



## Little Star Writing Schools & Parents Agreement Policy

Little Star Writing recognise the importance of working alongside school staff and parents to ensure every workshop runs smoothly. In order to run the same successful workshops across all LSW venues, the following guidelines have been set.

Little Star Writing Expectations – page 1

LSW Tutor Expectations – page 2

Student Expectations – page 3

School Expectations – page 4

Parent Expectations – page 5

### Little Star Writing will:

- Only offer LSW workshops to students attending the school at which the workshops are being held.
- Provide up-to-date DBS certificates, First Aid and Safeguarding certificates, insurance documents and other relevant paperwork before any workshops take place.
- Send a list of students that have enrolled to the school office at the start of each term.
- Abide to the adult:child ratio of 1:20.
- Provide a suitable replacement if a LSW Tutor is unable to run a workshop and will send their DBS and other documents to the school for their records.
- Do everything in their power to avoid cancelling a workshop, but if this is unavoidable, the school will be contacted immediately and parents will be alerted so that they can make alternative childcare arrangements.
- Collect all enrolment forms and payments via their online booking system and liaise directly with parents with any queries, questions or concerns they have. They will also administer a waiting list.





**LSW Tutors will:**

- Take a register at the start of each workshop to identify if any students are missing. If any students are unexpectedly absent, two Little Star Writers will be sent to their classroom to ask their teacher of their whereabouts. If the absent student/s are not located, two Little Star Writers will be sent to the school office to alert them of the missing student/s.
- Ensure all students are supervised throughout LSW workshops, and adhere to LSW's Safeguarding Procedures and Toilet Policy - in particular, never allowing a student to leave the classroom alone.
- Begin and end each LSW workshop promptly.
- Remain with students until all parents / carers have retrieved them from the agreed 'pick up point' (unless other school staff are responsible for this). Parents will be called using the emergency contact number provided at the enrolment stage if students are not collected ten minutes after the end of the session. If a student has not been collected thirty minutes after the end of a workshop and there has been no communication with a parent / guardian, LSW management will be informed and will take over dismissal responsibilities.
- Ensure the classroom is left in the same condition it was found.
- Report any safeguarding / severe behavioural issues to the Head Teacher or relevant safeguarding personnel.
- Send feedback and remain in constant communication with LSW management to ensure the smooth running of each workshop.





**Schools will:**

- Ensure all LSW Tutors are aware of fire exits and evacuation procedures.
- Support severe behavioural issues, where the safety of the LSW Tutor or other students are at risk.
- Provide support during any first aid emergencies, once two Little Star Writers are sent to the school office to alert them of an incident.
- Endeavour to provide a free classroom with suitable chairs and tables, adequate for a class of 20 students and a LSW Tutor. Please note, LSW appreciate the need for a teacher to access their classroom, but we ask that schools are mindful of any prolonged disruptions, as this can alter the lesson plan and/or the flow of the lesson. It can be particularly distracting for students and LSW Tutors when a teacher remains in the room as the sessions are intended to be fun, interactive and excitable.
- Contact parents to check a student's whereabouts if they are unexpectedly absent from a workshop and cannot be found around the school / their teacher has not seen them leave with a parent or guardian within fifteen minutes of the workshop starting. Please note, LSW ask all parents to contact them in advance if they are going to miss a session, and it is very rare that we are not informed of any absences, but should we be unable to locate a student, it is very difficult for a LSW Tutor to contact parents themselves, without leaving the classroom / leaving students unattended, or delaying the start of a workshop. We greatly appreciate any assistance schools provide when it comes to ringing parents to check a student's whereabouts.
- Alert LSW if a room change is necessary, giving at least 24 hours notice where possible so they can forward the message onto parents / students before the workshop is held. Please note, LSW are required to conduct risk assessments of any room the workshops are held in, so if a room change is made at the last minute and LSW are unable to conduct a new risk assessment, all insurance and safeguarding issues are relinquished to the school, and LSW will bear no responsibility of incidents that may take place. In the event of a last-minute room change, schools are also required to inform Little Star Writers and help ensure all students are accounted for.
- Promote LSW Workshops via invited assemblies / newsletter promotion / LSW letters sent out via ParentMail, etc.
- Provide a school representative if the office staff are absent after school in case of emergencies.





**Parents will:**

- Enrol their child and pay for a full term upfront via the LSW online booking system, ensuring they provide an emergency contact number, dismissal instructions, and disclose any medical needs or learning difficulties on the consent form / via email.
- Contact LSW directly if they have any questions, queries or concerns about the workshops.
- Contact LSW (giving as much notice as possible) if their child/children are unable to attend a workshop so they can alert the relevant tutor.
- Ensure their child/children are collected promptly at the end of a workshop.
- Discuss any behavioural issues with LSW and help put plans of action in place to improve their child/children's behaviour in LSW workshops.

Note: persistent failure to abide to these terms, particularly concerning upfront payment (unless agreed in advance) and late collection may result in LSW terminating a term of workshops early, without a refund or promise of future sign-up possibilities.





**Students will:**

- Arrive promptly to all LSW workshops, or tell another Little Star Writer if they are going to be late.
- Ask their LSW Tutor if they have permission to leave the classroom for a toilet break / drink break / if they need to get something before leaving.
- Behave in the same way that would be expected of them during normal school hours, according to school rules.
- Respect LSW Tutors, other Little Star Writers, LSW equipment and ideas/work during LSW workshops.

Note: persistent failure to abide to these terms, particularly concerning behaviour during LSW workshops and the need to respect LSW Tutors, may result in LSW terminating a term of workshops early, without a refund or promise of future sign-up possibilities.

