

**LAMPHEY PLAYGROUP.
STATEMENT OF PURPOSE.**

Please speak to –

Person(s) in Charge	Responsible Individuals
Miss Ella Alborn Email: alborne@hwbcymru.net Telephone – 01646 672249	Mrs Katie Jones/ Miss Cath Pegg Email: Head.lamphey@pembrokeshire.gov.uk PeggC@Hwbcymru.net Telephone - 01646 672249

Welcome to Lamphey Playgroup. We are delighted to partner with parents and carers in providing a nurturing and stimulating environment for your children. Our dedicated team is committed to fostering a love of learning and ensuring each child's happiness and development. Together, we create a supportive community for all.

Aims:

- To encourage parents/carers to understand and provide for the needs of their children.
- To provide safe and satisfying play in which parents/carers have a right to take part.
- To encourage other charitable activities through which parent/carers may help the children.
- To further the aim of Wales Pre-school Providers Association.
- To provide a pre-school playgroup and Nursery for 2–3-year-olds within the school of Lamphey Primary School.
- To provide appropriate pre-school skills which will assist on entry to the Teaching Talking assessment.
- To provide a safe and secure environment conducive to the acquisition of skills and child development.
- To meet the needs of children in a caring environment.
- To liaison closely with parents to ensure a partnership for development.

All children are offered:

- A planned curriculum in accordance with the National Minimum Standards.
- Individual care and attention, with a high ratio of adults to children.
- Fun and friendship with other children and adults.
- Opportunities for you, as a parent to become directly involved in the activities of the group, and your child's progress.

**Group's opening times and Rates.
(During School Term Times.)**

Full Day	Wrap Around Care.	Half Day
8.30am – 4.30pm	11.00am - 12.30pm	9.00am – 12.30pm 12.30pm – 4.30pm
£51.00	£10.00	£26.00

Payment is to be made in advance using Parentpay.

Childcare Offer for Wales (30 Hours Funding)

We are registered with the Childcare Offer for Wales (30 hours funding). This funding is available for parents/carers of children aged 3 to 4 years old, entitling eligible families to up to 30 hours of funded childcare per week, subject to meeting the scheme's criteria.

If you believe you may be eligible, please speak with the Daycare Manager before agreeing hours on your account.

Further information about the 30 hours funding is available at:

www.gov.wales/get-30-hours-childcare-three-and-four-year-olds

Or call: 0300 062 8628

Tax-Free Childcare Scheme

We are also registered with the Tax-Free Childcare scheme. If you are eligible for Tax-Free Childcare, you will set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in an additional £2, which can be used to pay the setting.

Please speak with the Daycare Manager if you are eligible for the Tax-Free Childcare scheme.

More information is available at: www.gov.uk/tax-free-childcare

Lamphey Playgroup offers places to children from the age of two years, until they go to the school Nursery.

Children are offered places from the waiting list in line with our Admission Policy and based on where they live.

In accordance with the terms of the Children Act 2004 Lamphey Nursery and Playgroup is registered for 19 children, with a ratio of 1:4 for 2-year-olds and 1:8 for 3-year-olds.

The group is fully insured, and the certificate is displayed on the group's notice board.

Staff:-

Staff are recruited and employed within and work to or exceed, regulatory requirements at all times. All staff have DBS enhanced check and a full staff induction to the setting. Our staff ratio is 1:4 for 2-3 year olds and 1:8 for 3 -11 year olds.

CIW Responsible Individuals :	Mrs K. Jones Miss C. Pegg
CIW Person in Charge :	Miss E. Alborn
Playgroup	
Playgroup Assistants	Mrs Christine Bradley Mrs Mary Eddison Mrs Lucy Harvey Mrs Laura Williams Mrs Gail John-Niebling Mrs Lousia Williams Mrs Claire Badham Mrs Helen Davies

We welcome students on placement, volunteers and visitors who enrich the experience of children.

Parents and Carers

Lamphey Playgroup believes that parents are the prime carers and educators of their children and as such should be involved in aspects of the group. Parents are welcome to become involved in:

- The management of the group.
- Fundraising

The benefits of parental involvement in a child's development and pre-school education are now clearly acknowledged by academic research.

Registration body

Care Inspectorate Wales (CIW). The setting will comply with Child minding and Day Care (Wales) Regulations 2010 in line with the Children and families Wales measure 2010 and wherever possible will exceed the national minimum standards for regulated childcare up to the age of 12 years as set out by Care Inspectorate Wales (CIW), does an unannounced inspection of the playgroup. A report is issued after the visit which is displayed for the attention of parents /carers. If there are any problems which may occur during your child's attendance at the group, there is a procedure to follow,

which is set out in our Complaints Policy, with CIW being the last avenue. Their number being 0300 7900126.

Training:

Lamphey Playgroup ensures that the group is kept up to date with new thinking in the field of childcare and education and complying with requirements of the National Minimum Standards.

Policies:

All policies are designed to offer the best possible environment and experience for the children and families in our group. The policies are reviewed regularly, at least annually, and updated as necessary. The policies can be viewed on the Website and physical copies available on request.

Comments and suggestions to alter the policies are welcomed.

The Setting

Our playgroup is based in two rooms, both of which open onto a shared outdoor play area. Each room is thoughtfully arranged with table seating and carpeted spaces to support a variety of activities. Within the indoor environment, there are clearly designated areas to promote different aspects of children's development, including a language area, a home corner for imaginative play, a construction area, and a space for free play. There is also a dedicated craft and painting area situated near a sink to facilitate creative activities and easy clean-up.

The outdoor area, accessible from both rooms, is mostly laid to grass and offers a safe, stimulating space for children to play and explore. It features a range of freestanding climbing equipment and smaller play items to encourage active outdoor play for all children. The nursery is equipped with its own toilet facilities, including access to a disabled toilet and changing area, ensuring that the needs of all children are met within a welcoming and inclusive environment.

Starting at the group:

It is important that parents and staff work together to help children settle in the group and develop confidence to participate in all the activities offered. Some children take longer than others to settle. Parents should not feel worried if this happens. The treatment of each child as an individual is paramount.

What to wear:

There will be messy and physical play in the group and in order to feel free to explore and experiment with all kinds of materials and equipment, clothes should be easy and not restrict the child's movement.

Children need to practice skills, which will make them independent. Clothing they can cope with themselves, enables them to become less dependent on the help of other people.

Assessment:

The progress of children is assessed by observation and recording. These observations will be used as a basis for planning a curriculum for each child and developing their next steps. These will then be available for discussion with parents at all times.

The child's time in the group should be happy and productive.

The staff can be contacted should there be any queries, or help needed.

Additional Learning Needs

The setting can provide support for children with additional learning needs and engage with professionals to support children's development.

Language

Lamphey Playgroup provides care through the medium of English with incidental Welsh used throughout the setting.

Daily Routine

Please note that while we strive to maintain a consistent daily routine, there may be occasions when changes are necessary. Our priority is to provide a stable and nurturing environment, but some flexibility is required to meet the needs of all children.

Arrival and collection.

All nursery and playgroup children are to arrive and be collected from the front of the school through the wooden gate near the flagpole

Snacks and Drinks

Children are expected to have a healthy snack and drink each day. Please provide your child's snack in a sealed, clearly labelled bag or container at the start of the day. In line with our healthy eating policy, we ask that snacks are nutritious (e.g., fruit, cheese, etc.).

Important: No nuts are permitted on the premises due to allergies. Please ensure all finger foods are cut into appropriate sizes, and that foods such as grapes and tomatoes are halved to reduce choking risk.

Children will have access to cool, fresh drinking water throughout the day. Please provide a suitable water bottle for your child.

Lunch

If your child is staying for lunch, please provide a packed lunch. Staff will supervise children during the lunch period, ensuring correct staff ratios are maintained. Additional support from the school will be utilised if required. Our staff ratio is 1:4 for 2-3 year olds and 1:8 for 3 -11 year olds.

Rest and Sleep

If a child requires a nap during the day, sleeping mats are available in a quiet area away from main activities. Children will be carefully monitored by staff during rest periods. Mats are waterproof and cleaned regularly to maintain hygiene.

Outdoor Play and Sun Safety

Children will have opportunities for outdoor play as part of their daily routine. Please apply a high-factor sunscreen to your child before arrival and provide a sun hat, especially during warmer months. If sunscreen needs to be reapplied during the day, parental consent is required, and we ask that you supply sunscreen clearly labelled with your child's name.

Inclusion and Additional Needs

We welcome children with additional needs and will work in partnership with parents/carers and relevant agencies to ensure appropriate support. Admission is subject to consultation between parents/carers, the daycare manager, and any other professionals involved with the family.

Settling In

Before your child's start date, we encourage attendance at a 'stay and play' session to support a smooth transition into our setting. Parents/carers must complete a contract and participate in our settling-in process.

Staff and Training

All staff hold, or are working towards, relevant childcare qualifications. We have robust systems in place for ongoing staff training, including food hygiene, paediatric first aid, and safeguarding, delivered through regular INSET sessions and external courses. We are registered with CIW and receive regular updates on regulatory requirements.

Absence and Holidays

Authorisation is required for all absences. Failure to notify us of absences may result in your child's place being withdrawn. If you wish to take your child out of the setting for a holiday during term time, please discuss arrangements with the daycare manager.

Activities

We start each session with registration and 'free play'. This involves a mixture of messy and quiet activities of which the children are free to choose. The daily activities vary, and include the following:

- Messy materials such as sand, water, collage, junk modelling etc.
- Creative material such as paints, crayons, pencils etc.
- Imagination plays using the role-play, dressing up and puppets etc.
- Physical play on bikes, slides, group games, dance and movement.
- Tabletop activities including jigsaws, construction, games and small world play.
- Book and story time.
- Songs and nursery rhymes.

Following activities, we encourage the children to tidy up. We then may have a short, directed time to introduce set activities and a review period of what they have been doing. Following this the children have a snack time; where we provide, a drink of milk or water. We recognise the need to encourage healthy eating habits from an early age, as this will help children to reach the full potential in terms of growth and development. This is followed with a range of more energetic activities for the children to enjoy such as bikes, balls, hoops, ring games, most of which will be outside, weather permitting. The session is finished off with story time and songs. Throughout the week the children will have the opportunity to play outside therefore we request that your child has a spare pair of wellingtons left in school.

Emergency care

If your child becomes unwell whilst at the setting, he or she will be made comfortable and will have one to one care. The leader will contact the named parent to collect the child. In the event of not being able to contact the named parents the site manager will contact the emergency numbers that are provided on the enrolment form. It is up to the parents to ensure that contact numbers are kept up to date.

If your child needs urgent medical attention a member of staff will accompany your child to the nearest accident and emergency department via ambulance. The parents will be contacted and told which hospital the child has been taken to; your child's enrolment form will be given to the medical staff.

Terms and Conditions:

These are set out in the Contract between Parents/Carers and Lamphey Playgroup and are implicit within our Policies and Procedures.

The Contract must be signed, and the Registration Form completed by parents/carers before their child attends.

Copies of the Contract, Registration Form and the full set of Policies and Procedures are available from Lamphey Playgroup.

Pet or animals at the setting

There are currently no pets in the setting.

Reviewing of statement purpose.

The statement of purpose will be reviewed annually, when new legislation or a change of circumstances by Mr S. Thomas the person in charge of the setting. If any changes are made to the Statement of purpose, CIW will be informed with at least 28 days' notice.

Contact Information: Responsible Individual is Miss C. Pegg

Telephone:- 01646 672249

Email:- PeggC@Hwbcymru.net
admin.lamphey@pembrokeshire.gov.uk

Address:-

Lamphey Playgroup
Lamphey Primary School,
Lamphey,

Nr. Pembroke
Pembrokeshire
SA71NW

	Date	Signature
Adopted	October 2025	<i>S. Thomas</i>
To be Reviewed	July 2026	
Amended	December 2025	<i>S. Thomas</i>
Amended	March 2026	<i>R Jones</i>