



# Gardenrose Primary School

## Early Years Centre

### Handbook 2022-23



Gardenrose Early Years Centre  
Gardenrose Primary School  
Gardenrose Path  
Maybole  
KA19 8BH

## Welcome by Head Teacher

Gardenrose Primary School  
Gardenrose Path, Maybole  
Ayrshire KA19 8BH

Tel: 01655-885804 / 883227

Email: [Gardenrose.Mail@south-ayrshire.gov.uk](mailto:Gardenrose.Mail@south-ayrshire.gov.uk)



Head Teacher : Mrs Fiona McDougall

Dear Parents/Carers

Welcome to Gardenrose Early Years Centre. We hope this handbook provides you with an insight into the many activities that your child will participate in during their time here. All staff at Gardenrose work towards creating a happy, relaxed learning environment, where your child will be encouraged to participate in lots of fun learning experiences. Through the variety of learning experiences we offer your child, we aim to:-

- ❖ Provide a safe and stimulating environment, in which your child will feel happy and secure
- ❖ Encourage the emotional, social, physical and intellectual development of your child
- ❖ Encourage positive attitudes to self and others while developing confidence and self esteem
- ❖ Create opportunities for play
- ❖ Encourage your child to explore the world
- ❖ Provide opportunities which stimulate interest and imagination and to extend your child's ability to communicate ideas and feelings in different ways

The Early Years Centre plays a strong role in the community including participation in events such as the Macmillan Cancer coffee morning and visit many local facilities including the library, Carrick Centre, Fairknowe Nursing home and Culzean Country park.

We strive to involve all parents/carers fully in the life of the Early Years Centre and their children's learning, through invitation to 'Stay and Play sessions, concerts, whole school events and special lunches. This gives Parents/Carers the opportunities to see the learning that their children are involved in and enables us to build positive relationships with all of our families.

We take proactive steps to ensure that factors such as the learning environment, family circumstances, health needs or disability, social or emotional factors, are promptly identified and addressed effectively to ensure that they do not hinder your

child's learning. The hard work and commitment of all staff and partnership with parents has generated a very positive ethos in our Early Years Centre.

We are proud to be at the heart of our community in Maybole and look forward to working alongside you, forming a positive relationship with you and your child.

The information in this handbook is intended as a guide for all parents/carers. If you require any further information please do not hesitate to contact the school. I look forward to working with you in the future.

Yours sincerely

*Fiona McDougall*

Fiona McDougall  
Head Teacher

## **Contents**

Head Teacher Welcome	page 2
School Aims and Values	Page 4
General Information	page 5
Early Years Centre Hours	page 5
Staffing	page 6
School Holiday Dates	page 7
Applying for an Early Years Centre place	page 8
Starting Early Years Centre	page 10
Early Years Centre Curriculum	page 12
Realising the Ambition	Page 13
Planning	page 14
Transition from pre-school to Primary 1	page 14
Children with Additional Support Needs	page 15
Equality	page 15
Promoting positive behaviour through Circle Time	page 16
Medical Information	page 16
Snack and Tooth brushing	page 17
Health and Safety	page 17
Parent Council	page 18
Child Protection	page 19
Quality Assurance	page 19
Parental Partnership	page 21
Data Protection	page 23
Suggestions and Complaints	page 23

## Our Aims and Values

**At Gardenrose Early Years Centre we aim to:**

- Provide a "Curriculum for Excellence" where we will support and challenge every child to become a successful learner, confident individual, effective contributor and a responsible citizen.
- Motivate our children through enterprising approaches and active learning. Through high expectations, we will promote the talents and aspirations of all children and help them achieve and attain the highest standards possible.
- Ensure the best possible standards of care for all children, giving high importance to each child's emotional, intellectual, social and physical well-being.
- Work in partnership with children, parents and others agencies to foster a supportive ethos of equality and fairness where relationships are built on mutual respect and trust.
- Continually evaluate our progress and through strong and adaptive leadership, make necessary changes, which will impact positively upon the experiences of our children.

**At Gardenrose Primary and Early Years Centre, pupils, staff and parents/carers worked together to revise our school vision and values.**



We are a rights respecting early years centre, which promotes mutual respect amongst pupils, staff, parents and the wider community. We encourage pupils to try hard, to help each other, to show tolerance and to be open and honest.

### General Information

School Name	Gardenrose Primary School
Address	Gardenrose Path Maybole KA19 8BH
Telephone	01655 885804/883227
Present roll	160 (P1-7) 40 Early Years Centre (Age 3-5yrs) 4 Early Years Centre (Age 2-3yrs) at Carrick Centre
Stages Covered	Early Learning - P7
Denominational Status	Non-denominational

### Early Years Centre Hours

9.00-3.00pm

Wrap around care (can be purchased): 8.30-9.00am and 3.00-4.00pm



Your child must be brought and collected by a responsible adult. Please telephone the school if you are going to be late collecting your child at the end of a session.

In the interests of your child's safety, it is essential that you make a point of telling staff if someone else will be collecting your child. This avoids difficult situations arising when a child cannot be allowed to leave with an adult who is a 'stranger' to staff.

Please enter the school grounds through the pedestrian gate at the front of the Early Years Centre playground. **The car park gate is very busy with traffic at all times and is for staff use only. We ask parents not to park within the school grounds.**

The Early Years Centre door is supervised by a member of staff at the beginning and end of each session. To gain access outwith these times please use the main school entrance.

**Early Years  
Centre Staff**

<b>Name</b>	<b>Designation</b>
Mrs Fiona McDougall	Head Teacher/Child Protection co-ordinator
Mrs Kerry Malcolm	Depute Head Teacher/ Pupil Support co-ordinator
Miss Samantha Lee	Principal Teacher
Miss Hannah Grater	Class Teacher
Mrs Lee Fleming	Early Years Practitioner/First Aider
Mrs Susan Moffat	Early Years Practitioner /First Aider
Mrs Rhian McDerment	Early Years Practitioner/ First Aider
Mrs Tracey Campbell	Early Years Practitioner/ First Aider
Mrs Nicola Noonan	Early Years Practitioner/ First Aider
Mrs Esther Nyobaki	Early Years Practitioner (Temporary to support in the EYC)
Miss Zoe Wilson	Early Years Practitioner (To support in EYC and P1)
Mrs Angela Milligan	Senior Early Years Practitioner – Carrick Centre/First Aider
Miss Caitlin Mossie	Early Years Practitioner – Carrick Centre
Ms Roseanna Mohammad	Educational Psychologist
Mrs Jennifer Mair	Clerical Assistant
Mrs Lynn Maxwell	Clerical Assistant
Mr Steven Parks	Janitor

Parents / Carers can be confident that all our Early Years Centre staff are fully qualified and have gone through careful selection procedures. Depending on our admissions throughout the year our staff quota may change. You will be informed via Newsletter and introduced to any new members of staff.

Photographs along with professional recognition certificates for all members of School Leadership Team and Early Years Centre Staff are displayed on our notice board.

**Term and holiday dates 2022 - 2023**

<b>Date</b>	<b>Holiday</b>
<b>First term</b>	
17 August 2022	Schools closed
18 August 2022	Inservice day
19 August 2022	Inservice day
22 August 2022	Pupils return
16 September 2022 - 19 September 2022	Schools closed
14 October 2022	Schools close
24 October 2022	Inservice day
25 October 2022	Pupils return
23 December 2022	Schools close
<b>Second term</b>	
9 January 2023	Pupils return
9 February 2023	Schools close
10 February 2023	Schools closed
13 February 2023	Schools closed
14 February 2023	Inservice day
15 February 2023	Pupils return
31 March 2023	Schools close
<b>Third term</b>	
17 April 2023	Pupils return
1 May 2023	Schools closed, May day holiday
26 May 2023	Schools closed
29 May 2023	Schools closed
30 May 2023	Inservice day

31 May 2023

Pupils return

30 June 2023

Schools close

### Applying for an Early Years Centre Place

The first step, should you wish your child to receive Early Years Centre education at Gardenrose Early Years Centre would be to register. If a place is offered to your child then he/she will be formally enrolled.

South Ayrshire Council is committed to providing an Early Years Centre place for every child in his/her pre-school year and ante pre-school year. Children will be entitled to 5 sessions each week. Each session will be 6 hours each day. **Children are eligible to start the first Monday after their third birthday\***

\*Children who turn three after the end of February will start in the August and receive two full years of pre-school provision.\*

#### Eligibility:

If your child's date of birth is on or between:

Pre-school children will be eligible if their date of birth is on or between <b>1 March 2018 and 28 February 2019.</b>	He/she will be eligible for a funded early learning and childcare place from school term commencement date in <b>August 2022.</b>
Ante pre-school children will be eligible if their date of birth is on or between <b>1 March 2019 and 28 February 2020.</b>	He/she will be eligible for a funded early learning and childcare place from school term commencement date in <b>August 2022.</b>
Ante pre-school children will be eligible if their date of birth is on or between <b>1 September 2019 and 28 February 2020.</b>	He / she will be eligible for a funded early learning and childcare place from the Monday <b>after their 3rd birthday.</b>



We offer places to 3 and 4 year old children with enrolment taking place each year in February-March. All places are allocated according to South Ayrshire Council's Pre-5 Admissions Policy – a copy of which is available in the Early Years Centre and also set out below :-

- PRIORITY 1 Children in need (as defined by the Children in Scotland Act 1995 and identified by Social Work, Psychological Services and Health Visitors etc.) A Priority One placement must be initiated by a Request for Assistance form and where appropriate a Wellbeing Assessment.
- PRIORITY 2 Children who are deferring entry to Primary School.
- PRIORITY 3\* Children who reside in South Ayrshire currently attending the Early Years Centre applying for a place within the same centre.
- PRIORITY 4 Children who reside in South Ayrshire who will have a sibling(s) accessing early learning and childcare in the same centre.
- PRIORITY 5\*\* Children in \*\*\*SIMD decile 1-2 who reside in South Ayrshire.
- PRIORITY 6 Children in \*\*\*SIMD decile 3-10 parents/carers in work, study or formal training who reside in South Ayrshire (declaration to be completed).
- PRIORITY 7 All other children who reside in South Ayrshire.
- PRIORITY 8 Children who reside out with the boundary of South Ayrshire Council but within the catchment area of a South Ayrshire Primary School.
- PRIORITY 9 Children who reside out with the boundary of South Ayrshire Council.

\* Priority 3 Excludes 2 year olds who have purchased sessions.

\*\* Priority 5 There may be circumstances where places are allocated by the Early Years Forum as a result of, 'Requests for Assistance' made by Social Work or Health Visitors.

\*\*\* The Scottish Index of Multiple Deprivation (SIMD) provides a wealth of information to help improve the understanding about the outcomes and circumstances of people living in Scotland. To find out more information about SIMD visit the link: <https://www2.gov.scot/Topics/Statistics/SIMD>

Further information can be found on South Ayrshire Council's website: -

<http://www.south-ayrshire.gov.uk/nurseries-and-childcare/purchase-additional-sessions.aspx>

## STARTING OUR EARLY YEARS CENTRE

Following enrolment an induction meeting will be arranged for parents. Children and parents will be invited to visit the Early Years Centre to meet the staff and become familiar with playrooms.

If dates are not suitable, parents/carers should contact the Early Years Centre where alternative dates will be arranged to accommodate you.

Parents are notified by letter of their child's start date during their first visit in June. Each child is assigned to a member of the Early Years Centre staff, who will take responsibility for the child's progress, assessment and care both in and out of the Early Years Centre (key worker).

Children will be admitted on a staggered basis, in small groups. This provides the Early Years Centre Staff with an opportunity to build up a rapport with each individual child and it also allows each child time to find their way about the Early Years Centre.

Parents/Carers are very welcome to come along to the Early Years Centre on their child's first day. It is reassuring for your child to know you are close by and it also provides an opportunity for you to look round the class, chat with the staff and to see first-hand what goes on in the Early Years Centre. Your child will stay for approximately one hour on the first day.

Please note that many children will attend for the full session from Day 2 but some children may take time to settle. It would be unfair to gauge your child's progress against that of others, as we all develop at our own pace. Every child is special and the needs of individuals vary enormously.

## SUITABLE CLOTHING

Children learn and enjoy themselves by having fun and taking part in a variety of activities - including messy ones! We provide aprons to protect clothing; however, we would encourage you to dress your child in play clothes such as tracksuits, sweatshirts, t-shirts which will help them :



- ◆ To be comfortable
- ◆ To prevent spoiling 'good' clothes
- ◆ To become independent in dressing and undressing (especially when using the toilet)

Children find dungarees difficult to manage and some belts can be tricky. Staff are always on hand to help but children can get distressed if they are unable to unfasten their trousers themselves.

Alternatively, we now have a Gardenrose Early Years Centre t-shirt and sweatshirt that your child can wear to the EYC. Parents/Carers can purchase the uniform throughout the year, either online ([www.beschoolwear.co.uk](http://www.beschoolwear.co.uk)) or in store, 'School Trends' in Ayr.

## TOYS FROM HOME

If a small familiar toy offers some feeling of comfort or security for your child when they start in the EYC, then certainly, bring it along. We discourage this as they progress, as there are lots of resources available for them to play with. We cannot be responsible for lost or damaged toys.

## INDOOR SOFT SHOES

You are asked to provide soft indoor shoes (e.g. slip-on or velcro plimsolls) for your child to use at gym time. These should be named, placed in a named bag, and given to your child's key worker. Wellies should also be put into their bag and hung on their peg.



## OUTDOOR LEARNING

At Gardenrose Early Years Centre we have been working tirelessly to ensure the children have an interactive, engaging environment which they can explore. Children are outdoors every day and will therefore need clothes suitable for the weather on these days, in fact everyday, as we try to be outside whenever possible. In the summer sunscreen should be applied **before** coming to the EYC. We can re-apply sun cream as long as you have completed the permission slip.

## OUTINGS AND PARENTAL CONSENT FORMS

At the beginning of the session we ask parents/carers to complete a generic form giving permission to visit the local area. When outings are planned to take place out with the local area, you will be asked to complete a consent form giving your permission for your child's participation. Please note that children can only take part in outings when the necessary consent forms have been received by the Early Years Centre. These will be updated on a regular basis. Please keep staff informed of any address or telephone changes. Most outings we take the children in small groups in the minibus which is driven by a staff member or volunteer driver who have the required training.

## PRIVACY

Each Early Years Centre has a confidentiality policy and staff respond sensitively to issues and concerns you may have. If you would like a copy of this policy, please speak to a member of staff.

## DIGNITY

Staff will encourage your child to become independent in toileting and dressing during their time at the Early Years Centre. If you would like to talk about your child's individual needs please speak to a member of staff.

## TRANSPORT



Transport is not provided for children attending pre-five establishments. However, transport may be considered for children who require additional support for learning.

## EARLY YEARS CURRICULUM

We aim to provide a relevant and coherent programme of activities tailored to each individual child by providing suitable equipment in safe, nurturing surroundings. This will encourage each child's natural

curiosity and allow them the valuable opportunity to progress at their own pace in an educationally stimulating learning environment which will help them to achieve their full potential. We adhere to national guidance including Curriculum for Excellence and Realising the Ambition.

## HOW WE PROMOTE LEARNING

The first five years of a child's life encompass a complex period of rapid growth and development. The experiences which children have during these early years exert a powerful influence on their long-term development and, more immediately, on their future learning.

We work to provide a 'Curriculum for Excellence' where we will support and lay the foundations to challenge every child to become a successful learner, confident individual, effective contributor and responsible child.

Areas of the curriculum are the very early levels of :

### HEALTH AND WELL-BEING

- Mental, Emotional, Social and Physical Well-being
- Physical Education, Physical Activity and Sport
- Planning for Choices and Changes
- Food and Health
- Substance misuse
- Relationships

### LITERACY AND ENGLISH

- Listening and Talking
- Writing
- Reading



### MATHS AND NUMERACY

- Number, Money and Measure
- Shape, Position and Movement
- Information Handling



### EXPRESSIVE ARTS

- Art and Design
- Dance
- Drama
- Music
- Performance and Presentations



## RELIGIOUS AND MORAL EDUCATION

- Christianity
- Other world religions
- Development of beliefs and values

## SCIENCE

- Planet Earth
- Topical Science
- Forces and Motion
- Materials
- Biological Systems



## SOCIAL SUBJECTS

- People, past events and societies
- People, place and environment
- People in society, economy and business



## TECHNOLOGIES

- Food and textile contexts
- Craft design, engineering and graphics contents
- Technological developments in society
- I.C.T.
- Computing Science contexts



### **Realising the Ambition**

Realising the Ambition (RTA) is the Scottish Government's new National Practice Guidance on Early Learning and Childcare Children and Young People (Scotland) Act 2014. This refreshed early years national practice guidance for Scotland presents key information about the characteristics of child development based on research and evidence.

It explores the range of **interactions**, **experiences** and **spaces** we need to provide for babies and young children to help them learn and grow best from their earliest days through to being a young child in early primary school.

In essence, 'Realising the Ambition: Being Me' increases expectations of high quality but still provides the necessary support for all who work in the early years sector and beyond.

At Gardenrose we plan experiences and activities around wellbeing such as understanding emotions, encouraging independence, learning about rules and routines, physical activities and many more both indoors and outdoors.

We provide a wide range of experiences and activities to develop communication through talking, sharing experiences, language games, writing and mark making opportunities, stories and many more throughout the nursery.

Curiosity is very natural in children and at Gardenrose we provide many experiences and activities to promote this. We provide children with problem solving activities, different technologies, local environment, living things, music and rhythm. This happens all over the Early Years Centre both indoors and out.

Next time you are in the Early Years Centre have a look around and see the interactions, experiences and spaces that are linked to Realising the Ambition in our playrooms.

### **Planning**

When planning and providing a variety of opportunities and activities for your child/children we use these documents to ensure that we fully consider what children need at different times in terms of the **experiences** and activities offered as well as the high quality **adult interactions** and what their **environment** should contain.

We use information gained from parents, children and staff, to plan and provide interesting challenging and achievable learning experiences taking of account the individual needs, stage of development and interests of each child. We make use of 'Floor books' which are a more responsive way of planning with the children and evidence of this planning and the activities carried out are displayed in our Floor books which we keep in our book corners. At the end of the topic all of the work is evident in this Floor book, with staff evaluations and a record of all the experiences and outcomes covered from Curriculum for Excellence.

Children and parents are always welcome to look at the book, and talk about its contents, during 'Stay and Play' sessions. This allows children to share their learning with others and recall areas of interest to be explored again in the future. All Early Years Centre staff are involved in weekly planning sessions to build on the ideas from the children to ensure support, challenge and progression in their learning, with plans monitored by the school management team on a regular basis.

### **Transition from Pre-school to Primary 1**

There are many opportunities for pupils from the Early Years Centre to interact with teachers, staff and pupils from the Primary School. Pre-school children take part in school celebrations, special events and assemblies within the school. An Early Level Skills record of progress and achievement is compiled for every child, this record spans three years of development from ante pre-school through to the end of Primary One. This record enables the Primary 1 teacher to have a clear view of your child's development and provide them with an appropriate curriculum for your child from the first day of Primary 1. Visits to Primary 1 class bases for pre-school pupils are organised during term 3 and 4 and the children work

together during play based and outdoor learning sessions. Primary 6 pupils will also visit the Early Years Centre to work with pre-school children on a buddying scheme.

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

We operate a key worker system in which each staff member is responsible for a small group of children. Please take time to share experiences daily as you drop-off and collect your child. The school recognises the role of parents/carers as the child's first educator. Throughout the Early Years Centre your child will complete an e-profile where Key Workers use the SEESAW app on the iPad to record and document significant learning for your child as well as key events during their Early Years. Parents/Carers have access to these by downloading the app.

We set aside monthly, "Stay and Play" sessions for you to visit and join in the activities but you are always welcome to join us at any time. If you have any concerns or issues you would like to raise please discuss them with us.

Working together for your child's learning is paramount to us and there will be numerous opportunities each term for you and your child to participate in a range of learning activities. These opportunities will include Book bug, PEEP, outdoor learning, make and taste sessions with your child and Home-link activities – Bloom's Books, letter bingo, maths games and bingo.

### **Children with Additional Support Needs**

Each child progresses as an individual. Pupils who may be experiencing difficulties will be given additional support within the Early Years Centre setting by Early Years Centre staff. The Head Teacher, Depute Head Teacher (Pupil support co-ordinator), staff, parents and other professionals in consultation can help to provide an appropriate programme of work for individuals with special needs.

### **Equality**

All children are encouraged to develop positive attitudes towards others whose gender, language, religion or culture for example is different from their own. Parents from Ethnic Minorities who celebrate particular religious festivals may wish their children to be absent in order to attend religious events. Such occasions will be supported by the establishment.

As Gardenrose Early Years Centre is a Rights Respecting Early Years Centre we aim to provide children with an educational and social environment which will enable all children to reach their full potential irrespective of race, creed, sex or religion. It is our intention that no resources presented to the children should contain material that could be considered offensive to any sectors of the community.

In our present multicultural society, we hope to foster an attitude of respect and tolerance to different races and ethnic minorities and expect each pupil to treat others as they themselves would expect to be treated.

**To promote this statement we undertake to :-**

1. Make all areas of the curriculum available to boys and girls alike.
2. Apply disciplinary measures in a uniform manner to both sexes.
3. Allocate tasks within the school fairly.
4. Avoid the use of any language, or texts, by staff or pupils, which could be looked upon as racist or sexist.

**Promoting Positive Behaviour through Circle Time**

Personal, social and emotional development is about “emotional well-being, knowing who you are and where you fit in and feeling good about yourself. It is also about developing respect for others, social competence and a positive disposition to learn”.

Personal, social and emotional development is vital for success in all areas of learning. Promoting positive behaviour using Quality Circle Time and other strategies in the Early Years Centre can help to equip pupils with these skills. Planned activities in Circle Time encourage pupils to explore, experiment, plan and make decisions for themselves. Circle Time encourages pupils to talk about their own experiences, take turns, share and co-operate. It provides pupils with opportunities to form relationships with adults and other children.

We also incorporate, ‘Rights of the Child’ into our programmes by sharing stories and through transition work with Primary 1.

In Gardenrose Early Years Centre we follow the Golden Rules and encourage children to:

- ❖ Be gentle, don’t hurt anybody
- ❖ Be kind and helpful, don’t hurt people’s feelings
- ❖ Be honest, don’t cover up the truth
- ❖ Work hard, don’t waste time
- ❖ Look after property, don’t waste or damage things
- ❖ Listen to people, don’t interrupt

We have also developed a positive behaviour strategy in consultation with our parents/carers and children which all staff use when dealing with any behaviour in the EYC. Please ask a member of staff if you would like a copy of the policy.

**Medical Information**



Please inform staff in the Early Years Centre of any absence by telephone call.

It is very important that Early Years Practitioners are aware of any medical problems that your child may have, these are treated confidentially. If your child suffers from asthma, please inform staff of any activities which may trigger an attack. Inhalers may only be administered to pupils by staff after arrangements have been made and the appropriate paperwork has been completed.



Health professionals, such as the nurse, doctor and dentist visit the Early Years Centre regularly to speak to the children. Parents will be issued with letters and permission slips for pupils to receive routine eye tests, during the pre-school year. Should you have any concerns about medical issues, please speak with Early Years Centre staff.

### Accidents / Incidents

These will be dealt with within the Early Years Centre. We will always inform you about any minor accidents when you collect your child. If your child is seriously injured we will make every effort to contact you immediately. All accidents are recorded with a note of action taken. All our Early Years Practitioners are paediatric first aid trained.

Minor accidents and upsets which occur in Early Years Centre are dealt with by Early Years Centre staff. Should further support be required a qualified first aider is on hand in the school. If your child becomes unwell at any time while in the Early Years Centre staff will contact parents/carers immediately. If you are unavailable, the emergency contact will be used. Please inform staff of any changes to circumstances so that the contacts are up to date. All accidents are recorded – outlining what happened and the steps taken by the staff. The adult collecting the child will be fully informed by staff about any incidents.

Any incidents brought to the attention of the staff by parents are recorded for future reference.

### Snack and Healthy Eating

Healthy eating is promoted at snack time. A carton of milk and water are available each day along with a variety of snacks. It is vital that parents inform Early Years Centre staff if any children have food allergies or of any foods which they do not wish their children to try. Parents/Carers will be issued with an envelope and they can pay the weekly contribution of £1.50 each week or a month in advance. This money provides snacks and other small treats for the children. Our Early Years Centre adheres to the, 'Setting the Table' Guidance, 2015.

Most children now attend the Early Years Centre all day so they are entitled to a free meal. The children eat their lunch in a special area set aside for them within the school dining hall. The children sit at a table with their key worker and are encouraged to serve themselves.

Menus, along with any allergens that they contain are displayed in advance on the notice board for parents/carers and a copy is available from the school office. **Always inform staff of allergies or any other dietary requirements.**



## Tooth brushing



Gardenrose Early Years Centre encourages tooth brushing after snack. The toothbrushing scheme is managed and maintained by the Department of Dental Health Promotion and Epidemiology. They provide children with toothbrushes, practical demonstrations and information on how to care for their teeth.



## Birthdays

At birthday time we celebrate each child's birthday by singing "Happy Birthday" and giving a card and small gift. Unfortunately due to Setting the Table Guidance 2015, we are no longer able to accept any form of birthday cake (homemade or purchased).

## Fire Drills

Fire procedure notices are displayed throughout the Early Years Centre. There will be termly morning and afternoon fire drills. The first of these drills will be 'announced'. That means that it will be explained to the children what will happen and what they are to do. The rest are 'unannounced' with the children and staff actively encouraged to evacuate the building as quickly and calmly as possible.



## Smoking

Gardenrose Primary School is a smoke free zone in accordance with South Ayrshire Council policy. Parents/Carers and visitors to the school must refrain from smoking in the building or with in the school grounds. We appreciate your co-operation in this matter.

## Emergency Closure Procedures



In the event of an emergency during the school day where the children and staff are unable to re-enter the school building the children will be taken to **St Cuthbert's Primary School** and may be collected by parents and carers from there. Please be reassured that your child's safety and well-being is our prime concern and we will endeavour to keep you closely informed via telephone, notices, press or radio releases as necessary. **Please keep staff informed of any telephone number changes**

## Photographer

The photographer visits the Early Years Centre each year. Parents will be kept fully informed of dates for this.

## Parent Council

There is a lively and enthusiastic Parent Council, which organises social and educational events throughout the session. The committee meet approximately once every six weeks in the school and

everyone is welcome to attend. The Early Years Centre has benefitted from many of the fundraising events and activities.

For more information on parental involvement or to find out about parents as partners in their children's learning, please contact the school or visit the Parentzone website at [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk)

**Gardenrose Parent Council Chairperson:**

*Gillian McAuley - [gillian.mcauley@hotmail.co.uk](mailto:gillian.mcauley@hotmail.co.uk)*

*C/O Gardenrose Primary School*

**Child Protection**

School staff provides support to children and young people in their daily work and have a vital role to help protect them from harm. School staff helps keep children and young people safe and well by:

- ❖ Helping them learn about their personal safety
- ❖ Being a trusted adult who children and young people may turn to for help, and who will take them seriously
- ❖ Identifying when children and young people may need help
- ❖ Understanding the steps that must be taken when there are concerns for children's and young people's safety and well-being

The Head Teacher is the school's Child Protection Co-ordinator, who will co-ordinate the school's response to concerns for children and young people's safety and wellbeing. In her absence, the Depute Head Teacher will be the Child Protection co-ordinator. If you have any concerns about the safety and wellbeing of a child or young person, including a 'gut feeling', talk about this to the school's Child Protection Co-ordinator or another member of staff.

There is a copy of the Child Protection policy available on request.

**Quality Assurance**

As a registered centre our Early Years Centre will be inspected regularly by the Care Inspectorate (formerly known as Care Commission). We will also be inspected by Education Scotland. In addition South Ayrshire Council has its own system for promoting quality in Council and Partnership Centres. These reports can be:

- ❖ Obtained on request from the school or
- ❖ Can be requested from the Care Inspectorate at the address at the back of this booklet
- ❖ Read online at [enquiries@careinspectorate.com](mailto:enquiries@careinspectorate.com)

As part of this process Care Inspectorate may send out questionnaires to some parents prior to the inspection visit or speak to a few parents on the day of the inspection. We are happy to say that we have always received very good reports from the Care Inspectorate.

We are confident that the Early Years Centre education service which your child receives is of a very high standard.

### **Assessment and Recording**

Sharing of information between parents and staff is very important. Staff observe the children and keep notes of their progress which parents are welcome to access. Please feel free to discuss with staff your child's on-going progress and any concerns you may have. Parents' Open Days will be held and information about these will be sent out in Newsletters.

During your child's time at the Early Years Centre he/she will make, with the help of the adults, an "e-profile". This is a record of their activities and successes. This will be shared with you through the SEESAW app which parents can download. We hope this will be a lovely record of your child's Early Years Centre experiences.

Staff keep a "Learning Journey" for all ante-pre and pre-school children. This is for all Early Years Centre children in South Ayrshire and follows your child to P1 as they complete the Curriculum for Excellence Early level skills and is part of the transition process.

In line with national guidance, within 28 days of your child starting Early Years Centre, you will be invited to come in and meet with your child's key worker to create a Care Plan for them. This will be based on the eight wellbeing indicators: - safe, healthy, achieving, nurtured, active, respected, responsible and included. Targets will be created together for your child to work towards over the coming term. You will be invited into the Early Years Centre each term to review progress made on the current care plan and to create a new one.

South Ayrshire Council have introduced 10 key Developmental Milestones in Communication and Language, Numeracy and Health and Wellbeing. All pre-school children are assessed in the October of their pre-school year and the results from these help tailor the learning for the children over the coming months. The Developmental Milestones check is re-done in the May of their pre-school year. These checkers are available for you as parents to see at any time. The end of year report for pre-schoolers is based on the Developmental Milestones where you will see what your child has achieved.

Developing your child's communication and language is key for us at Gardenrose. We have staff who are trained in assessing their progress and further building upon in by carrying out various small group communication activities. These are provided to all children as well as those who require additional support for communication and language.

This year we have also implemented Big Book and Three Read initiatives which promote the use of a wider range of vocabulary. Kodaly sessions, which focus on rhymes and songs. All of these will challenge all children and help raise attainment in Communication and Language.

## Parental Partnership

The Early Years Centre has an 'Open Door' policy which means parents are welcome to visit. We encourage you to become actively involved in your child's education during their time at the Early Years Centre. We invite you to spend a morning or afternoon within the Early Years Centre observing your child and helping with daily activities. If you have a special knowledge or interest in any subject e.g. art and craft, nature, music or are involved in something which might interest the children e.g. fire service, police, please inform the Early Years Centre Staff.

Information about the activities your child is involved in during the time he/she is in the Early Years Centre is displayed in the cloakroom, 'Our Current Focus' and is updated on a regular basis. If you have any worries at all about your child in the Early Years Centre, please feel free to come along and talk about them. Working together, we can usually sort things out very quickly.

Each month we also send out an Early Years Centre Newsletter. We also use twitter and our school BLOG where the Early Years put lots of information and photographs of current learning and activities.

<https://blogs.glowscotland.org.uk/sa/gardenroseprimary/>

To follow us on Twitter, download the twitter APP and follow us on @GardenrosePS

### How can I help as a parent?

#### Please:

- Keep us up to date with any changes to address or telephone number
- Inform school immediately when an emergency contact number changes
- Clearly name your child's jacket and gym shoes
- Attend parent/child workshops/activity sessions
- Inform school or Early Years Centre staff if child is being collected by another adult
- Let school know if your child may be upset by something which has happened at home e.g. death of a pet or illness of a family member
- Encourage your child to talk about their experiences at the Early Years Centre
- Use designated entrances for Early Years Centre and School pupils
- Encourage your child to move carefully within the school, to use toilets properly and to respect other people and their belongings
- Support the Parent Council which (amongst many things) raises funds for the whole school including the Early Years Centre. Details of fundraising events are included in Newsletters
- Please come forward to volunteer when help is required for outings, parties, etc.
- Do not park in the school car park.
- Enjoy your child's time at the Early Years Centre.



## Next Steps

Most of the children who attend the Early Years Centre will progress to P1 at Gardenrose Primary School. Staff from the primary class and Early Years Centre will work together throughout the year to ensure a smooth transition from Pre-5 to Primary 1.

Early Years Centre children will be involved in active learning with the P1's in our open area and in the Early Years Centre. They will attend school assemblies, and other school relevant school events. All this helps to ensure a smooth learning transition to P1.

Staff will also liaise closely with parents, other Early Years Centre establishments and primary schools in order to provide a smooth transition for the children not moving on to Gardenrose Primary School.

A record of your child's learning and achievements will be passed on to the receiving establishment.

### Criteria to consider regarding 'Readiness for Primary School'

By the time they reach the age of 4 or 5 there are already individual differences in each child's development, learning and levels of independence. Occasionally there may be a need for some children to have their entry to school deferred. It is assumed that should this be the case for your child, then some previous discussion with the Early Years Centre teacher and Head Teacher will have taken place.

- approach and attitude to learning
- ability to take responsibility for own learning
- confidence in undertaking new or challenging tasks
- organisational skills
- ability to make choices and express preferences
- preferred learning style and approach and ability to adapt this
- enthusiasm and motivation
- determination and perseverance to a task in the face of challenge
- strategies for seeking help
- independence in undertaking tasks
- ability to cope with change and new routines
- ability to take part in conversations and discussion within a range of groupings and situations
- ability to make self understood
- ability to listen to and follow instructions
- ability to follow routines and boundaries
- expression of personal needs
- emotional resilience
- confidence in expressing ideas and feelings
- ability to negotiate and co-operate
- sensitivity to the needs and feelings of others
- problem solving skills
- confidence in managing own personal care
- ability to look after and organise own possessions
- awareness of and responsibility for own safety
- co-ordination and fine motor control



- management of feelings and impulses
- ability to care for others
- ability to establish relationships and friendships with peers, current peer group.

Of course not all children will achieve all of these. This is not a check list, it is simply a guide to help you make the best decision for your child should you be concerned about their readiness for school.

## DATA PROTECTION ACT

PERSONAL INFORMATION ON CHILDREN, THEIR PARENTS OR CARERS MAY BE PROCESSED FOR TEACHING, REGISTRATION, ASSESSMENT AND OTHER ADMINISTRATION DUTIES. THE INFORMATION IS PROTECTED BY THE DATA PROTECTION ACT 1998 AND WILL ONLY BE DISCLOSED IN ACCORDANCE WITH THE APPROPRIATE CODE OF PRACTICE

## FURTHER INFORMATION/COMMENTS

### Suggestions and Complaints

At the end of every 'topic' you will be asked to fill in a short questionnaire as this helps us to improve and evaluate our service. Your opinion is important to us. Please try and return these to us.

We are delighted to know when you are happy with the service. At the same time we are always looking for ways to improve. If you have any comments, suggestions or complaints to make about the service, please contact the head of the establishment in the first instance.

If you feel your complaint has not been satisfactorily resolved then please contact:

Douglas Hutchison  
People Directorate  
South Ayrshire Council  
County Buildings  
Wellington Square  
AYR KA7 1DR  
☎01292 612000

Aileen Valenti  
Quality Improvement Manager  
South Ayrshire Council  
County Buildings  
Wellington Square  
Ayr KA7 1DR  
☎01292 612378

Sarah Pye  
Quality Improvement Officer Early Years  
South Ayrshire Council  
County Buildings  
Wellington Square  
Ayr KA7 1DR  
☎01292 612000

Care Inspectorate  
Compass House  
Discovery Quay  
Riverside Drive  
DUNDEE  
DD1 4NY  
☎0845 603 0890

### Elected Members

Councillor William Grant  
South Ayrshire Council  
County Buildings  
Wellington Square  
AYR KA7 1DR  
☎01292 612479

Councillor Brian Connolly  
South Ayrshire Council  
County Buildings  
Wellington Square  
AYR KA7 1DR  
☎01292 612274

Councillor Iain Campbell  
South Ayrshire Council  
County Buildings  
Wellington Square  
AYR KA7 1DR  
☎01292 612472

### ***PLEASE NOTE***

*Although the information in this handbook is correct at the time of printing there could be changes affecting any of the matters dealt within it, either before your child's placement begins or during the course of their placement. The Head of the Establishment will ensure that any important changes of information are made available to you.*