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**New Parents Information Sheet**

**Welcome:**

We are pleased you are joining us at here Lainshaw Early Childhood Centre.

We are sure you will thoroughly enjoy being a part of your child’s learning journey here at Lainshaw.

Starting anything new often means lots of questions, this leaflet will hopefully help you with some of the basics.

For more details you can find a copy of the handbook online at

<https://www.east-ayrshire.gov.uk/Resources/PDF/S/schools/school/LainshawPrimarySchoolHandbook.pdf>

**Times of sessions:**

2-3/3-5 Rooms

All day Session – 9:00am – 3:00pm

Am Session 9:00am – 12:30pm

PM Session 12:30pm-3:00pm

***(Doors will open at 8:50am & 2:50pm to allow parents to drop/collect siblings from school)***

**Attendance and absence:**

If your child has an appointment, is unwell or going to arrive late, please notify us by telephone on 01560 483563 before 9.15am.

If we do not hear from you a text message will be sent to the main contact to check in, if we have no response following this a phone call will be made to the main contact or emergency contacts. This is to ensure safety of all children attending the Early Childhood Centre.

**Communication:**

Good communication is key to successful partnerships. If you have any questions, concerns or just need to talk, please make an appointment with either Lynne Ogilvy (Acting ECC Depute Manager) or Jason Johnstone (Head Teacher). My email for contact is Lynne.ogilvy@eastayrshire.org.uk

Ways we communicate with parents is through monthly newsletter, Learning Journals, our school/ECC App, daily conversations and an open door policy.

**Uniform/clothing:**

The Early Childhood Centre has its own uniform which is available to you, a yellow polo shirt and navy jumper, both with the ECC logo. Ayrshire Schoolwear Centre in Kilmarnock and [www.tesco.com/direct/ues](http://www.tesco.com/direct/ues) both stock all items of uniform.

We use our outdoor areas daily and therefore children are advised to wear clothing appropriate to the weather. I would highly recommend using a gym drawstring bag with wellies, puddlesuit, hat, scarves and gloves for outdoor play (sunhat/suncream in warmer months)

Children should change into gym shoes on entering the Centre. These can be kept in a bag on the children’s coat pegs. I would also recommend that children have a change of clothes in their nursery bag, this includes pants and socks (a few pairs of socks if possible) as children do get very dirty and wet during active play.

If possible we ask that your child brings a water bottle to be kept in the ECC which will be used daily.

\*Please ensure your child’s name is marked clearly on every item ,as we are a busy centre and try our very best not to get items lost \*

**Child’s keyworker:**

Here at Lainshaw Early Childhood Centre we operate a Key Worker system for each child. Your child’s Key Worker is responsible for completing reports and assessments on your child’s learning. They also plan learning experiences that are best suited to children’s age and stage of development.

Our keyworkers are:

* Natalie MacNee – Ladybirds (2-3’s)
* Sarah Peacock – Ladybirds (2-3’s)
* Hayley King – Zebra Group (3-5’s)
* Leanne Bruce/Gayle Burrett – Zebra Group(3-5’s)
* Karen Black – Panda Group(3-5’s)
* Dawn Turnbull – Panda Group(3-5’s)
* Ruth Kilpatrick – Monkey Group(3-5’s)
* Lorraine Law – Monkey Group(3-5’s)
* Debbie Simpson – Giraffe Group(3-5’s)
* Carole Stevenson – Giraffe Group(3-5’s)

**Learning Journals:**

* Evidence of your child’s learning will be updated weekly in their own online Learning Journal. Information and log in details will be sent to you once consent has been given.
* Children’s individual targets will be set through the online learning journal, you will be able to see progress of their targets through the use of stickers – ‘***I am working towards my target’ and ‘I have achieved my target’***
* We value your feedback and opinions on the learning within these journals so please make comments on the posts.

**Support:**

* We have 2 trained Communication Champions that will be supporting children in small groups with a variety of communication/language skills.
* We have access to support assistants that will support children through a variety of fun activities in areas such as social communication, socialising, confidence building and behaviours.

**Home Links:**

We encourage you to be involved in your child’s education and experiences as much as possible.

Throughout the year there will be lots of opportunities such as Stay and Play sessions.

Home Link activities are being developed to provide activities for you and the family to enjoy at home, these will rotate between Literacy, Numeracy and a Health and Wellbeing theme, these will be organised by Depute Manger/Senior and Coordinators for these areas, we will provide regular questionnaires to gather data around these areas to ensure we are enhancing children’s outcomes.

**Woods Wednesdays:**

Children visit Lainshaw woods as part of our outdoor learning experiences. Each group in turn will visit Lainshaw Woods for a block period throughout the school year. We need parent helpers to enable this to continue and provide high quality learning experiences for all children.

If you can help us with your child’s block then please speak to your Key Worker. Dates of visits will be given in advance.

**Seedlings to Seniors:**

Children visit Lochhead court in Stewarton to visit elderly residents. Each group in turn will visit Lochhead Court for a block period throughout the school year. We need parent helpers to enable this to continue and provide high quality learning experiences for all children.

If you can help us with your child’s block then please speak to your Key Worker. Dates of visits will be given in advance.

***Due to Covid restrictions this is currently on hold at the moment***. ***We do hope to get this up and running again very soon.***

**Behaviour Policy:**

Within our ECC we promote positive behaviour and encourage the children to follow the Golden Rules. Our golden rules are:

* Kind hands
* Walking feet
* Listening ears
* Quiet lips

These rules and behaviour policy are linked to our ECC values which are:

* Kindness
* Happiness
* Nurture
* Respect
* Empowerment

We aim to instil theses values and rules in our children to create a positive ethos within the centre. We hope you will actively work with us and encourage these for your child also.

**Parent Council/Parents Association:**

We value the support of the Parent Council and Parent’s Association and hope that you as a parent will be actively involved in both groups from the benefit of everyone. For Further information please contact the school office for further information in how to get involved within these. Parent council involves monthly meetings and encourages discussions around ECC and school matters. The Parents Association involves monthly meetings about fundraising and finances for the school and ECC.

**Medication:**

If you state that your child has an allergy/intolerance or anything that requires medication**. This medication MUST be brought in when your child starts at the ECC. We CANNOT have children attend nursery without medication they may require. This medication MUST have your doctor’s label on it clearly stating name and dosage.** All parents will be asked to fill out a medication form when they bring in medication**,** parents will then be asked to sign when their child has had the first dose of this medication and parents will be asked to sign each time their child has been administered the medication.

**Progress Meetings:**

Progress meetings for our children will happen 3 times a year, this will last approximately 10 minutes. (depending on restrictions this may be a telephone call)

* 6 weeks after your child starting at the ECC you will have a settling in meeting with your child’s keyworker and initial targets will be set for your child.
* **November** – Progress meeting to discuss your child’s learning journey.
* **May** – Transition reports will be issued for children moving onto Primary 1. These will be discussed with parents.

If parents cannot attend, a grandparent may attend in you absence or if preferred a telephone consultation will be carried out instead.