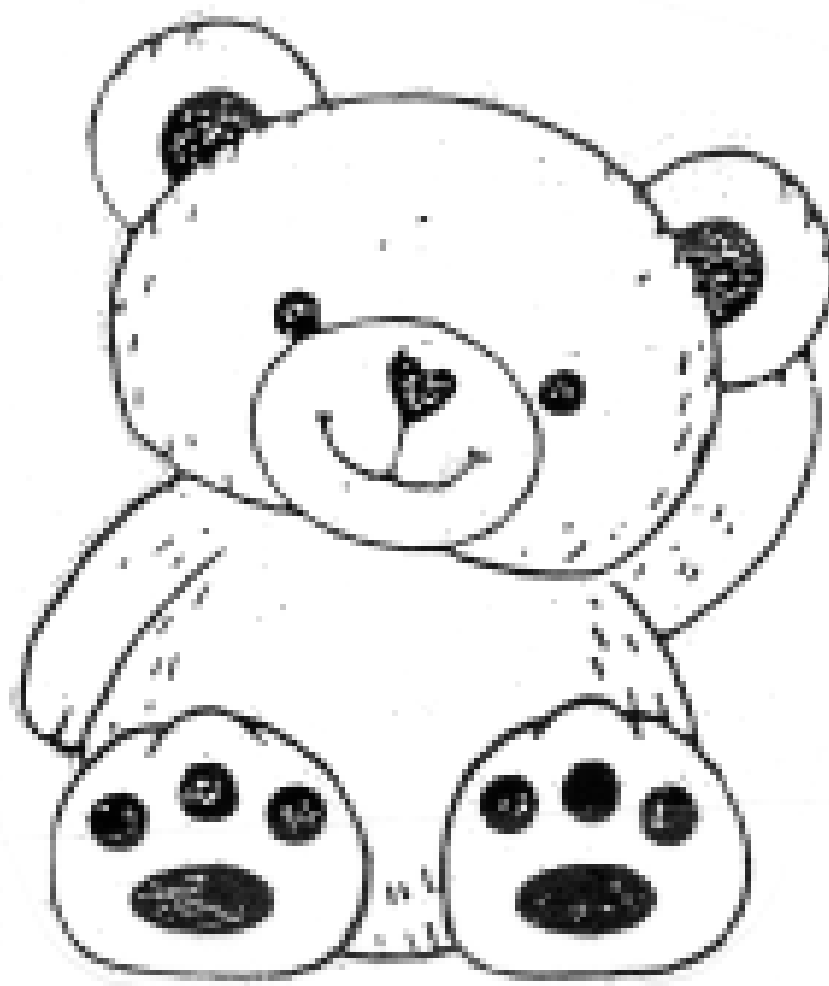


**Holy Family Early Years Centre
Parental Engagement Handbook
2023**



Parental engagement and family learning

Parents, carers and families are by far the most important influences in a child's life. Their support can play a vital role at all stages of their child's education.

Parental engagement

The **Scottish Schools (Parental Involvement) Act 2006** underpins all parental involvement/engagement policies, strategies and frameworks. The Act aims to help parents to be:

- involved with their children's education and learning
- welcomed as an active participant
- encouraged to express their views on all matters relating to education

It places duties on schools, local authorities and Scottish Ministers to help all parents to be involved in their own child's learning, to be welcomed as active participants in schools, and to be able to express their views on school education generally.

Parental engagement is also recognised in the **National Improvement Framework** as one of seven key drivers in achieving excellence and equity in Scottish education. The engagement of parents and families can help raise attainment for all and help to ensure equality and equity for every child. The National Improvement Framework parental engagement driver includes actions to support improvement in parental engagement, parental involvement, family learning and learning at home.

Family learning

Family learning encourages family members to learn together, with a focus on intergenerational learning. Family learning activities can also be specifically designed to enable parents to learn how to support their children's learning.

'Family learning is a powerful method of engagement and learning which can foster positive attitudes towards life-long learning, promote socio-economic resilience and challenge educational disadvantage.'
(Family Learning Network, 2016).

Holy Family Early Years Centre supports improvement in parental involvement, parental engagement, family learning and learning at home through the promotion, development, and provision of a range of learning approaches and opportunities for education practitioners working with children and families. We do this in collaboration with external stakeholders, including the national parental organisations and local authorities.

Parents are encouraged to become involved in every stage of their child's development. We recognise the importance of the partnership with families and strive to build and maintain a sound and effective relationship with each parent/carer. Your involvement will contribute greatly to all aspects of your child's wellbeing and education. We are keen to involve parents/carers in our service and their contribution in developing policies, improving the service and encouraging wider community connection is much appreciated by us. We have many activities that our families can become involved in the daily routines of the nursery.

Below is a list of initiatives that currently run here at Holy Family EYC.

Parental involvement at Holy Family EYC

- Families Connect
- Forest Schools
- Triple P
- Stay and Play sessions
- Grandparent days
- Coffee Mornings
- Local Outings
- Nursery Trips
- Parent Workshops
- Big Cook Little Cook
- Bedtime reading initiatives
- Fruit/ Veg home links
- Numeracy lending box
- Other parent events

Excursions and Consent Forms

There are two types of outing.

Off Campus – is one in which no form of transport is used and one permission form covers the complete session. This will be in the form of an EV3.

Extra-Curricular Activity – is one in which some form of transport will be used and an individual permission form will be required.

When outings or excursions for children are planned, the Head Teacher or a member of staff will advise you in advance. Usually this is done through newsletters, individual letters or notices displayed in the Early Years Centre. You will be asked to complete consent forms, which give your permission for your child's participation if appropriate. Please note that children cannot take part in outings unless their parent/guardian has submitted completed consent forms.

The children love to show off their nursery to all visitors and we hope you will enjoy your time with us.

We do have a few things that we need to make sure you know before coming to join us:

- You are not permitted to enter the children's toilets at any time even with your own child, staff will deal with any toilet issues.
- You will not be left alone with children at any time, staff will always be close by to help and support you at all times.
- Mobile phones are not permitted to be on the playroom floor.

We want you to have the most enjoyable experience during your time with us and we would love you to share your talents and offer unique experiences with us.

Parent Participation Policy & Procedures

RATIONALE

At Holy Family EYC, we recognise the vital role that parents/carers play and highly value the partnership between parents/carers, children and our staff. Parents/carers are the first and ongoing educators of their own children and are welcomed as active participants in the life of the nursery. Children do better and achieve more when their parents/carers are involved. They develop a greater sense of wellbeing when their parents/carers develop positive relationships with staff.

AIM

The aim of Holy Family EYC is to build positive relationship between children, parents/carers and staff and to work in partnership with all parties involved in the individual children's care and education. We aim to involve parents, carers and other members of the community and to ensure that regular, effective communication takes place, so that all interested parties are kept informed of matters relating to the children and the life of the nursery in general.

OUTCOMES

- Parents and carers are welcomed as active participants in the life of the nursery
- Parents, carers and children are encouraged to express their views on matters relating to the children and the nursery in general
- Parents/Carers and members of the community contribute towards the children's learning
- An active Parent Council / PTA can play a vital role in the life of the nursery
- Children and staff benefit from parents' knowledge and skills
- Children appear happy and confident when their parents have a positive relationship with staff
- Children and parents are consulted in order to improve their experience within the nursery
- Regular two-way communication keeps all involved aware of key issue relating to the children and the life of the nursery in general

ROLES AND REPSONISIBILTIES:

Leadership Team

- Ensure that all children and families are welcomed and valued as individuals
- Put in place arrangements for parents/carers and others community members to contribute to the children's learning and the life of the nursery
- Consult with parents/carers in order to support continuous improvements in performance

- Provide regular, accessible and relevant information on matters relating to the life of the nursery and the community
- Put in place arrangements for parents/carers to discuss their child's progress regularly with a member of staff
- Put in place arrangements for meetings of the Parent Council / PTA when applicable
- Ensure staff are fully aware of and implement current local authority and national guidelines on parental involvement
- Provide advice and training for early years staff as required

Staff

- Ensure that all children and families are welcomed and valued as individuals
- Play an active role in communicating with parents, both informally and during more formal meetings
- Provide regular information about the children's experiences in the nursery and on their progress
- Consult with parents to take account of their knowledge and views of their child
- Involve parents/carers in setting learning goals for their children
- Share information on how parents can support their children's learning at home
- Are aware of and implement current local authority policies and national guidelines

PARENTAL/CARER PARTICIPATION: ADDITIONAL GUIDELINES

In Holy Family EYC children, parents and members of the community are involved in a nursery of ways:

Parents/Carers:

Emotional Wellbeing:

1. Parents and children are given an opportunity to visit the nursery prior to their child starting
2. Parents and carers play an active role in settling new children. Procedures are in place for a flexible, adaptable approach to meet individual needs.
3. A policy is in place for transition from home to nursery and nursery to school.
4. Regular and up to date information is provided in a variety of formats, including written and face to face.
5. Parents share information about their child help staff plan to meet their individual needs.
6. Parents are consulted about matters of emotional wellbeing and involvement. Their comments and suggestion help to shape our policies and practice.
7. Child protection is highlighted in information to parents. Parents are consulted on general matters in relation to Child Protection.
8. Daily contact with parents facilitates the building of positive relationships between parents, children and staff.

Children's Learning and development:

1. Curricular leaflets for children's learning are provided, including ideas for supporting children's learning at home and in the community.
2. Parents are invited to contribute to planning for their children's learning.
3. Parent workshops are held to share how children's learning is supported at all stages.
4. Parents are encouraged to view their children's on line Learning Journals regularly, to share their child's learning.
5. Parents are encouraged to contribute to the assessment process by sharing information from home. Parents receive a copy of their child's progress and next steps report at parent's evenings. As well as their school transition report which gives them agency to offer their input.
6. Parents and carers are invited to share their knowledge, skills and expertise to support children's learning and developing awareness of enterprise.
7. Information is provided on a wide variety of topics relating to child development and parent's role in this.
8. Parents are consulted about Health Promotion. Information and displays are provided on a range of health issues, including tooth brushing and healthy lunches.

Additional Support Needs:

- Parents of children with Additional Support Needs play an active role in review meetings.
- Information is provided in a variety of formats to meet the needs of parents with Additional Support Needs.

Nursery Ethos:

1. We implement an equal opportunities policy to ensure that all stakeholders are welcomed and issues are dealt with fairly.
2. Parents/Carers are consulted as part of the ongoing process of self-evaluation of the centre.
3. Slips are provided on the nursery newsletter for parents to make comments or suggestions.
4. Parents/Carers are invited to take part in our Stay and Play programme.
5. Parents/Carers are invited to take part in family learning programmes such as Families Connect, Positive Parenting Programme etc.

Members of Community:

1. Visits to local shops encourage good relationships between staff and children.
2. Local Street Crossing Patrol Officers discuss their role and help develop children's awareness of road safety. The fire service visits the children annually as part of their learning.

3. The community Police Officer plays an active role in supporting good citizenship.
4. Members of the community are invited to nursery events.
5. Children make good use of local resources, including visits to local shops, parks etc.
6. Pupils from local high schools participate in a work experience programme within the nursery.
7. Liaison with local schools is further supported by exchange visit of children and staff. Joint projects are developed between the nursery and local schools.

SAFEGUARDING AND PARENTAL ENGAGEMENT

When welcoming parents, carers and families into the centre we must ensure safe guarding measures are in place within Holy Family EYC. We do this by:

- Ensuring parents, carers and family members are never left alone with the children in the centre. EYC Staff will always be in close proximity. We ensure this by assigning a member of staff to accompany them throughout their visit to the nursery.
- Limiting the number of parents, carers and family members visiting the centre. This ensures we are able to guarantee a staff escort throughout the visit.
- Parents, carers and family members are not welcomed or permitted into the children’s toilets at any time.
- Children’s personal information is kept confidential at all times.
- A risk assessment put in place to ensure safeguarding at all times when visitors enter the centre.

All parents, visitors to schools who have regular and sustained contact with children or who are required to supervise pupils must undergo an enhanced PVG (Protection of Vulnerable Groups) check.

This	HGIOELC	2.1, 2.4, 2.5, 2.6, 2.7	policy has been reviewed and updated in consultation with parent and staff
	CI Quality Framework	1.2, 1.4	
	RTA	5.4	
	HSCS	2.2	

Signed:

Updated February 2023

