

Mulbuie ELC Handbook 2026-27



Mulbuie ELC

By Muir of Ord

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Our ELC handbook is updated in real-time. Click [here](#) to access the most up to date version.

A very warm welcome to **Mulbuie** Early Learning and Childcare. Joining our ELC is your child's first important step in becoming part of our learning community.

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

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

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



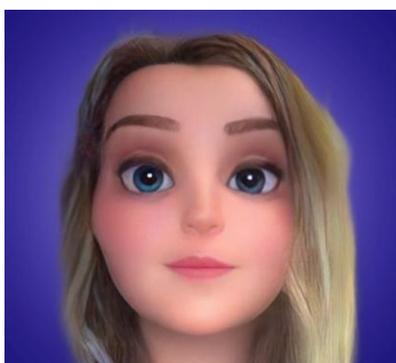
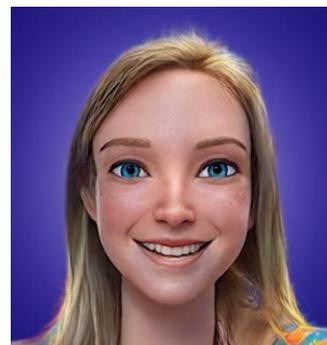
Clover

Our Rights Respecting school/ELC mascot

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MULBUIE ELC TEAM



Mrs Oman (top left)	Ms Ross (bottom left)	Mrs Watkin (middle)	Mr McCallum-McKay (bottom right)	Mrs Coons (top right)
EYP	EYP	Support Worker	Head Teacher	ELC Management

Vision

Working together to create a happy and nurturing learning community where everyone is valued and challenged to achieve and succeed.

Values

We are...

RESPECTFUL

(Article 12)

ACHIEVING

(Article 28)

INCLUSIVE

(Article 2)

SAFE

(Article 19)

ENCOURAGING

(Article 13)

Aims

- **R A I S E** pupils' awareness of their rights and responsibilities as respectful citizens and active participants in the wider world around them.
- Create experiences across the curriculum that are ambitious, challenging and promote independence.
- Provide a safe, supportive, and nurturing learning environment where individuals will confidently contribute to the ethos of the school as a community and are confident in the appropriate use of digital technologies.
- Develop relationships across a variety of environments which enable positive physical, emotional, and mental health and wellbeing for all.

**Articles relate to the UNCRC Rights of the Child*

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

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

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

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

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

Mulbuie ELC HOURS

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

Two sessions are available and children may attend both:

Session 1: **9-12**

Session 2: **12-3**



All children must be brought to Mulbuie ELC and collected by an adult known to them. We ask all adults to sign their children in and out each day. Children are independent and choose their lunches when they arrive in the morning. Should your child require to be collected by an adult other than their parent/guardian, we would ask that the ELC staff and school office are informed of this in advance and consent given.

TERM DATES AND HOLIDAYS

Highland School calendar 2026/27

Please note - Dates may be subject to change

August 2026							September 2026							October 2026							November 2026										
WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su
32						1	2	37		1	2	3	4	5	6	41				1	2	3	4	45							1
33	3	4	5	6	7	8	9	38	7	8	9	10	11	12	13	42	5	6	7	8	9	10	11	46	2	3	4	5	6	7	8
34	10	11	12	13	14	15	16	39	14	15	16	17	18	19	20	43	12	13	14	15	16	17	18	47	9	10	11	12	13	14	15
35	17	18	19	20	21	22	23	40	21	22	23	24	25	26	27	44	19	20	21	22	23	24	25	48	16	17	18	19	20	21	22
36	24	25	26	27	28	29	30	41	28	29	30					45	26	27	28	29	30	31		49	23	24	25	26	27	28	29
37	31																							50	30						

December 2026							January 2027							February 2027							March 2027										
WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su
50		1	2	3	4	5	6	2					1	2	3																
51	7	8	9	10	11	12	13	3	4	5	6	7	8	9	10	7	1	2	3	4	5	6	7	11	1	2	3	4	5	6	7
52	14	15	16	17	18	19	20	4	11	12	13	14	15	16	17	8	8	9	10	11	12	13	14	12	8	9	10	11	12	13	14
1	21	22	23	24	25	26	27	5	18	19	20	21	22	23	24	9	15	16	17	18	19	20	21	13	15	16	17	18	19	20	21
2	28	29	30	31				6	25	26	27	28	29	30	31	10	22	23	24	25	26	27	28	14	22	23	24	25	26	27	28

April 2027							May 2027							June 2027							July 2027										
WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su	WK	Mo	Tu	We	Th	Fr	Sa	Su
15				1	2	3	4	19						1	2	24		1	2	3	4	5	6	28				1	2	3	4
16	5	6	7	8	9	10	11	20	3	4	5	6	7	8	9	25	7	8	9	10	11	12	13	29	5	6	7	8	9	10	11
17	12	13	14	15	16	17	18	21	10	11	12	13	14	15	16	26	14	15	16	17	18	19	20	30	12	13	14	15	16	17	18
18	19	20	21	22	23	24	25	22	17	18	19	20	21	22	23	27	21	22	23	24	25	26	27	31	19	20	21	22	23	24	25
19	26	27	28	29	30			23	24	25	26	27	28	29	30	28	28	29	30					32	26	27	28	29	30	31	

School holidays
In-service days

School days

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

[School Term Dates](#)

CLOTHING

All children must bring indoor shoes, trainers or gym shoes to wear in the ELC. Each child is allocated with a tray to keep a spare change of clothes, or alternatively this can be kept on their peg in the cloakroom. If you have not already done so, please hand the spare set of clothes to the ELC staff. It is important that all items of clothing are clearly marked with your child's name to ensure they are returned to the appropriate person. Children are permitted to wear their own clothes or alternatively, parents/carers can order a Mulbuie ELC embossed jumper (Please contact the school office for more details).



Mulbuie ELC Snack Rotation
2025-26

SNACK

The ELC, as the school, is health promoting. Time for snacks in the morning and afternoon is part of the daily routine of the ELC - children are provided with a tasty snack, fruit and milk/water. The snack follows the [Setting the Table](#) guidance and children are introduced to a variety of foods. Drinking water is available at all times. We have a three week rotating menu for the pupils to enjoy.

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Crackers with sliced banana water	Carrot sticks with light cheese dip water	Rice cakes with mandarin whole milk water	Cereal with banana water	Plain yoghurt with sliced peaches water
Afternoon	Plain breadsticks with light cheddar cheese and peppers whole milk water	Rice cakes with peaches whole milk water	Plain outcakes with tomatoes water	Water cracker with light cheddar cheese and cucumber whole milk water	Cracker with humous whole milk Water

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Rice cakes and melon slices water	Fruit platter (apples, grapes, Clementines, melon) water	Rice cakes with banana whole milk water	Carrot sticks with light cheese dip water	Plain yoghurt and sliced apple water
Afternoon	Plain yoghurt and pear slices whole milk water	Pepper sticks with houmous dip whole milk water	Plain breadstick with cheddar cheese cubes and cherry tomato water	Wholemeal pitta and vegetable sticks with houmous whole milk water	Plain crackers with cucumber and spread whole milk water

Week 3	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Plain yoghurt with pear slices water whole milk	Pepper sticks with houmous dip whole milk water	Plain yoghurt and blueberries water	Toasted English muffin and fruit water	Carrot sticks and light cheese dip water
Afternoon	Rice cake, banana and spread water	Cucumber sticks with mint dip water	Pita and vegetable sticks with spread whole milk water	Oat cakes with tomatoes water	Plain cracker and apple slices whole milk water

*season dependent

Lunch

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



ILLNESS



If your child becomes ill, we will contact you, or your emergency contact, by telephone and may require your child to be collected.

If your child is too unwell to attend the ELC, please contact the school office on [01349 861289](tel:01349 861289) to let us know. It is vital that ELC staff know that your child is not attending. School policy, as agreed with parents/guardians, states that a parent/guardian of a child too unwell to attend should phone school by 9:15am to inform staff.

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

PARKING

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

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



TRANSITION

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

All activities are supervised by appropriate staff.

Throughout the year, the children will also be given opportunities to spend time in the Primary 1 classroom. Transition activities begin in term 2. Allocated times are given and the children will be able to become familiar with their new environment and routine. The Primary 1 teacher and ELC staff maintain a close working relationship allowing joint planning and passing on of information, allowing for a smooth transition process. Parents/guardians will be issued with information on this as transition arrangements start.

PARENTS/CARERS AS PARTNERS IN THE ELC

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

Parents/Guardians/Carers are offered regular opportunities to come in and have a look at their child's Learning Journey. Time is offered for the child and adult to talk about the Learning Journey together and to add to the "Star Moments" sheet with achievements from both home and in the ELC. Pupil folders are available at all times for parents/carers to view their child's targets.

A [blog](#) which offers a window into the life of the ELC is available via the school website and [School App for Parents](#).

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

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

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

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

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

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



COMPLAINTS PROCEDURE

The school operates a complaints procedure, and any parent/guardian requiring further information on this should contact Mr A.McCallum-McKay, the Head Teacher, directly. Parents/Guardians are also able to contact the Care Commission directly if they wish. The local address and telephone no. is First Floor, Castle House, Fairways Business Park, Inverness IV2 6AA. Tel [01463 227630](tel:01463227630)



ADVERSE WEATHER

The previous dial-in phone service to inform parents of school closures has been withdrawn by Vodaphone. Instead parents can obtain information on the Highland Council school closures webpage <http://www.highland.gov.uk/schoolclosures>

This is in addition to schools' own arrangements in place for informing parents of school closures.

The School App for Parents and email will be used to communicate school closures also.

In the event of adverse weather conditions, e.g. a heavy snowfall, it may be necessary to close school early. If such conditions occur during the school day, parents/carers are asked to use the media outlets, listed below, to check on school closure updates. We will endeavour to give a minimum of one hour's notice of the school closing but you are free to collect your child at any time before that if you are concerned about the local conditions.

During a period of heavy snow, where conditions in the early morning might prevent school from opening at all that day, parents/guardians are asked to listen to

Local radio stations which issue news and weather bulletins on traffic conditions and school closures. Transmissions may not cover all households and may be subject to re-scheduling but should be helpful. Parents are advised to remain "tuned in" to ongoing road weather, or school information updates. Notifications will be sent via the School App for Parents/email.

BBC Radio Highland | Nevis Radio | Lochbroom FM | Moray Firth Radio

Please do not telephone local Radio for advice but listen to appropriate broadcasts.

Parents/guardians are also requested to keep an eye on the Council's Facebook or Twitter page. A message will also be added to the School App for Parents.

The decision as to whether a pupil should attempt to travel to school in adverse weather conditions, whether by transport or on foot, lies with the parents/guardians. While recognising that education should be interrupted as little as possible, the Education Authority accepts that in such conditions the safety of the pupils is paramount.

EDUCATIONAL INFORMATION

CURRICULUM FOR EXCELLENCE

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

"Curriculum is defined as the totality of all that is planned for children and young people from early learning and childcare, through school and beyond" Ed Scotland 2022

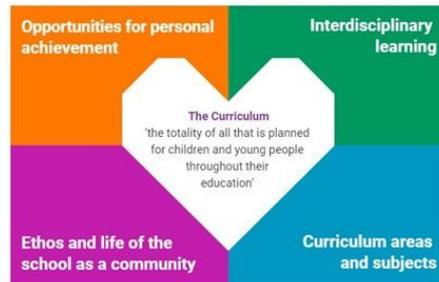
This curriculum aims to provide:

- 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:



We also plan the curriculum across four contexts:



HOW WE PROMOTE LEARNING

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

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



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



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

Learning will encompass aspects of social and emotional learning - through this, children will be encouraged to make choices, develop their interests, communicate

their needs and express their feelings. Through learning to take turns and share, children will learn to make friends and consider the thoughts and feelings of others.

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

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

LANGUAGE AND LITERACY

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

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

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



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

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

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

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

NUMERACY AND MATHEMATICS



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

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

thin, long and short, shape and colour.

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

TECHNOLOGIES

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

SCIENCES

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

SOCIAL STUDIES

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

RELIGIOUS AND MORAL EDUCATION

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

EXPRESSIVE ARTS

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

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

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



SUPPORTING CHILDREN WITH DIFFICULTIES

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

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

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

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

LINKS WITH OTHER AGENCIES

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

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

FINALLY

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

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

Mulbuie Primary School and ELC

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Head Teacher - Mr A.McCallum-McKay