



Ballygawley Early Years Playgroup

Participation & Partnership with Parents/Guardians Policy

We recognise parents/guardians as the first and most important educators of their children. We endeavour to work in partnership with parents and welcome parents to take an active role in the Playgroup.

Parents/guardians are welcome to:

- Participate fully in the settling in procedure
- Become members of the Management Committee
- Help as fundraisers
- Take up training opportunities
- Share in observations and record keeping re their child's development
- Attend meetings to discuss their child's progress three times a year
- Take part in our Parents and Open Evenings. This gives parents the opportunity to explore activities within the Playgroup and become familiar with learning through play
- Help during Playgroup outings
- Put forward suggestions (in person or in the 'Comments' box in the foyer)
- Share special talents with the children (e.g. joiner, musician, chef, nurse, etc.) by coming into the Playgroup and taking part in a special activity. This is a great opportunity, and always greatly enjoyed by the children
- Help by bringing in useful resources that staff will request through the newsletter

We always welcome parent's opinions and views as regards any aspect of their child's progress. Ballygawley Early Years Playgroup endeavours to keep parents well-informed as to the progress of their child and the latest happenings within the setting on an ongoing basis throughout the year. We do this through:

- Meetings between parents and key-worker to discuss observations three times a year
- The provision of a written report as to the child's progress during the year
- The monthly newsletter
- The Playgroup's Facebook page
- Parents/guardians can choose to join the Playgroup WhatsApp group where important messages are broadcast

Parents/guardians are always welcome to speak to their child's key worker on an informal basis at any time.



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If a parent/guardian wishes to access their child's file and records this can be facilitated- please see the Confidentiality and Client Access to Records policy for further details.

This policy was adapted at a meeting of our playgroup held on the 1st September 2026.

Monitoring

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

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 01/09/2026

Signed:
(on behalf of the Management Committee)

Name and Position: Iona Devine, Chairperson

Reviewed on:

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

This policy links with the following:

- Confidentiality and Client Access to Records policy
- Data Management policy
- Management of Records policy
- Outings policy
- Promoting Positive Behaviour policy