

# Heriot Early Learning and Childcare Class



## Information for Parents Session 2024-2025



## Contents

### **Section One      Our Vision, Values and Aims**

### **Section Two      General Information**

- Contact Details
- Where Are We?
- Hours of Opening
- Daily Sessions
- Staff Information
- School Year
- Entitlement
- Register of Applicants and Admissions Policy
- Enrolment Procedures
- Care Plans
- Key Worker
- Suitable Clothing
- Attendance
- Arrival and Collection of Children
- Insurance
- Excursions and Consent Forms
- Transport
- Emergency Closure Procedures
- Snacks and the Promotion of Healthy Eating Habits
- Lunches
- Policies
- No-Smoking Policy

### **Section Three      The Nursery Curriculum**

- Our Learning Aims
- Planning Children's Learning
- How We Promote Learning
- What We Do
- Assessment
- Supporting Children with Additional Needs
- Working Together to Support Learning

### **Section Four      Parental Partnership**

- Reporting to Parents
- Working with You
- Seesaw
- Working Together to Promote Positive Behaviour
- Fund Raising

**Section Five****The Wider Community**

- The Nursery and the Community
- Services within the Community
- Links with Primary Schools

**Section Six****Frequently Asked Questions**

- Medication
- If Your Child Becomes Ill
- Minor Accidents and Upsets
- Visits to the Establishment by Medical Staff

**Section Seven****Other information**

- Child Protection
- Complaints Procedure

## Section One Our Vision, Values and Aims

### Our Vision

A School and Early Learning and Childcare Centre where everyone's learning!

### Our Values

Family, Honesty, Respect and Kindness.

### Our Aims

In our ELC class we aim to offer the highest quality service.

We seek:

1. To provide a curriculum consistent with National and Local Authority guidelines which is broad, balanced, coherent and progressive.
2. To enable all pupils to achieve a standard of attainment which is appropriate to age, aptitude and ability.
3. To provide opportunities for all children to develop and learn through play, supported by appropriate staff interaction.
4. To provide an effective system of support for all children and their families. This will involve their personal, social, emotional, physical, intellectual, aesthetic, moral and spiritual development.
5. To promote an ethos of equality and fairness which respects and values all members of the ELC community.
6. To provide high quality resources, efficiently organised in a nurturing, stimulating and safe environment. Well-trained staff make good use of the resources to support learning and teaching.
7. To establish a team, led by the Head Teacher, which works effectively towards the success of the ELC class.

## Section Two General Information

**Address** Heriot Early Learning and Childcare Class  
Heriot Avenue  
Paisley  
PA2 0DS

**Telephone** 0300 300 0158

**Email** [heriotenquiries@renfrewshire.gov.uk](mailto:heriotenquiries@renfrewshire.gov.uk)

**Website** <https://blogs.glowscotland.org.uk/re/heriot/>

**Twitter - @HeriotPrimary**



### **Where are we?**

Heriot Early Learning and Childcare Class is part of Heriot Primary School and is situated in a self-contained building within the playground at the back of the school. It consists of an entrance porch, large playroom, cloakroom and toilet area. We also have an outdoor play area and sensory garden. We have a secure entry system.

### **Hours of Opening**

Drop off between **8.45am - 9am**

Pick up between **2.45pm - 3pm**

### **Daily Sessions**

Heriot ELC is open during term time only. Children **do not** attend on in-service days as staff are involved in training.

### **Staff Information**

#### **Staff**

Hilary Paterson  
Tracey McInally  
Ashlie McLaughlan  
Jade McLachlan  
Gillian Carswell  
Jennifer Erroch  
Karen McManus  
Maria Cox  
Lauren McKenzie  
Lisa Cunningham  
Kelly Thomson  
Inga Ntiamoah

#### **Job Title**

Head Teacher  
Depute Head Teacher  
Early Years Graduate  
Senior Early Learning and Childcare Officer  
Early Learning and Childcare Officer  
Early Learning and Childcare Officer  
Early Learning and Childcare Officer  
Early Learning and Childcare Officer  
Early Learning and Childcare Officer (Part Time)  
Early Learning and Childcare Officer (Part Time)  
Early Years Support Worker  
Early Years Support Worker

# School Year

## School in-service days

- Wednesday 14th August 2024
- Thursday 15th August 2024
- Friday 11th October 2024
- Friday 14th February 2025
- Friday 23rd May 2025

First Term	Return date for Teachers	Wednesday 14th August 2024 (IS)
	In-service Day	Thursday 17th August 2024 (IS)
	Return of Pupils	Friday 16th August 2024
	September Weekend	Friday 27th September 2024 and Monday 30th September 2024 (inclusive)
	Schools re-open	Tuesday 1st October 2024
	In-service Day	Friday 11 <sup>th</sup> October 2024 (IS)
	Schools closed	Monday 14th October 2024 to Friday 18th October 2024 (inclusive)
	Schools re-open	Monday 21st October 2024
	St Andrew's Day	Monday 2nd December 2024
	Schools re-open	Tuesday 3rd December 2024
	Christmas / New Year Schools closed	Monday 23rd December 2024 to Friday 3rd January 2025 (inclusive)
Second Term	Schools re-open	Monday 6th January 2025
	In-service Day	Friday 14th February 2025 (IS)
	Mid Term break	Monday 17th February 2025 to Tuesday 18th February 2025 (inclusive)
	Schools re-open	Wednesday 19th February 2025
	Spring Holiday Schools closed	Monday 7th April 2025 to Monday 21st April 2025 (inclusive)
Third Term	Schools re-open	Tuesday 22nd April 2025
	Schools closed	Monday 5th May 2025
	In-service Day	Friday 23rd May 2025
	Local Holiday	Monday 26th May 2025 - Tuesday 27th May 2025 (inclusive)
	Schools re-open	Wednesday 28th May 2025
	Last day of session	Friday 27th June 2025

Staff return for the 2025/2026 school year on Thursday 14<sup>th</sup> August 2025

### **Entitlement**

Every child in Renfrewshire who has reached their third birthday, is entitled to 1140 hours funded education in a pre-five establishment. Heriot ELC provides 40 places for children aged 3-5 years. Places will be allocated according to the criteria outlined in Renfrewshire Council's Admissions Policy.

### **Register of Applicants and Admissions Policy**

Parents are invited to register their child for an ELC place after the child's second birthday. Your application will be placed on our register of applicants and will be considered at an Area Admissions Panel made up of representatives from Heriot ELC, Foxlea ELC, Carriagehill (Green Road), Bushes ELC, Glenburn ELC, Glenfield ELC and St Peter's ELC. All nursery places are allocated in line with Renfrewshire Council's Admissions Policy. Please note that length of time on the register of applicants will not affect the child's priority for admission.

The Area Admissions Panel will meet in **February** to allocate places for next session. (August 2025 to June 2026). This panel consists of representatives from each of the local pre-five establishments. If your child is allocated a place, you will receive a letter in **April** giving the date on which your child will start nursery.

Children are entitled to 1140 hours of early learning and childcare per year. All children aged 3 and 4 are eligible for an early learning and childcare place, with three-year olds becoming eligible as follows:

<b>Birthday</b>	<b>Eligible Month</b>
March, April, May, June, July or August 2024	August 2024
September, October, November or December 2024	January 2025
January or February 2025	April 2025

Some children aged two years are eligible for a funded place if their parent is in receipt of qualifying benefits, looked after or have been the subject of a kinship or guardianship order at any time since their 2nd birthday, or children of care experienced parents. They are eligible to start from the term after their second birthday.

Please be aware that placement in our ELC class does not guarantee a place in our primary school if a placing request is necessary.

### **Enrolment Procedures**

Children who are offered a place will be invited to visit the ELC with parents/carers before their start date. At this time, you and your child will meet their key worker and will be able to ask any questions you may have. We will ask you to complete some paperwork at this time such as emergency contacts, medical information etc.

### **Care Plans**

Each child has an individual plan which contains information essential to ensuring appropriate care. This is completed with parents/carers when a child starts nursery and is reviewed regularly and updated as necessary.

### **Key Worker**

Your child will be allocated a key worker, and you will have the opportunity to meet with them during your child's settling period. Each morning, there will be different members of staff on the door, should you wish to ask any questions. If you would prefer to speak to a specific member of staff, please let us know. Please note that your child's key worker and group may change during their time at nursery as we adapt to changing needs.

### **Suitable Clothing**



Most children have the best fun when they are doing messy work or playing outdoors. We always try to make sure that they wear aprons/outdoor clothing, but accidents do happen so please dress your child in suitable clothing and have a change in their bag if necessary. The ELC has an optional uniform of a sky-blue polo shirt and a royal blue sweatshirt which can be ordered at the school office.

### **Attendance**

Regular attendance is important to ensure continuity of learning. Please inform the school office on 0300 3000 158 as soon as possible if you know that your child will be absent.

### **Arrival and Collection of Children**

It is expected that a responsible adult will escort a child to and from nursery. In the interests of your child's safety, it is important to inform staff if your child is to be collected by someone different. This avoids difficult situations where a child cannot be allowed to leave the nursery with an adult who is a stranger to the staff. To help us ensure the safety of the children we operate a password system. Parents/carers are required to provide a password which will be asked for if any unknown person arrives to collect a child.

### **Insurance**

Sometimes children like to bring something special or new to show their friends. Please ensure that valuable items are not brought to the ELC as the Local Authority has no insurance to cover the loss of such personal items.

### **Excursion and Consent Forms**



Our enrolment form includes a section where parental permission is given for outings in the local area. You will be notified in advance of any planned outings or excursions out with the local area and will be asked to complete a consent form in which you give 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/carer.



### **Transport**

Transport is not normally provided for children attending pre-five establishments. The Council may, however, provide transport to and from an establishment for children with additional needs who require to travel some distance to take up their placement.

### **Emergency Closure Procedures**

We make every effort to maintain a full educational service, however on some occasions, circumstances arise which lead to disruption. Schools and ELCs may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases, we will do all we can to let you know about the details of closure or reopening. We will keep in touch using Seesaw, letters, e-mail and text messaging, updates on the school and council websites, notices in local shops, churches and community centres and announcements in the press and on local radio.

### **Snacks and the promotion of healthy eating**

All children are provided with a daily snack of fresh fruit, sandwiches, yoghurt, soups or crackers and cheese and are encouraged to drink plain milk or water. The children are involved in planning snacks and preparing them when appropriate. Children independently select their snack and prepare what they are having, building important life skills, and becoming more independent. Please let us know of any allergy your child may have, or of any dietary restrictions.

### **Lunches**

All children in the ELC are entitled to a free school meal. A copy of the menu can be found on the school website. Alternatively, children can bring in their own packed lunch from home. Please note we are a NUT FREE establishment!

### **Policies**

All pre-five services should reflect the council's equal opportunities policies and be anti-racist, anti-sexist, multicultural and recognise the rights of both men and women to work or care for children.

All nursery policies are available on request.

### **No Smoking/Vaping Policy**

Heriot Primary School and ELC operates a no smoking policy. This means that smoking/vaping is not permitted anywhere within the school and ELC buildings or grounds.



## Section Three The Nursery Curriculum

### Our Learning Aims

We aim to:

- Provide a safe and stimulating environment in which children can feel happy and be secure.
- Encourage the emotional, social, physical, creative, and intellectual development of children.
- Promote the welfare of children.
- Encourage positive attitudes to self and others and develop confidence and self esteem.
- Create opportunities for play indoors and outdoors.
- Encourage children to explore, appreciate and respect their environment.
- Provide opportunities to stimulate interest and imagination.
- Extend children's abilities to communicate ideas and feelings in a variety of ways.
- Give opportunities for children to develop life skills and explore risk taking in a controlled and safe manner.

### Planning Children's Learning

Staff observe children at play and plan experiences in line with children's interests and needs. All experiences provided are in accordance with the outcomes and experiences in Curriculum for Excellence. Through the delivery of this curriculum, we aim to help the children to develop as responsible citizens, successful learners, confident individuals and effective contributors. This is known as development of 'the four capacities'.

The underlying principles of Curriculum for Excellence are: -

- Challenge and enjoyment
- Breadth
- Balance
- Depth
- Personalisation and choice
- Coherence
- Relevance

ELC staff will work with children to plan activities and experiences which promote children's learning and development in eight key areas: -

- Health and Wellbeing
- Literacy and English
- Numeracy and Mathematics
- Social Studies
- Sciences
- Technologies
- Religious and Moral Education
- Expressive Arts

We offer workshops for parents on the curriculum. If you require further information, you can also refer to [www.educationscotland.gov.uk/parentzone](http://www.educationscotland.gov.uk/parentzone).

## How We Promote Learning

We promote learning by ensuring that the nursery staff value: -

- The whole child.
- Equal opportunities and social justice.
- Partnership with parents.
- The importance of the community.
- Education as a lifelong learner.
- Children's views and opinions.

## What We Do

We ensure that play is the major focus for learning. Play provides opportunities for children to: -

- Make sense of real-life situations.
- Develop an awareness of themselves and others.
- Explore, investigate and experiment.
- Be actively involved in learning.
- Draw and test their own conclusions.
- Develop self-confidence.
- Express their ideas and feelings in many different ways.
- Inhabit imagined situations.
- Act out and come to terms with experiences at home.
- Be solitary, quiet and reflective.
- Collaborate with others.
- Take the initiative on their own terms.
- Develop relationships.
- Practise skills.
- Consolidate previous learning.
- Be challenged in new learning.



## Assessment

The staff continually monitor and assess the progress of the children in the ELC. They assess progress by observing, working with and talking to the children. Assessment of progress allows the staff to plan activities to meet the needs of all children. We organise these to take account of the child's development across the four capacities. We compile learning stories to show children's achievements. These are accessible within the playroom for the children and their families to look at and add to at any time. It is through observations and assessment of children at play that the ELC staff learn how and what children learn.

### **Supporting Children with Additional Needs**

The ELC staff are attuned to the children's individual needs and interests and will provide support as and when necessary. The staff plan appropriate play experiences for each child, taking into consideration any difficulties whilst understanding that all children are unique individuals who bring a different life story to the ELC. Staff plan learning experiences with the children through: -

- Collaborative working between home and family.
- Consideration of Special Educational Needs.
- Fostering equal opportunities.
- Collaborating with other agencies.
- Supporting the transition to school.

Please note that staff are happy to discuss any concerns you may have. A suitable time can be arranged to speak to your child's key worker either during the nursery day or after 3pm.

### **Working Together to Support Learning**

The Depute Head, Early Years Graduate, Senior and ELC officers work as a team to plan, prepare and deliver the curriculum. They are guided by the Curriculum for Excellence document provided by the Scottish Executive.

The ELC staff work closely with a variety of agencies including Health Visitors, Oral Health Services, Orthoptist Services, Speech and Language Therapists, Psychological Services and OneRen.



## **Section Four** **Parental Partnership**

Our aim is to work in partnership with parents.

### **Reporting to Parents**

We keep parents/carers informed about progress in a variety of ways: -

- Informal contact with key workers.
- Learning stories in profiles.
- Bi-annual Reports.
- Progress Meetings.
- J2Easy App (interactive app downloaded to your phone to share learning between home and nursery).

If at any time you wish to discuss your child's progress in addition to the above, we will be happy to arrange an appointment at a suitable time.

### **Working with You**

The ELC staff recognise that parents are the prime educators of their child and that family and community play an important part in the child's development. Children learn best through hands-on real-life play experiences. This is something we pride ourselves on and hope to encourage within the family home too i.e. getting children involved in cooking and baking, setting up the tables and clearing up after themselves. We will provide workshops to support and enhance these skills and parents are invited to come and join in.

We are keen to hear parents'/carers' views on our service. We seek your opinions through questionnaires, and through informal chats. Your feedback helps us to plan improvements to our service and to identify needs such as staff training to ensure we deliver a quality service.

### **J2Easy**

In nursery we use the app J2Easy as a means of communication and sharing experiences and achievements between home and nursery. This includes photographs, updates and information. Parents can also send in photos from home. When your child starts nursery, you will be given a form to link you up to your child's personal page. There is an inbox section on J2Easy where you can send messages directly to the staff.

### **Working together to promote positive behaviour**

The ELC provides the children with a safe, secure and structured environment in which there are set standards of behaviour. The children are encouraged to learn self discipline, to be helpful to others, to share toys, to work with all staff members and to be tolerant of others. A child who has difficulty in playing with other children is quietly removed from the group and steered towards a solitary activity until the situation has calmed. The staff keep a close eye on the interaction of children in the ELC and often difficult situations are avoided through staff intervention. We will inform you if we have any concerns about your child's behaviour and offer advice about strategies to use at home if required.

### **Fund-Raising**

Renfrewshire Council funds the nursery class but extra funds are always useful. These extra funds help to pay for snack foods, baking ingredients, treats, parties, presents and many other things. You may wish to make a voluntary donation of £3 per week to help raise the money for these extras. Without this donation, we would be unable to provide such a wide range of experiences for the children. Usually, the nursery has one major fund-raising project (often a sponsored event) each year and the money raised allows the nursery to purchase new resources to enhance play and learning.

## **Section Five**

### **The Wider Community**

#### **The ELC and the Community**

The nursery class values its good relationship with the wider community of Foxbar. Links have been fostered with the local Library, Foxbar Health Clinic, the Community Police, Foxlea Family Centre and Gleniffer High School. The ELC children often go for walks around the community and visit the shops and Durrockstock Park.

#### **Link with Primary Schools**

Heriot ELC is part of Heriot Primary School. We also have close links with Brediland Primary, St Paul's Primary, Bushes Primary, Langcraigs Primary and Lochfield Primary. We meet with colleagues from other schools to moderate learning across the cluster. ELC staff have meetings with the P1 teachers before and after the children move from the ELC to primary school to ensure that relevant information is shared. ELC staff are also actively involved in the P1 classes for a few weeks at the start of the new session. During their pre-school year, the children participate in our very successful transition programme.

## **Section Six** **Frequently Asked Questions**

### **Medication**

If your child requires medication during their time at nursery, you should discuss these requirements with the staff. Certain prescription drugs can be stored and administered at nursery i.e. antibiotics and inhalers. When handing in medication you must complete a medication form. The need for medication will be reviewed every 28 days. Staff cannot dispense the first dose of medicine to children.

If your child has any severe medical issues, we will meet and get a plan in place to support the child at all times while at nursery.

### **If Your Child Becomes Ill**

Parents are contacted as soon as possible if a child becomes ill at nursery. It is important that you keep staff informed of any changes to your contact details or emergency contact details.

### **Minor Accidents and Upsets**

The ELC staff will deal with minor accidents and upsets and will look after the children in a caring and considerate manner. If your child does not settle afterwards then you may be contacted and asked to call in at the nursery to comfort your child.

### **Visits to the Establishment by Medical Staff**

The Oral Health Team visit the ELC to give the children a dental check up. You will be informed of any upcoming visits and your consent will be sought.

The Orthoptist visits the ELC to check the eyes of the pre-school children. Again, we will ask for your permission beforehand.



## Section Seven Other Information

### Child Protection

All children have a right to be protected from harm, abuse and neglect. The vision of the Renfrewshire Child Protection Committee is that "It's everyone's job to make sure that children in Renfrewshire are safe."

Renfrewshire Council has a child protection policy and guidelines are in place to make sure that all council staff are alert to the welfare of children they come into contact with. Our staff work closely with other agencies to protect children and keep them safe. All ELC staff receive training each year and must report any concerns they have about the welfare of children. In every situation, the welfare of the child overrides other considerations.

### Complaints Procedure

If you have a complaint about any aspect of the service you should contact Hilary Paterson, Head Teacher, who will advise you of the procedures. If you feel your complaint has not been satisfactorily resolved with the establishment head, please contact:

The Director of Children's Services  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1LE  
United Kingdom

Email: [cssupport@renfrewshire.gov.uk](mailto:cssupport@renfrewshire.gov.uk)

Tel: 0300 300 0170

You may also at any time contact the Care Inspectorate at the following address:

Renfrewshire House  
Cotton Street  
Paisley  
PA1 1BF

Tel: 0345 600 9527

\*Please note that the information in this handbook is correct at the time of printing.