



Involving Parents Policy

At Mighty Oaks Before and After School Club we recognise the importance of working in partnership with parents/carers to ensure that every child is happy, healthy and safe whilst in our care.

We therefore aim to keep parents/carers fully informed of policies, events and activities at the Club, by sharing information with them, answering questions and addressing any concerns, and by encouraging them to participate in the life of the Club.

We do our best to keep parents/carers informed about the Club by:

- Inviting parents/carers to visit the Club before their children start (see Child Induction Policy).
- Giving all parents/carers a copy of our Club Handbook which outlines how the Club operates and includes contact details.
- Uploading our Policies and Procedures onto our school website for parents/carers to read.
- Uploading pictures and news to our school Twitter account.
- We record observations on Tapestry for our Early Years children.
- We invite parents/carers to our 'Stay and Play Sessions'.

We actively welcome parents/carers and invite their input into the Club in the following ways:

- We collect information from parents/carers which will help their child to settle at the Club.
- We involve parents/carers in settling their children in at the Club (in accordance with our Child Induction Policy).
- We consult fully with parents/carers to establish the care requirements for children with additional needs (see Special Educational Needs Policy).
- We greet all parents/carers when they arrive to collect their children, and exchange any relevant information.
- We conduct a yearly 'Satisfaction' questionnaire to gain the feedback of both children and parents/carers.
- We respect parents/carers input and opinions by responding promptly and appropriately to any complaints, in line with our Complaints Policy.

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| <p><u>This policy was adopted by:</u></p> <p>Mighty Oaks Before and After School Club</p> | <p><u>Date agreed:</u> 1st August 2020</p> |
| <p><u>To be reviewed:</u> August 2022</p> | <p><u>Signatures:</u></p> <p>Club Manager:</p> <p>Epworth Trust:</p> |