



Lyngford Park Primary School
Wraparound Club
Starlyngs
Parents' Handbook

ABOUT THE CLUB

Starlyngs is registered with Ofsted under Lyngford Park Primary & Nursery School's Ofsted number. We offer a range of activities, supervision and some food.

OPENING TIMES

Starlyngs is open from 8am-8.45am and 3.15pm-5.45pm Mondays – Thursdays, and until 4.30pm on Fridays. All children must be collected by 5.45pm. If you are delayed for any reason, please let us know by calling the Starlyngs mobile number (**07493977397**), however an additional charge of £10 will be incurred (except in exceptional circumstances). If a child is not collected by 5.45pm and no message has been received, staff will make arrangements with other contacts on the child's registration form. If we cannot make contact with them then we will contact the Social Care team.

SESSION TIMES & COSTS

Breakfast	8.00 - 8.45am	£4.50
Afternoon	3.15 - 4.30pm	£5.50
	4.30 - 5.45pm	£4.00

HOW TO BOOK A PLACE

Please request a Registration Form & Terms & Conditions Form from the school office.

Your completed forms can then either be handed into the School Office or emailed to: **office@lp.huish.education** Once you have handed these in, we will add your child to the register and you will be able to book through your MCAS account.

We are registered to accept Childcare Vouchers for payment, we would need to see a screenshot of the payment and the code that you used.

If a booking has been made and your child does not attend the club without prior notice of 3 days, you will be charged for that session.

ARRIVING AND COLLECTING AT STARLYNGS

Breakfast club your child will be met at the gate.

Afternoons they will be brought to the Starlyngs room by a member of staff, when you are ready to collect them, please ring the number above and the staff will bring your child to the front gate.

AIMS

At Starlyngs we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

WHAT WE OFFER

Starlyngs follows the Playwork Principles; children are free to choose activities and resources they wish. There are a selection of activities and resources available, including craft, board games, construction, physical play and reading.

WHAT WE PROVIDE

Morning sessions are a relaxed time for the children at Starlyngs, where breakfast is served between 8.15-8.30am. We provide a range of cereals and also toast with a range of toppings including honey and jam.

The afternoon session is again a time for children to relax. The food we provide is not intended to substitute for a main evening meal. We will provide healthy snacks, including fresh fruit and vegetables. Fresh drinking water is available at all times. We meet dietary requirements and recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We allow children to decide when they are ready to eat, but request that food is consumed whilst sitting at the snack table.

STAFFING

Starlyngs is led by Caitlin Vicary with a team of teaching assistants at each session. Each day there will be at least two adults in attendance at all sessions. We aim to provide a smooth transition between school and Starlyngs.

All our staff have the required level of qualifications and are DBS checked. We maintain staff/child ratios based on the ages of the children attending each session.

SPORT & RECREATIONAL CLUBS

If an after-school club is cancelled and your child is booked to attend Starlyngs after the club finishes (4.15-5.45pm) we will do our best to contact you, however if there is a space in Starlyngs from 3.15pm, your child will be looked after there and you will be billed for the whole afternoon session.

CONTACTING US

If you would like to make a late booking, or have a general enquiry, please speak to our Office staff on 01823 284912.

CHILD PROTECTION

We are committed to building a culture of safety in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details, please review our Safeguarding Policy on the school website or request a copy from the school office.

BEHAVIOUR - CHILDREN

Starlyngs promotes an atmosphere of care, consideration and respect for everyone attending – children, staff and visitors. We encourage appropriate behaviour through:

- Praise for good behaviour
- Emphasis on co-operative play and sharing
- Talking to children with the courtesy we expect from them
- Engaging children in activities

We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases. However, if your child is violent or if the behaviour poses an immediate danger to themselves or others, we will require you to collect them immediately. In exceptional circumstances, and only when other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from Starlyngs.

BEHAVIOUR – ADULTS

We will not tolerate from any person, whether a parent, carer or visitor, bullying, aggressive, confrontational or threatening behaviour, or behaviour intended to result in conflict. Starlyngs is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

EQUAL OPPORTUNITIES

Starlyngs provides a safe and caring environment, free from discrimination for everyone in the community including children with additional needs. We respect different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping. We will challenge inappropriate attitudes and practices and will not tolerate any form of racial harassment.

SPECIAL NEEDS

We make every effort to accommodate every child with special needs and work with parents to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the club's limitations. Each case will be considered individually and risk-assessed to ensure safety for all.

ILLNESS

We are unable to care for children who are unwell. If your child becomes unwell, we will contact you and ask you to make arrangements for them to be collected. If your child has had sickness/diarrhoea please do not send them to Starlyngs for 48 hours after the illness has ceased.

ACCIDENTS & FIRST AID

Every precaution is taken to ensure the safety of the children at all times. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst at Starlyngs, you will be informed when you collect your child. If the accident is more serious, we will contact you straight away, or the emergency contacts on your child's registration form.

COMPLAINTS PROCEDURE

If you have any queries, comments or need to discuss any matter concerning your child, please feel free to speak to a member of staff. Verbal complaints will be brought to all staff's attention for discussion and action. A full copy of our Complaints Policy is on the school website and on our noticeboard.