

TARRADALE PRIMARY ELC



HANDBOOK 2024/25

Working together, with our community to encourage and nurture young learners to achieve their full potential and be responsible, confident and happy.



## Welcome to Tarradale Primary School ELC



It is a real pleasure for us to introduce this brochure to you. I hope through the various photographs and pictures from this year's children it will give you an idea of the types of wonderful activities and opportunities our staff provide for your children in our care.

This is a huge step for you as a parent. It's about giving yourself a pat on the back at the good job you have done with your child so far – and then having the courage to let go slightly, to trust us to take all that you have taught them and extend it.

Early Learning Centres within the new Curriculum for Excellence are recognised as a vital part in your child's transition through learning. We will explore, investigate and plan with your child in preparation of them becoming confident in their own learning. We will encourage their own natural creativity and ideas and let them flourish.

We cannot however do this alone. We need your input. By bringing your child to Tarradale ELC you are becoming one of our team and as such you will be given as much opportunity as possible to come and be a part of what we do.

I hope the information held here will be of interest and help to you over the next year. You will have plenty of opportunity to come in and meet us before your child starts so that you can ask any questions and also to see the setting and the school. Invitations will be sent out.

We very much look forward to working with you.

Tracy Sinclair  
Head Teacher



## Our Tarradale Team

### Early Years Practitioners

Mrs Mary Newton



Mr Darren Williamson



Mrs Dawn Mackinnon



Mrs Vicki MacIver



Mrs Teresa MacLennan



Miss Dance



Support Worker – Mrs Mackenzie



Mrs Tracy Sinclair  
Head Teacher



Mrs Shona Mitchell  
Depute Head



Tarradale Nursery, Muir of Ord, Ross-shire, IV6 7RR  
School Telephone: 01463 870484  
Nursery Telephone: 01463 872601  
E-mail: [Tarradale.primary@highland.gov.uk](mailto:Tarradale.primary@highland.gov.uk)  
Facebook: Tarradale Primary School  
Website: [www.tarradaleprimary.wordpress.com](http://www.tarradaleprimary.wordpress.com) (currently under review)

## Tarradale Primary and ELC Vision, Values & Aims

Working together, with our community to encourage and nurture young learners to achieve their full potential and be responsible, confident and happy.

Our Aims have been created by our school and ELC community and outline what they want from their school.

To be a place where it doesn't matter who you are; just be yourself because everyone is welcome to Tarradale. We will make you feel welcome, be happy, make good friendships by sharing and playing together, look up to each other, and make you feel part of our Tarradale family.

We want Tarradale pupils to have good manners, be kind and happy. We listen to our teachers so that we can achieve our very best, achieving in sport, dancing, singing or anything we put our minds to. We want to be confident and proud of how well we work and be a part of Tarradale School.

In our school we will want to celebrate everything we can do and help us to try lots of new things – to make us active, amazing, the best we can be and more importantly - good people.

Our teachers will help us to learn and understand by using lots of fun activities and by playing outside in the big garden.

We learn about real life through working with our community. We learn about the weather, not wasting food, recycling all through our partnerships with MOO Food and making healthy choices. We bring History to life through dinosaur museums and making links with Urray.

We learn about grown up jobs because we work together with our local shops and businesses. We have Bad Girl Bakery, the Hub, Co-op and Urray House. We want to be hard working and learn from each other.

Currently under review, November 2023



## GENERAL INFORMATION



We are delighted to offer flexibility in Tarradale ELC's provision allowing all children to be offered full time places of 1140 hours.

Tarradale ELC is open between the hours of 8:30am and 3:30pm with a maximum of 30h per week government funded. Any additional hours would be self-funded.

Any additional hours can be self-funded through our Preference Forms or contacting the school directly. (Additional hours are currently charged **£5.05 per hour**).

All ELC children are entitled to a free school lunch.

**Due to the flexible hours and security fencing around the school, it is important that you try to be as punctual as possible, both when taking your child to ELC and collecting him/her.**

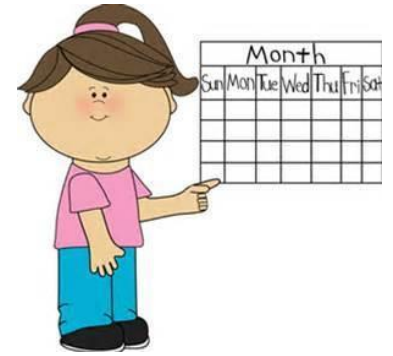


All children must be brought to Tarradale Primary ELC and collected by an adult known to the child. The adult must be over 16 years of age. We have a sheet for you to sign if someone else is collecting your child that day.



## SCHOOL CALENDAR SESSION 2023-2024

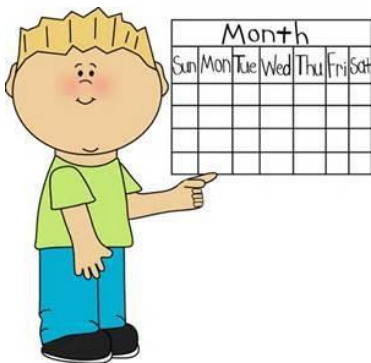
The following table lists the term dates for year 2023-2024.



Open	Close
Monday 14 <sup>th</sup> August 2023 (Staff Only)	
Tuesday 15 <sup>th</sup> August 2023 (Pupils)	Friday 6 <sup>th</sup> October 2023
Monday 23 <sup>rd</sup> October 2023	Friday 22 <sup>nd</sup> December 2023
Thursday 8 <sup>th</sup> January 2024	Thursday 28 <sup>th</sup> March 2024
Monday 15 <sup>th</sup> April 2024	Thursday 27 <sup>th</sup> June 2024

### Notes:

- Mid-term break - Monday 19<sup>th</sup> February and Tuesday 20<sup>th</sup> February 2024



### Public Holidays

- Good Friday – 29<sup>th</sup> March 2024
- Easter Monday – 1<sup>st</sup> April 2024
- May Day – 6<sup>th</sup> May 2023



### In-service Days

- The first day back after summer - Monday 14<sup>th</sup> August 2023
- Monday 11<sup>th</sup> September and Tuesday 12<sup>th</sup> September 2023
- One day following the February mid-term break – Wednesday 21<sup>st</sup> February 2024
- Thursday 2<sup>nd</sup> May 2024



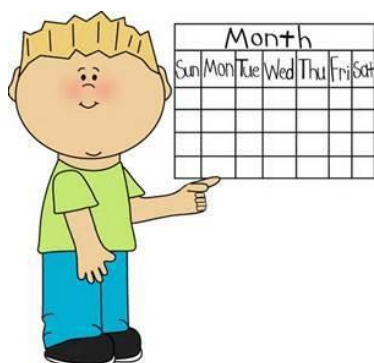
## SCHOOL CALENDAR SESSION 2024-2025

The following table lists the term dates for year 2024-2025

Open	Close
Monday 19 <sup>th</sup> August 2024 (Staff Only)	
Tuesday 20 <sup>th</sup> August 2024 (Pupils)	Friday 11 <sup>th</sup> October 2024
Monday 28 <sup>th</sup> October 2024	Friday 20 <sup>th</sup> December 2024
Monday 6 <sup>th</sup> January 2025	Friday 4 <sup>th</sup> April 2025
Tuesday 22 <sup>nd</sup> April 2025	Thursday 3 <sup>rd</sup> July 2025

### Notes:

- Mid-term break - Monday 17<sup>th</sup> February and Tuesday 18<sup>th</sup> February 2025



### Public Holidays

- Good Friday – 18<sup>th</sup> April 2025
- Easter Monday – 21<sup>st</sup> April 2025
- May Day – 5<sup>th</sup> May 2025

### In-service Days

- The first day back after summer - Monday 19<sup>th</sup> August 2024
- Monday 16<sup>th</sup> September and Tuesday 17<sup>th</sup> September 2024
- One day following the February mid-term break – Wednesday 19<sup>th</sup> February 2025
- Monday 2<sup>nd</sup> June 2025



## Adverse Weather Conditions and Emergency Closures

In the event of adverse weather conditions or an emergency closure parents can:



- Log onto [www.highland.gov.uk/schoolclosures](http://www.highland.gov.uk/schoolclosures) to access relevant information
- Use Highland Council's Messaging Service to enquire about school closures in times of adverse weather/emergency conditions:
  1. Phone 08005642272
  2. Then enter the school's PIN when prompted, 043120
- Listen to MFR Broadcasts
- Tarradale Primary Facebook Page



**Friends of Tarradale**



The 'Friends of Tarradale' is a group of parents who work with the Head Teacher, staff and children to try and improve the school experience for all. We meet every 6/7 weeks and are always looking for new members to join in.

We are delighted to be a part of what our school life entails. Our children at Tarradale are part and parcel of an ethos which is centered around community involvement and inclusion of the children. The school works hard making sure the children are invested in the life of the village and developing respect for their community and surroundings.

Being a part of the Parent Council means a lot to us as we feel that we are part of the schools extended family. It is a very important role and we take supporting our school and our school staff very seriously. As a team we feel that we can extra support in any way needed for parents, staff and children.

You can contact us for more information through the school, or by e-mailing us directly on [tarradaleprimarypc@gmail.com](mailto:tarradaleprimarypc@gmail.com) and we will be happy to answer any questions. Details of dates of meetings and minutes can be found on the school facebook site.

Yours sincerely

Sarah Fraser(Chairperson)

Sharon Thomson(Secretary)

Samantha Wunder(Treasurer)





## Clothing



The children should bring a pair of gym shoes to Tarradale Primary ELC and a spare change of clothing that they can keep in their bags in case of any accidents. We would be extremely grateful if the children's shoes were easy to get on and off to save time and congestion in the cloakroom.

**Please make sure that all the children's shoes and clothes are identified with their name - preferably with permanent pen.**

Jumpers and T-shirts with the ELC logo are available to purchase from the School.

Hoodies	£14.00
Sweatshirts	£11.00
Cardigans	£13.00
Polo shirts	£9.00



## Absences/Illness



If your child becomes ill, or has an accident while attending Tarradale Primary ELC, we will contact you by telephone. If there is no reply, we will ring your emergency contact. Please advise us of any change to emergency details such as new mobile phone numbers or change of names or addresses.

If a child is ill or absent for any other reason, please let us know as early as possible. Telephone us directly on 01463 872601. If a child has sickness or diarrhoea, they **MUST** stay away from ELC for 48 hours from the last bout of illness.



## Up To Date Information

If there is a change to your personal circumstances, please notify a member of staff as it helps us support your child through difficult times (e.g., grandparent bereavement) and keep your child safe (e.g., restricted access of parent)



### Snack

**Parents should advise the staff of any food allergies which their child may have and complete the special diet form when you enrol your little one online.**



- Inclusion is paramount to what we do here at Tarradale, and we are delighted to allow all of our children the same experience.

- The children will help and be offered snack every day. The main purpose of this activity is to develop a range of social and practical skills associated with eating to develop independence and to reinforce children's understanding of the importance of healthy eating.



- The children are encouraged to prepare much of the snack themselves under adult supervision. Highland Council also supply free semi skimmed milk for the children, and we provide the necessary requirements for children with allergies.



### Partnership with Parents

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)*

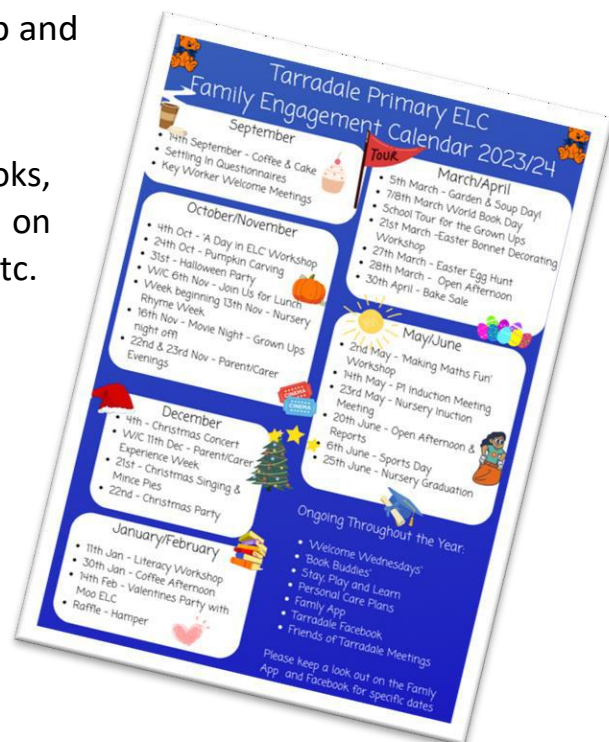
We want to work with you to create open and supportive relationships, where you feel welcome, involved and fully informed about what is happening in our ELC. We feel this is vital in order to provide a happy and caring environment for both you and your child. We value your role and look forward to working in partnership with you.

Here are some ways you can become more involved with your child's learning experiences:

- Log on to your child's online 'Family' app to have a look at their progress. This also gives you a wonderful insight to the everyday goings on in our nursery. From whole school events to dressing up, singing and dancing!



- Look at for our annual 'Parental Engagement Calendar' which will give you all the dates for up and coming events which you can be part of.
- Read to your child every day, talk about the books, read familiar words to them, for example, labels on their favourite foods, titles of TV 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.





- Encourage them to count and use numbers in everyday situations and in nursery rhymes
- Help them to match and sort things, e.g. putting knives and forks, cups and saucers and socks into pairs or sorting out big and little tins

and putting packets into order of size

- Give them the chance to use their fingers and hands, e.g. building with bricks, cutting out with scissors, helping with baking or food preparation and fastening zips and buttons



- Encourage them to express their own ideas and feelings through using crayons, pens, pencils, paint, music and play
- Encourage them to explore their own environment

### Reporting to Parents

From the very beginning, your child will be involved in keeping a profile. Within this profile sits:

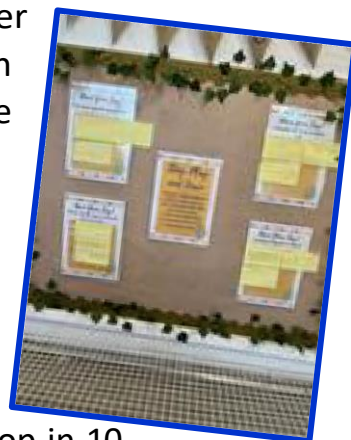
- 1 Key Worker Folders containing relevant and personal information about your child
- 2 Learning Journal Folders that contain their 'Being Me – All About Me' sheets, Development Overviews, Focussed Learning, Favourite Work, Writing Development, Wow Moments, Me and My Family and Photo Album
- 3 Online 'Famly' app - Communication for Parents which contain, General Information, Focussed Week - Key Learning Interactions, Achievements at Home, Wow Moments, Snapshots, Video Clips of experiences in nursery, termly 'Friendship posts' and daily photos of your child's day.

Our online 'Famly' app enables you to login and see your child's progress wherever you are, be it at home, work, on the bus on your phone or iPad or even abroad. You can also add comments to your child's observations and photographs so you can be a real part of their learning. It also lets us see the kinds of things that your wee one gets up to at home, any personal achievements or celebrations that are important to you.





We invite you in at the start of the session to meet your child's key worker. In term 2 we hold a Parent's Evening which is held in the main school building alongside Primary 1 -7 appointments. You will be given a short progress report in term 2 and 3 and a more detailed report will be issued to you later in the year. There will also be an Open Afternoon and Evening across the year where your child can show you around the ELC and share their learning with.

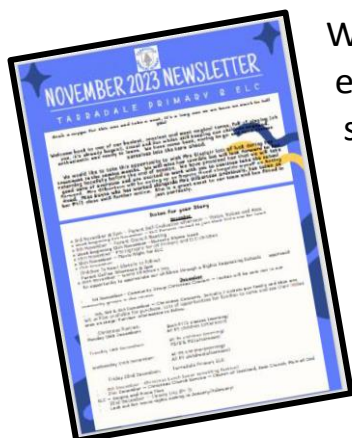


We offer Stay, Play and Learn sessions where you can come in and be a part of your child's learning. We are always here to chat, whether it's to see how your child is doing, to look at any work, guidance as to how you can help at home or to discuss any worries. Don't let anything go by. 'Welcome Wednesdays' gives you an opportunity to pop in 10 minutes earlier when picking up your child to have a look at their profiles.

### Communication



On an informal basis you will see your child in the setting every day, as you drop off and collect. You will have the opportunity of exchanging information with the staff eg. if your child has a cold and hasn't slept well. In turn the staff will be able to say how the day went for your child. If you have any worries or concerns, we would much rather you come and say rather than sit at home and worry.

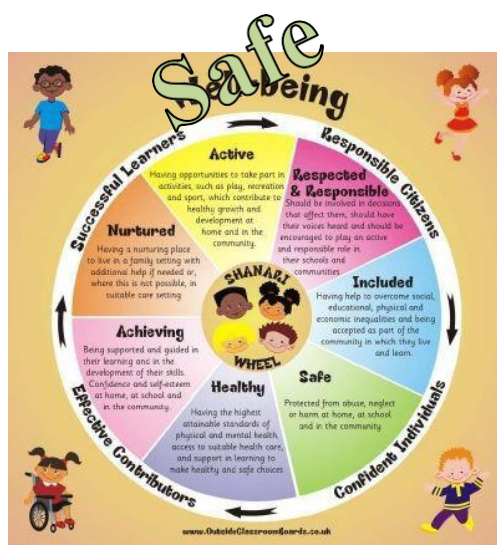


We will endeavour to keep you up to date with events that are happening both in ELC and the school through regular newsletters, emails, Facebook, 'Famly' app and notices on our noticeboard.

## Getting it Right for Every Child

We are part of a multi-agency approach to ensure that all children are Safe, Healthy, Achieving, Nurtured, Active, Respected & Responsible and Included. Tarradale is an inclusive school catering for a wide range of educational needs. In the case of educational needs relating to behavioural and/or learning difficulties, the nursery staff and members of the Additional Support Needs Team provide support. Where a child's needs cannot be met by nursery and school staff alone, discussions are held with partner agencies such as Health or Social Work as appropriate. The aim is to ensure that we have the right services for your child at the right time.

Included  
Respected &  
Responsible  
Achieving



Healthy  
Active  
Nurtured

We have a link Health Visitor, who meets with the ELC staff. Her main role is to offer advice on 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 who is your child's named person.

Our link Health Visitor is Nicola Duncan, telephone 01349 868520. If your child would benefit from help from other agencies, you will be asked for permission so that relevant information can be shared.

The named person for your school aged children at Tarradale Primary School is the Head Teacher, Tracy Sinclair.

## Support for Parents/Carers and Families

Parents who would like advice or support can contact the following advice lines for free advice on a range of issues from Speech and Language Therapy, dietary concerns to mental health support and physiotherapy.

<https://www.children1st.org.uk/help-for-families/parentline-scotland/>

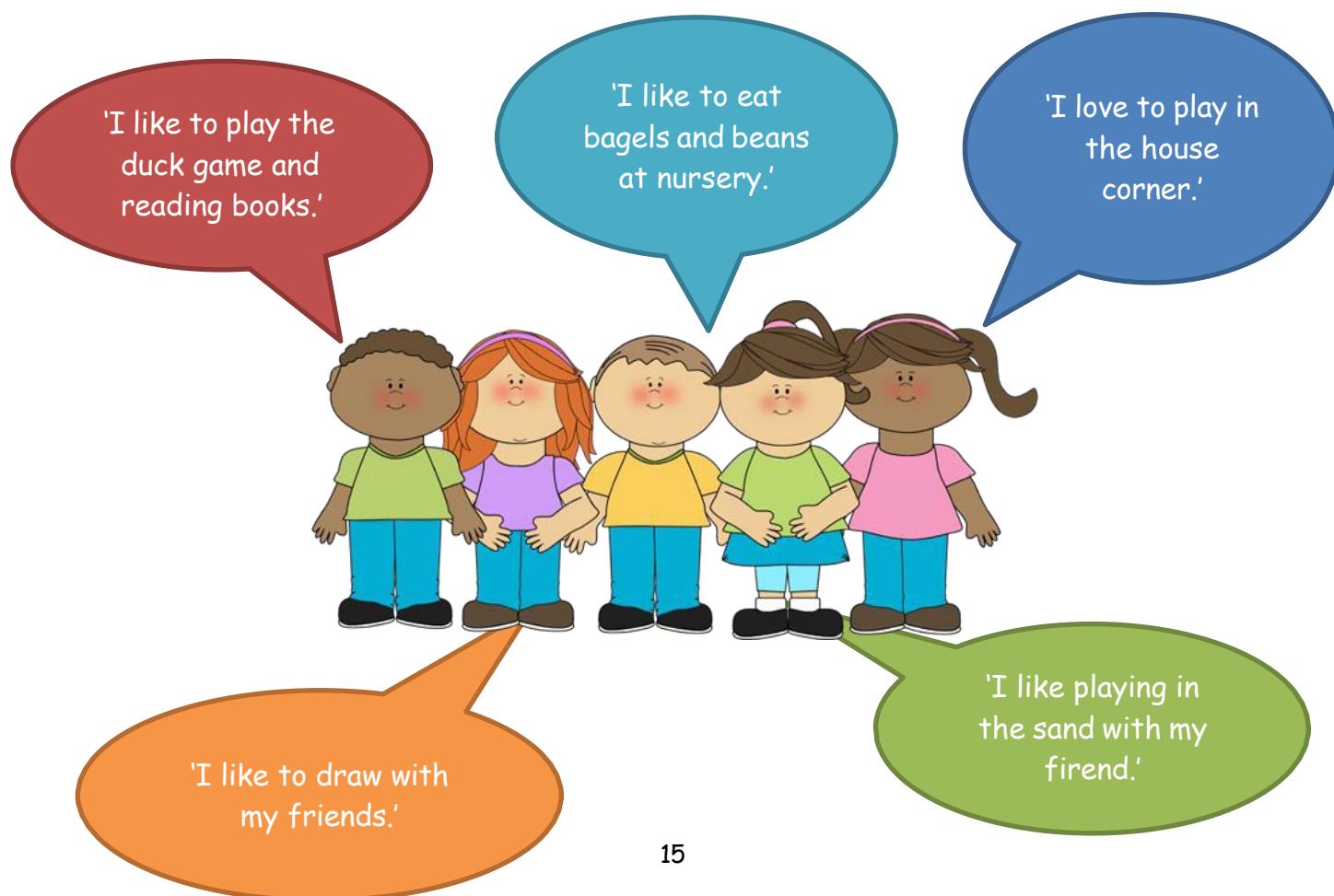
[https://www.highland.gov.uk/info/1361/childcare\\_and\\_family\\_care/434/services\\_for\\_children\\_and\\_families](https://www.highland.gov.uk/info/1361/childcare_and_family_care/434/services_for_children_and_families)

## Child Protection

We are committed to creating an environment in which children are safe from abuse and in which any suspicion of abuse is responded to promptly and appropriately. The well-being of children in our care takes precedence over any other consideration. We all have a duty of care for the children in our setting and the health and safety of all the children is of paramount importance.

Any child protection issue will be reported to the statutory agencies.

Absence also comes under this area. If your child is absent you **must** phone us before the beginning of the session. If we have been unable to contact you within 3 days social work will be informed.



## Complaints Procedure

Your first point of contact would be your child's key worker as they are the people who know your child inside out.

However, from time to time parents may wish to make a formal complaint about a particular issue.

This should be done via the Head Teacher either by making an appointment to discuss the issue or in a letter.

When the complaint is made the following action will be taken by the school –

- An investigation will be carried out or evidence gathered immediately.
- The ELC Staff will be informed if the issue relates to a specific child.
- The school's response will be relayed to the parent, either by letter, by a telephone call or by a further appointment with the Head Teacher, Class Teacher and parents and pupils.
- Formal documentation will be kept of each complaint and its resolution.
- We want to reassure parents that we take seriously any complaints and endeavour to resolve them as expeditiously as possible.
- If need be, then subsequent meetings will be arranged in an effort to resolve the situation to everyone's satisfaction.
- Parents/carer's are also able to contact Head Office directly with a complaint, if they so wish. The local address and telephone no is

Derek Martin, Dingwall Council Offices and Service Point, Dingwall, 01349 868603

Parents/carers are also able to contact the Care Commission directly with a complaint, if they so wish. The local address and telephone number is Care Inspectorate, Scottish Natural Heritage, Great Glen House, Leachkin Road, Inverness, IV3 8NN, telephone: 0345 600 9527 or email on [enquires@careinspectorate.com](mailto:enquires@careinspectorate.com)



## The Curriculum

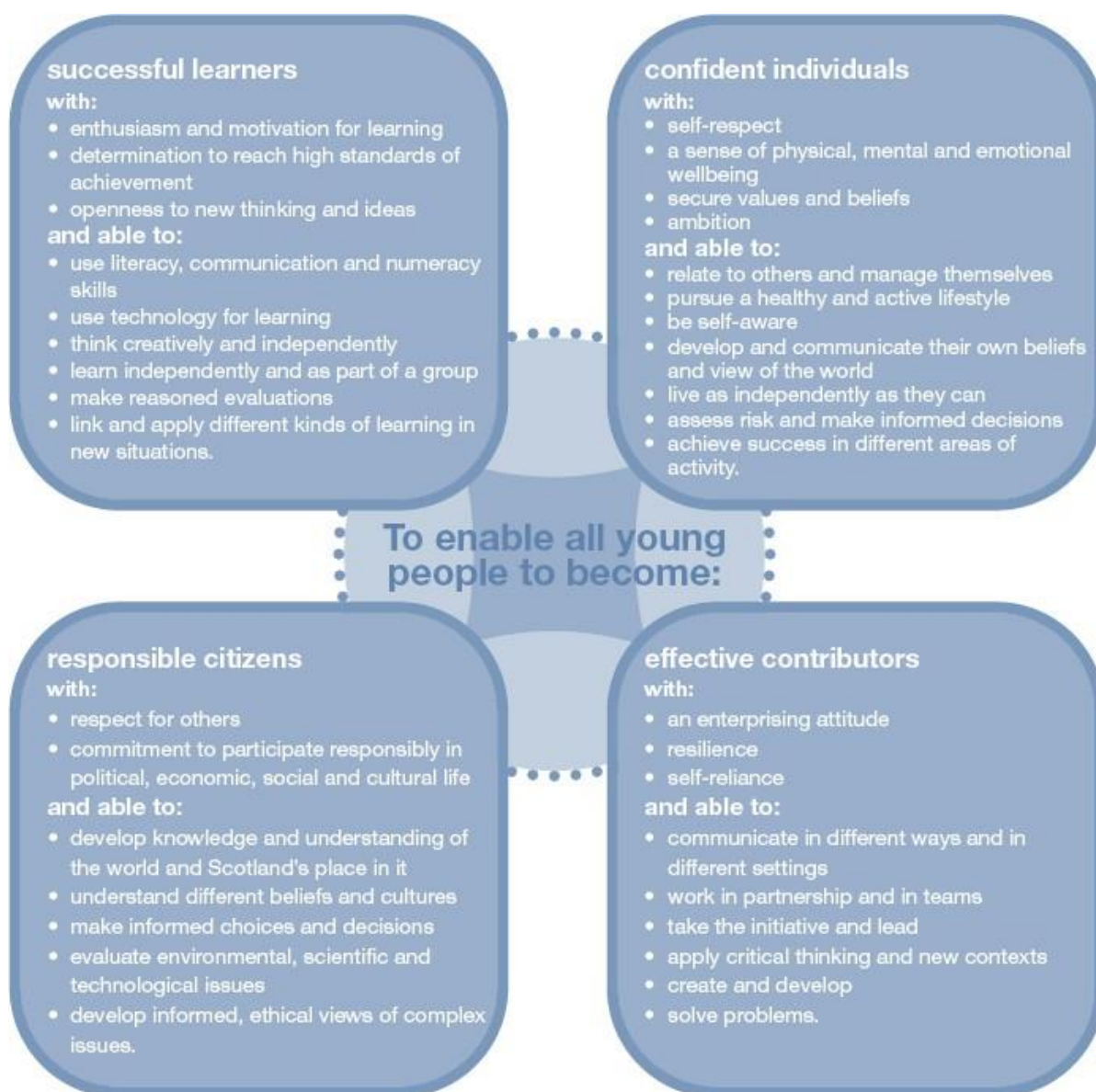
In Tarradale Primary ELC, we follow the Scottish Curriculum for Excellence, which offers a single coherent curriculum for all young people aged 3-18.

This curriculum aims to provide:

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

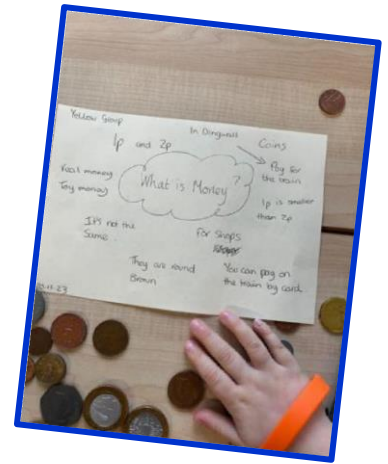


We plan for learning against the four capacities of the curriculum:



## How we Promote Learning

- We encourage child autonomy and respond to the unique needs of every child.
- We ensure that each child is given sufficient time, resources and support to think, explore and experiment, work (at times uninterrupted), relate new experiences to previous learning and complete tasks to their own satisfaction.



- We make intentional curriculum choices to reflect the interests and experiences' of the children where appropriate.
- We work with individual children, small groups and the whole ELC group on a daily basis.
- We monitor our practices to ensure that balance, breadth, continuity and progression, are being effectively experienced by each child.

- Children are able to select where, with what, and how to play. This allows them to become completely invested and involved in their play.
- We build on **your** knowledge and understanding of your child so that we can plan activities to meet your child's current needs or interests.

## What does your ELC team do while your little one is playing and learning?

- We go to the children, getting down to their level being interested in what they are doing.
- We listen, watch and wait!
- While we are waiting, we are planning how, or if, to respond.
- Your children lead the interactions and we respond appropriately.
- We will ponder if we want to find something out by saying 'I wonder how?' or 'I wonder if?'
- We constantly observe, wait and respond.
- We continually interact with children moving their learning on in tiny steps without disrupting their play.



Furthermore, we ensure that each child experiences learning in the key curricular areas of:

- Health and Wellbeing
- Literacy and English
- Numeracy and Mathematics
- Sciences
- Social Studies
- Religious and Moral Education
- Expressive Arts
- Technologies



## Health and Wellbeing

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

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



Physical wellbeing will be incorporated into daily energetic play both indoors and outdoors. In addition, they use the hall within the school to develop their capabilities in movement and to build confidence in using a range of equipment.



Furthermore, children will have the opportunities to learn about food and exercise. Through preparing, enjoying and tasting a range of food they learn where they come from and how different foods keep them healthy. Children will be encouraged to look after their bodies and develop an understanding about growth and development.



## Language and Literacy

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



Our children are exposed to a wide range of books, stories and nursery rhymes. They are encouraged to listen, learn and join in with saying the rhymes as well as clapping out their rhythms. Singing, music making, and drama take place regularly both indoors and out.

Language and vocabulary are also developed through playing with a range of resources, giving rise to imaginative play.

Enjoyment of the printed word is fostered in the nursery in a comfortable story corner and in the school library. There is an attractive variety of books for reading to the class, groups and individual children. We also enjoy visits from the children in the school who often come and share their reading books.



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

jigsaws and other varied activities.

Fine motor skills are the building blocks required to carry out activities that require controlled and precise movements. ELC lay the foundations for acquiring such skills through the wide use of paints, pencils, pens and crayons.



## Numeracy and Mathematics



Being numerate helps us to function in everyday life and contribute effectively to society.

Numeracy and mathematics support all areas of learning and allow children to be confident in enjoying a variety of settings and activities.



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

Understanding of number develops as the children learn to count everyday things around them. Children are encouraged to apply their knowledge of using mathematics in everyday life for example, counting how many children are at nursery and counting out pieces of fruit for snack.



### Technologies

As children play and learn they will develop interests, confidence and enjoyment in ICT. The children have access to a variety of technology equipment, ranging from scissors to computers. In the nursery environment children will explore and

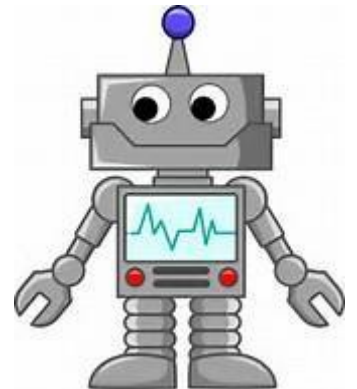
use software, electronic equipment, programmable toys etc to develop skills, solve problems and communicate with others.



### Sciences



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



## Social Studies



Our children are given opportunities to learn about people and the world around them and people in the past. Many links are made to literacy and numeracy through this curricular area and children are encouraged to become more 'responsible citizens' as they make sense of the world



around them.

## Religious and Moral Education



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

operating with others.

## Expressive Arts

Through art, music, drama and dance our children will be given opportunities to be creative and express their feelings and emotions in different ways.

Our children will be given opportunities to express their ideas and feelings through a variety of media. They are encouraged to enjoy and develop movement, rhythm, singing and music making.



## Outdoor Education

*Outdoor Learning Experiences are often remembered for a lifetime. Learning Outdoors can be enjoyable, creative, challenging and adventurous and helps children learn by experience and grow as confident and responsible individuals.*

(Curriculum for Excellence through Outdoor Learning)



Learning outdoors begins in our immediate environment where the Staff and children are working with the school to create an Outside Learning Area in our Garden. We also enjoy exploring the local community and further afield where we would be welcome volunteers to join us. We go outside every day, regardless of the weather so please ensure your child comes to nursery with a coat and sensible footwear.



Learning outdoors can be an enjoyable, creative and challenging experience, where we aim to inspire and motivate our children.



## Transitions

We endeavour to make links with Muir of Ord Early Learning Centre on the run up to transition to give the children opportunities to socialise together. We also try to ensure that the transition from ELC and Partner Centres to Primary 1 is as easy as possible for the children and we have in place various procedures -



### MUIR OF ORD EARLY LEARNING CENTRE- TARRADALE ELC

- We spend sessions with MOO Early Learning Centre and play together in the park.
  - Shared sessions for gym throughout the year.
  - Share outdoor facilities and sometimes snack.
  - Liaison meetings between our centres to share and plan activities and discuss children's' progress during transition.
  - Shared events including discos and Sport's Day.
- Shared outdoor learning activities in term 4.



### ELC - PRIMARY- CURRICULUM

- We visit P1 on a regular visit from January and are involved with P1 in many shared activities in line with the Curriculum for Excellence 'Early Years'.
- Buddy system in place for 4<sup>th</sup> term of ELC and 1<sup>st</sup> Term of P1 with Primary 6 pupils.
- Share one playtime per week with the rest of the school in 4<sup>th</sup> Term.
- P1 teacher spends sessions in our ELC to get to know children.
- Transition meetings with P1 teacher and ELC Staff to discuss Learning Journals and children's' progress.
- We share some special assemblies with the whole school.
- We join in with Christmas Concert activities and many fund raising activities.







- We make use of the school gym and G.P room on a regular basis.
- Our children have additional swap over days, where they spend a couple of mornings in Primary 1 prior to starting school.



Thank you so much for taking the time to read our handbook. We hope you have found it useful and informative. As parents we hope you feel welcomed and become very much part of our team. We are looking forward to working with you over the coming years. Please give us a ring if you would like any more information or would like to arrange a visit to come in and have a look around.