

Welcome to
Rephad Early Learning and Childcare Setting



December 2024

Welcome

We welcome you and your child to Rephad Nursery. It is a warm, welcoming environment that has the best interests of your child at its heart. We know children learn best when they are happy, positive, and resilient

All staff work together to ensure consistency from nursery through to P7. We believe in nurturing pupils and staff and, we celebrate the achievements of pupils and staff in and out of school.

Rephad is a kind, caring and encouraging nursery. Staff support each other in keeping these qualities at the forefront of our practice so your child grows and develops successfully working with you through this process.

We understand the importance of transitions and work closely with the primary school to ensure a successful move to Primary 1.

We look forward to working with you and your child through their primary education.

Karen Logue
Nursery Manager

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 values and Aims at Rephad Nursery

Vision- We aspire to develop every child to be the best that they can be. Provide high quality learning through a broad and relevant curriculum. We believe the development of the whole child to be vital.

Values- We are **respectful** and **inclusive**. We promote **resilience**, **hard-work** and **creativity**. We have an **aspirational** learning environment.

Inclusion and equity of opportunity for all are central aspects of our core values. We believe Children's Rights are important and we promote rights regularly in our practice.

Aims:

- Develop all learners' potential to the full by assisting them to overcome barriers, develop resilience and have high aspirations
- Fully engage learners, parents, staff and other appropriate agencies in the learning process from nursery through transition to secondary school
- Ensure all children are included and celebrated and staff are proactive in supporting and differentiating for children as required.
- To promote forums for children, staff and parents to share their views and to move the school forward
- Equip all learners with the skills required to take a full and active place in society
- Develop creative, interactive and meaningful experiences for children

Working together with Parents, Carers and Families

We have an open door policy which encompasses soft starts and finishes to give opportunities for families to speak to key workers. We also organise more formal events such as Stay and Play, PEEP, Book Bug and other relevant events. We encourage you to share any ideas to further involve you in your child's experience at nursery. You also have an opportunity browse your Child's Personal Plan, at any time. This contains folder contains photographs and comments from your child and staff members regarding their progress.

Information at a Glance

School Address

Rephad Nursery, Ladies Walk, Stranraer, DG9 8BW

Nursery Telephone 01776 765 028

School Telephone 01776 704 195

Email address:

gw08officerephad@ea.dumgal.sch.uk

Parent Council Chairperson Jayne Lee

Parent Council Email

rephadparentcouncil@outlook.com

Head Teacher Karen Logue

Registered Capacity

100 of no more than 20 that are 2 years old

Start and finish times

Start 8.00am Finish 3.00pm

We are an 1140 nursery and hours differ for children depending on parental requests. Provision begins at 8am and flexibility of hours are developed from there. To assist with school drop off and pick up at 9am and 3pm, the nursery doors will open from 9am-9.10am and 2.50pm-3pm. If your child is due to arrive/leave out with these times, please use the bell on the door system and a member of staff will greet you.

Keeping in touch

We use a variety of means to communicate with families. We use email to communicate with parents, send documents, newsletters and surveys. Text messages are used for the most pertinent and important information as there is a cost involved.

At times we use a closed Facebook group to share information, photographs and learning experiences. Please note, it can only be accessed by current nursery parents/carers.

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

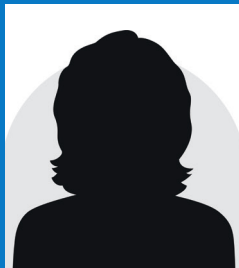
Care Inspectorate full contact details www.careinspectorate.com/index.php/contact-us

General enquiries 0345 600 9527

Staff



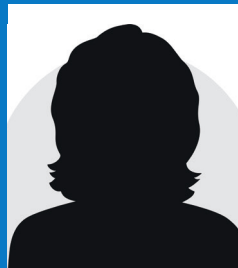
Head Teacher
Mrs Karen Logue



Depute Head Teacher
Mrs Moira Baird



Depute Head Teacher
Mrs Alison Gratton



Nursery Manager
Mrs Eilidh Paisley
(Mat Leave)



Nursery Manager
Mrs Ann Gibson
(Mat Leave Cover)



Depute Nursery Manager
/ Nursery Nurse
Ms Senga McKinstry



Nursery Nurse
Mrs Emma Morrison



Nursery Nurse
Miss Emily Cleer



Nursery Nurse
Miss Orrin Dewar



Nursery Nurse
Miss Pamela McKie



Nursery Nurse
Miss Jade Loch



Nursery Nurse
Miss Gemma
Clanachan



Early Years Support
Assistant
Mrs Caitlin Mills



Early Years Support
Assistant, Miss Leanne
McMillan



Early Years Support
Assistant, Miss Danhin
Gibb (Trainee)

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

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.dumgal.gov.uk/article/16640/Support-forchildren-and-families

Further information can be found on your ELC Noticeboard

ELC Child Protection Coordinator is

Mrs Karen Logue
Mrs Eilidh Paisley
Mrs Alison Gratton
Mrs Ann Gibson

Induction and Transition - Settling In

Before your child starts nursery we will invite them, along with their parents/carers, to have a look around the nursery and they will then have 2 short visits where they can stay to become familiar with the nursery routines.

During your child's first days at Nursery, we are happy to initially accommodate a phasing in process before increasing to full sessions. Please speak to a staff member if you feel this would help to ease your child's transition, however this is completely optional, you know your child best. We would ask for your patience and understanding, if a settling in phase is required.

Learning, developing and growing

The Curriculum and National Expectations

The curriculum and national expectations are planned using guidelines produced by the Scottish Government:

- A Curriculum for Excellence
- Realising the Ambition
- How Good is Our Early Learning and Childcare
- Quality Framework for ELC
- Health and Social Care Standards

The starting point for learning is the Child.

The 2-5 age group benefit from a curriculum which is broad, balanced and coherent and which promotes Literacy Numeracy Health and Wellbeing at its core with experiences in other curricular areas such as science and the arts.

Planning for children is based on children's interests which we call responsive planning. Staff also develop intentional planning experiences to meet all the area of the curriculum. We balance these together in the playroom. We use our floor books to evaluate and share our experiences and learning you are welcome to look at these floor books at any time.



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.

All Children with allergens should register with the catering team as soon as they are aware that their child has an allergen or intolerance to food.



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, 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



Parent/ Carer and Family Engagement

Parents are children's prime educators in their early years and continue to play a major role in their young children's learning when they enter the nursery setting. You know your own child intimately, therefore, it is crucial that information passes from parents/cares to nursery staff about children's needs, experiences, health, problems, feelings, etc.

You are invited to complete a 'Personal Care Plan' with your child's keyworker during the first few weeks of your child starting nursery, this is a legal requirement. The information from the Personal Care Plan is used as the basis for creating the child's Personal Learning Plan (PLP) and to inform planning in the nursery as a whole.

If you feel your child has any challenges or difficulties, we may recommend a referral to a specific agency to support their needs. Your link with your Health Visitor is the most important way to access services such as Speech and Language or discuss any developmental milestones for your child.

Parents are offered the opportunity to come in to the nursery to become involved in ongoing activities such

as Show and Tell, Stay and Play and Snack and Chat Sessions, and above all, to have fun and participate in their child's learning. We also have Bookbug or Peep Sessions, which run in blocks, and are supported by members of the nursery staff.

There is a display board in the reception area where information is shared, including, Photographs of the Staff Team, What is happening in nursery, Milk and Healthy Snack Scheme, Health Information, Snack and Lunch Menu's, this is updated regularly.

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 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.dumgal.gov.uk/lifelonglearning 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) 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: www.dumgal.gov.uk/article/15237/Deferred-entry-to-Primary-1

We have a gated outdoor learning space which gives free flow between the playroom and the garden. We also take advantage of the facilities within the primary school as well as the opportunity to visit local community areas. We also ensure that we arrange of a variety of visitors to engage with the children within the nursery such as Lighthouse Musicians and our local emergency services.



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.