West Kilbride Early Years Class

Handbook 2025-2026

Welcome to West Kilbride Primary School
Early Years Class.

Dear Parents and Carers,

On behalf of all the staff, I would like to welcome you and your child to our Early Years Class. I hope you find the information detailed in our handbook both informative and interesting.

Our Early Years Class is situated in the grounds of West Kilbride Primary School. It is a well established, respected and an essential part of our local community.

We provide high quality childcare to children aged 3-5 years old.
Our usual provision is sessional, we have 24 spaces where children can attend from 9.00a.m- 3.00p.m.

This handbook provides a general overview of life in our Early Years Class. Additional information can be found in the school handbook. We hope you and your child enjoy your time with us. Please do not hesitate to contact us if you wish to clarify any points mentioned in the handbook or discuss any issues relating to your child.

Yours sincerely

Gemma Carson

Gemma Carson
Head Teacher

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Communities & Education Directorate

What we want to achieve…

Our Overall Aim

Ensuring our children and young people have the best start in life.

Our Priorities

- We will create the conditions for our children and young people to access the highest quality learning experience from ages 3-18.
- We will support our children and young people to become successful learners, confident individuals, effective contributors and responsible citizens.
- We will offer opportunities to our young people and their families to play an active role within the EYC and encourage more participation in learning.
- We will work with all young people to build their resilience, supporting their mental health and physical well-being.

West Kilbride Early Years Mission Statement

In West Kilbride Early Years Class we will provide a welcoming, safe, secure and nurturing environment that offers high quality early learning and childcare and meets the needs of individual children and families within our local community.

Our Main aims are:

- To motivate children to be happy and healthy in their environment and assist them in reaching their full potential.
- To promote confidence, self-esteem and a sense of security through offering a wide range of choice and opportunities.
- To promote an environment of inclusion and equality, which accommodates individual needs.
- To engage with parents and carers in a meaningful way to support their child's development and learning.
- To provide opportunities for staff for life-long learning and to further develop their skills, qualities and knowledge to enable them to confidently provide a quality service.
- To provide an ethos which promotes positive partnerships between all children, families, staff, our school, visiting professionals and the wider community.

Meet the Early Years Staff

All our Early Years Staff are qualified and SSSC Registered Early Years Practitioners with Local Authority PVG Disclosure checks.

- **Jo Sadler** Senior Early Years Practitioner

- **Barbara Steven** Early Years Practitioner
  PEEP Champion

- **Lynn Gray** Early Years Practitioner
  Communication Champion

- **Gemma Donnachie** Early Years Assistant

We also have links with following agencies:

- Psychological Services
- Speech and Language Therapy/SPIN Team
- Health Visitors
- Early Years Inclusion Support Team
- ChildSmile
- Dental Team
- Orthoptist
- Hearing Impairment Service
- Visual Impairment Service

In addition to the above members of staff, the EYC often accommodates students studying N.C & H.N.C in Childcare and Education, students of nursing, as well as pupils from local secondary schools on work experience.

Early Years Class Information

Contact Details
West Kilbride Primary School & Early Years Class
Hunterston Road,
West Kilbride.
KA23 9EX

Telephone Numbers:
School: (01294) 822353
Early Years: option 2
Email: westkilbride@ea.n-ayrshire.sch.uk
School website
www.westkilbride.northayrshireschools.co.uk
Follow us on Twitter @WestKilbridePS

Holiday Dates

School holidays and in-service dates 2025/26 (all schools except Arran)

Pupils on holiday	
Staff only in-service days	
Children in School	

August 2025

Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
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31						

September 2025

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October 2025

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November 2025

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December 2025

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January 2026

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February 2026

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March 2026

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April 2026

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May 2026

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June 2026

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July 2026

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Secondary Schools - Pupil attendance will be 190 after deducting 5 in-service days
Primary Schools - Pupil attendance will be 190 after deducting 5 in-service days.

Admissions Policy

All Early Years places are allocated in line with the Council's Admissions Policy and the centre 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 all establishments. If you want a copy, please ask for one.

Age Range of Children in the Establishment

West Kilbride Early Years Class can take a maximum of 24 children. The EYC caters for children aged between 3 and 5 years of age.

Admissions

Making an Application

Parents can apply for a 3-5 Early Years space through The North Ayrshire Early Years Applications website.

Allocation of Places

Allocation of places is decided on a priority basis in line with the Council's Admissions Policy.

3-5 Children

All children aged three are eligible for an Early Years place the term after their third birthday. Applications should be made directly to North Ayrshire Council where they are centrally processed. Registration week is usually in January; North Ayrshire Council advertises this in the local press. All children eligible for a place should apply at this time. Details can be found in the Parent's Leaflet produced by North Ayrshire Council or on North Ayrshire's website. www.north-ayrshire.gov.uk

Enrolment and Settling in Procedures

You will be asked to complete an enrolment form before you child starts in the EYC- this will usually be during their transition visit. As part of this enrolment process, you will be required to bring in your child's birth certificate and proof of your address. This provides us with all the essential information that we need to know about your child. It is essential that this information is accurate and that all emergency contacts, medical and dietary requirements etc. are completed at this time.

The need for a settling in procedure is to ensure all children feel happy and secure within the EYC. If children are happy within this setting, parents/carers are usually happy and confident their child is having a positive learning experience.

The transition period into Early Years will vary from child to child or family to family. The following information is a guide and may change depending on individual children.

Transition Visits:
Parent/carer and child come along to the EYC. You will meet your child's key worker and fill in an enrolment form which gives us all the essential information we need about your child. You will also receive a welcome pack. This provides you with the essential information you need to know about the EYC. On the transition visit you will usually spend up to an hour in the playroom with your child. This gives your child an opportunity to explore the room and also helps staff to observe how confident your child feels within their new environment and how your child may settle. Depending on how your child settles, you may be asked to spend some time during this or subsequent visits out-with the playroom, whilst remaining in the building. During this time staff will be able to observe how your child copes with this short period of separation. Dependant on this, staff will discuss with the parent what the next step would be for the following day/week.

Emergency Contacts

Parents/Carers whose children are in the EYC are asked where possible to provide the establishment with the names, addresses and telephone number of two emergency contacts for use in case of an emergency. This is required twice per year, by Care Inspectorate. You are also asked to keep the EYC up to date with any changes in this information, such as new mobile phone numbers etc.

Arrival and Collection of Children

It is expected that a responsible adult will bring your child to and from the EYC. This is someone over the age of 16 years of age. Please bring any new person or family member to the EYC to introduce them to staff, show a picture of the new person to staff or give staff an agreed password if they are going to collect your child. In the interests of your child's safety you should make a point of telling the key-worker if your child is to be collected by someone not known by staff in the Early Years Class. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff.

In the event that no one arrives to collect your child at the time expected, and no-one has called to explain why, the school office will try to get in touch with you and followed by your emergency contacts. If no-one can be contacted and your child is still here when the EYC is due to close then we will have to inform colleagues within the Health and Social Care Partnership in order that your child can continue to be cared for until you are located.

Security Procedures

There is a main entrance into the EYC cloakroom and this has a secure entry system. On arrival please press the buzzer to gain entry. Please do not let any other adults who are not in your company enter as you are coming in or leaving, as they may not be known to staff and require to be met at the door. The children will be welcomed into the EYC through the main entrance. The doors will also be opened for collection from 3.00pm.

For late arrivals or early picks ups please report to the school office where a member of staff with escort you to the Early Years building as the gate will be locked after 9am and reopened 2.50pm.

All visitors are required to sign in and out at the main school office and wear a security badge to ensure they are easily identifiable.

Absence from the Early Years Class

We realise, that during their first experience of an Early Years Class children may easily catch colds etc. However, regular attendance at the EYC is very important as children can miss out on many opportunities available to them. If your child is going to be absent from the EYC parents/carers should contact the school's main office on 01294 822353 to inform them. As part of our Absence Monitoring Policy and Child Protection Policy parents/carers will be contacted if we have not been informed as to why their child is off. The EYC will be guided by North Ayrshire Council's Policy in relation to nonattendance.

Suitable Clothing

Children have the best fun when they can engage fully in all experiences offered. We will always try to make sure that they wear aprons, but accidents happen. Please dress your child in suitable clothing/footwear. The EYC has polo shirts and sweatshirts for sale via the school office- this is a great way to save your children's 'good' clothes. However please note that uniforms are not mandatory in the early years. We ask that you leave a change of clothes on your child's peg (in a bag) in case of any 'little accidents'.

Outdoor play is a large part of children's day so we ask that your child has suitable outdoor clothing including a waterproof jacket and trousers and wellington boots where possible. However we have some welly boots and suits that can be used. If you wish your child to wear plimsolls or soft-shoes, please leave them on their peg or on the bench underneath. Please remember to labels all clothing and footwear with your child's name to avoid items being lost. North Ayrshire Council's dress code policy also does not allow children in educational establishments to wear football strips.

Insurance

Sometimes children like to bring something special or new to the centre for their friends to see. Parents/carers should ensure that valuable items are not left at the EYC, 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.

Excursions and Consent Forms

When outings or excursions for the children are planned, the Senior EYP or 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. Local

excursions, i.e. within West Kilbride and the surrounding areas, are covered by the enrolment form and the parental consent form you fill in on your first day. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/guardian. We are always looking for adults to support us on our outings- if you are interested in joining the Protecting Vulnerable Groups (PVG) scheme to support us in this, please contact the main school office.

Emergency Closure Arrangements

The EYC will be opened on the times already outlined, but on some occasions circumstances that may arise which mean the EYC has to close. Establishments may be affected by incidents such as severe weather, transport problems, power failures or difficulties with fuel supplies. If this happens, we will do all we can to let you know about the details of closure and re-opening. We may keep in touch by telephone and the school and North Ayrshire Council Twitter pages.

Child Protection

Our aim is to work in partnership with parents. We aim to provide the best education for your child and the best support for parents. Our Child Protection Policy aims to secure the care and wellbeing of your child/ren. The EYC will follow Child Protection Procedures & Guidelines from North Ayrshire Council. The EYC also has an establishment policy on Child Protection. The policy will be explained to all parents who are required to sign to say this has been explained. Parents will also receive a copy in our welcome pack.
Our Child Protection Co-ordinator is Gemma Carson, Head Teacher

Getting it Right for Every Child – Ensuring their wellbeing

The Children and Young People (Scotland) Act 2014 puts children and young people at the heart of planning and services and ensures their rights are respected across the public sector. It seeks to improve the way services work to support children, young people and families. GIRFEC is all about ensuring that children get the help they need when they need it – the right help at the right time.

For you and your child, GIRFEC means that you are the expert on your child and what you think matters. Taking a ‘Getting it Right for Every Child’ approach to supporting every child is a priority within our EYC and we aim to assist every child to reach their full potential in each of the areas listed below;

- Healthy - Experiencing the highest standards of physical and mental health, and supported to make healthy safe choices.
- Achieving - Receiving support and guidance in their learning
- Nurtured – Having a nurturing and stimulating place to learn
- Active – Offering opportunities to take part in a wide range of activities
- Respected – To be given a voice and involved in the decisions that affect their wellbeing.
- Responsible – Taking an active role within the EYC

- Included – Receiving help and guidance to overcome social, educational, physical and economic inequalities; accepted as full members of the communities in which they live and learn
- And above all, to be safe … protected from abuse, neglect or harm. The life chances of each young person are improved if we all work together to educate and support them.

Today's young people can become healthy, more self-sufficient, have heightened achievement and employment prospects and be enabled to be positive contributors to the communities in which they live. All in society will benefit from these outcomes.

For more information on 'Getting it Right for every Child' in North Ayrshire go to www.girfecna.co.uk

Our Ethos

In our Early Years Class we aim to provide an environment that supports children's learning through investigation and creativity whilst being responsive to their interests. We know that a child-centred environment engages children's learning at a deeper level.

Our children have free-flow access to the outdoor learning environment and our Practitioners support them whilst they engage in managing their risks, whether it is playing with sticks, climbing the tree, using den building materials or balancing on a wobbly beam.

We also endeavour to instil a child's love of the environment by caring for plants, litter picking, visiting the wider community areas and doing scavenger hunts for objects to add to our Loose Part resources which promote open-ended play both indoors and out.

We hope our children develop their independence skills, become confident learners and responsible citizens. They carry out their risk assessment for outdoor play and to promote Eco awareness. We also have a 'Nessie' recycling clothes bin, which also helps towards fundraising.

Through our use of P.A.Th.S strategies we support our children's emotional wellbeing through stories, activities and interactions with the P.A.Th.S puppets. These group sessions help children to develop an understanding of their emotions and learn skills to deal positively with conflict resolution by having a solution-focussed approach.

Promoting Positive Behaviour

Key Elements

All our children and staff are treated equally and with respect.
Children should develop an understanding of clear parameters to their behaviour.
Our staff recognise that children come to our Early Years Class with a range of personal experiences of discipline.
We promote positive behaviour and conflict resolution strategies, which in turn help children to develop strategies to deal positively with their emotions.
Using the P.A.Th.S (Promoting Alternative Thinking Strategies) programme supports us to use a consistent approach with children and fosters children's Social and Emotional development.

Objectives

- To help children acknowledge their emotions and to deal with them in a positive way.
- To teach respect for others.
- To make children aware of the effects of their own behaviour on others.
- To reinforce positive behaviour.
- To reinforce positive attitudes and patterns of behaviour already established.

A copy of our Promoting Positive Relationships Policy can be found on our website.

Links with Home

As children spend so much of their time out-with the nursery environment, it is crucial we recognise that their parents and carers are their main educators. We acknowledge the importance of informing parents and carers of the various activities and experiences which their children are being offered. To support parents/carers to reinforce and consolidate learning at home we;

- Use 'Seesaw' as a way of communicating to families the activities that their child is experiencing.
- Allocate each child a key worker.
- Display photographs of our activities and the children throughout the EYC.
- Provide regular newsletters.
- Organise Bookbug sessions termly and offer workshops on areas of child development, Triple P (Promoting Positive Parenting) and PEEPs groups.

Parents/Carer meetings with staff

Staff formally meet with parents/carers each term, where you will have the opportunity to talk to your child's key worker about your child's progress. Progress and achievements throughout the term are shared on Seesaw and can be reviewed regularly. Children also have a Special Book where they and the staff put any special moments to share and keep with parents/carers. Staff are available at any time during the year to talk about any concerns or worries parents may have.

On your enrolment your child's Keyworker will make an appointment with you to discuss their settling in period and complete a Wellbeing Plan and further plans for your child's experiences with us. All children have a Personal Learning Plan and staff gather information to show their learning by observing the children at play, by interacting with them and by talking and listening to them. This is then recorded in the form of observations, photographs, videos and samples of work.
In June a transition report for pre-school children will be shared with families.

Additional Support for Learning

We aim to provide a safe, caring and stimulating environment where individuals can learn and develop as happy and valued members of society.

In order to provide suitable experiences for every child we recognise the following:-

- The wide range of children's abilities
- The identification of their needs and methods to deal with them
- The need for continued monitoring of progress
- The need for review of activities and strategies
- The support and advice of external agencies

Parents/carers are consulted and involved at all stages in connection with their child's needs and development. Team Around the Child meetings will be held throughout the year for any children who are on Stage Intervention Paperwork. This will be discussed with you by your child's Keyworker.

Lending Library

Children are encouraged to take a book home weekly in their blue lending library bag.
They can choose to keep the book for a week or more, return it and choose another. This is located within our Cloakroom.

Snack
As a Health Promoting Nursery, we are committed to encourage healthy eating by providing the children fruit or vegetables provided by North Ayrshire Council. Water and milk are also on offer daily.

Lunch

A light 2 course lunch is provided by the school kitchen midday.

It is either soup and a main course or main course and a selection of fruit or pudding. Water is always on offer.

A Dietary Requirement form will be completed during your child's enrolment.

Medication

If your child is in need of prescribed medication during their session time you should discuss their requirements with the main school office. Prescribed medication will be given at the discretion of the Head Teacher. You will be required to fill in a form which authorises Early Years staff to administer the medication to your child. This will be reviewed monthly and unused medication returned home. All medication must have a prescription label for your child attached.
Medical conditions which require an Action/Care Plan must be discussed in detail with the Head Teacher. This is appropriate for conditions such as asthma, epilepsy or allergies. If you are unsure, please get in touch and we will be happy to advise you.

Illness

If your child is absent/unable to attend, it is important that you phone the EYC on that day. If your child is suffering from a childhood illness e.g. measles, chicken pox etc. it is helpful if you notify us.
We will give you guidance as to how long your child should be absent in reference to Community Health Guidelines.
If your child becomes ill whilst in our Early Years Class, staff may feel it is more appropriate for your child to be at home. You will be contacted in the first instance, but an emergency contact will be notified if you are not available.

Minor Accidents

Parents will be notified if their child has had an accident during their session. If medical treatment is required, the parent or emergency contact will be notified wherever possible. Parents will be asked to sign an incident form at the end of the day to confirm they have been made aware of any injuries.

Community Links

Our Early Years Class has been an important feature of the local community and has fostered excellent relationships amongst members of this community and we hope this will continue.
As part of their curriculum children will be involved in exploring their environment by going on visits to places of interest and we are always keen for people in the community to offer their expertise. Members of the local community e.g. the fire service, community police officer, health visitor have previously been invited to visit our Early Years Class and talk to the children. We have previously visited the local shops to buy resources from the charity shop, snack items or items for cooking.

Transition to School

We work closely as a team with the school and have an extensive and successful Transition Programme which is on-going throughout the year. Children have regular access to the Gym Hall, Library, Astroturf and our Pre-school children are also invited to assemblies and to use the Infant open area. All of these visits help children settle more quickly into school life.
In the last term our pre-school children will be introduced to their P6 Buddy, who have been involved in a short training programme which helps them to interact appropriately and listen to pre-school children. During this time you will also be provided with a Transition Booklet which will detail all of the events and experiences that will take place throughout your child's transition from the Early Years Class to Primary 1.

Collaborative Working

We welcome students from universities and colleges, the Local Authority Modern Apprentice scheme and work experience placements from local academies.

We also work in partnership with the following agencies and support services.

Health Visitors
Speech and Language Therapy
Psychological Services
Home Visiting Teachers
Hearing Impairment Team
Visual Impairment Team
Health and Social Care Partnership

Our Main aims are for:

Children

- To promote an environment where children are consulted and listened to, fostered on mutual trust and respect and which creates a sense of belonging.

- To support children's individual learning, providing challenges for them to learn at their own pace.
- To provide a calm atmosphere, where children feel safe, secure and happy to have fun.
- To provide a broad and balanced curriculum, that provides opportunities for children to make independent choices both indoors and out.
- To encourage children to become Successful Learners, Effective Contributors, Confident Individuals and Responsible Citizens.

Families

- To treat families with respect and with a non-judgemental approach.
- To develop a close partnership with families which in turn fosters trust.
- To build positive partnerships and identifying support on an individual needs basis.
- To empower families by listening to their needs and providing an adaptable service that meets these needs.
- To be understanding, empathetic and approachable in meeting the needs of families.

Staff

- Provide opportunities for staff to further develop their skills, qualities and knowledge to enable them to confidently provide a quality service.

Visiting Professionals/Wider Community

- Provide an Ethos which fosters a warm, friendly atmosphere and promotes positive partnerships between service users, primary schools, visiting professionals and the wider community.
- Promote an environment of inclusion and equality, which accommodates service users' needs.
- Promote a flexible environment that fosters collaboration and shares resources and skills

These are the SHANARRI wellbeing indicators which ensure we are Getting It Right For Every Child (GIRFEC). If you need to find out more about how we support Health and Wellbeing and the things our young people participate in we keep it in the following places;

Safe All About Me 1/2, Pre –Admission Visits, PLP's, Medical and Allergy Information, Care Plans, Special Books.

Healthy All About Me, Pre –Admission Visits, PLP's, All About Me 2, Medical and Allergy Information, Staged Intervention, Planning

Achieving Special Books, Multi-Agency work, P.A.Th.S Home Link 'Star' PLP's, Trackers, Planning, Pre-School Reports, Observations, Learning Stories, Photographs, Displays, Seesaw, Milestone Data, Keyworker meetings, Planning Evaluation, Special Books, ICAN Language Group, Tweets.

Nurtured Staff Interactions, Ethos, Keyworker group, Floor Book, Special Book, Coat peg, TAC Minutes, Wellbeing Plan, Kindness tree.

Active Outdoor Play, Local walks, Glen experiences, Astroturf, Mini Kickers, Planning, Daily routine.

Respected School Aims, Ethos, Consultation, Child's Voice, Personal Care Routines, Staff Interactions, Golden Rules

Responsible Early Years Routines, Outdoor Risk Assessment, P.A.ThS special person, Pre-School Reports, PLP meetings, Observations.

Included PLP's, Transition information, Group time, Daily Routine, Outdoor Play, Stay and Play sessions, BookBug, PEEPs, Keyworker meetings, Observations.

Contact Details
West Kilbride Primary School & Early Years Class
Hunterston Road,
West Kilbride.
KA23 9EX

Telephone Numbers:
School: (01294) 822353
Early Years: option 2
Email: westkilbride@ea.n-ayrshire.sch.uk
School website
www.westkilbride.northayrshireschools.co.uk
Follow us on Twitter @WestKilbridePS