



Milton of Leys Primary School

ELCC Nursery Handbook

2024-2025



... where the magic of learning comes alive!

Contents

<u>Welcome to Milton of Leys Primary School ELCC</u>	Page 3
<u>How to Get In Touch With Us</u>	Page 3
<u>The ELCC Staff</u>	Page 4
<u>ELCC Setting Values and Ethos</u>	Page 4
<u>Positive Relationships - Our Approach to Behaviour</u>	Page 5
<u>School Improvement</u>	Page 5
<u>The Early Years Curriculum and Planning</u>	Page 6
<u>What is Early Years Education About?</u>	Page 7
<u>The ELCC Day</u>	Page 7
<u>What Will Children Learn in the Setting?</u>	Page 8
<u>Snack and Lunch</u>	Page 9
<u>Family Engagement and Learning</u>	Page 9
<u>Reporting to Parents</u>	Page 10
<u>Pre-School Developmental Overview.</u>	Page 11
<u>Setting Hours</u>	Page 11
<u>Flexible Hours</u>	Page 11
<u>Term Dates 2024/2025</u>	Page 12
<u>Enrolments and Admissions</u>	Page 12
<u>Transition</u>	Page 12
<u>Allocation of Places</u>	Page 13
<u>Clothing</u>	Page 14
<u>Toilet Training</u>	Page 14
<u>Information from home</u>	Page 15
<u>Accidents and Incidents</u>	Page 15
<u>Illness and Attendance</u>	Page 16
<u>Administration of Medication and Minor Injuries.</u>	Page 17
<u>Setting Closure</u>	Page 18

Visits	Page 18
Confidentiality	Page 18
Equality and Diversity	Page 19
Additional Support Needs	Page 19
GIRFEC	Page 20
Child Protection	Page 20
Vaccinations	Page 20
Emergency Planning - Major Incident in Schools	Page 21
Comments & Complaints	Page 21
Support for Families	Page 22

Welcome to Milton of Leys ELCC

Thank you for expressing interest in our Milton of Leys Early Learning and Childcare Centre. Milton of Leys School and Nursery first opened its doors in August 2011 and more excitingly we moved to a brand new ELCC building in August 2022. There are currently 83 children enrolled in our Nursery during the 2023/24 session with a capacity for 96 pupils.

Our ELCC is a large space with two open plan and free flow rooms, a canteen space, an outdoor area and most importantly endless experience and opportunities for our earliest of learners. Your child is at a very crucial stage of their development and it is now accepted that children learn more rapidly in the first seven years of their lives than at any other time. Therefore, it is really important that your child is given every opportunity to fulfil their potential in all aspects of their development. Play is a crucial part of this in our ELCC and continues into their Primary 1 experience.

As a parent you play a vitally important part in the process. We, in the ELCC setting, will play our part by treating your child as an individual, building on their strengths and skills and supporting them in areas for development. We ensure that your child's voice is heard and that they are an active participant in their learning. All of this done by a nurturing and experienced team. We very much hope that you and your child enjoy your experience.

How to Get in Touch with Us

We welcome meetings with parents or enquiries about the setting. We can be contacted as follows:

Milton of Leys Early Learning and Childcare Centre
Leys Square
Milton of Leys
INVERNESS
IV2 6HF



Telephone 01463 773020 (ext 2)



<https://miltonofleystblog.wordpress.com/>
molelcc@highland.gov.uk



<https://molelcc2015.wordpress.com/>

The ELCC Staff

The staff work as a team to plan and deliver the best provision for the children. We are here to help and assist you and your child. Please do not hesitate to speak to us at any time.

The ELCC Team consists of:

Head Teacher (Acting):	Mrs Kerrie Laird
Depute Head:	Mrs Loren Crawley
Principal Teacher:	Mrs Mari-Louise Macaulay
Principal Teacher:	Mrs Jennifer Mateer
Peripatetic Childcare Manager:	Mrs Clare Fraser
Childcare Administrator:	Mrs Rebecca White
Senior Early Years Practitioner:	Mrs Donna Martin

Early Years Practitioners:

Mrs Karen Newlands
Mrs Fiona Adam
Ms Rhona Brindle
Mrs Sher Almond
Miss Sarah Watson
Ms Kelly McLeod
Mrs Kerry-Ann Jones
Miss Sophie Gordon
Miss Charlotte Murray
Ms Victoria Miller
Mrs Kelly-Ann Nicolson

Support Workers:

Miss Olivia Morrison
Ms Michelle Rich
Mrs Catriona Nesbitt

The Breakfast Club and Out of School Care Team consists of:

Breakfast Club Auxiliaries:

Mrs Michelle Macleod
Ms Lynne Murray
Mr Tony Jansen

Out of School Care:

Ms Lynne Murray (Assistant)
Ms Hannah Sweeney
Mrs Kerrie Stewart
Mrs Lindsey Phimister

Please see our ELCC blog for the most up to date photographs of our ELCC team.

ELCC Setting Values and Ethos

At Milton of Leys in collaboration with our parent body, we have gathered our hopes and dreams for our learners and environment and developed these into the following aims.

We value and aim to:

- Provide a safe and stimulating environment, in which children could feel happy and secure
- Encourage the emotional, social, physical, creative and intellectual development of children
- Promote the welfare of children
- Encourage positive attitudes to self and others and develop confidence and self-esteem

- Create opportunities for play that encourage children to dream, learn and bring out their skills.
- Encourage children to explore, appreciate and respect their environment
- To nurture children's interests and provide opportunities to stimulate interest and imagination
- Children are cared for and their interests fostered and social skills fostered.
- To continue to maintain a close knit family feel
- Extend the children's abilities to communicate ideas and feelings in a variety of ways
- Offer parents / carers opportunities to become involved in their child's pre-school learning and development and provide regular information about their child's progress and development
- Arrange appropriate professional development and training for all staff.



Positive Relationships – Our Approach to Behaviour

At Milton of Leys, the responsibility for promoting and maintaining positive behaviour lies with all members of the community including pupils, staff, parents and the local and wider community. Pupils, staff and parents are expected to model excellent behaviour and a positive attitude at all times as this is the ideal opportunity to share our expectations and high standards.

Most recently we have been working within School Improvement to develop and focus on our approaches to understand and respond to behaviour through positive relationships. Information on the school and ELCC blueprint on Positive Relationships can be found here: [Positive Relationships & Health and Wellbeing | Milton of Leys Primary School](#)

The school follow's Highland Council's guidance on Positive Relationships and Bullying Prevention. These are found here:

[Promoting Positive Relationships Framework and Guidance](#)

[Policies and guidance - support for learners | Anti Bullying](#)

School Improvement

The ELCC and Primary School work together to review and reflect on the improvements made over the academic year. These improvements and reflections are contained within the school's Standards and Quality Report and School Improvement Plan. These can be found at: <https://miltonofleysblog.wordpress.com/>.

It may also be useful to explore the Inspection Reports which are available for both the ELCC and Primary School.

These include reports from the Care Inspectorate and Education Scotland. Both can be found here:

Inspection Reports | Education Scotland

Care Inspectorate Report 2022

Further information can be found at the following:

<https://education.gov.scot/parentzone/my-school/school-information-dashboard/>



The Early Years Curriculum and Planning

The Early Years Curriculum is all about the development of the individual child and is based firmly on play and active learning.

Staff currently responsively plan learning experiences, developed from the children's interests and needs. These experiences promote and extend the children's learning in all eight of the Curriculum for Excellence areas:

Literacy and English
Numeracy and Maths
Health & Wellbeing Social Studies
Technology
Science
Religious and Moral Education
Expressive Arts



The Curriculum for Excellence is a 3 - 18 curriculum that will be continued throughout their primary and secondary schooling experience.

Since August 2011 Milton of Leys ELCC has been delivering experiences and outcomes from Curriculum for Excellence. These guidelines provide a flexible and enriched curriculum for all Scottish children aged 3-18 years. By providing structure, support and direction to their learning, the Curriculum for Excellence, delivered both indoors and outdoors, should enable the children to become:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors



We use the most up to date guidance to support our planning, learning and reporting within the ELCC. These include the [Curriculum for Excellence](#), [Realising the Ambition](#), [Out to Play](#), and [Health and Social Care Standards](#).

We reflect and responsively plan using the key areas of Realising the Ambition, to plan and adapt the environment and learning experiences through exploring the interactions, experiences and spaces that our learners engage in each day.



Children's interests, curiosity and creativity are important to us in our planning process and we feel strongly that it is important to champion children as leaders of their own learning.

Children's learning and views are shared and recorded in their personal learning folders but also within our floor books and learning walls which are visible for all to see and share in.



What is Early Years Education All About?

We work with each child at their individual level building on the skills which they have learned and continue to learn at home. In the ELCC setting we hope to promote your child's ability to:

- Develop strategies and skills for life, learning and work
- Seek out and respond to learning opportunities
- Choose and plan their own activity and take control of their own learning
- Collaborate and reflect with others
- Think and share ideas
- Acquire knowledge, skills and understanding to use in situations
- Communicate with peers and adults
- Express themselves through the medium of art, craft, music, drama and movement
- Develop self esteem and be more tolerant of others
- Have fun and enjoy themselves



Early Years Practitioners and Class Teachers share our curriculum throughout the year with families through our approaches to Profiling and Reporting. If you would like to find out more about our curriculum framework, contact the Head Teacher.

There is also information for parents on: <https://education.gov.scot/parentzone> and [Skills Development Scotland](#).

The ELCC Day

Play is central to the early years' day. Children are encouraged to make their own choices and independently find, use and return the resources they require from the range available to them within the learning environment. Learning experiences vary from day to day so that there is always something fresh and new to interest the children. All play opportunities offered to the children have an underlying educational purpose. Play is the process and means by which things are taught and children learn.

So Why Play?

- Through play the mind and body are stimulated and active
- It is pleasurable and enjoyable which in turn will help to motivate the children.
- It helps build self-confidence
- It allows the child to tackle new experiences in a familiar situation.
- It can provide an escape, relieve boredom, allow for relaxation and the opportunity for solitude.
- It helps the child to develop social skills and develop perceptions about other people.
- Skills can be practised and repeated as many times as is necessary for confidence and mastery.
- Opportunities for sensory experiences which are the foundation of intellectual development are provided.
- It provides reasons children can understand for acquiring skills and knowledge adults value.
- Play creates context for language development.

Learning Opportunities Include:

Sand and water play

Cooking

Painting

Gluing and cutting

Tracing

Construction toys e.g. Duplo and Lego

Outdoor activities

Mind Mapping Ideas

Imaginative play - The home corner, the hospital etc

Baking

Playdough

Junk modelling

Jigsaws

Board games

Building blocks

Story corner

ICT equipment



What Will Children Learn?

Through their play children will develop a broad range of skills and understanding, including learning to:

Co-operate with each other

Listen

Measure

Organise

Become more independent

Control their bodies

Use appropriate vocabulary

Share

Talk

Weigh

Think

Develop more self-confidence

Develop their creative skills

Behave appropriately

Children will also be given opportunities to:

Listen to stories

Visit their local environment

Sing and take part in a range of musical activities

Learn poems and rhymes

Care for animals and plants



Snack and Lunch

Snack time is a key element of children's learning in both health & wellbeing and literacy & communication, it is an integral part of the ELCC session. Children will be provided with food that is fresh, wholesome and balanced. Menus will be planned in advance and will be shared on the ELCC SeeSaw. The children will also be able to have fruit, milk or water every day. This is all in line with guidance which can be found here [Setting the table](#)

Lunch time is also a great opportunity for children to engage in the social act of eating together, setting the table and developing independence skills. All pre-school children are provided lunch through the Scottish Government free school meals. These are given automatically, however for parents who feel they may require more support and funding, you can register your child for free school meals and clothing grants at [Free school meals and assistance with clothing](#)

Dietary requirements are very important to this and as part of your enrolment pack you will be asked if your child has any dietary requirements so we can ensure that your child is safe to explore activities, snacks and lunches. If your child has a dietary requirement, please see [Special Diet Request Form - School Meals](#)



Family Engagement and Learning within the ELC Setting

We believe that much of the strength of the ELCC lies in the positive and close knit relationships between staff, pupils and their families. These relationships must be nurtured by a healthy exchange of information between ELCC staff and pupils, between home and nursery. We always welcome parental interest in the welfare of our pupils. Whatever the nature of the issue, you can be assured of our help.



Parents are always welcome in the setting. Do not hesitate to ask any member of staff for advice or support. Staff operate an Open Door policy and are always available to speak about your child at the beginning and end of every day.

Whilst we recognise that parents have other commitments we want to reassure you that we welcome parents as partners in their child's education. Once the children are settled in ELC staff will endeavour to offer all parents/carers the opportunity to participate in a "Stay, Play and Learn" sessions at least each term which allows for them to spend time with their child in the setting.

We communicate with parents via e-mail and the School and ELCC blogs for sharing of setting information. During 2023/24 we also used SeeSaw to communicate directly with parents however this will be phased out and will be over the blogs or direct communication via email.

We also share monthly updates via the school newsletters which are available here: <https://miltonoflevsblog.wordpress.com/newsletters/>

Parental information is obtained from questionnaires issued regularly and information and feedback from this can be found at [Parent Feedback ELCC Blog](#)



If you wish to be involved more in the life of the ELCC and school, the Parent Council is always looking for support. The Parent Council are a group of parents selected to represent all parents of children at the school. Any parent who wishes to raise an issue for the Parent Council to consider can do so by contacting miltonoflevs.primary@highlandpc.co.uk. They can also be followed on Facebook at <https://www.facebook.com/molparentcouncil/>

Useful information for parents and how to get involved in your child's education, how to support the school, information on curriculum developments can all be found at Parentzone: <https://education.gov.scot/parentzone/> and also more specifically for Early Years through <https://bumps2bairns.com/>

Reporting to Parents

At Milton of Leys ELCC and Primary School we value the significant and important role that parents, families and caregivers play within their child's learning and development. We are committed as a team to ensure that your voice and your child's voice are captured in order for us to best support and develop your child's learning and development throughout their time at nursery.

In order for us to capture this information and share it with you as a family we are committed to doing the following:

- Ongoing Observations
- Focus Child Observations
- Parent Meetings
- Pupil Learning Profiles
- Stay, Play and Learn Sessions
- Open Evenings and Family Workshops

We will keep you up to date about your child's progress throughout the year through these processes through a format of termly reporting and parent meetings. However, ELC staff are available through appointment at any point to discuss your child's progress. Your Child's Learning Profile will be compiled throughout the session which builds up to a picture of their year/s. You are welcome to see this at any time.

This will include a Focus Child Observation sheet during each term and these will be accompanied by a parent meeting. In the pre-school year all this information will be passed on to the Primary One teacher before the start of the school session to help ensure that your child's transition to the school will be as happy and successful as possible.

Please see our Learning and Profiling policy at <https://molelcc2015.wordpress.com/planning/>

Pre-School Development Overview Programme

Milton of Leys ELCC participates in a Highland Council programme for children in their first and pre-school years which are based on the existing curriculum. The Pre-School Development Overview follows their development and fits in with the normal practice where children are observed at play in order to plan for appropriate next steps and further activities, taking account of their strengths and developmental needs. This formalises the good practice of using play and the pre-school context to support children's learning.

This process is simply about staff observing children to improve their learning and development. It aims to improve the quality of the information shared between staff and parents/carers and to inform collaborative planning throughout the year. It is generally recognised that if there are any concerns, then the earlier these are addressed the better. This process contributes to a seamless transition to Primary 1.

If there are any concerns highlighted during the completion of this form, these will be shared with you at an early stage to ensure that your child gains maximum benefit from everyone working together in the setting and at home.

If you have any queries, please feel free to discuss these with the ELCC staff.

Setting Hours

The ELCC setting is open from Monday to Friday 8.00am to 5.55pm

The is for flexible Early Learning and Childcare for children aged 3- 12 years of age. This includes both funded and also government funded ELC hours, of which the entitlement for 3-5 year old children is 1140 hours per academic year. The setting is currently closed for public holidays, in service days and school holidays.

For more information of Scottish Government funded hours please see:

[Funded early learning and childcare - mygov.scot](https://www.mygov.scot)

Flexible Hours

For session 2024/25, there will be provision for you to take up to 1140 hours of funded early learning and childcare per academic year. You can therefore tailor your child's free entitlement to match your requirements. You may also purchase additional early learning and childcare hours if you need to and if spaces are available.

Once you have decided on a pattern of hours, and this has been approved by the Milton of Leys ELCC Senior Management Team, then this must be adhered to for the whole academic year (unless there are exceptional circumstances which require it to be changed). Any changes must be discussed and agreed with the Senior Management Team in advance.

It is important that you try to be as punctual as possible to your allocated days and times, both when dropping off and collecting your child, as all parts of the ELCC day contain valuable learning opportunities for your child and it would be unfortunate if your child missed an important part of their session.

ELCC and School Term Dates

The ELCC and School Term dates can be found on the Highland Council website (please see the link below). Please be aware that there may be changes to these dates at times, however you would be updated should an additional date be added.

[School term dates | The Highland Council](#)

Highland School calendar 2024/25 Please note - Dates may be subject to change

August 2024	September 2024	October 2024	November 2024
Mon 1 Tue 2 Wed 3 Thu 4 Fri 5 Sat 6 Sun 7 Mon 8 Tue 9 Wed 10 Thu 11 Fri 12 Sat 13 Sun 14 Mon 15 Tue 16 Wed 17 Thu 18 Fri 19 Sat 20 Sun 21 Mon 22 Tue 23 Wed 24 Thu 25 Fri 26 Sat 27 Sun 28 Mon 29 Tue 30 Wed 31	Mon 1 Tue 2 Wed 3 Thu 4 Fri 5 Sat 6 Sun 7 Mon 8 Tue 9 Wed 10 Thu 11 Fri 12 Sat 13 Sun 14 Mon 15 Tue 16 Wed 17 Thu 18 Fri 19 Sat 20 Sun 21 Mon 22 Tue 23 Wed 24 Thu 25 Fri 26 Sat 27 Sun 28 Mon 29 Tue 30 Wed 31	Mon 1 Tue 2 Wed 3 Thu 4 Fri 5 Sat 6 Sun 7 Mon 8 Tue 9 Wed 10 Thu 11 Fri 12 Sat 13 Sun 14 Mon 15 Tue 16 Wed 17 Thu 18 Fri 19 Sat 20 Sun 21 Mon 22 Tue 23 Wed 24 Thu 25 Fri 26 Sat 27 Sun 28 Mon 29 Tue 30 Wed 31	Mon 1 Tue 2 Wed 3 Thu 4 Fri 5 Sat 6 Sun 7 Mon 8 Tue 9 Wed 10 Thu 11 Fri 12 Sat 13 Sun 14 Mon 15 Tue 16 Wed 17 Thu 18 Fri 19 Sat 20 Sun 21 Mon 22 Tue 23 Wed 24 Thu 25 Fri 26 Sat 27 Sun 28 Mon 29 Tue 30 Wed 31
December 2024	January 2025	February 2025	March 2025
Mon 1 Tue 2 Wed 3 Thu 4 Fri 5 Sat 6 Sun 7 Mon 8 Tue 9 Wed 10 Thu 11 Fri 12 Sat 13 Sun 14 Mon 15 Tue 16 Wed 17 Thu 18 Fri 19 Sat 20 Sun 21 Mon 22 Tue 23 Wed 24 Thu 25 Fri 26 Sat 27 Sun 28 Mon 29 Tue 30 Wed 31	Mon 1 Tue 2 Wed 3 Thu 4 Fri 5 Sat 6 Sun 7 Mon 8 Tue 9 Wed 10 Thu 11 Fri 12 Sat 13 Sun 14 Mon 15 Tue 16 Wed 17 Thu 18 Fri 19 Sat 20 Sun 21 Mon 22 Tue 23 Wed 24 Thu 25 Fri 26 Sat 27 Sun 28 Mon 29 Tue 30 Wed 31	Mon 1 Tue 2 Wed 3 Thu 4 Fri 5 Sat 6 Sun 7 Mon 8 Tue 9 Wed 10 Thu 11 Fri 12 Sat 13 Sun 14 Mon 15 Tue 16 Wed 17 Thu 18 Fri 19 Sat 20 Sun 21 Mon 22 Tue 23 Wed 24 Thu 25 Fri 26 Sat 27 Sun 28 Mon 29 Tue 30 Wed 31	Mon 1 Tue 2 Wed 3 Thu 4 Fri 5 Sat 6 Sun 7 Mon 8 Tue 9 Wed 10 Thu 11 Fri 12 Sat 13 Sun 14 Mon 15 Tue 16 Wed 17 Thu 18 Fri 19 Sat 20 Sun 21 Mon 22 Tue 23 Wed 24 Thu 25 Fri 26 Sat 27 Sun 28 Mon 29 Tue 30 Wed 31
April 2025	May 2025	June 2025	July 2025
Mon 1 Tue 2 Wed 3 Thu 4 Fri 5 Sat 6 Sun 7 Mon 8 Tue 9 Wed 10 Thu 11 Fri 12 Sat 13 Sun 14 Mon 15 Tue 16 Wed 17 Thu 18 Fri 19 Sat 20 Sun 21 Mon 22 Tue 23 Wed 24 Thu 25 Fri 26 Sat 27 Sun 28 Mon 29 Tue 30 Wed 31	Mon 1 Tue 2 Wed 3 Thu 4 Fri 5 Sat 6 Sun 7 Mon 8 Tue 9 Wed 10 Thu 11 Fri 12 Sat 13 Sun 14 Mon 15 Tue 16 Wed 17 Thu 18 Fri 19 Sat 20 Sun 21 Mon 22 Tue 23 Wed 24 Thu 25 Fri 26 Sat 27 Sun 28 Mon 29 Tue 30 Wed 31	Mon 1 Tue 2 Wed 3 Thu 4 Fri 5 Sat 6 Sun 7 Mon 8 Tue 9 Wed 10 Thu 11 Fri 12 Sat 13 Sun 14 Mon 15 Tue 16 Wed 17 Thu 18 Fri 19 Sat 20 Sun 21 Mon 22 Tue 23 Wed 24 Thu 25 Fri 26 Sat 27 Sun 28 Mon 29 Tue 30 Wed 31	Mon 1 Tue 2 Wed 3 Thu 4 Fri 5 Sat 6 Sun 7 Mon 8 Tue 9 Wed 10 Thu 11 Fri 12 Sat 13 Sun 14 Mon 15 Tue 16 Wed 17 Thu 18 Fri 19 Sat 20 Sun 21 Mon 22 Tue 23 Wed 24 Thu 25 Fri 26 Sat 27 Sun 28 Mon 29 Tue 30 Wed 31

School days
In-service days

Enrolment and Admissions Procedures

Early Learning and Childcare Nursery enrolments usually take place in February. Adverts will be placed in the Local Press, the local shops and on our Milton of Leys social media pages (Facebook and our School and ELCC blog).

Parents are required to produce their child's Birth Certificate when they register and proof of address.

More information can be found at: [What is ELC all about and is it for us? | Enrol your child for early learning and childcare | The Highland Council](#)

Transition from Home to Setting

Children are invited to attend a settling-in session prior to starting as a 3 year old, to meet with staff and children and become familiar with the ELC environment.

Parents and carers are involved in the "settling in" period. This can vary considerably for different children. Initially the parent/carer may stay to support their child for a short time building up gradually to separation.

Transition from the ELC Nursery Setting to Primary One

The excellent relationship between the ELCC and the main school makes the transition as smooth as possible. This transition includes:

- Pre-school children have many opportunities for contact with Primary 1, including open play sessions and topics. All ELC children also participate in whole school events.
- Pre-school children follow a structured transition programme carefully designed to ensure their transition to Primary One is a very positive experience.
- Pre-school children are paired with Primary 6 children as buddies.
- In June, each child's Learning Profile and Learning Observations and any documentation relating to contact with another agency, is passed to the child's Primary One teacher along with a verbal report.
- An allocated member of the Senior Management Team develops relationships with the children across the whole of the Early Level (from Nursery to the end of Primary 1), which supports and enhances the transition process.



Deferred Entry to Primary One

Generally, children in Scotland start school when they are aged between four and a half and five and a half. When they are eligible to start school depends on when their fifth birthday is.

- If your child's birthday is on or between 1st March and the first day of school in August, your child will usually start school in the August (the beginning of the Autumn term) of the year they turn 5.
- If your child's birthday is on or between the day after the first day of school in August and the last day in February, your child will usually start school in August (the beginning of the Autumn term) in the year before they turn 5.

Deferred entry to school means that children start primary school one year later than the typical start date (i.e the dates shared above)

All parents and carers have the legal right to defer their child's entry to primary school if they are not yet 5 years old at the beginning of the school year.

An additional advantage year is a parent's right to request but may also be recommended by staff. We will not automatically enrol your child to nursery for another year of ELC, so please be in touch if this is something you wish to request.

From 1st August 2023, children who defer and turn 5 between 23rd August 2024 and the end of February 2025, will automatically be entitled to an additional year of funded early learning and childcare (ELC) when they defer Primary 1 entry. This includes children who defer the 2024-25 school year

More information can be found here: [Can my child defer starting school? | Parent Club](#)

Allocation of Places

Priority of ELCC Nursery places are for children living within the catchment area. If our setting is oversubscribed, the criteria for prioritising allocation of places is as follows:

- Catchment children
- To those with siblings in the school
- To four year olds
- To three year olds

Allocation of School Places

Parents of children enrolling from outwith the school catchment area will be required to make a placing request to the Local Education Authority in the following year if they wish their child to transfer to Primary 1.

Attendance at Milton of Leys ELCC is no guarantee that a placing request for this schools will be granted

Arrival and Departure of Children at the ELCC Setting

All children must be accompanied by an adult to the setting and collected by a responsible adult over the age of 16 years old. To ensure your child's safety, ELC staff must be informed if anyone other than the parent or usual carer is collecting a child.

The adult bringing the child to the setting should record the name of the adult who will be collecting the child on the collector's sheet beside the door and sign their child in. The

collector should then sign the sheet at the end of the session to confirm they have collected their child.

All parents/carers will be asked to complete a list of Authorised Adults form which will allow the staff team to know who parents authorise for the child to be collected by.

Clothing

All children should have a suitable pair of soft gym type shoes kept in the setting to wear indoors. To encourage your child's independence, we ask that they wear clothing and shoes that are easy to put on and off themselves i.e. not lacing shoes unless they can tie laces. Please make sure that all children's clothes and shoes are clearly marked with their name. Clothing should be easy to manage at the toilet - no tight buttons or zips etc. A labelled bag with a change of clothes in case of an accident is advised.



School sweatshirts are available to purchase and make it easier to identify children if they go out of school on a trip etc. These can be bought from Schoolwear Made Easy in Harbour Road.

The children are encouraged to play in both the indoor and outdoor areas throughout the day and throughout the year, in all weathers. All children require warm and waterproof outdoor jackets and sturdy boots or wellies when the weather is cold and wet. In Summer months and during sunny weather, each child should come to the setting wearing sunscreen and a sunhat.

The ELCC do have waterproof suits (red suits) that we encourage the pupils to wear on particularly wet weather or muddy activities.

Please see our recommended clothing list below:

Indoor clothing that can get messy (sweatshirt, jogging trousers/leggings) Waterproof trousers and jacket (thickness depending on season)
Warm footwear/wellies
Indoor shoes (easy for child to put on independently)
Spare clothing (just in case)

ALL CLEARLY LABELLED

Seasonal:

Gloves, Hat, Scarf, Spare socks Sunhat, Sunscreen (sun protection is essential)

Toilet Training

We have an equal opportunities policy and all children are welcomed in the ELC setting regardless of whether they are toilet trained or not.

If your child has special toilet needs, please discuss these with staff.

Our ELC staff are involved in changing a child. A visiting parent/carers can only change his or her own child.

We ensure that your child's privacy and dignity are respected but if you do not wish to give us your consent to this personal care, please inform us.

Information from Home

Within our ELC setting, we gather relevant information from Parents and Carers on a regular basis. This information is maintained in their Personal Care Plan and within their Learning Folders, which are essential in meeting the needs of each child.

You will receive a “Being Me!” form which is just one part of gathering information about your child, their needs, interests and life outside the ELC. This information will regularly be reviewed with parents to ensure that this information is up to date. Any changes to any information that is noted down or any relevant information you feel might be important to share with regards to your child’s health, wellbeing or progress can be shared with a member of ELCC staff at any time during the academic year.

We welcome achievements and news from home too, we believe it is important to be able to celebrate these with your child.

Permission Slips and Photographs

A permission slip for changing children, taking photographs, audience photographs/videos, accessing the internet and applying sunscreen should be completed at the time of enrolment. Further consent forms for special events will be requested as necessary.

ELC Nursery photographs, audio recording and videos are retained in the school.

A separate consent form to participate in Highland Council’s Oral Health programme to allow your child to clean their teeth in the setting is also required.



Accidents and Incidents

Books are held in the setting to record any accident, incident or restraint necessary for the safety of the children.

Parents/carers are informed verbally upon collection and are asked to sign the report and are given a copy to keep. If necessary, a copy of the report is formed to parents to be signed.

Parents are informed by telephone immediately should this be considered necessary or in the case where a child has bumped their head.

Head Lice

Children are usually most affected by head lice due to close head to head contact. The best detection method is wet combing. Once a week after shampooing, apply conditioner, and use a normal comb to untangle the hair. Then switch to a fine toothed plastic detection comb (your pharmacist can recommend a suitable one).

Thoroughly comb through the whole of the head, checking the comb after every stroke to see if you have found any lice. If you find any head lice, you should check all family members at the same time, and then arrange treatment. Advice can be sought from the pharmacist or the Health Visitor.

Illness and Attendance

To get the most out of their time in the ELC setting, your child should attend for as many days as possible in the week.

In the unlikely event of your child becoming ill or having an accident while attending, we will contact you by telephone. If it is impossible to get in touch with you, we will contact the emergency numbers you have given to us. For this reason, it is vitally important that the information you have to us when you enrol your child is kept up to date. Please notify us as soon as possible of any changes.

This information will be reviewed termly with you to ensure that it is correct.

If your child is unwell before they are due to attend for the day, it is really better that they stay at home with you. You are the person they will want to be with if they feel under the weather. If your child has diarrhoea and or vomiting Highland Council Guidelines state that they should not return to the setting until they have been symptom free for **48 hours**.

Please let us know if your child is not able to come to the setting by telephone.

It is a parent's responsibility to:

- Keep the school up to date with your telephone number and address, including mobile number if you have one, and other details for emergency contacts.
- Be responsible for the safety and wellbeing of your child/children whilst they are not at school.
- Inform the school of any pre-arranged absence, e.g. attendance at a hospital appointment or any other unavoidable event, prior to the absence taking place.
- Inform the ELCC of your child's absence before or within the first hour of expected arrival time on the first day of absence. This is the same rule regardless of the time your child is allocated per day.
- Respond promptly to contacts from the school
- Provide written confirmation of absence as soon as possible.

Three Day Rule for Unexplained Absence of Pupils

In accordance with the [Highland Attendance Policy and Children Missing from Education](#), the following three day rule for schools and pre-school settings has been developed:

Day 1: First day of unexplained absence of a pupil

If a child is absent on the day they normally attend, parent/carer should contact the ELC setting within an hour of normal start time. The school will endeavour to make contact by telephone or email to parents, carers or emergency contacts informing that the child is absent and requesting a reason for the absence after the first hour of the expected arrival time for that child. If no contact can be made with the parents/carers or emergency contacts on the first day of absence, this will be noted by the school. If the family is known to other agencies, because of possible concerns about his/her wellbeing, then contact will be made with these agencies.

Day 2: Second day of unexplained absence of a pupil

The following calendar day from first day of absence, not next day/s child attending setting, the school will attempt to make vigorous attempts to contact a carer or family member by telephone, text or email. If no contact can be made on the second day of absence, this is noted by the school.

Day 3: Third day of unexplained absence of a pupil

If no contact is established, home visits should be carried out where it is practicable and safe to do so. If the school is not able to do a home visit, they will notify the Area Manager. If the child is not found and no satisfactory explanation is given for the absence, the policy will be notified of the child's non attendance. Parents/carers will note that where contact cannot be established in relation to an unexplained absence, schools may inform other relevant services, e.g. Social Work and/or Police.

Whilst cases of children going missing on the way to school are very infrequent it is essential that we take all the necessary precautions to ensure the safety of our pupils.

Administration of Medicines

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government. [Scottish Government: Supporting Children and Young People's Healthcare Needs](#)

This guidance is based on a number of common principles that will be consistently applied when identifying, supporting and reviewing the healthcare needs of children and young people in Highland schools to enable them to make the most of their learning.

Under Article 24 of the United Nations Convention on the Rights of the Child, all children have a right to the highest attainable standard of health and to health care services that help them attain this. Article 7 of the United Nations Convention on the Rights of Persons with Disabilities states that children with disabilities have the right to express their views freely on all matters affecting them. The arrangements for each individual will therefore take account of the health professionals' advice, the pupil's views and, where appropriate, their parent's views

NHS Highland, Highland Council and school staff will work collaboratively to ensure that pupils receive the service they need in the way most appropriate to their personal circumstances.

We will work with pupils and parents/carers to support the healthcare in our school, making reasonable adjustments that children and young people with healthcare needs might need and require.

Where appropriate, we will make arrangements for staff providing healthcare to pupils to receive appropriate training from a health professional, or other accredited source in the care they are providing.

Assistance with intimate care may be needed by children in any school and this will be provided if required to support these needs quickly and with respect for children's privacy, dignity and rights.

If your child requires medication, please note that this will only be administered by staff when there is clear written guidance from a parent/carer, providing:

- The name of the medicine, the quantity of the medicine to be given, the time it has to be given.
- As far as possible prescriptive medication should be given at home by parents/carers. If it is required to be given in school, the medication should be unopen, clearly marked

with the directions from the pharmacist and administered as part of an agreed medical protocol.

Minor Injuries

The ELCC will only deal with minor cuts and bruises, these will be cleaned and a plaster applied. If your child is injured, falls or becomes unwell during the ELCC day you or the emergency contact you have provided, will always be contacted and you may be advised to collect your child.

ELC Setting Closure

In the event of very bad weather the safety of the children must be the first consideration. The decision, when the ELCC remains open, as to whether or not your child comes to the setting or not remains with you as their parent.

Please listen to BBC Radio Highland and Moray Firth Radio both of which issue bulletins on school closures in the event of bad weather.

The school also has a help-line on **0870 050 6222**

The school's pin number is **041820**

We also endeavour to update the school blog which updates our social media accounts. This blog can be found at:

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

Should the ELC setting have to close earlier than normal you will again be contacted by phone if prior warning has not been given out.

We will contact your emergency contact if there is no reply from your home numbers.

Under no circumstances will any child be allowed to leave the ELCC setting with anyone else except the person you have authorised to transport your child.

Visits

Visits are an important aspect of the life of the setting. We believe that taking children out on a variety of visits is an important aspect of their early years education. The details of any visits will be given to you in writing and your written consent will be asked for.

On enrolling at ELCC you will be asked for your permission to take your child out on local walks in the environment which we do frequently. This will be permission for the year and if you wish to change this at any point, please let us know.

On all our visits your children will be accompanied by an adequate number of adults. We will request parent helpers as required and your support would be much appreciated.

Confidentiality

Parents and children have a right to expect that confidentiality is maintained.

- Parents have free access to the files and records of their child.
- Information given by parents/carers to the ELCC setting will not be passed to another adult without permission.

Equality and Diversity

The ELC setting will ensure that no child is excluded or disadvantaged because of ethnicity, religion, culture, family background, disability, gender, home language, additional support needs, rurality or ability.

We ensure that all children feel secure, included and valued.

More information can be found at: [Equal opportunities | The Highland Council](#)



Additional Support Needs

The ELC setting will identify and plan for each child's individual learning requirements and provide additional support for children with additional support needs in order to allow them to make the best possible progress.

The setting aims to provide an atmosphere of encouragement, acceptance and respect for the achievements in which all children can thrive. We appreciate individual needs within a climate of warmth and support, to encourage self-confidence and build self-esteem.

Staff will ensure that a Staged Approach to supporting children's learning is in place, involving and valuing the views of parents.

The ELC staff team will work together with the school Senior Management Team and Support for Learning staff, as well as other agencies, to provide the best learning opportunities for each individual child.

Staff will inform parents of the needs and progress of their child and will work in partnership with them.

All children have a Named Person who can be contacted by families who think that their child may have additional support needs. Your child's Named Person whilst in pre-school is your child's Health Visitor.

For further information please see our Additional Support Needs Policy.

There is also support for families and pupils with Additional Support Needs located within the following organisations specified by Scottish Ministers which provide advice, further information and support to parents of children and young people with ASN. These include the links provided below:

(a) Enquire – the Scottish advice and information service for additional support for learning
<http://enquire.org.uk/>

(b) My Rights, My Say – an advocacy and advice service for young people over 12 with additional support needs <http://enquire.org.uk/myrightsmysay/>

(c) [Scottish Independent Advocacy Alliance](#), an advocacy service to support parents and children

(d) [Scottish Child Law Centre](#), an organisation providing free legal advice to young people

Within the Highland region, it may also be useful to look at <http://forhighlandschildren.org/>

Getting it Right for Every Child: Working Together

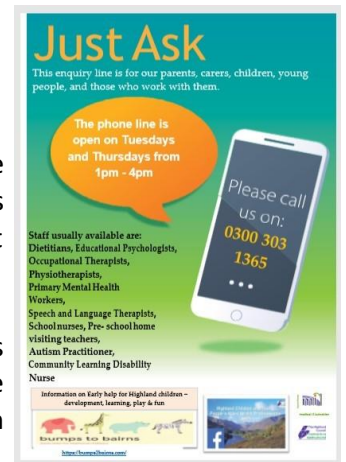
Milton of Leys Early Learning and Childcare Centre works closely with other agencies so that the resources and information we have will bring the most benefit to families. The aim is to ensure we have the right services for your child at the right time.

We have a Link Health Visitor, who visits the centre regularly. Her main role is to offer advice in children's development and to be the lead person if your child requires any extra support. She will also liaise with your own Family Health Visitor.

Our Centre's Link Health Visitors are:
Ms Catherine Patience and Ms Jacqueline Ross
Tel No: 01463 706700

If your child would benefit from help from other agencies, you will usually be asked for permission so the 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 you feel you would like to speak with someone with regards to your child's development we can support within the setting and can also direct you to the Highland Council's Just Ask line, which supports families and settings with access to advice and support from other agencies.



Information can be found here:

https://www.highland.gov.uk/info/1361/childcare_and_family_care/434/services_for_children_and_families

Child Protection

From time to time incidents can occur within the school setting that cause concerns and could indicate that a pupil is suffering some sort of abuse. In terms of the Highland Child Committee Inter-Agency Protection Guidelines, Education Service Staff must report such incidents to Social Work Services, which can lead to joint Social Work/Police investigations.

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority from the Education Service Staff.

If it is believed that your child's immediate safety is at risk, we can share their information without consent, enabling us to deal quickly with any potential situation,

e.g. Child Protection issues or emergency medical procedures when parents are not present.

More information about Child Protection Procedures within Highland can be obtained from the [Highland Child Protection Committee](#)



Vaccinations

Is your child up to date with their vaccinations? Children receiving out of the home care, including at nursery and playgroups, have more opportunities to come into contact with infections. It is especially important to make sure that they have all the vaccinations they are due. It is never too late to have your child immunised. If they have missed one, you don't have to start the course from the beginning again. Contact your Health Visitor or GP for further advice.

Emergency Planning – Major Incidents in Schools

It is often assumed that, if a major emergency occurs, the ELCC or school will be used as a reception centre for the victims of the incident. However, it is possible that the ELCC or school itself may be the source of the accident, whether through a major fire or other means. The main priority would be to get the children and staff to a place of safety. In the event of such an incident, parents would be contacted and asked to collect their child.

ELCC and School Policies

The ELCC Setting has a range of Policies which are available to parents. For more information on this, please see both the ELCC website: [Essential documents](#) More information on Highland Council policies can be found here: [School policies, procedures and guidelines | The Highland Council](#)

Comments and Complaints

We hope you will enjoy your child's time at our Early Years Setting and welcome comments and 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 outlined below.

Please use the open door policy and speak to a member of staff, either at the beginning or end of your child's day. If you prefer, an appointment can be made to speak to any of the Early Years Practitioners. It will then, in consultation with the parents/carers, be decided, if the matter needs to be taken further, in which case, a member of the School Senior Management Team 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 the ELC staff, please make an appointment to speak to the Deputy Head Teacher, Mrs Loren Crowley on loren.crowley@highland.gov.uk or on 01463 773020.

Should you have any complaints about the care service then please refer to [What you can do if you are unhappy about a care service](#) . The Care Inspectorate can be found on the Care Inspectorate Website and at:

Care Inspectorate
First Floor
Castle House
Fairways Business Park
Inverness
IV2 6AA

Telephone number : 01463 227630

Support for Families

If you feel that you as a family require support, please do not hesitate to come in and chat to a member of our Early Years Team. We operate an Open Door policy and if we can help or signpost you to any agencies that could support we will.

We can also recommend contacting Parentline at: <https://www.children1st.org.uk/help-for-families/parentline-scotland/>

Any Further Queries?

We are here to help you and your child get the most out of what we have to offer at Milton of Leys Primary School. If you have any further questions or if we can help you in any way please contact the Head Teacher at the school.

Mrs Kerrie Laird
Head Teacher (Acting)



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.