



LAWTHORN PRIMARY SCHOOL & EARLY YEARS CLASS



EY INFORMATION LEAFLET
FOR PARENTS & CARERS
SESSION 2024-2025

Message from the Head Teacher



Dear Parents/Carers,

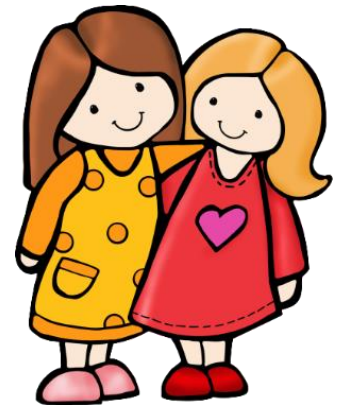
A warm welcome to Lawthorn Primary School & Early Years for session 2024-2025! If you are already part of our school community, we look forward to welcoming your child back and if you are new to Lawthorn Primary School & Early Years, I would like to extend a warm welcome; we look forward to getting to know you and your child.

At Lawthorn Primary School & Early Years, our vision is to nurture, inspire and support our children to achieve their full potential and we place a strong emphasis on our school values of **kindness, honesty, respect and responsibility**. We are proud of our nurturing ethos, our high quality learning environment and our fantastic children and staff.

In Session 2024-2025, we will be operating a 9am – 3pm model within our Early Years Class. The following guidance provides information on what this will look like within Lawthorn Early Years and I hope our new and existing families find this useful. If, however, you find there are unanswered questions after reading this guidance, please do not hesitate to get in touch.

I wish you all a happy and successful year!

Yours sincerely,
Miss S. Grossart



OUR TEAM

Our Early Years staff and key worker groups for 2024 -2025 are as follows:



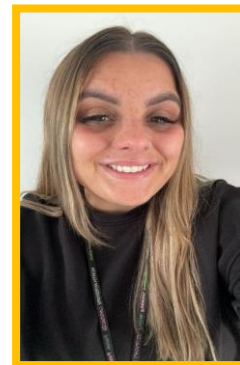
*Mrs Linton: Senior EYP
Squares*



*Ms. Stewart: EYP
Circles*



*Miss Coyle: EYP
Triangles*



*Miss Grayston: EYP
Rectangles*



*Mrs. McDougall
Early Years Assistant*



*Miss Grossart: Head Teacher
Early Years Coordinator*



*Mrs Hyndman: Depute Head
Additional Support Needs
Coordinator*

Office Staff:

EBA's:

*Mrs Margaret Anne Anderson
Mrs Laura Anderson
Miss Nikita Valentine*

Janitor:

Mr David Fulton

EARLY YEARS HOURS



**Doors Open: 9am – 9.15am
2.45pm – 3pm**

At drop off, Parents and carers are asked to....

- Drop their child off at the Early Years Class between 9am and 9.15am. Parents are welcome to come into our Early Years Class to support their child to settle.
- Help your child to find their peg and hang up their jacket
- Ensure your child is signed in each morning
- Alert staff to any significant events

On collection of pupils from the EYC, parents and carers are asked to...

- Ensure only identified adults collect their child/ make staff aware if a different adult will be collecting
- Sign your child out of the Early Years Class
- If collecting early, press the buzzer to alert a member of staff

REPORTING ABSENCE

Should you expect your child to be late into our Early Years Class or if your child is unwell, please contact the school on 01294 224548 before the start of the session.

CARPARK

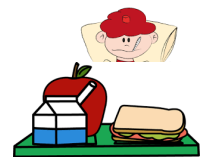
As always, we encourage families to walk to nursery, however, if you are travelling by car, the safety of our children must remain paramount. If you are entering our carpark, is essential that you remain vigilant at all times, travel slowly and do not park on zig zag lines, corners, or outside the school gates. We also politely request that parents do not enter the staff carpark at the side of the school.



We ask that all parents bringing their child to nursery park in a designated parking space and **not in the 'drop off' zone at the front of the school**. This area is reserved only for the purpose of school parents who can drop and go, and allows the traffic to move more freely within our carpark.

SNACKS

Free flow snack will be provided to all children throughout the session. Snacks provided adhere to the Care Inspectorate's 'Setting the Table' guidance. We are only able to provide either water or milk to drink and no alternatives will be given.



HOT MEALS

A hot meal will be served to all Early Years children. Unfortunately, unless your child has specific dietary requirements, we are unable to deviate from the Early Years lunch menu, which can be found using the following link:

<https://www.north-ayrshire.gov.uk/Documents/EducationalServices/SchoolMeals/lunch-menu-early-years.pdf>

If your child does have specific dietary requirements, please speak with a member of the Early Years Team who will be happy to help.

PLAN OF THE DAY



9am: Soft start with parents and children

9.15am: Group check-in – Welcome and what is happening today

11am – 12pm: Lunchtime

2.45: Doors open for parents

- *Throughout the session our children will have play opportunities both inside and outside*



EARLY YEARS UNIFORM



Uniform is not compulsory within our Early Years Class, however, we encourage parents and carers to purchase our Early Years polo shirts and jumpers to promote a sense of community and help with security when we are out-with school grounds. In addition, our children often leave nursery muddy and messy and we cannot guarantee that good clothes would not get dirty or stained. Please see the table below for our proposed dress code:

Lawthorn Primary Dress Code	Undesirable Items of Clothing
Jade sweatshirt	Special clothing
Jade polo shirt	Football colours
Leggings or tracksuit bottoms	Hoodies



Please note that clothing or bags which may cause offence or provoke others are not permitted. Specific examples of these include football tops, scarves or bags or tops with inappropriate or offensive slogans. Thank you for your support!

PURCHASING EARLY YEARS UNIFORM

For parents/carers wishing to purchase Early Years uniform please use the following link:

<https://ayrshireuniforms.co.uk>

Please note that orders placed throughout the year have to be collected in person from the shop.

GYM CLOTHING



We provide all children in our Early Years Class with a gym bag. We would be grateful if parents/carers could provide soft slip on gym shoes for indoor use.

OUTDOOR CLOTHING

We have a large selection of puddle suits for use in outdoor play. We would be grateful if parents could provide a pair of wellies which could be kept in our Early Years Class.



CHANGE OF CLOTHING

We hold a stock of underwear and clothing which can be used in the instance of any accidents within our Early Years Class, however if you would prefer to provide your own clothing, this can be kept in your child's gym bag.

PERSONAL BELONGINGS

To limit the risk of loss or damage, we ask that personal toys, games, snacks or water bottles are not brought into our Early Years Class. We appreciate that some children may need a comforter, and if you feel that your child requires this, please speak with a member of staff.

PLEASE ENSURE ALL CLOTHING IS LABELLED WITH YOUR CHILD'S NAME.

COMMUNICATION FROM HOME TO EARLY YEARS

At Lawthorn we pride ourselves on having an 'open door' policy. This means that we encourage parents and carers to speak to staff should they have a question or concern. The **first point of contact** should be the key worker. However, if the matter is more urgent, then please contact the link member of the Management Team as detailed below.

SECOND POINT OF CONTACT	SENIOR EARLY YEARS PRACTITIONER	MRS LINTON
THIRD POINT OF CONTACT	HEAD TEACHER	MISS GROSSART

METHODS OF COMMUNICATION



In Person: Good communication is important to us. Feel free to talk to us when you are dropping off your child each day. Alternatively, if you would like a private conversation, we are happy to arrange a short meeting.

Telephone: You can contact the school on: 01294 224548.

Email: You can contact the school using the following email address: lawthorn@ea.n-ayrshire.sch.uk

Safer Schools App: Information on our School and Early Years Class can be found on our Safer Schools App. This can be downloaded from the App Store or Google Play. We use this to post weekly announcements, brief updates and it can also be used to report your child's absence. Our Digital Leaders have created a short video on how to download the app onto your phone. Please scan the QR code below to access this:



COMMUNICATION FROM EARLY YEARS TO HOME

As an Eco School, we aim to reduce the amount of paper correspondence and instead we will continue to use our Safer Schools App, email or text messages to communicate with parents and carers.

Please ensure the school office has up to date contact details and email addresses for all parents, carers and emergency contacts. Thank you!

OTHER INFORMATION

MEDICATION

If your child requires any medication, please inform us ASAP. We are unable to administer medication unless you have completed a consent form and the medication provided must have a prescription label with your child's name and the required dosage.



HANDWASHING



Good hand hygiene will continue to be encouraged throughout the Early Years session and children will have access to both hand soap and hand sanitiser. If your child has any allergies to these, please speak to a member of staff.

SUPPORTING EACH OTHER

I am extremely proud of our school and Early Years community and it is important that we continue to work together to support our children. Every child is unique and may need support in different ways, and some more than others. We ask parents and carers to be considerate of this.

If you have any concerns about your child, or would like to make us aware of any change of circumstance, please do not hesitate to get in touch and please be rest assured that every situation is treated with the utmost confidentiality.

*Thank you for your continued support!
Miss S. Grossart
Head Teacher*



KINDNESS

HONESTY

RESPECT

RESPONSIBILITY