



# Overlee Family Centre Handbook

Kindness   Unity   Curiosity   Respect



Overlee Family Centre  
Overlee Park  
Moray Drive  
Clarkston  
G76 8NL  
Telephone Number: 0141 570 7740  
Email: [schoolmail@overlee.e-renfrew.sch.uk](mailto:schoolmail@overlee.e-renfrew.sch.uk)  
Website: <https://blogs.glowscotland.org.uk/er/overlee>  
X: @OverleeFc



## Welcome to Overlee

We are delighted to welcome you and your child to Overlee Family Centre and begin our exciting journey together to achieve the best possible outcomes and experiences for our children.

Overlee Family Centre is a fantastic state-of-the-art facility which will allow our children to participate in a range of outdoor activities, high quality play experiences and be an integral part of our Overlee family. Our children are at the heart of all we do.

We aim to ensure that there is a positive, welcoming and inclusive ethos within our family centre, where everyone is valued and listened to.

We embrace the opportunity to work with our families to develop our **vision, values and aims** and key policies which put our children at the centre of our decision making. It is both a pleasure and a privilege to see children grow, develop and flourish and we look forward to sharing this experience with you.

**Together we are Overlee!**

**Ana Castro**

**Head Teacher**

## Vision Values Aims



### Being Me at Overlee

We are a purpose built family centre for children aged 3 - 5 years within the Clarkston area. We provide a nurturing, loving environment for our children, families and staff where everyone will flourish and soar.

Children and families achieve their full potential through meaningful involvement in a nurturing and safe environment where they feel respected as individuals and have a positive sense of responsibility for themselves and others.

At Overlee Family Centre we embrace our parents and children as co-partners on our exciting journey of learning. We strive for a setting that truly embraces inclusion, diversity and equality through the delivery of excellent experiences for all.

At Overlee Our Values Are:

**Kindness**

**Unity**

**Curiosity**

**Respect**

## Staff Team

Ana Castro	Head Teacher
Lorraine Kerr	Depute Head of Centre
Maria Stephen	Nursery Teacher
Jennifer Kite	Senior Child Development Officer
Fiona Miller	Child Development Officer
Jessica Gaff	Child Development Officer/ Temp SCDO
Beth Monteith	Child Development Officer/ Temp SCDO
Carolyn Kane	Child Development Officer
Julie Cloughley	Child Development Officer
Caitlin Morris	Child Development Officer
Lily Arenas	Early Years Play Worker
Sarah Henderson	Early Years Play Worker
Ellen King	Senior Business Support Assistant
Federica Spinella	Cook
John Paterson	Janitor
Vicky Flores	Visiting Educational Psychologist

All members of Staff have an enhanced PVG or Disclosure check. The staff who work with the children are registered with either the Scottish Social Services Council (SSSC) or General Teaching Council Scotland (GTCS), have a background in early year's methodology and hold a qualification which entitles them to work in an early year's establishment.

**Ana Castro** - Bachelor of Education (Hons), Post Graduate Certificate Physical Education in Primary Schools, Post Graduate Certificate - *Standard for Headship*

**Maria Stephen** - Bachelor of Education, ITQ (Infant Teacher Qualification)

**Lorraine Kerr** - Bachelor of Arts Childhood Practice, SVQ4 Early Years Childcare & Learning, SVQ3 Early Years Childcare & Learning, Froebel Certificate in childhood practice

**Jennifer Kite** - Higher National Certificate in Early Education, Working towards Bachelor of Arts Childhood Practice

**Fiona Miller** - Higher National Certificate in Early Education

**Carolyn Kane** - SVQ Level 3 - Social Services (Children & Young People), BA (Hons) Community Education

**Beth Monteith** - Higher National Certificate in Early Education

**Julie Cloughley** - Higher National Certificate in Early Education, BSc (Hons) Food, Nutrition and Health

**Jess Gaff** - Higher National Certificate in Early Education, Working towards Bachelor of Arts Childhood Practice

**Caitlin Morris** - Higher National Certificate in Early Education

## Admissions Policy



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All Early Learning and Childcare places are allocated by Renfrewshire Council in line with the local authority school admissions policy. Staff will be happy to advise you of how this policy operates when you apply for a place for your child. A leaflet detailing the Council's policy is also online. Nursery places are allocated by officers of the Council at the Headquarters in Barrhead. In addition a panel consisting of a Head Teacher of an Early Learning and Childcare establishment in the area, a representative from the Education Department offices and representatives of the other agencies involved in supporting children and their families e.g. Social Work Department, Health Board meet to decide on additional placements.

Before a child enrolls in Overlee Family Centre, the Education Department will seek documentary evidence to validate a child's entitlement to a catchment place at this Family Centre. If appropriate evidence is not submitted, the Education Department will withdraw the offer of a place. Documentary evidence can be submitted to the Education Department via the Family Centre office. Further detail on required documentary evidence and change of circumstances is available in the Education Department's school admission policy which is accessible on the Council's website via the web address below:

<https://www.eastrenfrewshire.gov.uk/early-learning-and-childcare>

A child's parents(s)/carer(s) is/are responsible for providing the Education Department with full and correct information about their child(ren) and any changes to that information which may affect their status as a catchment child.

In the event that parent(s)/carer(s) fail to do this, the Education Department will view this as a refusal to comply with the rules and regulations of the Family Centre. This lack of cooperation will result in the Council seeking to exclude the child(ren) from Overlee Family Centre.

If information that is submitted is found to be fraudulent, the Council may pass the matter to the Procurator Fiscal's Office. The Council will use all means available to it in order to investigate suspicions or allegations of fraud, including but not limited to, surveillance in cases where it is necessary and proportionate to do so.

All enquiries regarding allocations should be made to:

Education Department Admin & Support Section

211 Main Street Barrhead G78 1SY

Telephone: 0141 577 3265

Email: [earlylearningandchildcare@eastrenfrewshire.gov.uk](mailto:earlylearningandchildcare@eastrenfrewshire.gov.uk)



## **Patterns of Attendance**

Age range covered: 3 - 5 years

Capacity: 120

Children may attend:

- Stretched A - 8am - 12.45pm OR 1pm - 5.45pm 5 days per week over 48 weeks
- Stretched B - 2 full days 8/8.30am -5.30pm/6pm AND one half day 8am - 12.45pm or 1.00pm - 5.45pm over 48 weeks
- Core - 5 days 9-3pm term time.
- Blended model - 1140 hours split between two settings
- Fulltime - 8am - 6pm 5 days per week

## **Enrolment**

After your child has been allocated a place at our nursery by the local authority we will contact you to make arrangements for their enrolment and induction into nursery. If your child is 3 years or over before the start of the school year, they will start nursery during the first week of the new term. Thereafter children will start nursery immediately after their 3rd birthday. We will ask to see evidence of your child's date of birth and your address. Your child cannot start until we have all the required information.

## **Arrival and Collection**

At Overlee Family Centre we warmly welcome children and families from all social, cultural and religious backgrounds. We value the diversity of family structures and lifestyles. A 'Warm Welcome' means listening, openness and a sense of wellbeing that comes from being welcomed with pleasure and reassurance. We understand that every family is unique and every day can be different so it is important that families feel welcome to come into the nursery as they wish. Mutual understanding and respect is the best way for families and staff to work together to provide the most appropriate care and education for the children.

We encourage families to take the time to get to know Overlee's values of Kindness, Respect, Unity and Curiosity by spending time at the Family Centre. We have a family room that you can stay close by for the initial separation, spend time reading more about our values, policies and ethos or just for a cuppa and chill out time.

If you wish to come into the nursery on Arrival or Collection please feel free to do so and you are welcome to come into the playroom, coat peg area or reception areas whenever you wish. We value parents as the child's first educator and we encourage you to play a full and active role in your child's experience with us. Through our shared responsibility, we can make decisions together that ensure your child is given the best possible start in life. We understand that you know your child best and if you would rather drop off or collect your child at the nursery door you are more than welcome to do so. We are here to support a happy, individualised, supportive transition into nursery.

## Settling your child

We are delighted that your child is coming to Overlee and is joining us on this exciting new journey. We look forward to working with you over the coming months and years. Our aim is to make your child's transition from home to nursery a happy, enjoyable time and the beginning of a successful and positive learning experience. However, we do recognise that this can be an anxious time for both children and parents and hope that the information contained in this Handbook will provide some practical advice and support as well as key information.

At Overlee we aim to work closely with parents and from the outset and we would encourage you to voice any questions or concerns you may have as your child moves towards their first days of nursery.

We will have opportunities to meet your child's key worker and complete their enrolment paperwork at a home visit. This will be arranged between yourself and the nursery, at a time convenient to you both, prior to them settling

Each child's settling experience will be completely individual to them and will be taken at their own pace. It is important that your child is given time to settle into her/his new environment. Each child is different and their key worker will discuss the individual needs of your child with you. Please refer to our [Settling Policy](#) on our website for further information.



## What does my child need to bring to nursery?

At times, our play can result in the children getting a little wet or messy so we ask you to provide a clean change of clothing. As we know, occasionally, young children don't always make it to the toilet in time so please include a spare pair of pants and socks- just in case! If your child is in nappies please provide these along with wipes in their bag too. In winter weather we advise you to bring a hat, scarf and gloves too and on warm sunny days children should have a sun hat and be wearing factor 50 sun lotion. We also ask that you provide a bottle of factor 50 Sun Lotion labelled with your child's name, that remains in the nursery for top ups throughout the day.



## What will my child wear?

At Overlee Family Centre will encourage our children to play, discover, create and experiment and a lot of this entails working with messy materials. Parents are asked to bring their children to nursery in 'play' clothes, i.e. easily washed, sleeves which roll up easily and trousers which allow independence. An optional Overlee Polo shirt and sweatshirt is available for purchase from Blossoms.



## Arrival & Collection

All children will be dropped off and collected at our main entrance. We ask that you wait at the front entrance and a member of our staff will welcome your child into our building and help with changing and self-registration.

Please inform us if the person collecting your child is different to you as we will not hand your child over to someone we do not know or have been informed about. At enrolment you will be asked to provide the details of people authorised to collect your child from nursery. You will also be asked to provide a **password** which can be used in the event of someone unknown to staff you appoint to collect your child. It is vital that you keep staff informed of any changes to your contact details.

## Key Workers

Your child will be allocated to a particular group and member of staff (Key worker) prior to starting Overlee Family Centre. These groups will be identified as woodland animals.

Key workers will liaise with parents and report back on children's progress throughout the year and regularly through our online journals, Seesaw.



## Daily Routine

At Overlee we will incorporate some key routines into our day. This provides the children with a sense of security and knowing what to expect next.

The following are key aspects of our daily routines:

- On arrival children are always greeted with a smile by a familiar adult. They will attach their 'tree cookie' to the registration tree as part of self-registration.
- They are supported in the cloakroom and then children leave their belongings at their peg.
- Children will wash their hands (supported by an adult where appropriate.)
- Children will begin free flow play both indoor and outdoor.
- Free flow snack
- Lunch Time (for some children)
- Home time (for some children)
- Free flow play indoors and outdoors
- Free flow snack
- Home time for some children
- Getting ready to go home

**All staff are there to support children in participating in daily routines successfully**



## Attendance/Absence

We hope that your child will attend every day. However, we understand at times your child may be absent. If your child is going to be absent, we ask you to contact us before 9.30am/1.30pm on the day of her/his absence either by

**Telephone: 0141 570 7740 or E-mail: [schoolmail@overlee.e-renfrew.sch.uk](mailto:schoolmail@overlee.e-renfrew.sch.uk)**

We follow NHS guidelines and ask that if your child is suffering from a heavy cold, virus or any kind of contagious condition that you should keep them at home to avoid infecting other children. These guidelines also stipulate that children should be absent from nursery for 48 hours following a bout of sickness or diarrhoea.

\*If your child displays any symptoms of Covid-19 they should not attend in line with Government guidance. If symptoms develop while your child is in nursery we will isolate your child with an allocated adult and you will be required to collect them immediately.

## Emergency Contacts

Parents are asked where possible to provide the family centre with the names, addresses and telephone numbers of two people for use in case of an emergency. You should let your emergency contacts know that you have given their information to East Renfrewshire Council. We will only use this information to contact those people in the event of an emergency. Further information can be found at: [www.eastrenfrewshire.gov.uk/privacy](http://www.eastrenfrewshire.gov.uk/privacy).

**Please keep us up-to-date with any change in this information or changes to your own contact details.**

## Insurance

Children like to bring something special or new to nursery for their friends to see. However, parents should ensure that valuable items are not left at the Family Centre, particularly as the authority has no insurance to cover the loss of such personal items. Claims submitted are likely to be met only where the authority can be shown to have been negligent.



## Photographs

The consent of parents/carers will be sought when your child starts and will cover the following categories:

- Photography and display in our family centre
- Public display (local and national press, TV and media)
- Online within the school website, Seesaw, Twitter feeds and Glow

**We are proud to showcase the wonderful learning experiences of our children and share this with families.**



## Excursions and Consent Forms

When outings or excursions for children are planned, a member of staff will advise you in advance. The children also participate in visits within the local area. You will be asked to complete consent forms which give your permission for your child's participation. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/guardian.

## Emergency Closure Arrangements

We make every effort to maintain a full educational service, but on some occasions circumstances arise which may cause the centre to be closed. We may be affected by, for example, severe weather, power failures or similar emergencies. If this happens, we will do all we can to let you know about the details of closure and reopening. We will keep you informed by using e-mail, Seesaw, Twitter and our website. Updates will also be on the Council website

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



## Smoking Policy

The nursery has a no smoking policy for the health of the children and all  
Smoking is not permitted in the Family Centre building or grounds.



users.

## Mobile Phones

In the interest of Child Protection, please **do not** use your mobile phone  
within the Family Centre or our grounds.



## Toy Fund

We ask parents give a small donation each week, which allows us to provide extra special  
activities for our children. More information regarding this and Parent Pay will follow once your  
child starts our family centre.



## Holiday and In-service Dates 2025-2026

	Non-Term Time	Term Time
<b>August</b>		
In-service	Monday 11 August	Monday 11 August
In-service	Tuesday 12 August	Tuesday 12 August
All Return	Wednesday 13 August	Wednesday 13 August
<b>September</b>		
September weekend	Friday 26 September	Friday 26 September
September weekend	Monday 29 September	Monday 29 September
<b>October</b>		
In-service	Friday 10 October	Friday 10 October
Mid Term Holiday T/T		Mon 13-Fri 17 October
Return	Monday 20 October	Mon 20 October
<b>November</b>		
<b>December</b>		
Last Day of Nursery	Wednesday 24 December	Friday 19 December
<b>January</b>		
Return	Monday 5 January	Wednesday 7 January
<b>February</b>		
In Service	Friday 13 February	Friday 13 February
Mid term T/T		Monday 16 February
Mid term T/T		Tuesday 17 February
Return	Wednesday 18 February	Wednesday 18 February
<b>March</b>		
<b>April</b>		
Last day of Nursery		Thursday 2 April
Good Friday	Friday 3 April	
Easter Monday	Monday 6 April	
Return	Tuesday 7 April	Monday 20 April
<b>May</b>		
May Day	Monday 4 May	Monday 4 May
In-service	Thursday 7 May	Thursday 7 May
May Weekend	Friday 22 May	Friday 22 May
May Weekend	Monday 25 May	Monday 25 May
<b>June</b>		
Last day of Nursery T/T		Friday 26 June
<b>July</b>		
Glasgow Fair	Monday 20 July	
<b>August</b>		
Last day of Nursery 48wk	Friday 7 August	

## Health Promoting Nursery

Overlee Family Centre aims to be a health promoting nursery. We will actively encourage children to adopt a healthy lifestyle make healthy choices and we encourage parents/ carers to support us in this.

**Lunches/Snacks** - As part of the 1140 hours provision, East Renfrewshire Council will be supplying all nursery children with a free lunch and snacks throughout the day. You are, however, welcome to supply your child with enough food for the day if you would prefer. Please be aware that there are no facilities to warm up food for your child.



**It should be noted that foods containing nuts are not allowed in our family centre.** Please be especially vigilant when buying snacks and preparing packed lunches, particularly in regards to cereal bars, chocolate products and chocolate spreads.

We will encourage fitness by offering a programme of physical development and movement with daily opportunities to engage in energetic physical play both indoors and out.



**Child Smile** - We will actively promote oral hygiene with each child having their own toothbrush and participating in supervised brushing every day as part of the Child Smile programme. You will be asked to give your consent for your child's involvement in tooth brushing.

**Visual/Dental screening** - The Health Board carry out vision/hearing screening at various stages of your child's development. If you, as a parent or carer, do not wish your child to participate, please inform a member of staff.

## **Toileting**

Our staff will discreetly change any child who is wet or soiled. If required, we ask that you provide your own nappies and wipes for your child. If you would like some advice about this please speak to a member of staff. We always encourage the children to be independent in dressing so would encourage you to make sure that they wear clothing which allows this, such as leggings or jogging trousers, so that they can manage by themselves when they go to the toilet.

## Accident Illness Medication

Minor incidents/upsets at Overlee will be dealt with sympathetically by all staff. We have included important information below:

### Accidents

- Depending on the seriousness of the incident, the parent will either be contacted immediately or informed at the end of the session.
- Please keep us informed of any minor incidents at home so that we can provide your child with the appropriate support
- In some cases we use hypo-allergenic plasters to cover wounds. Please inform us if you do not wish us to do so.
- At Overlee, our policy will be to call parents if a pupil suffers a bump to the head or other more serious cuts and grazes. If you are unavailable, we will telephone your emergency contacts. **It is imperative that these contact details are kept up-to-date.**
- All medical incidents dealt with by staff will be recorded.
- If your child has any health issues that we are unaware of then please alert a member of the nursery team or our school office as soon as possible.
- If a child takes ill or has an accident in Overlee, we try to contact the parent or the agreed contact as soon as possible. However, in the event of a serious accident, the child's parents will be informed and arrangements will be made to meet them at the casualty department of the hospital should this be necessary.

### Illnesses

- We follow NHS guidelines and ask that if your child is suffering from a heavy cold, virus or any kind of contagious condition that you should keep them at home to avoid infecting other children.
- These guidelines also stipulate that children should be absent from nursery for 48 hours following a bout of sickness or diarrhoea.

### Medication

- If your child has antibiotics or other prescribed medication you must give the first dose and inform staff on your child's return to nursery.
- When completing your child's enrolment form you will be asked to give details of any medical conditions/allergies your child has and what medication is taken on a regular basis. This information will be logged on our computer system and shared with relevant staff.
- If your child requires medication during the nursery session, you should discuss this with the Head Teacher/Depute Head of Centre or the Senior Child Development Officer. We can only administer medication prescribed by your child's GP.
- You will be asked to complete a form which authorises designated nursery staff to administer the medication.
- Please inform Office Staff, if you change your contact details.

Please see also our [Administration of Medication Policy \(August 2021\)](#) on our website.

At Overlee Family Centre, we follow the most current Scottish Government guidelines. Our priority is the health and wellbeing of our young learners and community.

## GIRFEC



Getting it right for every child (GIRFEC) is the national approach aimed at improving outcomes for all children and young people in Scotland. It is underpinned by the recognised need for shared principles and values and a common language among practitioners who provide services for children and families. At Overlee, GIRFEC underpins our practice and shared values.

## Child Protection

At Overlee Family Centre we take care, welfare and protection of our children very seriously. We believe all children have a right to feel safe within our family centre, home and community. All staff have a statutory and professional responsibility to take action if a child is suffering, or is at risk of abuse. Our child protection policy and procedure sets 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 policies are designed to ensure that children get the help they need when they need it. Every staff member undergoes a minimum of one child protection training activity every session. Many of our staff are more extensively trained in specific areas of child protection to support and identify potential child protection concerns. All schools in East Renfrewshire have comprehensive Pupil Support systems in place and we work closely with our partners in Social Work, Health and the Police. The centre operates a multi-agency Joint Support Team to ensure that the best possible supports are available to pupils when they need them. The Child Protection Co-ordinator for the centre is the **Head Teacher: Ana Castro** and in her absence **Acting Depute Head of Centre: Lorraine Kerr**. If you wish any further information or a copy of our Child Protection policy, please contact our office. If you wish to discuss this important matter further, please make an appointment to meet the Head Teacher.

If you are worried or know of a child who could be at risk of abuse or neglect please speak to the Child Protection Co-ordinator or to a member of staff at one of the following numbers:

<b>Barrhead Social Work Office: 0141 577 8300</b>
<b>Clarkston Social Work Office: 0141 577 4000</b>
<b>Social Work Out of Hours: 0300 343 1505</b>
<b>Strathclyde Police Family Protection Unit: 0141 532 4900</b>
<b>Standby Social Work Out of Hours: 0800 811 50</b>





## Communication

Parents and carers are the most important influence throughout a child's education and parental involvement in learning makes a real difference to children's achievements. Everyone benefits (children, parents and staff) when we work in partnership. Our main forms of communication will be through emails, our website, Seesaw and Twitter. We will also call home when appropriate.

## Parental Involvement

Parental involvement in the establishment is promoted, recognised and celebrated as a positive contribution to the life of the establishment. There are many ways in which you can become involved in the life of Overlee Family Centre and in which you can support your child's learning. Ana Castro/Lorraine Kerr are the Parental Engagement Coordinators for Overlee Family Centre. Please speak to them or to any member of the nursery team if you feel you can help in any way, either with nursery events or by sharing time, skills and resources to enhance pupils' learning experiences.



of the  
involved  
support  
Parental

We have a Family Committee for our family centre. This group meets periodically and will usually take place in our family centre, on a 'Walk and Talk or in our family room. These are short drop-in sessions where you will be able to join us for a coffee and a chat about various aspects of nursery life.

Throughout the year, we will endeavour to host a variety of different experiences in the nursery for you to attend with your child. These may range from BookBug sessions, joining us for Forest School experiences, or coming in for 'Pop in and Play' week.



from  
'Pop

We continue to develop our approaches to family learning, and we will be happy to listen any suggestions for workshops for parents to support this. Relationships between the establishment and individuals, families and community groups are characterised by mutual trust and respect.

## Complaints Procedure

If something goes wrong or you are not happy with our service please tell us. We follow East Renfrewshire Council complaints procedure which encourages complaints to be made directly to the service involved. This means you can make a complaint to any member of staff or may wish to speak to Ana Castro, the Head Teacher. We try to resolve any issues as quickly as possible but if you are still not happy you can contact East Renfrewshire Council on 0141 577 3000 or online <https://www.eastrenfrewshire.gov.uk/make-a-complaint> alternatively you may contact the Care Inspectorate on 0345 600 9527.

## Data Protection

Data Protection Act 2018 Information on children, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act 2018 and may only be disclosed in accordance with the Codes of Practice. For further information please follow the link <https://www.eastrenfrewshire.gov.uk/privacy> Personal Data.

## Equalities

East Renfrewshire Council Education Department is committed to ensuring equality and fairness for all. In accordance with the requirements set out by the Equalities and Human Rights Commission, we seek to;

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not.

Overlee Family Centre has clear guidelines and procedures for dealing with incidents of inequality, as advised by the Education Department. We would encourage parents/carers that any concerns be raised with us first. Our Equalities Coordinator is Gary Train and he can be contacted by email or by telephoning the centre.

The Education Department now has a specific duty to gather information on the effect of policies and practices on the educational opportunities available to disabled pupils and on their achievements. It also has this duty in relation to race and gender. It is for this reason that pupils and their parents and carers may be asked to respond to questions which require them to share information that may be personal and sensitive.

## Learning Pedagogy



At Overlee we aim to ensure that all children enjoy new, interesting and exciting play experiences daily. We will build on children's interests and skills and ensure a balance of adults and children leading the learning. We believe that through interaction with other children, adults, and a stimulating learning environment, children will develop their knowledge, skills and relationships at a pace that is led by them and their stage of development. Through a play based approach, children will explore and make sense of the world around developing their curiosity, creativity and resilience.



Our curriculum will be designed with our children at the centre. We will utilise evidence gathered through observations to create further opportunities to explore, experiment and follow children's lines of enquiry. We will plan in the moment with our children, focusing on what is important to them.

Our Child Development Officers (CDOs) and Nursery Teacher (NT) will skilfully interact with children in a way that supports and develops their thinking, encouraging them to find solutions to any challenges they face, or by helping children to see things from a different perspective. Our children will be actively involved throughout the learning process, ensuring that they are able to describe what they are learning, how they are learning and evaluating their play experiences.



We will utilise the skills progression, experiences and outcomes in the Curriculum for Excellence at Early level to underpin our planning and questioning. We will provide lots of opportunities to promote Creativity! Through open-ended resources within all areas of our centre, provocations and points of interest for exploration and discussion. We will strive to ensure children develop their problem solving, flexible thinking and critical thinking skills which are vital to all aspects of learning.

We are really passionate about rich outdoor learning. We aim to provide experiences that allow children to learn in nature, through nature and by nature helping to develop a real sense of awe and wonder about the world. We will provide opportunities for planting and growing, learning about the environment and the weather. This will take place within our garden area, our local woodland area and in the local community. We value risky and adventurous play with loose parts to promote children's gross motor skills as well as their self-confidence and ability to manage risks.

As a staff team, our practice is underpinned by research, professional reading and professional dialogue. We will continuously evaluate and reflect on our practice and ensure we keep abreast of pertinent research in early years.

At Overlee every day will be a new, exciting learning adventure for both children and adults!

## Woodland Wonders

We are passionate about the outdoors and want all of our children to experience learning in a natural environment. Our children will be involved in local forest visits. ***More information will be provided prior to your child attending these sessions.***



**We will invite Parents/Siblings/Grandparents to join us on occasion to our Woodland Wonders.**

## Documenting Learning

At Overlee we will document children's learning through individual learning journey profile books, online journals and area floor books.

We aim to encourage children to have a real sense of ownership of their books and add photographs, voice recordings and drawings into them. We will encourage children to reflect on their learning and share this with their friends and family. The online journals will document their learning journey throughout their time at Overlee and will highlight significant learning, achievements from home and their thoughts and ideas. We aim to send their learning journey profiles home at different points across the year for you to add to and talk through with your child.

## Activities at Home

Children love to play. You can help your child to learn by playing together at home and by:

- Encouraging independence, for example, in getting dressed and washing their hands before meals.
- Providing opportunities to share and play with other children.
- Reading with them every day and at different times of the day. Talk to your child about books, identify letters in books and read familiar words to them, such as the labels on their favourite foods, restaurants, shops, street signs etc. Focus on the environmental print when you are out with your child.
- Talking with them and asking and answering questions. Play remembering games and guessing games like 'I Spy....'
- Helping them to match and sort things, for example, putting together forks and knives or cups and saucers and pairing up socks, sorting out big tins and little tins, putting packets in order of size.
- Encouraging them to count and use numbers in everyday situations. How many forks will we need, how many people are in our family? How many people can we fit safely in our car?
- Encouraging them to listen to music, songs, stories and rhymes. Sing and share nursery rhymes together. Encourage them to find rhyming words, starting sounds, end sounds in words.
- Encouraging them to express their ideas and feelings, for example, using crayons, pens, pencils, paint, music and play.
- Giving them a chance to use their fingers and hands, for example, building with bricks, cutting out with scissors, helping with baking, fastening zips and buttons and using a pencil to 'write', climbing, playing with play dough and weaving.

## Outside Agencies

At Overlee, we aim to work with other agencies to ensure you and your child receive the best service possible. Our partners will include:

- Psychological Services
- Community Health
- Oral Health
- Bilingual Support
- Speech and Language Therapists
- Occupational Therapists
- Children and Family Services
- Care Inspectorate
- Police and Fire Services
- Family First



## Useful Websites

East Renfrewshire Council school holiday arrangements for 2024-2025 can be found at:

<https://eastrenfrewshire.gov.uk/school-holidays>.

Our Education Department has developed a website which identifies curricular activities suitable for children of all ages. Go to

<https://blogs.glowscotland.org.uk/er/curriculumlinks/early/>

[Froebel Trust](#)

[Realising the Ambition](#)

[Early Years Scotland](#)

[Curriculum for Excellence](#)

[Preparing for Nursery](#)

[Preparing for Nursery NHS](#)

[https://www.familylives.org.uk/advice/early-years-development/  
learning-and-play/why-play-matters](https://www.familylives.org.uk/advice/early-years-development/learning-and-play/why-play-matters)

<https://hungrylittleminds.campaign.gov.uk/#3>

## Appendix 1

### East Renfrewshire Council Policies and Links

Anti-Bullying - include school policy/documentation ASL - advice for parents:

<http://www.ea.e-renfrew.sch.uk/parents/asn/>

Complaints: <http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1573>

Child Protection: <http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1923>

Curriculum for Excellence:

<http://www.scotland.gov.uk/Topics/Education/Schools/curriculum/ACE/cfeinaction>

Curriculum guidance: <http://www.educationscotland.gov.uk/thecurriculum/>

Dressing for Excellence: [http://www.ea.e-](http://www.ea.e-renfrew.sch.uk/curriculum/Links/Parents/Parental%20Leaflets/DressingForExcellence.pdf)

[renfrew.sch.uk/curriculum/Links/Parents/Parental%20Leaflets/DressingForExcellence.pdf](http://www.ea.e-renfrew.sch.uk/curriculum/Links/Parents/Parental%20Leaflets/DressingForExcellence.pdf)

Dyslexia: <http://www.addressingdyslexia.org/>

Emergency Closure of Schools and Establishments - Severe Weather Conditions:

<http://intranet.erc.insider/CHttpHandler.ashx?id=4193&p=0>

ENABLE - ASN Support: <http://www.enable.org.uk>

ENQUIRE - ASN Support : <http://enquire.org.uk/>

ERC Website - general enquiries:

<http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1489>

Inclusion: <http://www.ea.e-renfrew.sch.uk/curriculum/Links/Teachers/inclusion.htm>

Internet Safety : [http://www.ea.e-](http://www.ea.e-renfrew.sch.uk/curriculum/Links/Parents/Parental%20Leaflets/Internet%20leaflet.pdf)

[renfrew.sch.uk/curriculum/Links/Parents/Parental%20Leaflets/Internet%20leaflet.pdf](http://www.ea.e-renfrew.sch.uk/curriculum/Links/Parents/Parental%20Leaflets/Internet%20leaflet.pdf)

Local improvement plan: <http://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=1640&p=0>

Mediation: <http://www.ea.e-renfrew.sch.uk/parents/asn/mediation.htm>

Photographing pupils: [http://www.ea.e-](http://www.ea.e-renfrew.sch.uk/curriculum/Links/Parents/Parental%20Leaflets/PhotographingChildrenandYoungPeople.pdf)

[renfrew.sch.uk/curriculum/Links/Parents/Parental%20Leaflets/PhotographingChildrenandYoungPeople.pdf](http://www.ea.e-renfrew.sch.uk/curriculum/Links/Parents/Parental%20Leaflets/PhotographingChildrenandYoungPeople.pdf)

Psychological Services: <https://blogs.glowscotland.org.uk/er/PsychologicalService/>

Safe Use of ICT: [http://www.ea.e-](http://www.ea.e-renfrew.sch.uk/curriculum/Links/Parents/Parental%20Leaflets/Internet%20leaflet.pdf)

[renfrew.sch.uk/curriculum/Links/Parents/Parental%20Leaflets/Internet%20leaflet.pdf](http://www.ea.e-renfrew.sch.uk/curriculum/Links/Parents/Parental%20Leaflets/Internet%20leaflet.pdf)

Twitter - East Renfrewshire: <http://www.twitter.com/EastRenCouncil>