

Dunbeath ELC HANDBOOK

Dunbeath

Caithness

Scotland

KW6 6ED

Tel: 01593 731286

Email: Dunbeath.primary@highland.gov.uk

Website: www.dunbeathprimary.wordpress.com



'BE THE BEST YOU CAN BE'

Information given is accurate at November 2021. Parents will be notified of any major changes which may take place during the current school session.

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 Corona Virus and its impact on Children and Education.



Dear Parents/Carers,

Welcome to Dunbeath ELC at the beginning of what we all hope will be a long and happy relationship with you and your child.

The relationship between home and school is vital for your child and we hope you will always feel happy to come and talk to staff about any queries or concerns. We welcome your views at all times and it is through working together that your child will gain most from his/her time at Dunbeath ELC.

This booklet is aimed at giving you information about day-to-day life in the setting - and if you have any further questions, please do not hesitate to ask. If you have any specific matters, which need discussion, at length we will arrange a convenient appointment.

If you are unable to come in regularly to see what is going on, we hope to have regular up to date information on the school Class Dojo site and our website. www.dunbeathprimary.wordpress.com

As ever, our main focus of work will continue to be ensuring that your child has the right start at the beginning of their schooling. If they are safe, secure and happy, then learning will follow.

We look forward to working together with you and your child.

Yours sincerely,

Mrs D Walsh,

Head Teacher

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

Head Teacher: Mrs D. Walsh

Early Years Practitioners: Susan Bain

Marina Milne

Support Worker: Julie MacDonald

ELC Support Teacher: Miss L. Swanson

Occasionally students join us on placements and work alongside our staff

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

Alternatively appointments can be made with the Head Teacher by contacting the Primary School on **01593 731286**.

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 *Realising the Ambition* and *The National Standard for Early Learning and Childcare* 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 we allow child-led play that is observed and furthered with adult intervention to ensure progression in learning. Play is valued as the main focus of a child's development. In our setting, 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.

Children attending our ELC will have daily access to the outdoor play area and gym hall. Within our setting we have a vast range of activities for the children and the areas for learning include:

Role play area

Construction toys

Numeracy games /material

Literacy games/materials

Puzzles and jigsaws

Arts and craft

Gym hall

Wet/messy play

Story corner

ICT



The ELC Curriculum

Curriculum for Excellence was introduced throughout Scotland to help raise standards of teaching and learning for all 3-18 year olds. It aims to bring life to learning and learning to life - helping to prepare children with the skills and knowledge they need to cope in an ever changing world.

The 'Early level' is designed to meet the needs of most children from the age of 3 until the end of Primary 1 - which allows for continuity and progression from the ELC into primary school. As a parent however, it is important to remember that children will progress at different rates at different times according to a number of factors e.g. age, ability, general development, level of support given at home.



*A greater emphasis is placed on these areas throughout all stages of learning.

In early years the emphasis is on learning new knowledge and skills through meaningful play. Planning is done in line with the interests of the children and staff use the curricular outcomes to ensure learning opportunities are appropriate and progressive.

The Capacities

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

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



Assessment and reporting

As the staff observe and get to know your child, they become aware of their interests, their strengths and the next steps required in their learning. Progress is recorded in your child's 'Learning Profile' and this may include photographs, samples of your child's work and comments from your child or observations noted by staff.

Parents are welcome to look at these folders at any time throughout the year, have an informal chat with staff about progress or arrange a specific appointment if necessary.

Parents are also able to attend and discuss progress at one of the Parents Evenings in November or March - and a formal written report is issued in June.



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.

Working together with other agencies:

All pre-school education centres work closely with NHS Highland and other agencies so that the resources and information we have bring the most benefit to families. The aim is to ensure we have the right services for your child at the right time.



Early Education services and NHS Highland collaborate to plan services and offer interventions, such as Child Smile Oral Health Programme, Pre-school Vision Screening Programme. To assist the administration of these programmes, we confirm your child's name, date of birth and address to NHS Highland.

We have a Link Health Visitor, who should visit the centre once a term. Their main role is to offer advice on children's health and development. They will also liaise with your own Family Health Visitor if necessary.

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 will not keep being asked for the same information by different people. Others who can provide support include Speech & Language therapist, Community Paediatrician, Pupil Support Teacher, Educational Psychologist, Occupational Therapist or Social Work.

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.



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

Snacks

Snack time is an opportunity to encourage the children to be independent and learn social skills e.g. table manners, turn taking, sharing, and the correct use of cutlery. It is also a time for them to help with and learn about food hygiene and preparation - and the importance of healthy eating.

The snack and drink menu is displayed weekly on the notice board. Children's medical and dietary requirements, along with those of religious groups are respected and met. Parents are asked to keep staff informed of any changes relating to this.

Please note that the school and ELC setting is a NUT AWARE ZONE



Lunch - This is provided free of charge to funded children in the school canteen with menus on a 4 weekly cycle. Should you wish to provide a packed lunch for your child it is advisable to place this in an insulated bag with a chill pack. No lunch brought from home can be heated up by school staff.

Policies

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

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.

Equal Opportunities

Dunbeath ELC aims to ensure that no child is excluded or disadvantaged because of ethnicity, religion, culture, family background, gender, home language, additional needs, rurality or ability. We will endeavour to ensure that all children feel secure, included and valued.

Enrolment

This usually takes place in early February for entry in August, January or April of the next school session and can now be done online. Parents will be notified of the dates in the local press, notices in the school, the local Post Office or shop.

You will need to bring your child's birth certificate and provide home and emergency contacts along with other general information about your child's health, dietary needs, interests etc.

You will also be asked to give permission for ELC staff to take photographs of your child in order to personalise their work and for display purposes.

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.

Session time is from 9.15am until 3.15pm.

- Children can stay for the whole session,
- for mornings only **9.15am-until 12.15pm;**
- for mornings and lunch **9am- 1.15 pm.**

Provision can also be shared with another registered setting if necessary.

Whilst most duties in the ELC are shared, each child will have a member of staff identified as their 'key worker'. They will have a particular focus for that child's learning and should be the first point of contact for any discussion.

Attendance

Full time attendance is not compulsory, but it is important for children in their pre-school year to attend on a regular basis in order to obtain the maximum benefit. If they are not to attend full time then it is preferable to have set days on which they do attend.

Parents and children will have access to the cloakroom area from 9.10am to allow time to change into indoor shoes etc. Please ensure your child is properly

supervised during this time both for their own safety, and the wellbeing of others.

It is also important that you are as punctual as possible, both in delivering and collecting your child, so that routines can be adhered to.

All children must be brought to the nursery room and collected by a responsible adult known to the child and staff. Please inform staff if someone new to them is picking your child up and introduce them to this person in advance.

In an emergency, telephone the school office first to advise of any change in arrangements or to get advice. We are not authorised to release children into the care of people who are unknown to staff or to other school pupils even though they may be brothers or sisters.

Please inform the school if your child is going to be absent from nursery e.g. due to holidays or illness. You can either inform ELC staff in advance or contact the school office before 9.30 am.

Email dunbeath.primary@highland.gov.uk or telephone 01593 731286

Unexplained absences will be noted by the school and will be followed up in line with Highland Council Policy.

CHILD PROTECTION

The school follows the national strategy known as 'Getting It Right For Every Child' (GIRFEC). This puts the children's needs first and provides co-ordinated support where required.

training and are aware supporting children.

'named person' has until your child starts transfers to the Head to time incidents or



All staff have regular of their role in Your Health Visitor as overall responsibility school when this role Teacher. From time disclosures can occur

which cause concern and could indicate that a pupil is suffering from some form of abuse. In line with the Highland Council Child Protection Guidelines if your child's immediate safety or welfare is at risk, information may legally be shared without your consent. Education Service staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

More information about Child Protection Procedures within Highland can be obtained from the Child Protection Development Officer, Ms Pene Rowe, Highland

Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness IV3 8NN
- Telephone (01463) 703421 - Fax (01463) 713237



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.

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 are aware of and appreciate the tremendous resource we have in our parents, both in early years and in the main school. 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:

Family Engagement

- ☐ 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
(If you have a special area of knowledge, skill or expertise which would benefit the children, please let us know)
- ☐ Help with an 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 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 ELC staff.

Ensure you give lots of praise and encouragement no matter how small the achievement is - it is important to them and will help develop their confidence.

If you have any queries about any of the activities your child is doing, or would like any more advice or ideas for follow on activities, please ask the staff.

Parents as Partners



CLOTHING

There is no set uniform for wearing in ELC. Some parents choose to dress their child in school uniform.

Whichever you choose, it is advisable that your child wears clothes that they can change themselves and go to the toilet independently i.e. with no difficult fastenings, laces, belts etc. Overalls are provided for messier

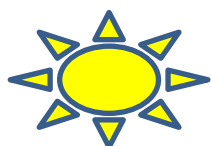


activities but accidents do happen - so it is useful to have a change of clothing in a bag with your child's name on it. This can be kept in school on their peg. If your child does not have a change of clothes it may limit the activities that they can become involved in.

Children will need indoor shoes for changing into on arrival. Please make sure that all your child's shoes and clothes are clearly labelled.

We have hi-vis vests for when we are out and about playing or going to look at things of interest. A suitable outdoor coat or jacket is necessary for other visits. All children should bring suitable outdoor clothing as appropriate for the weather - such as waterproof suits.

Parents are asked to supply wellies if possible.



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.

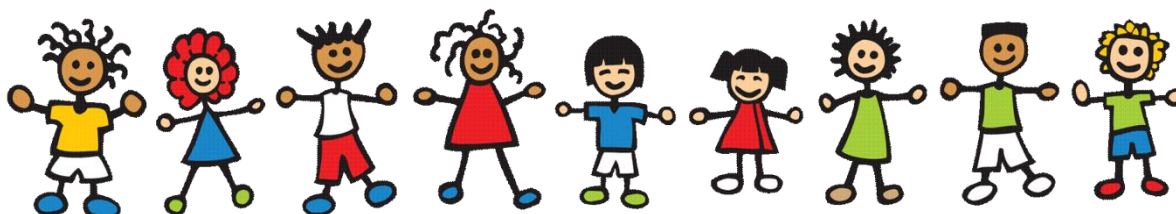
Promoting Positive Behaviour

To ensure we have a school in which both children and staff are happy we have to have an accepted standard and code of behaviour - and this is the joint responsibility of parents and school staff. We believe that encouragement and

praise for good behaviour is the best way to achieve this and accordingly we use a positive approach to discipline.

If a child's behaviour is giving cause for concern, parents will be notified as a consistent approach across home and school is important in achieving a successful outcome.

The children are encouraged to understand some of the 'Golden Rules' appropriate to their age and stage. Each year the ELC staff work with the children to devise the Golden Rules.



When unacceptable behaviour occurs:-

Children who misbehave will be given one-to-one adult support in seeing what was wrong and how they can work towards better behaviour.

Where appropriate this might be achieved by a period of 'time out' with an adult. In cases of serious misbehaviour, the unacceptability of the behaviour will be made clear to the child by means of explanation rather than personal blame i.e. that it is the behaviour and not the child that is unwelcome.

Recurring problems will be tackled by the whole staff, in partnership with the parents.

Staff may consider whether certain behaviours have arisen through a child having additional support needs in which case they would seek additional advice.

Occasionally if unacceptable behaviour has occurred, staff may have to take action for the child's own safety, or that of others. This would be communicated to the Head teacher and parents as soon as possible.

HEALTH

If your child is ill, please do not bring them into the setting as infections coughs, colds, sickness and diarrhoea can spread quickly through the group.

If your child is to be absent for any length of time due to illness, please contact the school and advise on the nature and length of any possible absence. This will allow staff to check current guidance and alert other parents if necessary.

Please note : If your child has had sickness or diarrhoea they must not return until 48 hours has elapsed since the last attack - in line with NHS guidelines.

Please inform us if your child has any health problems, particularly allergies, or if they regularly need any prescribed medication e.g. asthma inhalers so that protocols can be put in place.

If your child becomes ill, or has an accident which requires medical attention while attending at the setting, we will contact you by telephone. If there is no reply we will ring your emergency contact number which must be given at enrolment. A parent or carer listed as an emergency contact must always be available during nursery hours.

Occasionally Head lice can be a recurring problem both in the School and ELC. This can only be controlled through regular checking and the use of prescribed treatments which are readily available at your local G.P.'s surgery.

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.

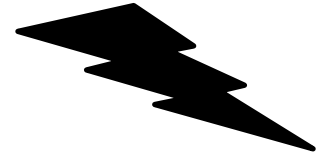
THREADWORM - Children may return after treatment

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.



Early Closure/Adverse weather

Should we need to close the ELC earlier than normal, you will be contacted by telephone if prior warning has not been given. Please ensure that your details are always up to date and that any changes are notified to ELC staff or the school office.

If there is extreme weather forecast, parents should contact the Schools Information line - 0800 5642272 and enter the Dunbeath School code 041 930 where they will hear a recorded message informing of any closures - or use any of the following services:-

- The Council's **website**: <http://www.highland.gov.uk/schoolclosures> will be updated with information for individual schools.
- The Council's **Facebook** page at <https://www.facebook.com/highlandcouncil> will show updated posts on the latest news of school closures and weather related problems.
- The Council's **Twitter** page at <https://twitter.com/HighlandCouncil> will list Tweets of the latest news of school closures and weather related problems.



COMMENTS AND COMPLAINTS POLICY

We hope your child will enjoy their time at our setting and 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, please follow the procedure outlined below.

Please use the open door policy and speak to your child's 'key worker', either at the beginning or end of a session. If you prefer, an appointment can be made to speak to the relevant member of staff in private. It will then, in consultation with the parents/carers, be decided, if the matter needs to be taken further, in which case, the Principal Teacher or Head Teacher will be informed and a meeting arranged.

From here, if necessary, 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.

Should you feel unable to speak to a member of staff, please make an appointment to speak directly with the Head Teacher, within 24 hours of the incident if possible.

Parents/carers are also able to contact the Care Inspectorate directly if they so wish. The local address and telephone number for our centre is:

Care Inspectorate

First Floor, Castle House

Fairways Business Park

Inverness

IV2 6AA

Telephone: 01463 227630

The Care Inspectorate publication "Unhappy about a Care Service?" is also available. You will find a copy of this displayed on our Nursery Notice Board.

Parent Council

All parents of children attending Dunbeath ELC are invited to join the Parent Council.

Meetings are held in the school and the minutes are available to all parents. Their aim is to further enhance the education of all the children - and help build a stronger relationship between the school, the parents and the community. The Parent Council raises funds through a number of events held over the course of the year which goes to benefit all the children whether in school or nursery.

Current office bearers are

Chairperson	Awaiting Appointment
Secretary	Alexa MacAuslan
Treasurer	Fiona Donn

USEFUL INFORMATION

ELC Sessions: 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. School doors will open from **9:10am** and children can be dropped off in ELC room from **9:15am**.

If you are late, please ring the doorbell.

Children Should Bring:

- Indoor shoes
- A bag for carrying shoes, paintings, etc. which will be hung on his/her own named peg in the corridor
- Easy clothing e.g. Pull up trousers without buttons/belts, slip-on or Velcro type shoes.
- Wellington Boots and a jacket
- Spare change of clothes

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.

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.

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.

School Phone Number: 01593 731 286.

SCHOOL CALENDAR 2022 – 2023

AUTUMN

- Autumn term starts - 16 August 2022
- Autumn term ends – 7 October 2022

WINTER

- Winter term starts - 24 October 2022
- Winter term ends – 22 December 2022

SPRING

- Spring term starts - 09 January 2023
- Mid term break – 20-21 February 2023
- Spring term ends – 31 March 2023

SUMMER

- Summer term begins – 17 April 2023
- Summer term ends – 29 June 2023

PUBLIC HOLIDAYS

- May Day – 01 May 2023

IN-SERVICE DAYS

- 15 August 2022
- 12 September 2022
- 13 September 2022
- 22 February 2023
- 05 June 2023

We hope the information in this book has been useful to you. Please let us know of any omissions so that we can improve things for next year.

If you have any further questions or queries, please do not hesitate to contact the school. The Head teacher or ELC staff will be happy to help you.

DISCLAIMER

Whilst the information in this handbook is considered to be true and correct at the date of publication, changes in circumstances after the time of publication may impact on the accuracy of the information.