

# **BEITH PRIMARY SCHOOL**



# **EARLY YEARS CLASS**

**Handbook**

**2020**



Dear Parent / Carer,

I would like to welcome you and your child to Beith Early Years Class (EYC). I hope this will be the start of a strong and successful partnership which will develop throughout your child's school career. When home and school work together, children do better. At Beith EYC it is our aim to create a happy, safe and stimulating environment for our children. We aim to give our children opportunities to develop socially, morally and culturally through rich play experiences. I hope this handbook helps you understand the work of our Early Years Class. Please feel free to contact the school to discuss any matters contained in this handbook or otherwise.

This handbook will help you to understand more about our Early Years Class (EYC). It provides essential information that I hope you will find interesting as well as helpful.

Throughout the session, various activities, events and meetings will be arranged in order to involve parents and carers and the wider community, in the life of the EYC. The process of education starts long before children come to school. It is continuous and therefore, parental involvement in education is crucial.

We must work together for the good of our children. We believe that through treating each other with honesty and respect, we will learn together. Therefore, partnership between parents, carers and staff is extremely important.

If at any time you have concerns or wish to discuss your child's progress, then please speak to your child's Key Worker. A member of the EYC team will attend to your query/concern as soon as possible and if necessary, a follow up appointment will be made with a member of the Management Team.

This handbook contains a range of key information about Beith Primary Early Years Class and offers an insight into the life of the playroom. If you have any queries regarding the content of the handbook, then please

contact me at the school. We look forward to having you and your child join us in Beith Primary School.

Yours faithfully,

Amy McDonnell  
Depute Head

**Beith Primary School and Early Years**  
**Curriculum Rationale**





### Our Shared Vision:

We will work together to develop as 'A Family of Learners', where everyone has the opportunity to learn well through fun, relevant and challenging activities.



### Our Shared Values

In consultation with staff, pupils and parents our agreed values are:

**NURTURE**

**RESPECT**

**INSPIRE.**

### Our Shared Aims

We aim to provide a safe, happy and caring environment where children will learn to be independent, to be responsible for themselves and to carry out their tasks in a spirit of co-operation, courtesy and respect for others.

We offer a broad, balanced curriculum and work hard to ensure that our pupils fulfil their potential, becoming lifelong learners.



## **Our Curriculum Design**

In Beith Primary, we have worked collaboratively to design our curriculum and rationale which underpins our key values for learning and the development of the whole child. We aim to develop successful learners, responsible citizens, confident individuals and effective contributors through the four contexts of learning and our Curriculum Design and Rationale takes these into account:

## **The Ethos and Life of the School**

This includes opportunities to participate responsibly in decision making, to contribute as leaders and role models, offering support and service to others and playing an active part in putting the values of the school community into practice. Children's opinions and ideas are listened to and valued, and through our School Improvement Committee (Pupil Council, Eco Committee & Rights Respecting Schools Committee), Travel Smart Committee, House & Sports Captains, Buddies, Monitors and by taking part in regular pupil focus groups, children are encouraged to be involved in developing the work of the school and have a positive impact on school improvements.

## EARLY YEARS CLASS INFORMATION

Beith Primary School Early Years Class

Glebe Road

Beith

KA15 1EZ

01505 502363 (phone)

01505 6395 (fax)

Email: [beith@ea.n-yrshire.sch.uk](mailto:beith@ea.n-yrshire.sch.uk)

The early years class is a co-educational, non-denominational class. We respect and welcome children and their parents/carers of all religions, faiths and beliefs. The capacity of the early years class is 100 children, 50 in the morning and 50 in the afternoon.

We accommodate children from the age of 3 to 5.

The early years class is a self - contained unit which is on one level and has its own toilet facilities; however, the children also use school facilities such as the gym, AV room, garden, outdoor classroom and playground.

The school, like all authority establishments, is strictly a no-smoking/vaping environment.

## Early Years Class / Community

The EYC takes part in a number of activities in the local community. These include visits to local businesses, nursing homes, Beith Astro etc. A number of people from different agencies, including parents, come to talk to the children. We have an "open door" policy to parents and carers and we encourage parent helpers.



The early years class provides work experience opportunities for Modern Apprentices and secondary school pupils. Throughout the year we have students from universities and colleges who undertake training placements.

## EARLY YEARS CLASS SESSIONS

At Beith Primary Early Years Class we offer morning or afternoon sessions. A two and a half day provision is also available for a small number of children with working parents. If oversubscribed then places are decided using a ballot as per North Ayrshire guidelines.

|           |                  |
|-----------|------------------|
| Morning   | 8.45am - 12.00pm |
| Afternoon | 12.30pm - 3.45pm |

### Full Day Sessions

#### Option 1.

|                   |                 |
|-------------------|-----------------|
| Mon, Tues all day | 8.30am - 3.00pm |
| Wed               | 8.45am -12.00pm |

#### Option 2.

|                    |                  |
|--------------------|------------------|
| Weds               | 12.30pm - 3.45pm |
| Thurs, Fri all day | 8.30am - 3.00pm  |

Due to the design of our room and for security reasons we open our doors for 10 minutes after drop off time and 10 minutes before end of session outwith these times please come to the main office.

**It is very important that you are punctual as children quickly become anxious if they feel "left behind".**

A buy in service for additional time in the early years class is also available on request. This starts at 7.45am and runs until 5pm (dependant on availability). The cost of this is £4.00 for an hour or £2.00 for a half hour. Please ask your child's Key Worker for the paperwork and further information.



### Attendance

If your child is unable to attend the early years class, for any reason, please make sure that you notify staff. Please also let the staff know when we can expect your child to return to the early years class. It is also important that we are informed at once if your child has an infectious illness. Regular attendance is important for the following reasons:

- the curriculum of the early years class is carefully planned to ensure continuity and progression for your child
- patterns of regular attendance need to be established for children as this will be important throughout their education

### Arrival and collection of children

It is expected that a responsible adult will bring a child to and from the early years class. **In the interests of safety cars are not allowed in the staff car park.** Please remember to tell a member of staff if your child is to be collected by someone not known to staff members. Please note that **no person** under the age of **16** is eligible to collect your child. Children self register on arrival and parents are asked to sign out before leaving the playroom.

### Emergency Contacts

Parents are asked to provide the names, addresses and phone numbers of two contact persons for use in case of an emergency. You are also asked to keep us informed of any changes to this information.

### Early Years Class Security

North Ayrshire Council has introduced procedures to ensure the safety and security of children and staff in schools and early years classes. A number of security measures are used including the use of an intercom system at the EYC door, a one-way system is in operation within the play room, doors out of the playroom are alarmed at all times, visitors' books,

badges and escorts while visitors are within school buildings. Door opening times are indicated on a notice on the wall outside the Early Years Class.

Normally, anyone calling at the early years class for any other reason, will be asked to **report to the school office**. The staff will then make any necessary arrangements in connection with the visit to the early years class.

### STAFF

|                                 |                   |
|---------------------------------|-------------------|
| Head teacher (Acting)           | Elaine Mann       |
| Depute Head Teacher             | Amy McDonnell     |
| Early Years Senior Practitioner | Lindsey Quinn     |
| Lead Practitioner               | Gillian Taylor    |
| Early Years Practitioner        | Colin Cliff       |
| Early Years Practitioner        | Nicola Lyons      |
| Early Years Practitioner        | Michelle Meechan  |
| Early Years Practitioner        | Debbie Butler     |
| Early Years Practitioner        | Margaret Brown    |
| Early Years Practitioner        | Hayley McGoldrick |
| Early Years Practitioner        | Jye Cain          |

### Clothing

Children should be comfortably and appropriately dressed for the weather and for the early years class activities - **which are often messy!!** Outdoor play is a part of daily life within the playroom. The EYC has waterproofs and wellies however if you would like your child to have their own please leave them on your child's coat peg and shoe box.

Sweatshirts/Polo shirts in the early years class colours of jade and yellow are available to buy from the early years class. Parents are asked to provide a change of pants, socks and trousers in case of accidents.

Please note that North Ayrshire Council has a dress code policy which states that children in educational establishments should not wear team colours.

**Please ensure your child's clothes are labelled!!**

It is appreciated that parents and pupils are distressed over the occasional loss of children's clothing and/or personal belongings. Parents are asked to assist in this area by ensuring that all items of clothing have the child's name on them and that valuable items of clothing or personal belongings are not brought to nursery. Parents should note that the authority does not carry insurance to cover the loss of such items. In the interests of safety it is advisable that early years class children wear as little jewellery as possible and certainly not items such as earrings that may get caught on clothing.

Children learn best by doing. We provide a variety of experiences both indoors and outdoors which encourage natural curiosity and extend the children's interest. We encourage independence and self-help skills such as preparing own snack, dressing and undressing etc. Children are empowered to share their ideas, feelings and concerns with us.



"Play is the highest form of research" - Albert Einstein.

The purpose of the early years class curriculum is to progress the children's personal, social and emotional development, literacy and numeracy skills, understanding of the world, creativity, physical development and to focus on their health and wellbeing.

### **To develop health and wellbeing skills, children should learn to**

- develop confidence, independence, self esteem and a sense of security
- become aware of and respect the needs and feelings of others and thus form positive relationships with other children and adults
- develop positive attitudes towards others whose gender, language, religion or culture is different from their own
- care for the environment and for other people in the community.
- enjoy energetic activity and explore a range of different ways in which they can use their bodies in physical activities
- express ideas and feelings through movement
- co-operate with others in physical play and games and be safe in movement and in using tools and equipment
- experience positive aspects of healthy living and activity for themselves
- apply their mental, emotional, social and physical skills to pursue a healthy lifestyle

### **To develop literacy skills, children should learn to**

- listen to other children and adults during social activities and play and pay attention to information and instructions from adults.
- listen with enjoyment and respond to stories, songs, music and poetry and become familiar with the language and layout of books
- use language, with increasing confidence, for a variety of purposes e.g.. to describe, explain, predict, ask questions and develop ideas

- use their drawing and “writing” to express ideas and feelings

#### **To develop numeracy skills children should learn to**

- explore patterns in their own and wider environment, developing the skills to continue and create their own patterns
- explore and develop problem solving skills
- explore and investigate shapes and use them in different ways
- understand and use mathematical processes such as matching, sorting, grouping, identifying numbers, counting and measuring

#### **To develop creative ability children should learn to**

- use a variety of materials and art techniques to express thoughts and feelings in pictures, paintings and models
- use role play to recreate and invent situations
- listen and respond to a variety of musical stimuli and make music in a variety of ways
- move rhythmically and expressively to music and participate in simple dances and singing games

#### **In technologies children should learn to**

- develop understanding of the role and impact of technologies in changing and influencing societies
- gain the skills and confidence to embrace and use technologies now and in the future, at work and in the wider community



- be capable of making reasoned choices relating to the environment, to sustainable development and to ethical, economic and cultural issues.

Parents/guardians are the most important people in a child's life and can teach them a great deal. To support this, we ask for your input into your child's learning on a regular basis. This is through learning conversations, comments on personal learning plans and celebrating success through star of the week and WHOOSH awards.

### **Family Learning Clubs**

Throughout the year there will be opportunities for you to learn with your child in a range of fun ways including Book Bug, Peep, Lego Club, Fun Challenges and Family Workshops.



### **Listening and learning**

It is North Ayrshire Council policy to encourage feedback on the education service from parents and pupils. This is part of our overall commitment to giving the best possible service and to work in partnership. We are, therefore, very interested in feedback of all kinds, whether it be compliments, suggestions or complaints. If you wish to register a comment of any type about the school you can do this by

writing, telephoning or making an appointment to see someone. All feedback is welcome and helps us keep in touch. If, in particular, you have a complaint about the school please let us know. It is better that these things are shared openly and resolved fairly, rather than being allowed to damage the home/ school relationship. There will be no negative consequences arising from making a complaint and we will deal with the issue as confidentially as possible. If we have made a mistake we will apologise quickly and clearly and try to put things right.

There are some things which you should take note of in relation to making a complaint :

- It is helpful if complaints are made initially to the Head of the Establishment. This makes sure that the school knows what is going on and has an opportunity to respond and resolve the issue.
- We will try to respond as quickly as possible, but often issues are complex and need time to investigate.
- It is, therefore, helpful if you can give some details of the issue and ask for an early appointment to discuss it.
- If you are not satisfied with our response then you still have the right to take up the matter further with the Head of Educational Services at Cunninghame House, Irvine KA12 8EE **(01294 324400)**
- You should note that you have the right to raise unresolved concerns with your local councillor or MSP/MP

### **Equal opportunities and social justice**

- Equal access to and equality of opportunity is implicit in all dealings the early years class has with parents, pupils, staff and the wider community
- No discrimination on grounds of colour, creed, gender, marital status, age or disability will occur. This policy will be pursued as a matter of course in all activities concerning the early years class.
- All staff will ensure that no discrimination is evident in any resources utilised in the early years class.
- All staff are expected to ensure that equal access to all areas of the curriculum and early years class life is afforded to all pupils.

- The early years class will ensure that stereotypical notions or preconceived roles for particular groups or individuals do not become acceptable as the norm.
- Staff will work actively towards eliminating existing stereotypes

### **Registration and enrolment**

Registration will take place in January (\*we are anticipating a delay in this as 1140hours entitlement is rolled out) for starting the early years class the following August, the exact dates and times being notified to parents nearer the time. Ante-Pre children will be notified of a start date **after** their third birthday. Places will be allocated in accordance with the Council's Admissions Policy and parents will be notified accordingly. If it is necessary, a ballot will be held to allocate places.

### **Admissions Policy**

All early years class places are allocated in line with the Council's Admissions Policy and the early years class staff will be happy to advise you how this policy operates when you apply for a place for your child. A leaflet dealing with the Council's policy is also available from the office. If you want a copy please ask.

An admissions panel will meet on a regular basis throughout the year to decide how priority places will be allocated. The panel will consist of Heads of Pre-Five establishments in the area, a representative from psychological services and representatives from other agencies involved in supporting children and their families e.g. Community Child Health Services.

### **Information in emergencies**

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruptions of transport or power failures. In such cases we shall do all we can to let you know about the details of closure or reopening. We shall keep parents in touch by using letters, notices in local shops and community centres, announcements in local churches, press and West FM. Because

of the above reasons it is vital that our records regarding emergency contacts are always up to date.

**New entrants** are asked to supply the addresses and phone numbers of **two emergency contacts** and our records are updated annually. However, it is parents' responsibility to ensure that any changes in circumstances regarding emergency contacts be brought to our attention as soon as possible.

### **Transport**

Transport is not normally provided by the authority for children attending the EYC. The council may, however, provide transport to and from the EYC for children with special needs who may require to travel some distance to take up their early years class place. All such arrangements are subject to regular review. Transport is also provided to ensure that children living in rural areas have access to an EYC. Transport will be provided for pre-school children where the nearest validated EYC is more than 5 miles away from home.

### **Outings and excursions**

When outings or excursions are planned for children, a member of staff will advise you in advance. 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 forms have been submitted by their parent/carers.

### **Additional Support Needs**

From time to time children in the EYC may be identified as having additional support needs. In such cases we consult with parents on a regular basis and, if necessary, seek the advice of external agencies such as psychological services.

### **Recording and Reporting Children's Progress**

Staff assess pupils' progress regularly. A variety of methods are utilised to record progress. These include written reports, samples of children's work and photographs. E-Learning Journals are kept for each child and progress is recorded there, we welcome and encourage parental comments and pupil involvement with the e-journals. You will be given

instructions on how to access your child's e-journal when he/she starts the EYC. Parents will receive an ongoing regular report which is based primarily on the observations of the staff. Formal reporting to parents i.e. Parents Conversations, occurs three times each session, usually in October, February and May. This may be subject to change, which we will notify you of with plenty of notice.

### **Promoting Positive Behaviour**

As with Primary 1 - 7, the EYC children are expected to behave in an acceptable manner for their age. Because the early years class is the first social interaction many children have with a larger group, it is important that they learn to share and co-operate with others.

If a child's behaviour is giving cause for concern, parents/carers will be contacted immediately in order to discuss the matter.

It is important that parents are seen to be supportive of, and working with, the early years class in matters pertaining to behaviour.

### **Home and Early Years Class Links**

Parents/carers and staff have a closer contact than at other stages because all children must be collected from the EYC. This is beneficial to parents/carers and staff. From time to time parents will be asked to help at the various activities organised by us.

### **Transfer from the Early Years Class to Primary**

Arrangements are in place for the transfer of information from the early years class to P1. This information will also be passed to other schools should children transfer elsewhere. There is an induction programme for all children coming into Primary 1 and this normally takes place in the summer term.

### **Illness**

The EYC would appreciate a phone call if your child is not able to attend on a particular day. If your child is suffering from a childhood illness e.g. measles, mumps etc it is essential that you notify staff. Staff will also give you guidance as to how long your child should be absent, referring to Community Health guidelines



## **Medication**

Medication is given inline with Care Inspectorate guidelines. If your child needs medication during his/her time at the EYC you should discuss this requirement with your child's Key Worker. The prescription label must be shown with the child's name and clear guidelines e.g. 5mg four times a day. Prescribed drugs will be given at the discretion of the Headteacher. Non-prescribed drugs such as Calpol will only be administered for three consecutive days. You will need to fill in a form which authorises the EYC staff to administer the drugs to your child. On collecting your child, you will be asked to sign the relevant paperwork as knowledge that this has been given per your request.

If your child suffers from asthma **you must tell your child's Key Worker** there are any activities or specific circumstances which are likely to bring on an attack.

If your child suffers from epileptic attacks **you must tell your child's Key Worker** what emergency treatment to give.

If your child suffers from any form of allergic reaction **you must tell your child's Key Worker** of the specific circumstances which are likely to bring about this reaction and also of what treatment is appropriate when a reaction occurs.

## **Medical Examinations**

Routine medical examinations of children are made by the school doctor during the EYC. Eyes are tested by the optometrist. Parents/carers are notified of the date and time they should attend.

## **Minor accidents and upsets**

Parents/carers will be notified if their child has had an accident or has been upset during their session. If medical treatment is required the parent/carer or emergency contact will be notified as soon as possible. Where either contact is unavailable medical advice/treatment will be sought as required.

## **National Care Standards**

The early years class is regulated under the Regulation of Care (Scotland) Act 2001 and as such is subject to the National Care Standards. The standards reflect the rights of children as set down in the UN Convention on the Rights of the Child. The principles which govern the standards are dignity, privacy, choice, safety, realising potential and equality and diversity.

The early years class will be subject to an annual inspection of National Care Standards and this inspection will be carried out by the Care Inspectorate. The early years class has policies and procedures in place regarding the National Care Standards and copies of these can be obtained from the early years class staff.

Further details on any aspect of the National Care Standards or the work of the Care Inspectorate may be obtained from the

Care Inspectorate  
Compass House  
11 Riverside Drive  
Dundee  
DD1 4NY

<http://www.careinspectorate.com/>

## **We're changing how we collect information on funded Early Learning and Childcare in Scotland**

Each year the Early Learning and Childcare (ELC) census collects information about children receiving funded ELC across Scotland. Scottish Government are currently trying to improve this data collection as we realise that the current ELC census doesn't provide the information required to manage this sector. It also places a burden on ELC funded centres and local authorities, with little benefit to them.

The **ELC Data Transformation Project** is a **new** development, which is building on the existing census to make vital information available to measure the Scottish Government's commitment to providing high quality funded ELC. The data collected will be used to inform future planning for provision and the ELC workforce, as well as to better support children and families. There will be a number of **data trials** to test changes to the

process before the new census is fully established.

### **What data will be collected on your child?**

The information that will be collected on your child has been chosen to help us understand how families are using funded ELC and to help ensure that funded ELC is accessible to all. The following will be collected: Date of birth, Gender, Home postcode, Ethnicity, Home language, Stage, Disability status, If Gaelic medium education.

Eligibility reason for 2 year olds

Additional support needs, Support plans, Funded ELC provision (hours, days, weeks)

The data will be provided by the local authority (parents do not need to do anything).

Information such as name or medical information will **not** be shared. Information will be transferred from local authorities to the Scottish Government using

**secure** data transfer systems, and access to data will be restricted.

### **Where can I get further information?**

Further information regarding the project, data security, your rights and how the data is processed can be found on the [ELC Data Transformation Project webpage](http://www.gov.scot/Topics/Statistics/Browse/Children/ELCData/ELCDTP):

<http://www.gov.scot/Topics/Statistics/Browse/Children/ELCData/ELCDTP>

Any questions or concerns can be sent to:  
[ELCDataTransformation@gov.scot](mailto:ELCDataTransformation@gov.scot).

### **Photographs**

From time to time photographs of individual (or groups of) pupils may be published in the school magazine, local press, twitter and or authority websites. The purpose of this is to celebrate success or highlight activities in which the children have been involved. Parental permission is sought at the start of each session for photographs to be used in this way.



### **Twitter Policy @Beithps**

We aim to update our twitter page on a weekly basis. Please let your child's key worker know if you don't wish your child to be on social media. Please note that our Twitter page is open to the public. The aim of this social media platform is to share positive experiences, activities and achievements. If you have any questions please ask your child's Key Worker.

The Parent Council often share twitter posts on their Facebook page.

### **Snack**

Parents are asked to bring £2.00 at the beginning of each week to help cover the cost of a daily snack and other activities.

Information about weekly snacks can be found on the early years class notice board. In line with council policy, we promote a programme of healthy eating.

**Please inform us if your child has any special dietary requirements or food allergies.**



### **Child Protection**

Educational Services has a fundamental duty to contribute to the care and safety of all children and young people in North Ayrshire. In fulfilling this duty, the service must engage in close partnership with parents/carers and relevant agencies, primarily Social Services and Health, and where appropriate, the Scottish Children's Reporter's Administration. The service will work in partnerships with a number of levels within the establishment or school, within the cluster or local area and through Integrated Children's Services and Community Health Partnership. The Standard Circular entitled "Protecting North Ayrshire Children" provides guidance for policy and practice within all educational

establishments. The Council is one of the key partners in North Ayrshire Child Protection Committee, a multi-agency group which takes the lead role in ensuring that our children and young people are cared for, protected from harm and grow up in a safe environment. Each school has a named Child Protection Co-ordinator who is the main point of contact for school staff and for external agencies seeking contact with the school on child protection matters. There is an extensive staff training programme available to staff, and, in addition, at the beginning of each school session all staff receive an update on child protection policies and procedures.

### **Inclusion**

A child or young person has additional support needs if, for any reason, they are not able to benefit fully from the educational opportunities provided for them.

### **What does North Ayrshire Council have to do to meet its duties under the Additional Support for Learning legislation?**

We have to:

- identify when a child or young person is not making good progress in their education
- understand what is not working for the child or young person (by gathering information to make the problems as clear as possible)
- once extra support is in place, ensure that support is making a positive difference
- if the support is not working well enough, gather more information and try a different approach

Whenever we start this process for any child or young person, we will always explain to them and to their parents/carers what our concerns are and what we will do to help. All of our schools and early years classes will track closely the progress made by children or young people who are registered as being 'Looked After'. Where these children or young people are making appropriate progress we will determine that they do not have additional support needs.



### **Parents' Association**

All parents are welcome to join the Parent Council in Beith Primary School. The Scottish Parent Teacher Council is the national organisation for PTAs and PAs in Scotland and runs an independent helpline service for all parents/carers. You can contact them by phone/fax on 01312264378, by e-mail on [sptc@sol.co.uk](mailto:sptc@sol.co.uk) or write to SPTC, 53 George Street, Edinburgh EH2 2HT.

### **Important addresses**

Head of Service  
Caroline Amos  
North Ayrshire Council  
Cunninghame House  
IRVINE  
KA12 8EE  
01294 324416

Head of Service  
Andrew McClelland  
North Ayrshire Council  
Cunninghame House  
IRVINE  
KA12 8EE  
01294 324413

Although this information is correct at the time of printing, there could be changes affecting any of the matters dealt within the document -

- a before the commencement or during the course of the early years class session in question
- b in relation to subsequent early years class years

Correct at time of printing January 2020