

# Dunbeath ELC HANDBOOK

Dunbeath

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'BE THE BEST YOU CAN BE'

The current pandemic has affected the normal running of schools and ELC's in many ways. This Handbook reflects the way the ELC *usually* runs but does not cover all of the changes that we have made because of the pandemic. Our arrangements have changed in many ways this session, and may well change again, depending on how the pandemic develops. For the most up-to-date information about any aspect of the work of the school, please make contact and we will be able to tell you about our current arrangements. For the latest information about how the pandemic affects children, young people and families across Scotland, please visit the Scottish Government website, which has helpful information [about Coronavirus and its impact on education and children](#).

## A warm welcome to Dunbeath Early Learning and Childcare.

Our staff would like to take this opportunity to welcome you and your family to Dunbeath ELC. We offer a happy, secure, friendly and stimulating environment where children learn and have fun together, supported by an enthusiastic and professional team. Dunbeath ELC offers education to children from age 2 - 5 years.

Your children arrive at our ELC as experienced learners, bringing with them a great deal of knowledge about themselves and their world. We look forward to working with you and your child to build on and extend their developing interests, skills and experiences.

### Staff

Headteacher:	Mrs D Walsh
Principal Teacher:	Miss L Swanson
ELC Support Teacher:	Miss L Swanson
Early Years Practitioners:	Susan Bain Marina Milne
Support worker	Julie MacDonald
Clerical Assistant:	Janie Afford (Tuesday & Thursday)

Our ELC operates an open door policy and our staff are available before and after each session if you wish to speak to them.

Alternatively, appointments can be made with the Headteacher by contacting the Primary School on 01593 731286.

Occasionally students join us on placements and work alongside our staff.

## OUR AIMS

### At Dunbeath ELC we aim to:

- Work alongside parents to develop the potential of their child following the SHANARI principles: safe, healthy, achieving, nurtured, active, respected, responsible and included.
- Our ELC will provide a broad range of experiences that will promote the values, purposes and principles of 'A Curriculum for Excellence', enabling all young people to become:
  - i. **Successful learners**
  - ii. **Confident individuals**
  - iii. **Responsible citizens**
  - iv. **Effective contributors**
- Provide a high level of childcare using the *National Care Standards (0-16)* and the *Child at the Centre 2* as guidelines for implementing new procedures, policies and to further improve the standard of care provided via monitoring and self-evaluation.
- Identify and provide relevant training for staff, including that required to meet the SSSC registration requirements
- Develop learning profiles for each child in partnership with parents.
- Encourage children to explore, appreciate and respect their community and the environment.
- Work in partnership with other professionals to promote the health and welfare of children through 'Getting it Right for Every Child'.

## ***The Importance of Play***

*Play is the work of young children; it is never 'just play'.*

"Through play children practise and consolidate learning, play with ideas, and develop what they know.

In their play children also dare to take risks, negotiate, solve problems, initiate, anticipate, rearrange, restate, reflect, integrate and consolidate their knowledge."

'Play' constitutes a very important part in every child's development; playing and talking are the very vehicles through which babies and young children learn about themselves and their environment. Our aim is to encourage children to learn through a wide variety of play activities.

In our ELC purposeful play is well planned, progressive and valued as the main focus of a child's development. Play is carefully observed and evaluated, as it is important for staff to know the capabilities and needs of individual children in their care. Opportunities for active learning through exploration, investigation and discovery involving all the senses, are provided.

### **What do children do in ELC?**

**When children are asked "what did you do today?" often the answer is "I was just playing!" There is more to playing than meets the eye!**


Clay, dough

Baking, Snack

Gardening,

Technology, science, outdoors

ICT, computers



Learning  
through  
Play

sand, water, rice, gloop,

peat, gravel, lentils

Small World Play, drama, role play

Jigsaws, games

books, stories,

poems, rhymes

Painting, drawing, Junk modelling, collage

PE, Large play

## The ELC Curriculum

Each week, following children's interests, play activities and experiences are planned by the ELC staff to promote each child's development and learning in each of the key areas.

Emotional, Personal and Social

Literacy and English

Knowledge and Understanding of the world


Numeracy and Mathematics

Expressive and Aesthetic

Physical Development and Movement

Each child has a Learning Profile where examples of his/her successes and photos of activities are kept. Parents are invited to contribute to their child's Learning Profile.

In line with Curriculum for Excellence we promote the Four Capacities so that our children become confident individuals, effective contributors, successful learners and responsible citizens.

<p><b>A successful learner</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I want to learn everything</li> <li><input type="checkbox"/> I want to do my best</li> <li><input type="checkbox"/> I like to think about new ideas and try new things</li> <li><input type="checkbox"/> I can use my reading, writing, talking, listening, maths and number skills in play and real life</li> <li><input type="checkbox"/> I can use technology to help me learn</li> <li><input type="checkbox"/> I can think things through</li> <li><input type="checkbox"/> I can use my imagination</li> <li><input type="checkbox"/> I can learn to do things by myself and with others</li> <li><input type="checkbox"/> I can explain what I think about something and say why I think it</li> <li><input type="checkbox"/> I can use all I know to help me with new things</li> </ul>	<p><b>A confident individual</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I know that I am important</li> <li><input type="checkbox"/> I know that I need to be fit and healthy, happy and safe</li> <li><input type="checkbox"/> I know what matters to me</li> <li><input type="checkbox"/> I want to do well in the things that I choose to do</li> <li><input type="checkbox"/> I can play and work with others and help to organise myself</li> <li><input type="checkbox"/> I can make healthy choices by eating healthy snacks, running and playing, washing my hands and brushing my teeth</li> <li><input type="checkbox"/> I can show that I care for others through the things I say and do</li> <li><input type="checkbox"/> I can do as much as possible by myself</li> <li><input type="checkbox"/> I can help to keep myself safe</li> <li><input type="checkbox"/> I can do lots of things well</li> </ul>
 <p style="margin: 0;">In Nursery I am learning to be</p>	
<p><b>A responsible citizen</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I care for others</li> <li><input type="checkbox"/> I join in with things in and out of the centre</li> <li><input type="checkbox"/> I can learn more about where I live, Scotland and other places in the world</li> <li><input type="checkbox"/> I can learn more about how people live and what they believe in</li> <li><input type="checkbox"/> I can begin to make my own choices and decisions</li> <li><input type="checkbox"/> I can begin to think about how to make our world a better place</li> <li><input type="checkbox"/> I can show I understand what is right and fair</li> </ul>	<p><b>An effective contributor</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I find trying new things exciting</li> <li><input type="checkbox"/> I will keep trying, even when I find things difficult</li> <li><input type="checkbox"/> I know what I am good at doing and join in</li> <li><input type="checkbox"/> I can tell other people my ideas</li> <li><input type="checkbox"/> I can work with a partner and in a group</li> <li><input type="checkbox"/> I can do things for myself and help others</li> <li><input type="checkbox"/> I can think of ways to solve new problems</li> <li><input type="checkbox"/> I can use my own ideas and imagination to make something new and then try to improve it</li> <li><input type="checkbox"/> I can work out different ways of doing things</li> </ul>

## **Policies**

A copy of welfare and curricular policies are available to view in the ELC.

A selection of our policies is noted below:

Equality & Diversity

Whistle Blowing

Health & Safety Confidentiality

Behaviour Management Complaints (attached)

Curriculum Staff Training

Road Safety

Healthy Eating

No Smoking

Child Protection

Open Access

Accident and Incident

Additional Needs

Cold Weather Policy

Children' Participation

Parental Involvement

*Please note that full details of all these policies are available in the Parent's Information folder in the ELC. Please take time to familiarise yourself with the content.*

### **Admission Policy**

It is our intention to make Dunbeath ELC accessible to all pre-school children within the local community. Priority will be given to children in their pre-school year and those with identified needs from within the catchment area and thereafter a waiting list will be drawn up following the ages of the children.

### **Parental Involvement Policy**

To enhance our high quality provision, we encourage parental involvement in a variety of ways - helping out in the playroom, fundraising, helping on outings, toy cleaning etc.

Substitute carers, registered childminders, nannies or other family members are also recognised as members of the group. They are welcome into the play session and encouraged to take part and attend meetings with parents.

Parents are also encouraged to be involved in any fundraising events as these help to enhance the range of resources and experiences for all of our children.

### **Health and Safety Policy**

It is the centre's policy to promote the healthy development of the children and adults within a secure environment. The Centre's Health and Safety Policy Statement is displayed in the Centre and must be read by all adults and the guidelines followed.

All accidents are recorded on Accident/Incident Record forms and the parents informed of the incident.

The First Aid Box is kept in our playroom cupboard and is checked every week.

Fire Drills, involving all staff and children attending our centre are carried out at least once a term by the Head teacher and dates of drills are recorded.

## **Snacks**

A healthy snack is provided for the children every day comprising e.g. fruit or vegetables and a drink of milk or water. The children may also have something they have cooked or baked or food from around the world. Snack time also offers pupils a valuable opportunity to develop their social skills.

Please see the nursery notice board for the weekly changes.

An allergens list is displayed in the ELC and on the parent noticeboard.

## **Media Protocol**

From time to time, especially during activities, parties, trips and fundraising events, photographs of the children are taken, some of which may be published in the local press, others used for display purposes or for the web. Parents are required to complete a media consent form at enrolment to inform play staff if they do not wish their child to be photographed. Please ensure the completed form is returned.

## **Outings and Visitors**

We hold various events throughout the year to mark particular occasions. Parents will be informed of these and may be asked to help. Outings are also organised throughout the year - parents are informed of these and are asked to accompany their child, if possible, as best practice states a ratio of one adult to two children.

We invite various community figures into the setting to talk to the children e.g. the dental hygienist, doctor, health visitor, local police officers, the fire service, and the Primary School Teachers. If you have any other suggestions, please feel free to speak to the staff. If you feel that you have a particular skill that you could share/demonstrate with the children, we would be delighted to hear from you! Fifteen minutes of your time would be very much appreciated.

## **Planning, Record Keeping and Assessment**

Observations and assessments are ongoing throughout the year. These are recorded by ELC staff in Learning Profiles to establish what each child can do and to help plan their next steps. Parents are invited to contribute to their child's Learning Profiles which are shared regularly with them throughout the year. It is also shared with the Primary 1 teacher to help support continuity and progression in learning.

## **Parents' Days**

The nursery holds parents' sessions each term when parents are invited to view their child's work. During the year you will also be given the opportunity to discuss your child's progress with the ELC staff.

## **Additional Support Needs**

All children attending Dunbeath ELC are respected and treated as individuals. Occasionally, children require additional support to help them achieve their potential. If you feel this applies to your child, please speak to your child's key worker or make an appointment with the Head teacher, Mrs Walsh.



## **Getting it right for every child**

### **Working Together: Statement for Parents**

All pre-school education centres work closely with NHS Highland and other agencies to ensure resources and information are readily available to families. Our aim is to ensure that the right service is available for your child at the right time.

Nurseries work with NHS Highland to offer services such as the Pre-school Vision Screening programme. We confirm your child's name, date of birth and address to NHS Highland to assist with child health records.

Our Link Health Visitor is Jane Duffus.

If your child would benefit from help from other agencies, you will be asked for permission so that relevant information can be shared. This enables staff to get a rounded picture of your child and means you won't keep being asked for the same information by different people. If your child's immediate safety or welfare is at risk, information may legally be shared without your consent.

## **Moving to Primary 1**

During their pre-school year the children are involved in a number of different activities to help them move smoothly into school. Visits to the P.1-4 class are arranged to familiarise the children with staff and the new routine and during the summer term each child is paired with a buddy who helps look after them in the playground. The children are invited to take part in any special events or activities in school.

P.1 pupils also visit the ELC to share activities with the children.

Parents are invited to a parents' session in May or June, to hear more about starting school and to meet the Primary 1 teacher.

## **PARENTS AS PARTNERS**

*Parents are children's most important educators in their earliest years and continue to play a major role in their young child's learning when they enter the early years setting.*

*(A Curriculum Framework for Children 3 - 5)*

We value your role as parents and look forward to working in partnership with you in the ELC setting. Here are some ways you can become more involved with ELC, support your child's learning experiences and help build a unique link between home and school:

- Check our parents' notice board regularly to keep up to date with events in ELC
- Encourage your child to bring in something to support our ELC themes
- Sign up for a stay and play session
- Help with a ELC trip in the local community
- Let us know if you have a suggestion or are able to help with an ELC session
- Join our open days to see what your child has been doing (if you are unable to come, perhaps another family member can)
- Take advantage of opportunities before and after each session to speak with staff about your child's development
- Contribute to your child's Learning Profile.
- Attend Parent Council meetings

## **Fostering independence**

We encourage children to become more independent by doing things for themselves, for example:

- ☐ Put on/take off coat
- ☐ Fasten zips or buttons
- ☐ Put shoes on correct feet
- ☐ Dress/undress
- ☐ Washing and drying hands, especially before meals
- ☐ Tidy up toys
- ☐ Put on/off aprons
- ☐ Wash own cup
- ☐ Spread butter etc.

### **Things you can continue to do at home:**

- ☐ Read to your child every day, talk about the books and read familiar words to them: for example, labels on their favourite foods, titles of T.V. programmes etc.
- ☐ Encourage your child to listen to songs, music, stories and rhymes and retell or sing them back to you.
- ☐ Talk with them, answer questions and play remembering games and guessing games such as "I Spy"
- ☐ Encourage them to ask questions and to be aware of daily routines.
- ☐ Encourage them to count and use numbers in everyday situations and in nursery rhymes
- ☐ Help them to match and sort things, e.g. putting socks into pairs; sorting out big and little tins; putting books or packets into order of size
- ☐ Give them the chance to use their fingers and hands, e.g. building with bricks, doing jigsaws, cutting out with scissors, helping with baking or food preparation
- ☐ Encourage them to express their own ideas and feelings using crayons, pens, pencils, paint, music and play.
- ☐ Encourage them to explore their own environment.
- ☐ Encourage respect for others.

### **Toileting**

- ☐ Encourage your child to be able to use the toilet independently.
- ☐ Your child should be able to manage his/her clothes independently.
- ☐ Please make sure your child can ask to go to the toilet.
- ☐ Should your child need help with toileting, please speak to the Nursery staff.

### **Waterproof Suits**

All in one weatherproof suits are provided to enable all children to engage in outdoor activities whatever the weather. Parents are asked to supply wellies.

### **Sun cream**

Please make sure your child comes to nursery with sun cream applied on sunny days. Sun hats and sun glasses are also welcome. Hats and glasses are best named to avoid upsets. Parents are asked to supply a bottle of sun-cream (labelled with the child's name) so it can be re-applied if necessary.

### **What's on locally?**

Please see our notice board for details of clubs/groups available in and around our area. Leaflets will be given to the children as they become available.

## USEFUL INFORMATION

**ELC Sessions:** From August 2020 ..... 9.15am - 3.15pm Monday to Friday

**Security** The ELC door will be closed just as soon as parents have dropped off their children. Please try to arrive on time so that your child starts the ELC session feeling relaxed and part of things.

If you are late, please ring the doorbell.

**Attendance and absences** Regular attendance offers children benefits from the continuity of activities and experiences in their pre-school year. If a child is unable to attend due to illness, holiday or family circumstances, please contact the school office to let us know on. It is helpful if you could phone 01593 731286 before 9am. If we do not hear from you, Highland Council guidelines will be followed to ensure your child is safe at home with you.

**Collection of Children** The adult bringing your child to ELC is asked to sign the 'Collection of Children' record and give the name of any other adult collecting your child.

**Emergency Details** Please advise us of any change to emergency details (e.g. new mobile phone number or change of names or addresses.) to ensure we can contact you quickly, if necessary.

**Parents' Notice Board** Please read the parents' notice board. A working weekly plan of activities is displayed on the notice board and any changes will be added to it.

**Photographs** Photos and videos of the children are routinely taken by staff for display purposes and to record achievements.

The school arranges a date to have individual and class photos taken alternately, each year.

## Illness

NHS Highland recommendations for infectious illness in relation to nurseries, schools and workplace are listed below:

**CHICKENPOX** Keep at home for 5 days from onset of rash.

**COLDS** It is only necessary to exclude children with a temperature or a severe cough or sore throat.

**CONJUNCTIVITIS** Exclusion is unnecessary unless there is a lot of pus being produced in which case keep at home until 3 days of treatment has been completed.

**VOMITING AND/OR DIARRHOEA** Keep at home until there have been no symptoms for 48 hours.

**IMPETIGO** Children should be excluded until the lesions have crusted over or until they have been receiving antibiotics for 48 hours.

**THREADWORM** Children may return after treatment

**HEADLICE** Children may return after treatment. More information is available from the Health Visitor should you need it.

## **Severe Weather**

It is the responsibility of parents to decide whether it is safe for their child to travel to school. Please see below for our closure procedures in the event of severe weather or any other unforeseen circumstances.

### **DUNBEATH PRIMARY SCHOOL**

#### **EMERGENCY CLOSURE PROCEDURES**

If the school has to close for any reason, a message will be put on the School's Telephone Messaging Service and on the webpage

<https://Dunbeathprimary.wordpress.com>.

The Highland Council School closures website can be accessed at <https://www.highland.gov.uk/schoolclosures>

Every attempt is made to make a decision by 8am. To access this message please phone:

- Highland Council Schools' Messaging Service: **0800 564 2272**
- Now enter Dunbeath Primary PIN number 041930

However, if the school has to close unexpectedly during the nursery session we will contact you or your emergency contact to ask you to collect your child.

## **COMMENTS AND COMPLAINTS POLICY - DUNBEATH NURSERY**

We feel confident that your child will enjoy his/her time at our Nursery and we welcome comments or suggestions which could help us to improve our service.

However, we are aware that difficulties can occur from time to time and if you feel you have reason to complain then, please, follow the procedure below.

Please use the open door policy and speak to a member of nursery staff, either at the beginning or end of a session. If you prefer, an appointment can be made to speak to the Headteacher, Denise Walsh on 01593 731286. We endeavour to respond to any complaint within two weeks.

If need be, the matter will be brought to the attention of the Area Education Manager who will decide what the next steps should be. Parents will be kept fully informed at each stage and will be invited to attend any meetings being held.

Parents/carers are also able to contact the Care Inspectorate directly with a complaint, if they so wish. The local address and telephone number of our centre is: **Care Inspectorate**

**1st Floor**

**Castle House**

**Fairways Business Park**

**Inverness IV2 6AA**

**Tel: 01463 227630**

The Care Commission publication:

"How to use the Care Commission Complaints Procedure" is also available.

You will find a copy of this displayed on our Nursery Notice Board.

*Information given is accurate at December 2020. Parents will be notified of any major changes which may take place during the current school session.*