Mulbuie ELC Handbook 2021-22

Mulbuie ELC

By Muir of Ord

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The ongoing pandemic continues to affect the normal running of ELCs 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 since March 2020, 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 ELC, 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 very warm welcome to Mulbuie ELC. Joining our ELC class is your child's first important step in becoming part of our learning community.

The first five years of your child's life are very important and encompass a complex period of growth and development. The experiences that children have during these formative years have a strong influence on:

- physical well-being;
- sense of self-worth and self-confidence;
- feelings about other people;
- capacity to learn and their attitude towards learning.

In Mulbuie ELC, we are very aware of this and operate in such a way that supports them in reaching their full potential. Children are at the centre of what we do, with high quality pre-school provision giving children a positive start in life and preparing them for future achievement and attainment.

Mulbuie ELC Team

Mrs L.Oman

EYP

Miss N.Ross

EYP

Mr A.McCallum-McKay

Head Teacher

Mrs E.Lawless

Teacher

OUR AIMS

To promote children's development and learning, Mulbuie ELC aims to:

- **Provide a happy, stable and caring environment.**
- **Complement the experiences of home by building from the child's own knowledge and skills.**
- **Ensure that the ELC is a welcoming place for parents/carers and to encourage them in recognising that they have an important role in the education of their child.**
- **Provide a wide and varied range of play experiences and activities in order to deliver a Curriculum for Excellence.**

We believe that each child is unique and our aim is to ensure that all children who attend Mulbuie ELC have the opportunity to learn, develop and grow to achieve their full potential.

We recognise that you are your child's first and most important educator and we look forward to working with you and sharing the extensive knowledge you have of your child. Sharing this knowledge will help us to build on your child's previous experience and enable us to plan for their future development.

Our ELC offers high quality education with well-qualified, caring and motivated staff, whose primary concern is the well-being and development of your child. Great care is taken to ensure that our children engage in stimulating, motivating and appropriate experiences that will allow them to develop at a pace suited to their individual needs and interests.

We are committed to realising the potential of our children, and all staff look forward to working together with parents/carers to improve the service for all our young people.

We hope the following pages give you a flavour of our ELC class. Should any questions remain unanswered, we will be happy to help.

ELC HOURS

Mulbuie ELC operates between 9-3, Monday - Friday.

Two sessions are available and children may attend both:

Session 1: 9-12

Session 2: 12-3

All children must be brought to ELC and collected by an adult known to them. We ask all adults to sign their children in and out each day. Should your child be collected by an adult other than their parent, we would ask that the ELC staff are informed of this in advance.

TERM DATES AND HOLIDAYS

Highland School calendar 2021/22 **Please note - Dates may be subject to change**

August 2021							
WK	Mo	Tu	We	Th	Fr	Sa	Su
31							1
32	2	3	4	5	6	7	8
33	9	10	11	12	13	14	15
34	16	17	18	19	20	21	22
35	23	24	25	26	27	28	29
36	30	31					

September 2021							
WK	Mo	Tu	We	Th	Fr	Sa	Su
36			1	2	3	4	5
37	6	7	8	9	10	11	12
38	13	14	15	16	17	18	19
39	20	21	22	23	24	25	26
40	27	28	29	30			

October 2021							
WK	Mo	Tu	We	Th	Fr	Sa	Su
40					1	2	3
41	4	5	6	7	8	9	10
42	11	12	13	14	15	16	17
43	18	19	20	21	22	23	24
44	25	26	27	28	29	30	31

November 2021							
WK	Mo	Tu	We	Th	Fr	Sa	Su
45	1	2	3	4	5	6	7
46	8	9	10	11	12	13	14
47	15	16	17	18	19	20	21
48	22	23	24	25	26	27	28
49	29	30					

December 2021							
WK	Mo	Tu	We	Th	Fr	Sa	Su
49			1	2	3	4	5
50	6	7	8	9	10	11	12
51	13	14	15	16	17	18	19
52	20	21	22	23	24	25	26
1	27	28	29	30	31		

January 2022							
WK	Mo	Tu	We	Th	Fr	Sa	Su
1						1	2
2	3	4	5	6	7	8	9
3	10	11	12	13	14	15	16
4	17	18	19	20	21	22	23
5	24	25	26	27	28	29	30
6	31						

February 2022							
WK	Mo	Tu	We	Th	Fr	Sa	Su
6		1	2	3	4	5	6
7	7	8	9	10	11	12	13
8	14	15	16	17	18	19	20
9	21	22	23	24	25	26	27
10	28						

March 2022							
WK	Mo	Tu	We	Th	Fr	Sa	Su
10		1	2	3	4	5	6
11	7	8	9	10	11	12	13
12	14	15	16	17	18	19	20
13	21	22	23	24	25	26	27
14	28	29	30	31			

April 2022							
WK	Mo	Tu	We	Th	Fr	Sa	Su
14					1	2	3
15	4	5	6	7	8	9	10
16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	24
18	25	26	27	28	29	30	

May 2022							
WK	Mo	Tu	We	Th	Fr	Sa	Su
18							1
19	2	3	4	5	6	7	8
20	9	10	11	12	13	14	15
21	16	17	18	19	20	21	22
22	23	24	25	26	27	28	29
23	30	31					

June 2022							
WK	Mo	Tu	We	Th	Fr	Sa	Su
23			1	2	3	4	5
24	6	7	8	9	10	11	12
25	13	14	15	16	17	18	19
26	20	21	22	23	24	25	26
27	27	28	29	30			

July 2022							
WK	Mo	Tu	We	Th	Fr	Sa	Su
27					1	2	3
28	4	5	6	7	8	9	10
29	11	12	13	14	15	16	17
30	18	19	20	21	22	23	24
31	25	26	27	28	29	30	31

School holidays
In-service days

School days

For full details on school dates and public holidays, visit:

http://www.highland.gov.uk/info/878/ schools/32/school_term_date

CLOTHING

All children must bring indoor shoes, trainers or gym shoes to wear in the ELC. Each child is allocated with a tray to keep a spare change of clothes. If you have not already done so, please hand the spare set of clothes to the ELC staff. It is important that all items of clothing are clearly marked with your child's name. Children are permitted to wear their own clothes or alternatively, parents/carers can order a Mulbuie ELC embossed jumper.

SNACK

The ELC, as the school, is health promoting. Time for snack is part of the daily routine of the ELC - children are provided with a snack, fruit and milk. Drinking water is available at all times.

Lunch

For pupils in full day attendance, lunch is provided free of charge. Parents/carers can access the school menu via the website/school app and children have several tasty choices. As an alternative, pupils may bring a packed lunch to the ELC. Lunch will be eaten at 12pm in the main lunch hall.

ILLNESS

If your child becomes ill, we will contact you, or your emergency contact, by telephone.

If your child is too unwell to attend the ELC, please contact the school to let us know. It is vital that ELC staff know that your child is not attending. School policy, as agreed with parents/guardians, states that a parent/guardian of a child too unwell to attend should phone school by 10am to inform staff.

If there is any medical information which may affect your child in any way, please help us by stating the condition on the enrolment form.

PARKING

For safety reasons and in line with the Health and Safety Risk Assessment, the front of the school is for staff parking only.

Parents/carers should park at the community hall and walk with their children to and from the ELC. It is extremely dangerous if parents/carers attempt to park in the staff car park whilst other parents/carers are walking with their children. We request your understanding and support in this matter.

TRANSITION

We aim to make the transition from the ELC into P.1 as smooth as possible for the children. In the summer term, all children eligible for school are appointed a buddy. The buddy is usually from either Primary 6 or 7. The older children are issued with buddy guidelines, and take their roles very seriously. Each ELC child will have weekly opportunities to do a range of activities, either in the ELC, or in the school environment.

All activities are supervised by appropriate staff.

Throughout the year, the children will also be given opportunities to spend time in the P1 classroom. Allocated times are given and the children will be able to become familiar with their new environment and routine. The P1 teacher and ELC staff maintain a close working relationship allowing joint planning and passing on of information allowing for a smooth transition process. Parents/carers will be issued with information on this as transition arrangements start.

Dates and details of planned activities are available on the school website – http://www.mulbuieandferintosh.org/

PARENTS/CARERS AS PARTNERS IN THE ELC

We value parents/carers and their support and we recognise the significant impact this can have on children's development and learning. Opportunities are offered for parents/carers to share in the daily programme in the ELC through regular Stay and Play sessions and also through sharing planned learning with parents and carers so that it can be discussed and extended at home. The Planning Overview is displayed on the noticeboard in the ELC foyer and can also be emailed weekly on request.

Parents/Guardians/Carers are offered regular opportunities to come in and have a look at their child's Learning Journey. Time is offered for the child and adult to talk about the

Learning Journey together and to add to the "Star Moments" sheet with achievements from both home and in the ELC.

A blog which offers a window into the life of the ELC is available via the school website and School App for Parents. http://www.mulbuieandferintosh.org/

Any parent/Carer who has a skill or talent that they would like to share is encouraged to contact the ELC.

HOW WELL IS MY CHILD DOING? / REPORTING TO PARENTS/CARERS

Our ELC staff constantly observe children at work and play, nurturing their skills and independence. Children's progress and development are recorded in a variety of ways; on our developmental overviews which are shared regularly, through samples of completed activities, photographs and observations made by staff. This provides a wide overview of your child's developing skills and activities; all of this information will be collated to form a Learning Journey for your child. We encourage parent/carer engagement in contributing to these Learning Journeys.

It is hoped that staff build up a good rapport with parents/carers early in the year, and that informed daily discussions will take place. Over the year, you will be invited to attend pupil progress evenings to discuss, confidentially, what progress your child has made.

Any parent/guardian who is concerned about their child's progress should request a meeting with the ELC staff; if concerns still exist, a meeting should be requested with the Head Teacher.

Notes and information are sent home regularly – this is available in electronic form. If you require a paper copy, please contact the school directly.

COMPLAINTS PROCEDURE

The school operates a complaints procedure, and any parent/guardian requiring further information on this should contact Mr A.McCallum-McKay, the Head Teacher, directly. Parents/Guardians are also able to contact the Care Commission directly if they wish. The local address and telephone no. is First Floor, Castle House, Fairways Business Park, Inverness IV2 6AA. Tel 01463 227630

ADVERSE WEATHER

All schools now have a dial-in-service if there is a risk of closure due to adverse weather. This allows parents/Carers to listen to a recorded message from the Head Teacher.

Whilst there is risk of severe weather we will keep the service updated.

How to use this service:

Dial Highland Council access number: **0800 564 2272**

Now enter **Mulbuie's** pin number: **042680**

You should hear the school name and will then be directed to a main menu, which will guide you to the appropriate information.

We will also post any updates to the 'School App for Parents'.

Moray Firth Radio is also another source of information, should the school be closed.

Also available is Highland Council's adverse weather website.

www.winter.highlandschools.org.uk and also on the Council's twitter and Facebook page.

Educational Information

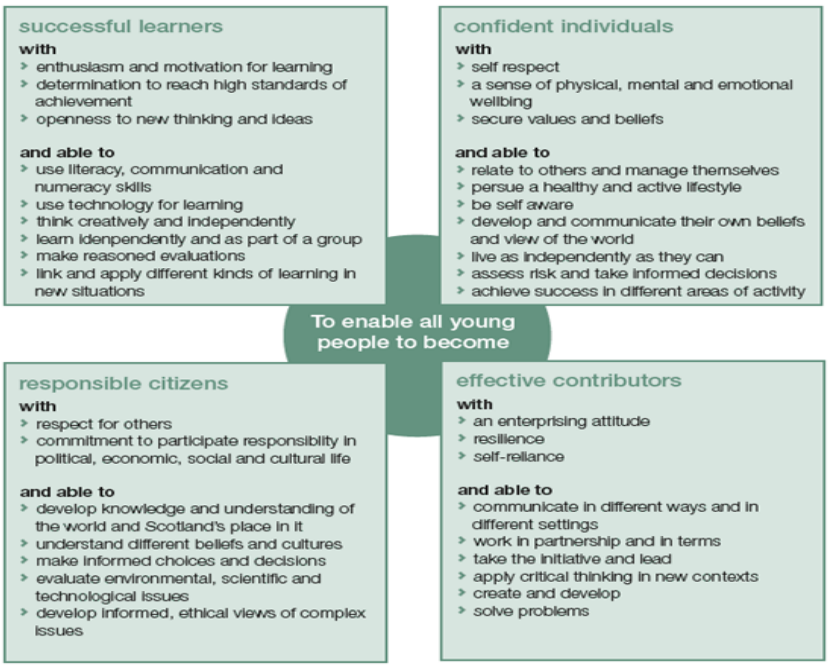
CURRICULUM FOR EXCELLENCE

In Mulbuie ELC, we follow the Scottish Curriculum for Excellence, which offers a single coherent curriculum for all young people aged 3-18.

This curriculum aims to provide:

- More flexibility for teachers and learners
- Greater choice and opportunity for pupils
- Seamless transition from ELC into P1

We plan for learning against the four capacities of the curriculum:



HOW WE PROMOTE LEARNING

We react flexibly and responsively to the immediate and long-term needs of each child in our care.

1. We ensure that each child is given sufficient time, resources and support to think, explore and experiment, work (at times uninterrupted), relate new experiences to previous learning and complete tasks to their own satisfaction.
2. We make intentional curriculum choices to reflect the interests and experiences of the children.
3. We work with individual children, small groups and the whole class group on a daily basis.
4. We monitor our practices to ensure that balance, breadth, continuity and progression are being effectively experienced by each child.

Furthermore, we ensure that each child experiences learning with a focus on the main development areas of

Learning in Health and Wellbeing ensures that children develop the knowledge and understanding, skills, capacities and attributes they need for mental, emotional, social and physical wellbeing now and in the future.

Learning will encompass aspects of social and emotional learning – through this, children will be encouraged to make choices, develop their interests, communicate their needs and express their feelings. Through learning to take turns and share, children will learn to make friends and consider the thoughts and feelings of others.

Physical wellbeing will be incorporated into daily energetic play both indoors and outdoors. Our children use the outdoor and indoor big play equipment to develop their physical play. In addition, they use the hall area to develop their capabilities in movement and to build confidence in this and their use of apparatus equipment.

Furthermore in this curricular area, children will be given opportunities to learn about food and exercise. Through preparing, enjoying and tasting a range of food they learn how different foods keep them healthy. Children will be encouraged to look after their bodies and understand about growth and development.

LANGUAGE AND LITERACY

Literacy is fundamental to all areas of learning as it unlocks access to the wider curriculum. In Mulbuie ELC we aim to provide a literacy rich environment.

Our children are exposed to a wide variety of books, big books, stories and nursery rhymes. They are encouraged to learn and participate in saying nursery rhymes also as well as clapping out the rhythms of these.

Singing, music making and drama take place regularly, as does listening to instructions from television, tape recorder and listening post.

Language and vocabulary are also developed through playing with the wide selection of resources, giving rise to imaginative role-play.

Enjoyment of the printed word is fostered in the ELC in a comfortable 'story corner', with an attractive variety of books for reading to the class, groups and individual children. Stimulating pictures and appropriate vocabulary are displayed on the walls to reinforce learning.

Early reading skills are further developed through books where children can learn the connection between the written and spoken word, matching and memory games, jigsaws and other varied activities.

Good hand control and hand/eye co-ordination, are skills required of children as they progress through the primary school. In the ELC we lay the foundations for acquiring such skills through the wide use of paints, pencils, pens and crayons.

NUMERACY AND MATHEMATICS

Being numerate helps us to function in everyday life and contribute effectively to society. Numeracy and mathematics support all areas of learning and allow children to be confident in enjoying a variety of settings and activities.

Early skills are learned through play in the ELC. The children learn to sort, match, measure, and estimate, arrange and compare using toys and games. They experience the concepts of light and heavy, thick and thin, long and short, shape and colour.

Understanding of number develops as the children learn to count everyday things around them. Children are encouraged to apply their knowledge of using mathematics in everyday life situations.

TECHNOLOGIES

The children have access to a variety of technology equipment, ranging from scissors to computers. In the nursery environment children will explore and use software, electronic equipment, programmable toys etc. to develop skills, solve problems and communicate with others. As children play and learn they will develop interests, confidence and enjoyment in ICT skills.

SCIENCES

Children will receive opportunities to develop their interest in, and understanding of, the living, material and physical world. Learning will encompass both indoor and outdoor experiences for children to develop and investigate their natural world and surroundings. In their play children will have many opportunities to experiment and explore different materials and resources.

SOCIAL STUDIES

Our children are given opportunities to learn about people and the world around them by focusing on topics throughout the year such as, the changing seasons, growth, plants, animals, weather etc. Many links are made to literacy and numeracy through this curricular area and children are encouraged to become more 'responsible citizens' as they make sense of the world around them.

RELIGIOUS AND MORAL EDUCATION

In Mulbuie ELC we encourage our children to develop an awareness and appreciation of each individual. Children will become aware that people have different values and beliefs through examining special festivals, customs and traditions. Children will be given opportunities to explore Christianity, other world religions and develop their understanding for what is fair and unfair and the importance of caring for, sharing and co-operating with others.

EXPRESSIVE ARTS

Expressive arts allow us to recognise and represent feelings and emotions, both of our own and others. They play a central role in shaping our sense of personal, cultural and social identity. Through art, music, drama and dance our children will be given opportunities to be creative and express themselves in different ways.

Our children are given the opportunities to express their ideas and feelings through variety of media and produce pictures, paintings, models, mobiles, cards and calendars

They are encouraged to enjoy and develop movement, rhythm, singing and music making.

SUPPORTING CHILDREN WITH DIFFICULTIES

If a child is found to have difficulties with speech, learning, playing with other children or such like the first step we would take in helping the child would be to discuss the issue with the child's parent/guardian.

We would then plan how to work together to help the child. Specialist help, e.g.,

Speech Therapy would be sought with parent/guardian agreement. The specialists would then use their skills and experience to advise parents and staff whilst working to help the child.

The rights and responsibilities of parents/carers are respected and they are encouraged to be involved in making decisions about the approaches taken to meet their child's needs.

LINKS WITH OTHER AGENCIES

Whenever there are concerns about a child's social, emotional or intellectual development parents are encouraged to share these issues with the ELC staff and Head Teacher.

Our ELC class has links with Psychological Services, Health Service Professionals and Social Services, and if it was felt to be desirable to seek the help of specialist agencies, we can establish links. Links will not be made without parents' prior knowledge and consent.

FINALLY

Thank you for reading our handbook. We hope you found it useful and informative. We hope that as parents/carers you will find our ELC class a friendly welcoming place, where your children will spend many happy hours.

For anyone seeking more detailed information on ELC practice, please ask - we will be happy to share both School and ELC policies with you.

Mulbuie Primary School and ELC

Muir of Ord

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Tel/email: 01349 861289 / mulbuie.primary@highland.gov.uk

Head Teacher – Mr A.McCallum-McKay