



Welcome to

# Sheuchan Early Learning and Childcare Setting



December 2025

## Welcome

Dear Parent / Carer

As Head teacher I would like to welcome you to Sheuchan Nursery and say how much I am looking forward to working with you as your child grows and learns.

Sheuchan School believes that a school should not only be a place for learning but also a place which creates friends for life, where you can be yourself and know that you will be valued and also a place where fun lives.

As a school team, pupils and adults all work together to provide learning opportunities which inspire and motivate and I do hope that you will join us as an important member of the team and feel able to participate fully in the life of the school. I hope that you find this Handbook of use to you as you start out on what is a very important journey in your child's life.

Yours sincerely

**Maura McClymont**  
Head Teacher

For more links and detailed information about how we support parents and work with our schools please see our **Authority Handbook**. This includes information for families about financial and wellbeing support, additional support for learning, transport clothing and parental involvement and engagement in your children's learning.

## Vision, Values and Aims

### Vision

**"Where Play is out of this world".**

Play, is young children's instinctive way to learn about the world around them. We believe it is important that children direct their own play in a space they feel safe, secure, and relaxed. Our approach to learning encourages children to become independent, resilient, problem solvers and decision makers. Equipping our children with the skills to become lifelong learners.

### Values

- Friendships
- Nurture
- Choice
- Community
- Curiosity
- Creativity
- Resilience
- Fun



### Aims

- To provide a warm secure and nurturing environment in which each child can feel safe, comfortable, and happy.
- To value each child as an individual nurturing positive self-esteems and attitudes to learning.
- To provide a vast range of high-quality experiences where our children can investigate and explore a well-planned, imaginative, challenging environment indoors and outdoors.
- To encourage our little learners to become active participants within their community and wider world.
- To continue to expand and support the excellent work you have started at home.

- To maintain high standards of education and childcare through our commitment to professional development and ongoing training of all members of the Nursery team.

Most of all we aim to empower children to discover learning for life is fascinating and FUN!!

## Working together with Parents, Carers and Families

We are keen to involve parents in their child's education and there are many ways in which you can:

- Parent Evenings – During the school year you will be given the opportunity to meet with the Nursery Team and discuss their progress whilst adding input to their Personal Learning Journeys.
- Stay, Play & Learn – during the school year Nursery sessions are open for parents to come and play alongside their child.
- Visits & Outings – during the school year pupils are taken on visits/outings etc to help build up their understanding of the world around them.
- Fund Raising for Nursery Funds – Ideas, suggestions and help in the organisation /delivery of fund raising events is very much appreciated.
- Supporting School Activities – During the school year there are many opportunities where parents are invited to come along and take part in Nursery activities.
- Celebration of Achievements – throughout the school year the Nursery holds open afternoons/ mornings for parents to come along and see their children's work.
- Family sessions - such as Peep and Words together which allow families to come together and have fun whilst adopting strategies to support lifelong learning.

# Information at a Glance

## School Address

Leswalt High Road, Stranraer, DG9 0AL  
Telephone 01776 706977

## Email Address

[gw08officesheuchan@glow.sch.uk](mailto:gw08officesheuchan@glow.sch.uk)

Parent Council Chairperson Sheila Hughes  
Claire McColm

Head Teacher Maura McClymont

Registered Capacity 45 – 3-5 year olds  
5 – 2 year olds

## Start and Finish Times

The Nursery welcomes children between 8.30am and 3.30pm.

## Keeping in touch

It is important for you to know what is happening within the Nursery and we try to address this in as many ways as possible:

- Newsletters
- School App
- School Blog
- Closed Nursery Facebook page

## Parental Involvement information:

[www.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk)

[www.parentclub.scot/](http://www.parentclub.scot/)

## Parentzone Scotland:

[education.gov.scot/parentzone](http://education.gov.scot/parentzone)

School term dates can be found at:

[www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates](http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates)

Care Inspectorate full contact details

[www.careinspectorate.com/index.php/contact-us](http://www.careinspectorate.com/index.php/contact-us)

General enquiries 0345 600 9527



Nursery Manager  
**Miss Claire Douglas**



Nursery Nurse  
**Miss Leanne Harvey**



Nursery Nurse  
**Miss Bronwyn McKie**



Nursery Nurse  
**Miss Linda Smith**



Nursery Nurse  
**Mrs Lana Glen**



Nursery Nurse  
**Mrs Lisa McCutcheon**



Nursery Nurse  
**Miss Faith Jordan**



Nursery Nurse  
**Katie McGeachie**



Early Years Support Assistant  
**Mrs Sally Miller**



Early Years Support Assistant  
**Mrs Kerrie Quinn**



Early Years Support Assistant  
**Mrs Fiona Glasgow**



Trainee Early Years Support Assistant  
**Charlotte Currie**

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 (nursery) 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](http://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.

## Getting It Right for Every Child and Child Protection

Getting it right for every child (GIRFEC) is an approach from Scottish Government that sets out how Early Learning and Childcare settings, schools and other services should work with children and their families. GIRFEC is all about ensuring that children get the help they need when they need it – the right help 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.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk) and the [Dumfries and Galloway Childrens Services Directory](#). Also on your ELC Noticeboard

**ELC Child Protection Coordinator is**  
Miss Claire Douglas

## Induction and Transition - Settling In

Settling your child into Nursery is very important, some children run in, wave goodbye and never look back, for others, it is slightly more traumatic. For this reason we tailor our settling in phase to individually suit children who start Nursery. Initially we may suggest they come for one hour and depending on how settled they are, their time at Nursery increases as and when the child is ready. We can only ask that you are patient during this time as we have found from past experience that a slow, gradual intake pays dividends in the end.

## Learning, developing and growing

### Curriculum for Excellence

Curriculum for Excellence (CfE) is bringing learning to life in the way education is delivered for all 3-18 year olds – in nursery, primary, secondary, at college, workplace or community learning. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers. Ultimately it aims to nurture children and young people as successful learners, confident individuals, effective contributors and responsible citizens.

The curriculum has eight curricular areas the content of which are designed to ensure that the children's learning is rich in breadth, challenge and depth. These eight Curricular areas:

- Literacy
- Numeracy
- Health & Well Being
- Social Studies
- Science
- Expressive Arts
- Technology
- RME

### Realising the Ambition

Running alongside Curriculum for excellence Education Scotland has created the document Realising the Ambition. This document looks beyond children's academics and encourages the development of skills and qualities in relation to Wellbeing, Promoting Curiosity, Creativity & Inquiry and Communication. Within our setting we plan for the development of these skills and qualities through our learning experiences and the culture and the ethos within our nursery.



Through creating and planning an environment rich in high quality experiences we allow children to lead their own learning. The Nursery team are responsive to the individual child and very much focus on their current interests using a skill based approach to learning and development. Most of all we aim to empower children to discover learning for life is fascinating and FUN!!

### 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.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk)

### 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](mailto:solutionscentre@dumgal.gov.uk) to access the Legislation & Nutrition Officer.

**Parents/Carers - Please register your child with the catering team as soon as you are aware of any allergens or intolerances to food.**

Please visit [www.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk) for more information



## 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. [publichealthscotland.scot/media/25008/2024-04-child-off-school-a4.pdf](https://publichealthscotland.scot/media/25008/2024-04-child-off-school-a4.pdf)

## 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/carers 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, however all medical information will be reviewed on a termly basis. 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.



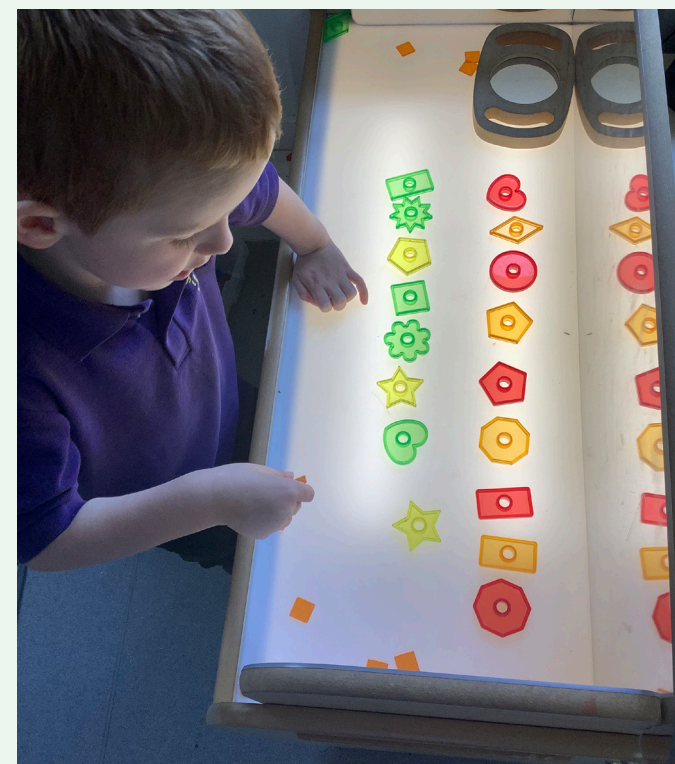
## Infection Control

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: [www.gov.uk/government/publications](https://www.gov.uk/government/publications) and page 27 of [Education Authority Handbook](#)



## Parent/ Carer and Family Engagement

There are many things which as a parent you can do to support your child's learning in school:-

- Listen, talk, and encourage – this can have a big influence on children's learning
- Encourage your child to talk to you about their learning, what learning is happening at school and do what you can at home to build on that
- Talk to your child about their strengths and interests and how they are progressing
- Encourage your child to talk- look through your child's PLP and talk about the learning they have achieved.
- Ask for help if you think your child needs it for any reason.
- Praise your child if he/she is working hard at something or has achieved something within or out of school. If it is out with school, please share it, we would love to hear all about it in Nursery.
- Encourage any reading.



- Look for opportunities at home to develop literacy and numeracy skills: money, number problems, time, measuring, matching, size, reading, writing, understanding instructions, questioning information during day to day routines.
- Encourage your child to take part in activities e.g. hobbies, clubs which will provide opportunities to develop a range of skills
- Help them work on tasks on their own and then talk about it with you afterwards.
- Talk to them about how they are feeling

Work together with the school by taking part in discussions about your child's learning and progress e.g. at parents nights, reviews.

## 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. [www.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk)

## Family Learning

The Lifelong Learning Service offers support to improve life chances for children and families through the delivery of a wide range of family learning programmes. Family Learning offers families the opportunity to learn together during relaxed and 'fun' learning sessions.

For more information please visit Lifelong Learning. This link provides more detail of courses [www.dumfriesandgalloway.gov.uk/](http://www.dumfriesandgalloway.gov.uk/) and programmes on offer.

## 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://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. Your child must be dropped off and collected by an appropriate adult (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 we will contact you as soon as possible in the event that the Nursery needs to close.

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 nursery staff 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 turning five years old between the start of the school year in August and the end of February have an automatic right to defer entry to school and receive another year of funded Early Learning and Childcare. You can read more about [deferred entry here](#).

## Note from the Nursery Manager

Dear Families,

I hope you have found our Handbook useful as you begin this major milestone in your little ones lives. I also hope it can be a good source of reference to look back over as and when need be.

We want to include you in all aspects of Sheuchan Nursery and welcome your support. Should you have any questions or suggestions around Nursery please do not hesitate to get in touch.

The Nursery team very much look forward to welcoming and getting to know your child and extended family. At such an important stage of your child's learning and development we cannot wait to be part of their journey and most of all have FUN!

Yours Sincerely

**Claire Douglas**  
Nursery Manager

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.

