

Kingsland Primary School

Headteacher – Susan Ward

Early Learning & Childcare (ELC)



**Information for Parents
May 2021**

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SCHOOL INFORMATION

SCHOOL DETAILS

School Name: Kingsland Primary School
Early Learning & Childcare
Neidpath Road
Peebles
EH45 8NN

Contacting the school

Telephone Number: 01721 720025
Press '1' to be connected to Kingsland ELC

CURRENT SESSION TIMES

Full Day: Mon – Thu 8.40am – 3.10pm Fri 8.40am – 12.40pm

Morning: Mon – Fri 8.40 – 11.50am **Afternoon:** Mon – Thu 12.00 – 3.10pm

ARRIVAL AND COLLECTION OF CHILDREN

Your child must only be collected from our setting by a responsible adult (over 16 years of age). Please inform the staff if an adult other than the usual one is collecting your child. ***We will not allow your child to go with a stranger.*** Please arrive promptly to collect your child. The door will be open from 11.40am (am session), 3.00pm (all day / pm session) and 12.30pm (Fri session).

Please make sure your child knows and understands who will be picking them up, as any confusion about this can be unsettling for him/her.

ELC TEAM

Current ELC Staffing:

Senior Early Years Officer	Mrs L Thomson
Early Years Practitioners	Mrs A Martin Ms S Thomson Mrs L Boyle Mrs G Ramage Mrs K Watson Mrs M Lukehurst Miss M Murray
Modern Apprentice	Miss H Moss

Head Teacher: Mrs S Ward
Depute Head: Mrs C Hope
Depute Head:

OUR MISSION STATEMENT

At Kingsland ELC, we believe every child has the right to feel happy and safe. We strive to ensure your child's wellbeing needs are met and we will work with you to ensure our service is the very best it can be

Every child and young person should be **safe, healthy, achieving, nurtured, active, respected, responsible and included.**

We use these eight **wellbeing indicators** to help make sure everyone – children, families and the people who work with them, such as nursery staff, teachers and school staff– has a shared understanding of what wellbeing is and why it matters.



WHAT YOU CAN EXPECT FROM KINGSLAND ELC

- We will provide a safe and stimulating environment in which your child can feel happy and secure
- We will encourage positive attitudes by developing confidence, resilience and self-esteem
- We will create rich opportunities for learning through play both indoors and outdoors
- We will encourage your child to explore, appreciate and respect their environment and be curious about the world around them
- We will help your child to communicate his/her ideas and feelings in a variety of different ways
- We will work in partnership with you to ensure that together we best support your child's learning and development.




LEARNING THROUGH PLAY



Children learn through play, and through play they acquire and develop the knowledge, skills and attitudes needed to equip them for life in our society. Many of these learning experiences grow out of children's spontaneous activity and natural curiosity.

This means that, as well as setting up different areas to stimulate creativity, curiosity and inquiry and provide opportunities for learning to take place, the ELC team will follow and build on the interests, questions and ideas that come from the children and together they will set up activities to develop these ideas and interest further.

LEARNING EXPERIENCES

Home Corner	This can be a shop, house, hospital, police station etc		Children learn to interact with each other and to play imaginatively
Sand and water	A range of tools and toys for pouring, digging and making	Children can experiment, explore and investigate	
Dough and Clay	Children can create, roll, cut and make	This develops fine motor skills	
Puzzles and Games	A wide range of jigsaws, games and puzzles	Children can learn to share, take turns and to manipulate small objects	
Painting and drawing	A range of art materials with different media, textures and colours		This develops creativity, motor skills and self expression
Technologies	Exploring technology through play	Children can use computers, the iPad and Smartboard and to develop skills and interest in technology	
Interest table	Display of items related to the current theme	Children can touch, smell, taste, discuss and explore	
Construction	We have a range of construction toys, lego and trains	Children can work together or individually to be creative whilst developing their motor skills	
Writing table	An area where there is a range of writing materials with ideas to get them started	Children can develop their early literacy	
Book Corner	An ever changing display in a comfortable welcoming library area		Children can begin to connect the words and pictures with the idea of reading
Outdoor Learning	Wide range of activities This can be digging, den making, wheeled toys, mud kitchen	Children can develop communication skills, literacy/numeracy skills, gross and fine motor skills, imaginative play. Develop skills to assess and manage their own risk	

ROUTINES

Good routines are an important part of a young child's day and help children feel safe because they know what to expect. They also provide valuable opportunities to socialise and develop relationships. Our routines at Kingsland ELC provide security, consistency and help to build a sense of community.

An example of a day

Change shoes, self-register, free play
Gather round: Register, going over what is happening that day, any other business
Free play: opportunities for the children to choose what to explore and who to play with indoors and outdoors This will be supported by a member of the team
Morning Snack: (Rolling) A social activity which also provides learning potential
Children may have opportunity to go to Gym (Tuesdays) or Library/ Computer room (Thursdays)
Morning session children collected.
Lunch: Children attending for an all day session will have lunch together. This is another opportunity for social activity and learning.
Afternoon session children arrive.
Afternoon Snack: (Rolling) A social activity which also provides learning potential
Teeth: All children clean their teeth after having either snack or lunch
Tidy up time
Circle time / song / story
Pick Up Time – a member of the team lets child know when their parent/carer has arrived to take them home

PLANNING FOR LEARNING

Throughout the session, children will be supported in their exploration of an activity by a member of the team who will observe how they respond and carefully support their learning, allowing the children's interests to shape the next steps.



Your child will experience play whilst giving important clues as to how we can plan for further learning to take place.

When possible these 'learning themes' will be shared with the you, either through the newsletters, floor books, through information provided on the walls and noticeboards, or through the Personal Learning Planning (PLP), documents shared with parents. This will help ensure parents and carers are partners in their child's learning.

ASSESSMENT & TRANSITION TO PRIMARY 1

Over the course of the time your child is with us, the ELC team will use their observations to build up a picture of him/her.

In ELC 4 these observations are used to complete the PLP and to identify next steps in learning. They also help to inform the transition to Primary One.



SCHOOL AND COMMUNITY

Our ELC does not operate in isolation. We are an integral part of Kingsland Primary School and therefore benefit from being able to use all of the facilities, e.g. computer and library area, gym hall, playground etc. We are also an important part of our local community and encourage good links with local businesses and people, e.g. public library, local shops, supermarkets, swimming pool and local health and emergency services. We are also fortunate to have good links with other agencies such as Speech and Language Therapist.

The staff are also involved in the training of students. During the term there may be students from a variety of further/ higher educational establishments on placement.

We are also supported by the SBC Early Years Team.



CLOTHING / PE KIT

Remember your child will play outside as much as in, so he/she should wear **practical and comfortable** play clothes which he/she can manage independently when going to the toilet. Please avoid braces, belts, tights and too many buttons as this can delay a child dressing and undressing. The wearing of 'good' clothing may inhibit a child becoming involved in particular activities. Children should bring gym shoes and a bag to keep these in. In the event of an accident, a spare pair of pants and spare clothing should be kept in the bag at all times. **Please name all your child's belongings clearly. Please also discourage your child from bringing toys from home as it is easy for them to be misplaced or damaged.**

SNACK TIME



Offering milk or water and a tasty bite to each child every day encourages healthy eating habits. There will be a wide range of healthy snacks on offer with fruit provided every day.

Please make sure the ELC staff are informed about any food allergies your child may have.

Snack time allows the children to sample items of food which they may not have eaten before and on many occasions the tasty bite relates to the topic of interest. The children always brush their teeth after their snack.

Parents are asked to pay a small amount to cover the cost of the daily snack and also ingredients for cookery and other treats. This can be paid by week or by term.

Children attending full day sessions will be provided with a funded lunch or you can provide a packed lunch if you prefer. Please note we are not able to provide refrigeration for packed lunches so you may wish to supply a cool pack with your child's packed lunch to keep items chilled.

CONSULTATION

Staff are available at the start or end of a session to discuss any concerns, worries or issues.

INDEPENDENCE

You can help your child to feel more confident in our setting by supporting him / her in becoming independent in:

- going to the toilet on their own
- putting on / taking off coat, shoes etc.
- blowing their own nose
- brushing their own teeth

Being able to cope with everyday situations makes a big difference to a child's self-esteem.

Creating healthy childhood experiences is a shared responsibility for all. Working together we can ensure all children and young people have a sense of belonging, self-worth and self-confidence to achieve their unique potential.

Healthy Beginnings

Safe • Active • Included • Responsible • Respected • Achieving • Healthy • Nurturing

Top Tips

- Start your day with a healthy breakfast
- Eat more fruit & vegetables
- Keep food and drinks containing sugar to a minimum
- Enjoy family meal times
- Brush teeth at least twice a day - 'Spit, don't rinse!'
- Register with a local dentist
- Ask your dentist about fluoride varnish
- Be active, move more
- Explore different kinds of play and physical activity everyday
- Increase outdoor learning
- Reduce screen time - Phones, Tablets, PCs & TV
- Think of the 4 Bs- Bath, Brush Book & Bed

What?	Why?
	 Helps concentration  Healthy Teeth  Helps body grow and develop  Helps digestion  Healthy skin  Energy

Healthy eating and physical activity are essential for positive growth and development .

Healthy snacks are provided during your child's ELCC journey, continue to give these types of snacks for your child to have at break times throughout primary school.



Bottles used in class should be filled with plain water only. Good hydration makes a difference to how children think, feel & function!

Contacts

Joint Health Improvement Team: health.improvement@borders.scot.nhs.uk

Food & Nutrition Coordinator: Hazel.Scott@scotborders.gov.uk

NHS Borders Oral Health Promotion: Helen.brand@borders.scot.nhs.uk



POSITIVE RELATIONSHIPS

All children are encouraged to follow instructions and be kind to others and this helps to ensure that Kingsland ELC is a happy and safe place for everyone. We know that children need time and understanding when getting used to the new routine of nursery and our experienced staff work hard to ensure all children feel comfortable in their new environment. ELC staff are always happy to discuss with you any aspect of your child's transition into nursery.

The staff are experienced in dealing with children who are very upset, comforting them and then inviting them to join in the many activities, with the purpose of diverting their attention from the cause of the upset, for example, a parent/carer leaving. They are also aware of the need to give individual attention to a child who may be overawed when presented with a playroom full of children.

As part of a whole school approach, we also follow rules that look at behaviour from a positive angle and focus on children's self-esteem.

OUR ELC RULES

Looking eyes Listening ears Kind mouths
Helping hands Walking feet

HOME SCHOOL PARTNERSHIP

Our ELC team hope that you will feel welcome and that you and your child will enjoy a valuable experience with us. The notice board and regular newsletters will keep you informed of planned events and dates of school holidays. You can also keep up to date with the latest ELC news via our blog, accessed through the school website:

www.kingslandprimary.org

Parents and grandparents who would like to assist in our setting on a rotational basis or to share a hobby or interest with a group of children are most welcome.

We also hold regular Stay and Play sessions during the year when you will be invited to come along, play with your child and meet some other parents/carers. You will have the opportunity to meet with staff informally over coffee and give us your views on how we can improve our service further.

If you have any comments or suggestions regarding our setting, please feel free to discuss your ideas with the staff.

CHILD PROTECTION

- Our settings in the Scottish Borders work hard to keep our children and young people safe - all children and young people have a right to feel safe within the setting, home and community.
- Within our setting we strive to provide a safe, secure and nurturing environment for our children and young people, which promote inclusion and achievement.
- All staff in Education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.
- Our [Scottish Borders Child Protection procedures](#) set out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the community. These procedures are designed to ensure that children and young people get the help they need when they need it.
- All staff are aware of their child protection responsibilities and every year all staff in our setting attend a child protection update.
- Every setting has a Child Protection co-ordinator who has the responsibility for overseeing child protection concerns as well as those young people who are care experienced within the setting. In this setting they are Mrs Wilson and Mrs Hope.

Scottish Borders Council Complaints Procedure

- **COMPLAINTS PROCEDURE**

You can make your complaint in person, by phone, by e-mail or in writing. We have a two-stage complaints procedure. We will always try to deal with your complaint quickly. But if it is clear that the matter will need a detailed investigation, we will tell you and keep you updated on our progress.

- **STAGE 1: FRONTLINE RESOLUTION**

We will always try to resolve your complaint quickly, within five working days if we can. If you are dissatisfied with our response, you can ask us to consider your complaint at Stage 2.

- **STAGE 2: INVESTIGATION**

We will look at your complaint at this stage if you are dissatisfied with our response at Stage 1. We also look at some complaints immediately at this stage, if it is clear that they are complex or need detailed investigation.

We will acknowledge your complaint within three working days. We will give you our decision as soon as possible. This will be after no more than 20 working days unless there is clearly a good reason for needing more time.

- **THE SCOTTISH PUBLIC SERVICES OMBUDSMAN**

If, after receiving our final decision on your complaint, you remain dissatisfied with our decision or the way we handled your complaint, you can ask the SPSO to consider it. We will tell you how to do this when we send you our final decision.

Allocation of Places Criteria 2020 / 21

Places will be allocated according to the following list of category numbers:

1. - Children considered in need or receipt of statutory care and protection measures
- Children supported by significant multi-agency involvement
- Children referred by educational psychologist
2. Children continuing in the same nursery (including approved deferred entry by Scottish Borders Council)
3. Children who were eligible from age 2 (ELC2 moving to ELC3)
4. Children with sibling in the nursery or school (oldest first)
5. All other eligible children who reside in Scottish Borders (oldest first)
6. Children who reside out-with Scottish Borders Council (oldest first). Children will be offered a place in accordance with any agreement between their own local Council and Scottish Borders Council.

IN CASE OF ILLNESS

Please let the school office staff know if your child is unwell (**Telephone 01721 720 025 or text to 07860 049 584**), especially in the case of infectious diseases; for example, chickenpox, measles etc. This will then be passed on to the ELC team.

If your child is unwell, or you are in any doubt about his/her health, please keep him/her at home no matter how anxious he/she is to attend.

It is important that full details of your child's medical history are provided at the commencement of the first term. This ensures that the staff are as well prepared as possible for any health emergency which may arise.

It is important that our ELC has a second contact emergency telephone number to call if you are unavailable.

This is particularly important if your child is unwell and you are not available for any reason, for example: if you are unavailable at work, or if you can't get a signal on a mobile phone, etc.