

Parental Involvement

8.1 Partnership with Parents

Broad Town Pre-School encourages all parents to take an active role in the running of their Pre-School, and will work with them to provide quality care for all children. As a member of the Pre-School Learning Alliance we recognise parents as the first and most important educators of their children. All the staff see themselves as co-workers with you in providing care and education for your child. There are many ways parents can help make the Pre-School a welcoming and stimulating place for children & parents, for example:

- Exchanging knowledge about their children's needs, activities and progress
- Helping at Pre-School sessions
- Sharing their own special interests with the children
- Being part of the management of the Pre-School
- Taking part in our events
- Building friendships with the other parents and carers in the Pre-School
- Sharing 'wow' moments and Learning Journeys

The committee and staff of Broad Town Pre-School aim to ensure a good partnership with parents by promoting:

Effective Communication

- Regular newsletters are produced to keep parents up-to-date with events in the current term. Letting parents know of meetings and events, planned themes for the next half term, fundraising activities, committee activities and other information that the parent should be aware of. Anyone wishing to contribute to the newsletter should contact the Administrator or Chair with the necessary information so that it can be included in the next edition. The newsletter will be distributed via email and shared on our facebook page. It can also be found in the lobby if you would like to have a hard copy.
- Notices and information are distributed via email and our facebook page and are also displayed on the notice boards in the entrance area. It is very important that you read the information to ensure you remain informed of issues, requests and happenings which occur within the Pre-School as a whole.
- A handbook of the Pre-School's policies is available in the lobby.
- If we receive advanced notification of an Inspection we will inform parents and we will let them know the outcome of such an inspection as quickly as possible. Notices will be made via email and on the noticeboard outside Pre-School.

Involvement in Decision Making

- A parent management committee, whose members are elected by the parents of the children, manage the running of the Pre-School. The elections take place at the Pre-

School's Annual General Meeting which is held in July each year. The committee is responsible for:

- managing the Pre-School's finances and arranging fund raising events.
- employing and managing our staff.
- making sure that the Pre-School has, and works to, policies which help it to provide a high quality service
- making sure that the Pre-School works in partnership with the children's parents.

The Annual General Meeting is open to the parents of all of the children who attend the Pre-School and for those whose children are due to start in the next Academic year. It is their forum for looking back over the previous year's activities and shaping the coming year's activities.

We encourage all parents to join the committee and help the Pre-School in whatever way they can. The committee generally meets once a month to discuss, plan and review the work of the Pre-School. If you wish to attend a meeting please contact any member of the committee or staff, who will be able to provide you with further details.

8.2 Parent/Carer/Visitor Behaviour Expectation

At Broad Town Pre-School we believe staff, parents and children are entitled to a safe and protective environment in which to work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the Pre-School.

It is our aim that all members of the Pre-School community treat each other with respect.

EXPECTATION:

- That adults set a good example to children at all times, showing them how to get along with all members of the Pre-School and the wider community
- That no members of staff, parents or children are the victims of abusive behaviour or open to threats from other adults on the Pre-School premises or on any form of social media.
- Physical attacks, threatening behaviour, abusive or insulting language verbal or written, to children, staff, committee members, parents or carers and other users of the Pre-School premises will not be tolerated and will result in withdrawal of permission to be on Pre-School premises
- Any parent, carer or visitor who is asked to leave the Pre-School premises will have the right to appeal the decision in writing to the Chair of the Committee.

Please note that incidents of rudeness will be logged with the Chair of the Committee.

Responsibilities

It is the responsibility of the Pre-School Manager and Chair of the Committee to monitor and review this policy.

Guidelines

Types of behaviour that are considered serious and unacceptable and will not be tolerated towards any member of the Pre-School community are as follows:

- Shouting, either in person or over the telephone
- Inappropriate posting on Social Networking sites deemed as bullying
- Speaking in an aggressive/threatening tone
- Physically intimidating e.g. standing very close
- The use of aggressive hand gestures/exaggerated movements
- Physical threats
- Shaking or holding a fist towards another person
- Swearing
- Pushing
- Hitting e.g. slapping, punching or kicking
- Spitting
- Unlawful discrimination

[PLEASE NOTE this is NOT an exhaustive list but seeks to provide illustrations of such behaviour]

Equality Act 2010

The Equality Act 2010 makes it unlawful to discriminate against people with a '**protected characteristic**'. These are as follows:

- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Unacceptable behaviour may result in the police being informed.

The Pre-School reserves the right to take any necessary actions to ensure that members of the Pre-School community are not subjected to abuse.

Pre-School premises are private property and parents, carers and visitors have been granted permission from the Pre-School to be on these premises. However, in case of abuse or threats to staff, children, or other parents, Pre-School may ban parents, carers or visitors from entering the Pre-School.

It is also an offence under section 547 of the Education Act 1997 for any person (including a parent) to cause a nuisance or disturbance on Pre-School premises. The police may be called to assist in removing the person concerned.

Pre-School is not responsible for organising arrangements for children in the above circumstances. Parents/carers will need to provide alternative arrangements for bringing children into Pre-School.

Parents, carers and visitors have the right to appeal by writing to the Chair of the Committee within ten days of permission to enter the school premises being withdrawn.