

D.P.S.

Out of School Club

**Participation and Engagement
With Parents Policy**

Participation and Engagement with Parents Policy

Principle

DPS Out of School Club aims to support parents/carers in their essential role as the first educators of their children and encourage involvement by the following means.

Policy

At DPS Out of School Club we recognise the importance of working in partnership with parents/carers. This policy aims to ensure that all families are actively encouraged to participate in the work of the setting and contribute to the learning environment we provide for their children.

Procedure

All parents are issued with a registration/welcome pack, which provides detailed information on the policies of the group.

At DPS Out of School Club we aim to encourage parental involvement through:

- Operating an open door policy where parents/carers are welcomed daily within the setting at drop off and collection time and have the opportunity to ask questions at any time with staff or leave comments in the suggestion box.

Parents can join the committee throughout the year or come forward at our annual AGM, or:

- At DPS Out of School Club we have a parents' committee which actively encourages parents/carers to share their talents and assist with various events within our setting throughout the year.
- Our newsletter informs parents of all the great work completed in the last term and notifies them of any upcoming events.
- DPS Out of School Club have a noticeboard and a comments and complaints box which are accessible in our entrance for parents to add their suggestions.
- All parents/carers will be asked to fill out a questionnaire at the end of every year. This will enable DPS Out of School Club to further develop and implement changes to ensure that our setting continues to deliver a quality provision for the children in our care.

The contribution from parents/carers is of pivotal importance to our setting. At DPS Out of School Club we would recommend that anyone who is interested in becoming more involved should speak to the leader in charge or the management team.

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out of School Club management team.

Signed: *D. Thompson*
(on behalf of the management team)

Position: *Chair person*

Date: *10/10/16*

Reviewed on:

Date: Signed:

Date: Signed:

Date: Signed: