



Welcome to

Drummore Early Learning and Childcare Setting



December 2021

Welcome

The staff and pupils at Drummole ELC extend a warm welcome to all parents. Each person in our class is an important individual and we hope our ELC will be a happy, caring and stimulating environment for all learners. We need the assistance and cooperation of all parents to achieve this. It is vitally important for your child's education that positive communication is established between ELC and home. We offer various opportunities throughout the year for parents to participate in family learning groups.

Our handbook is provided to familiarise you with some of the educational, organisational and social aspects of our ELC. We hope that you find our handbook informative and useful and that it will both encourage and enhance the partnership between ELC and home.

Should any questions be unanswered here, please do not hesitate to contact the school or speak to any member of staff.

Ilene McColm
Nursery Manager



Vision, Values and Aims

Vision

Our Vision is that all of our learners leave Drummole ELC with the skills and confidence to progress on their learning journey.

Values

At Drummole ELC we value:

Respect We encourage our learners to look after our resources and ensure everyone feels listened to, and their opinion is valued.

Resilience We embrace change that happens within our daily routine and back from challenges.

Confidence We praise and encourage all learners to achieve their goals. We develop their self-esteem and confidence in their own ability.

Happiness We make sure we listen to our learners, and they are treated as individuals.

Love of Learning We provide a variety of experiences to enable our learners to lead their own learning and develop their skills.

Aims

Our aim is to put learners and their families at the heart of everything we do. Our learners' social, emotional and physical wellbeing is paramount, and we promote this through our SHANARRI Indicators: Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected and Included.

- We strive to achieve excellent relationships through positive communication with parents and carers. We value their views and feedback and work together on their child's learning journey.

- Our practitioners are encouraged to take an active role in their continuous professional development to enhance their knowledge and skills in providing quality early years provision.
- We provide a range of experiences that enable our learners to become: Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens.

Working together with Parents, Carers and Families

You will have regular conversations with staff at the end of each session to communicate what your child has been learning. Weekly posts will be published to the nursery closed Facebook group to summarise the learning that has been taking place. Once a term "Take a Peek" Jotters will be sent home with the child to give parents/carers a snapshot of what activities their child has been doing in their time at ELC. Your child will have a Personal Learning Log with individual next steps and targets. The next steps and targets will be agreed by parents/carers/children and ELC staff. These folders can be accessed at any time by parents/carers.



Information at a Glance

Early Learning and Childcare (ELC) Information

School Address

Drummore Primary School
Drummore, Stranraer, DG9 9PY
Telephone: 01776 840 235

Email address:

gw08officedrummore@ea.dumgal.sch.uk

Parent Council Chairperson: Elaine McClymont

Head Teacher Mrs Ilene McColm

Registered Capacity 15

Start and finish times

We operate a flexible start and finish time to suit the needs of families within your entitled hours. Learners can come to ELC from 8.30am-3.30pm. We are happy to discuss this individually with parents/carers.

For general enquires please contact the school office who will direct you to a member of ELC staff. (01776 840 235)

Parental Involvement information:

www.dumgal.gov.uk/schools

www.parentclub.scot/

Parentzone Scotland:

education.gov.scot/parentzone

School term dates can be found at:

www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates

Care Inspectorate full contact details

www.careinspectorate.com/index.php/contact-us

General enquiries 0345 600 9527

Staff

| | |
|---------------------------|---------------------------|
| Mrs Ilene McColm | ELC Manager |
| Mrs Nicola Hose | Pre-School Centre Officer |
| Mrs Wendy Mills | Nursery Nurse |
| Miss Joanne Law | Nursery Nurse |
| Miss Natasha Drury | Nursery Nurse |



If you would like some help understanding this or need it in another format please contact
030 33 33 3000.

Registration with the Care Inspectorate

Early learning and childcare settings are registered with Care Inspectorate, the regulatory body for Early Learning and Childcare Services. We are inspected regularly to ensure that we are meeting the appropriate standards and to support us to improve. This helps us to continue to deliver high quality services to you and your child. Our certificate of registration and our most recent inspection report is displayed on our noticeboard.

All Providers must meet **The National Standard** for Early Learning and Childcare. All staff are registered with the Scottish Social Services Council (SSSC) and hold a Protecting Vulnerable Groups (PVG) membership.

ELC Registration Procedure

All three and four year olds and eligible two year old children can receive up to 1140 hours a year of Early Learning and Childcare. That works out at 30 hours per week during school term time.

Nursery registration takes place in January or February each year.

Parents of children due to start nursery will receive a letter and registration form in the term prior to registration. You will be asked to complete the form and return this to your preferred provider with a copy of your child's birth certificate and proof of address. Children moving into their second year of ELC will be provided with an ELC2 registration form from staff to complete and return. If you wish to change your provider you should collect a form from the nursery and take this to your new provider.

As part of Funded ELC offer your child will be also be entitled to one free meal and a snack each day. If you are using more than one provider on any day, you must let the providers know where your child is

taking their one free meal/snack and milk.

The Council Webpage provides further information for families:

www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds

Key Worker/Person

Before your child starts nursery, they will be allocated a key worker. This is the person who will be the key contact for you. You and your child will get an opportunity to meet and chat with their keyworker during your initial visit. They will hold a meeting with you to create a Personal Plan for your child either before your child starts nursery or in the first few weeks to ensure that the nursery will be able to meet your child's needs. If you have any concerns or worries regarding your child, please speak to their keyworker. Your key worker is responsible for sharing any information about your child with you throughout their time in nursery. During the session your child will be supported by all members of staff.

Links with other agencies

Early learning and childcare settings work closely with other agencies including Speech and Language Therapy, Occupational Therapy, Health Visitors, Educational Visitors and Educational Psychologists, when appropriate. If you have any concerns or queries, we can help you to make contact with these agencies. Please do not hesitate to speak to a member of staff and we will be happy to help.

Child Protection

Children's wellbeing is at the heart of what we do. 'Getting it right for every child' makes sure that if your child needs support the right help will be there at the right time. All children have the right to be protected from harm, abuse and neglect. We believe all children should be safe, healthy, achieving, nurtured, active, respected and responsible and included.. Further information can be found at: www.dumgal.gov.uk/article/16640/Support-forchildren-and-families

Further information can be found on the ELC Noticeboard

ELC Child Protection Coordinator is Mrs Ilene McColm - Headteacher Drummore

Induction and Transition - Settling In

In order to support transition from home to ELC, we arrange a series of induction events and meetings for you and your child. These events are planned to allow you and your child to become familiar with the setting, meet staff, meet with other children and find out about life in the early years and what you can do to support your child's transition into the early years setting.

Moving from ELC to P1

Primary teachers work closely with ELC staff and parents to ensure that information about each child's learning and achievements is passed on. This will help to ensure that their learning and development continues without interruption. Induction meetings will be arranged around May/June in order to share relevant information about starting school and how you can help at home. A transition policy is also in place to support the transition from ELC to Primary One.

Learning developing and growing

Children and young people work their way through Experiences and Outcomes in each of the five Curriculum Levels (Early, First, Second, Third, Fourth) and in each of the eight Curricular Areas. The five Curricular levels span pre-school to the end of S3. This is the Broad General Education. Pupils progress at their own pace, working through the Experiences and Outcomes of the most appropriate level for them. Pupils will be supported in collecting evidence of their achievements, with a profile of these being produced in P7 and S3.

We are currently developing our curriculum to ensure learners are at the centre, whilst ensuring sufficient challenge and progression. We plan our curriculum and learning around the four contexts:

Ethos and Life of the School/ELC

Our school values underpin our ethos and culture. We support our learners to achieve by:

- Ensuring high expectations for all learners- everyone included.
- Linking all learning to our core vision, value and aims.
- Offering opportunities for leadership - clubs, pupil council, health and safety committee etc.
- Learners leading decisions through "Our Voices Matter" and How Good is Our Early Learning and Childcare?"
- Promoting empathy and nurture through buddy work/supporting others.



Curriculum for Excellence

Play and active learning is central in our nursery curriculum. We hope to create a learning environment which encourages young children to fully engage in their learning and development. We offer children experiences and opportunities to develop their skills related to the following curriculum areas within the Curriculum for Excellence.

- Language/Literacy
- Numeracy/Mathematics
- Health & Wellbeing
- Science
- Expressive Arts
- Religious & Moral Education
- Social Studies
- Technologies

The purpose of the Curriculum for Excellence is encapsulated in the four capacities, to enable each child to be:

- A successful learner
- A confident Individual
- A responsible citizen
- An effective contributor

Lunch and Snack Time

Snack is available throughout the nursery session. Your child can decide when they want to have snack, once ready they will wash their hands and collect their cup, plate and cutlery. Snack time is a very sociable time where children chat to their peers and ELC Staff. We follow the nutritional guidance **Setting the Table** and the **Eatwell Guide** when devising snack menus.

If your child has any dietary requirements, please let us know. There is a choice of milk or water to drink.

Lunch

With the introduction of 1140 hours, children attending all day have the entitlement to have lunch provided. This is a time where children will have the opportunity to develop and learn new skills. They will be able to choose their lunch, self-serve as well as having the opportunity to further develop their social skills between their friends and staff.

Detailed information on school meals is available at www.dumgal.gov.uk/schoolmenus

Special Dietary Requirements

Catering provide special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin. Simply ask for a registration form to allow us to inform the catering team who will discuss your child's requirements in full.

It would be beneficial for all children who have an allergen, food intolerance or special diet to register. For more information contact the Solutions Centre on 01387 271 112 or solutionscentre@dumgal.gov.uk to access the Legislation & Nutrition Officer.



Absence/ Illness

If your child is not feeling well please do not send them until they are well feeling better. Please phone if your child will not be attending Nursery for whatever reason.

Accidents

If your child is involved in a serious accident or becomes unwell we will inform you immediately. Therefore, it is essential that your contact details are up to date.

Medical help will be sought if necessary.

We will always inform you about minor incidents and accidents and provide you with a written copy of the incident and what action we have taken.

Administration of Medicines

Parents /carers are responsible for their child's medication.

If possible, it is helpful for you to ask the prescribing doctor if the medication can be prescribed to allow for administration out with of ELC hours or if you can come in to dispense this to your child.

Medication will only be administered by a member of ELC staff once a completed parent/ carer administration of medicines request form has been received.

For medication such as asthma inhalers it is the responsibility of the parent/carer and the ELC staff to check that the medication is not out-of-date, that there is a sufficient quantity, that it is removed as necessary and that any unused supplies are uplifted for disposal.

All information regarding medication will expire at the end of each year. If the administration of medication is to continue, all relevant information must be supplied on a new request form at the start of the next session. Pupil and Parent/Carer confidentiality will be respected in all matters.

Intimate Care

From time-to-time toileting 'accidents' happen. We will discuss how we will support your child's stage of development and intimate care needs at your child's Personal Plan meeting so that we are taking similar approaches in ELC and at home to help your child.



Infection Control

Good hygiene is crucial in controlling the spread of infection and children are encouraged to use disposable tissues to wipe their noses, wash hands before snack/lunch and after going to the toilet, etc.

We are obliged to inform Care Inspectorate and Public Health when there is an outbreak of infectious diseases.

The exclusion times for childhood infections are on display. Should a difference of opinion between the parent and the Nursery Manager/Head Teacher arise about the child's fitness to attend, advice will be sought from the School Nurse. Generally, parents will be advised by their G.P. when a child should remain at home.

Further information can be found at:

[hub.careinspectorate.com/media/1538/infection-prevention-and-control-in-childcare-settings.pdf](https://www.careinspectorate.com/media/1538/infection-prevention-and-control-in-childcare-settings.pdf)

Parent/ Carer and Family Engagement

Parent Council and Parent Forum

Every parent who has a child at our school is a member of the Parent Forum. The parent council is a group of parents who have chosen to represent the parent forum. As a member of the parent Forum, each parent can expect to:

- Receive information about the school and its activities
- Hear about what partnership with parents mean to the school
- Be invited to be involved in ways and times that suit you
- Identify issues you want the parent council to work on with the school
- Be asked your opinion by the parent council on issues relating to the school and the education it provides
- Work in partnership with staff
- Enjoy taking part in school life in whatever way possible



Home/School Partnership

Learning at home is the learning which happens in home, outdoors or in the community. Your home is a great place to support learning. Your child can try out new activities or practice familiar learning, at home and in the wider community.

1. Learning at Home: direct parental involvement in the child's learning at home and in the community.

Parents can support learning at home through:

- Reading to and with your child
- Giving them responsibility for small tasks at home- setting the table, tidying up their toys.
- Helping them to be resilient and have a problem-solving attitude
- Helping them develop social skills through reinforcing the needs for manners and politeness.

2. Home/School Partnership

The home/school partnership is essential to ensure that children get the maximum benefit from their nursery experiences.

You can support this by:

- Supporting the school in promoting positive behaviour and the nursery values
- Completing audits/questionnaires that are sent to you seeking views and opinions on how the nursery is doing
- Complete the Care Inspectorate questionnaire that comes home from the nursery so that we can take your views into consideration when planning nursery improvements.

Partner Involvement

We work with a range of partners to ensure that we are providing a family service to the children in our care. This ranges from NHS; Social Work; Speech & Language; Local businesses and the Lifelong Learning Team.

Family Learning

The Lifelong Learning team come in and deliver the Peep programme. This programme helps to promote parents' and carers' awareness of children's very early learning and development through making the most of everyday activities and interactions. The programme also offers accreditation for all parents.

The Lifelong Learning team also work with us and school in family learning events and adult learning classes. So if you feel you would like more input to help support your child's learning we can work with our partners to deliver this.

ELC Policies and Procedures

A copy of our policies and procedure documents are available in nursery for parents to view at a time that is convenient to them.

Complaints/ Concerns

The first step is to speak to the ELC Manager if a situation arises that you are unhappy with. It is hoped that most concerns can be resolved this way. If however this is not the case, there are a number of ways you can direct your enquiries or requests to the relevant service or you can make a complaint online by visiting [Make a complaint online \(dumgal.gov.uk\)](http://Make a complaint online (dumgal.gov.uk)) Or by calling :
030 33 33 3000

Complaints can also be raised with the Care Inspectorate, Compass House, 11 Riverside Drive, Dundee, DD1 4NY. Telephone: 0345 600 9527

Emergency Contact and Collection Forms

You have completed an 'Emergency Contact and Collection' form. If there are any changes to who is allowed to drop off and pick up your child, then you must let us know so this can be updated. (Under 16yr olds are not allowed to collect children).

Emergency Closure

In the event of the nursery/school having to close in an emergency e.g. adverse weather conditions, heating failure.

For more information on Emergency Closure processes please see - Link to Authority Handbook

Transition to Primary 1

As your child approaches school age we will work with your child's school to ensure that transition to Primary One is as smooth as possible. Your child's records will be passed on to school. You have the right to request to see any information held about your child.

Deferred entry to Primary 1

Most children start school when they are between 4 years 6 months and 5 years old but it is possible to start children later depending on the circumstances. This is called deferred entry.

You can choose for your child to start primary school later if they turn five from the school start date in August and before the last day of February.

If you are considering deferring entry to school talk to staff at the or the head teacher at the school about your concerns.

You'll also need to remember to **apply for a school place** even if you are still trying to decide whether your child should start school later or not. Any delays in applying can mean you lose a priority place at your child's catchment school.

Children born before January don't have an automatic right to another year of nursery but you can ask for your request to be considered. More information can be found here: www.dumgal.gov.uk/article/15237/Deferred-entry-to-Primary-1

Uniform

Drummore ELC uniform consists of grey/black skirt/pinafore/trousers. White/navy polo-shirt and purple sweatshirt/hoodie/cardigan/fleece jackets. We also allow gingham dresses in the school colour of purple.

We also require that a change of indoor shoes are kept in school, e.g. trainers, plimsoles, slippers etc.

Polo-shirts, PE t-shirts and sweatshirt/hoodie/cardigan/fleece jackets can be ordered directly online or on the phone from:

WBS Signs

Unit 3, Culmore Industrial Estate,
Stoneykirk, Stranraer, DG9 9DX
Tel 01776 830555

Web site: wbssigns.co.uk

Email: signs@wbssigns.co.uk



We hope that you have found the information contained in our handbook useful. All information contained in our ELC handbook is correct and accurate at the time of printing; we reserve the right to make any changes throughout the ELC session.