

# **Cauldeen Primary School ELC Handbook**



## **2023-2024**

**We hope you will find this handbook useful and look forward to welcoming both you and your child to Cauldeen Primary Early Learning and Childcare.**

# General Information

**Address**            **Mackay Road**  
**Inverness**  
**IV2 4HZ**

**Telephone**   **01463 235905**

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**Website**      **<https://cauldeenprimary.wordpress.com/>**

**Headteacher:** **Ms. R. Hammond**

**Depute Head:** **Mrs. E. Rennie**

**Senior EYP:**   **Mrs. J. Smith**

**Nursery Staff Early Years Practitioners:**

**Miss S Cumming**

**Mrs. D. Fraser**

**Miss. B. Fridge**

**Miss H Munro**

**Miss K Simpson**

**Mrs. B Steel**

**Mr. K McCormick**

**ELC Support Worker:** **Mrs. E McKay**

**Ms. S Robertson**



**Link Childcare Manager:** **Mrs L Stuart**

**ELC Clerical:** **Mrs. B. Graham**

# **Welcome to Cauldeen ELC!**



**We are looking forward to working alongside you and your child in order to support their development. This will be through play.**

**We recognise that each child is a unique individual. We aim to offer your child a variety of opportunities in an environment where they can feel safe, secure and confident, supported by an enthusiastic and caring ELC team.**

**Children come to our Early Learning and Childcare provision with a significant background of learning experiences within the family and with friends, neighbours and relatives. We, in the ELC, hope to work with you to extend their developing interests, skills and experiences.**

**Children are eligible to receive a funded place in nursery in the term the day after they have reached their third birthday, however parents may choose to pay for ELC provision from the week after their child's third birthday until they become eligible for Highland Council's funding.**

# Cauldeen ELC Vision & Values

*Out of Little Acorns Grow Mighty Oaks*



# Cauldeen ELC Aims

## We aim to:

- **Provide a stimulating, child led environment which ensures every child to be safe, secure, healthy, achieving, nurtured, active, respected, responsible and involved.**
- **Provide a broad range of fun, creative, stimulating, engaging and inclusive play experiences. Thus enabling the children to become successful learners, confident individuals, effective contributors and responsible citizens in line with Curriculum for Excellence.**
- **Provide a high level of childcare and to further improve the standard of care provided via monitoring and self-evaluation.**
- **Work in partnership with parents/carers to encourage the development of the whole child**



# Settling in

In order to ensure your child is happy and settled from the beginning of their time at Cauldeen ELC we will:



- Invite you and your child to an Open Day in the term before Nursery begins. Your child can bring a special toy to **play** with the staff on this day.
- Ask a familiar adult to “stay and play” with the children on their first visit to our setting and to complete an “All about me” sheet.
- Invite the children to attend for short periods during the initial weeks of ELC.
- Try to ensure that particular friends attend together on initial visits, where requested by parents.
- Invite parents to stay with their child until both child and parent feel comfortable about leaving their child with us.

# Parents as Partners

As their parent /carer you are your child's first educator. In the ELC, we will build on the valuable experiences and **play** which you have already provided for your child, allowing them to reach their full potential.

We will provide you with information about all aspects of the work of the ELC. The Parents Information Board and Newsletters will keep you Fully informed of the daily happenings and events.



You will be asked to complete a short questionnaire for us, and we will also invite you to contribute to the activities of the ELC, using your own skills, knowledge and interests.

We will have regular discussions with you, both formally and informally, about your child's progress and learning.

Each term you will be given a written progress update about your child's learning during their time in Cauldeen ELC.

Remember we are here for you as well as your child.

# Early Years Curriculum

Your children are coming to Cauldeen ELC as active, experienced learners with a natural curiosity. Learning is fun!

They are eager to make sense of the world, to develop relationships and to extend their skills and knowledge.



We use the Curriculum for Excellence and National Guidelines to plan for **play** and active learning.

We will use the information provided by parents, as well as other professionals, to plan relevant programs in each of these key areas. As well as developing children's interests.

Observations and assessments of the children will be used to plan next steps in individual children's learning, ensuring progression in each of the key areas.

A pupil profile of each child's work is compiled over the year, which will include photographs as well as examples of your child's work. This will provide you with an accurate record of your child's progress and learning.



# ELC Times

Cauldeen ELC offers parents the Flexi Offer. You can choose any times for your child to attend from Monday to Friday between 8 a.m. until 5.45 p.m.

## Snack

The children are provided with a small healthy snack each day, along with a drink of milk or water. Snack is an important part of daily routine, and contributes to the development of the children's independence and social skills. A list of snacks provided is on the weekly overview which is in the cloakroom.

## Clothing/Shoes

Children should wear comfortable clothes. Please note that although aprons are provided for messy activities clothes may get dirty from time to time.

Much of the children's time is

spent **playing** on the floor and we we would ask you to provide indoor shoes for the children to change into. This prevents mud from being carried accidentally

Brought inside. Please make sure that all clothes and shoes are clearly labelled. A spare set of clothes and nappies is required.



# Outdoor Play

We have a firm commitment to take the children outside whenever

possible. Energetic **play**, especially in the fresh air, is a very important part of the Nursery curriculum and the use of "The Great Outdoors" adds an invaluable dimension to a child's learning.



We would therefore ask you to ensure that the children are suitably clothed, no matter what the weather. A waterproof jacket and welly boots are ideal for damp days; a hat and gloves would be great for the Winter too.

# Illness

Whenever possible please let us know if your child is to be absent. The phone number is 01463 235905.

Please make yourself aware of the Absent Child Procedure which can be found in the Policy Folder. Children should be kept at home if they are ill, have diarrhoea, sickness or an infection. If your child has been sick or had diarrhoea they should not return to Nursery until 48 hours after the symptoms have stopped.

# Equal Opportunities

We think that it is very important that children are helped to recognise that there are many different ways of seeing and understanding the world. This depends on the cultural, social and religious beliefs and values of their family. We always take account of the children's diverse backgrounds, and use the children's different life experiences in a positive way to enrich the learning of all children.

Similarly girls and boys will be given the opportunity to participate equally in the full range of learning experiences. Care is taken to ensure that particular activities and **play** are not associated with only boys or only girls.



Our books, games and pictures also strive to show positive images of people from different races and cultures, as well as showing boys, girls, women and men in a range of roles.

# Promoting Positive Behaviour

**We believe that for children to feel safe, secure and happy, a positive and consistent approach to managing behavior is vital.**

**We will establish simple rules which keep the children safe, and show care and respect to other people. We will praise the children when positive attitudes and actions in **play** are observed, and will encourage them to be considerate and respectful to others.**

**For a full description of the strategies we use to manage behavior in our setting, please look at the Appendix to our Promoting Positive Behaviour Policy .The Policy folder is located in the ELC cloakroom.**





# **Children with Additional Support Needs**

**We have developed very close links with many other professionals including Speech and Language Therapists, Physiotherapists, Pre-school Home Visiting Teachers and the School Medical Service. The expertise of our Support for Learning Team within the school, ensures that children with Additional Support Needs will learn and progress successfully.**

**When necessary a Child's Plan may be prepared for your child in conjunction with yourself as parent, and other professionals who may be involved with your child. This planning document allows us to ensure your child's needs are met as fully as possible.**

# GETTING IT RIGHT FOR EVERY CHILD

Our Nursery works closely with other agencies so that the resources and information we have will bring the most benefit to families. The aim is to ensure we have the right services for your child at the right time.

If your child would benefit from help from other agencies you will usually 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.



From time to time incidents can occur within the school setting which cause concern. In terms of Highland Council practice, education staff have to report incidents to social work services. Norms of confidentiality are superseded by the councils protection guidelines. All agencies involved in child protection regard the welfare of children as paramount, and this will be their priority.

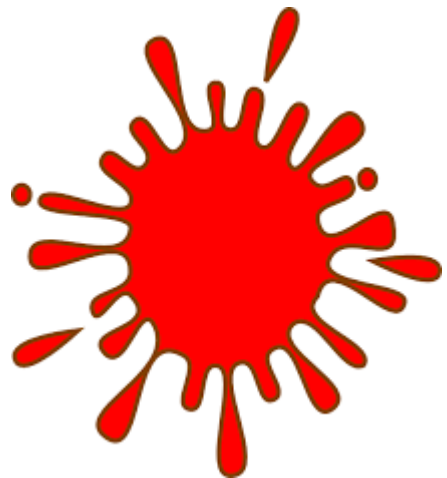
# Transition to Primary 1

**We recognise that moving into Primary 1 is a major event in the life of a child and their family.**

**We aim to make the transition into formal education as smooth as possible by ensuring that children are very familiar with all areas of the school such as the office, gym hall and playground. The infant staff will become known to the children through visits to our ELC as well as to the Infant classrooms.**

**All relevant records of the children will be passed to the Primary 1 teacher, and regular meetings will be held to pass on information to appropriate staff members.**

**Before enrolment in February all parents will be given the opportunity to discuss any worries or concerns with nursery staff.**



# **The Care Inspectorate**

**The Care Inspectorate(SCSWIS) regulates Early Education and Childcare in Scotland. Information about the care Inspectorate is displayed on the notice board.**

**Our Early Learning and Childcare provision is inspected regularly by the Care Inspectorate against a set of standards and regulations to ensure the children have access to a safe, secure, welcoming environment in which**



## **Comments and Complaints**

**We hope you will enjoy your child's time at Cauldeen ELC and welcome comments and suggestions which could help us to improve our service. However, we are aware that difficulties can arise from time to time.**

**We have a clear policy for dealing with complaints, which is displayed on the notice board. If you feel you have reason to complain, please follow the procedures outlined there.**

**The Care Inspectorate publication 'How to Complain' is also available.**