



## Girvan Early Years Centre



H A N D B O O K

2024/25

Wesley Road  
Girvan  
KA26 9DD



01465 716802

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## SECTION A - General Centre Information

### 1. *Introduction by Manager*

Dear Parent/Carer

On behalf of all the staff at Girvan Early Years Centre I welcome you and your family.

I hope you will enjoy reading our handbook and that you will find it interesting and helpful. It is intended as a guide to all parents/carers of children who attend the Centre.

Throughout the handbook you will read lots of information and if you have any questions or worries please do not hesitate to contact me. We still have an open door policy and welcome parents/carers at any time, although after gaining feedback from parents/carers, children are being dropped off and picked up at the doors as this is preferred by the majority.

Parental involvement is a very important way of building relations with you and your child and we hope that you feel able to join in with our activities which we will offer in the EYC. This will give you an insight into what your child is doing while they are with us.

I look forward to meeting you and helping to make your child's time with us a fun, positive and happy learning experience.

Alison Milroy  
Manager



## 2. Statement of Centre Aims and Values

### **Our Vision Statement**

We will strive to support everyone in achieving their full potential in a vibrant, safe, inclusive, high quality learning environment.

### **Our Values**

Quality, Fun, Honesty, Respect, Consistency and Equity.

### **At Girvan Early Years Centre:-**

We aim to provide children with:

- A safe, happy, nurturing environment which offers a variety of challenging and stimulating learning experiences both indoors and outdoors to build ambition for all
- Experiences that respond to their needs, interests, develop curiosity and builds confidence
- Opportunities to be a part of the community and to be aware of the importance of caring about the environment and others
- Smooth transitions throughout the Centre and with local primaries to ensure continuity and progression where information is shared and valued

We wish to contribute, as appropriate, to the SAC Outcomes as well as reflect the aim of the national vision as identified in the Well-being Indicators.



Reviewed 2024

### 3. Centre Information

**Name**

Girvan Early Years Centre

**Address**

Wesley Road  
Girvan  
KA26 9DD

**Telephone Number**

01465 716802

**Website**

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

**Facebook**

Girvan Early Years Centre facebook page

**E-mail address**

[alison.milroy@south-ayrshire.gov.uk](mailto:alison.milroy@south-ayrshire.gov.uk)

**Denominational status**

Non-denominational

**Accommodation and capacity**

The Centre caters for children between the ages of 2 years old and 5 years old. We can accommodate up to 120 children per session, where no more than 20 are under 3 years old.

**Catchment map and area**

There are no catchment areas for early years provision. South Ayrshire residents can apply to any South Ayrshire Early Years Centre school/class or partnership Centre of their choice. Early education and childcare places are allocated in line with South Ayrshire Council's Admission's Policy Guidance which can be found on the Council's web site at [www.south-ayrshire.gov.uk](http://www.south-ayrshire.gov.uk)

**General Information**

All staff have either a Teaching or an Education and Care qualification and regularly attend in-service training to update their knowledge and skills. Some staff also have a BA in Childhood Practice. Added to this all staff and students have been Disclosure checked or are a member of the PVG scheme before commencing employment or placement. Staff are also registered with either the Scottish General Teaching Council or the Scottish Social Services Council, dependant on their qualifications.

**4. Centre Staff**

Name	Designation
------	-------------

Office/Management	
Alison Milroy	Manager
Mandy McMaster	Depute Manager
Lorraine Reid	Clerical Assistant
Rainbow Room Staff	
Megan Gibson	Senior Early Years Practitioner
Nikki Copland	Early Years Practitioner
Yasmin McMillan	Early Years Practitioner
Laura McGrady	Early Years Practitioner
Jill Porter	Early Years Practitioner (Term Time)
Regan McCulloch	Early Years Practitioner
Holi Stewart	Early Years Practitioner
Sunshine Room Staff	
Ashley Challis	Senior Early Years Practitioner
Nicole Harvey	Early Years Practitioner
Paula Lorimer	Early Years Practitioner

Victoria Nelson	Early Years Practitioner
Keara Connelly	Early Years Practitioner
Danielle Stevenson	Early Years Practitioner
Lynne Smith	Early Years Practitioner
Laura Francis	Early Years Practitioner
Kathryn Millar	Early Years Practitioner (part time)
Bernadette Gillespie	School Assistant
Joni Wallace	School Assistant (Part time, Temp)
<b>Ladybird Room Staff</b>	
Demi Robertson	Early Years Practitioner
Elgin Smith	Early Years Practitioner
Suzi Curtis	Early Years Practitioner
Fiona Fernandez	Early Years Practitioner (Temp)
<b>Janitorial Staff</b>	
Owen Martin	Janitor
Liz Henry	Cleaner
Claire McCrindle	Cleaner



## 5. The Centre Year and Centre Hours

The Centre is now open 50 weeks of the year and offers a wide range of sessions. Dependent on individual needs, every effort is made to accommodate specific requests.

<b>Morning Session</b>	50 Weeks	8.00 am - 12.45 pm
<b>Afternoon Session</b>	50 weeks	1.15 p.m. - 6.00 pm
<b>2.5 days M, T and W</b>	50 weeks	8.00 am - 6.00 pm
		8.00 am -11.45 pm (wed)
<b>2.5 days W, Th and F</b>	50 weeks	2.15 pm - 6.00 pm
		8.00 am - 6.00 pm (wed)
<b>Term time</b>	30 hours/wk	9.00 am - 3.00 pm



**Centre staff are employed from 8.00 am - 6.00 pm.**

All places are allocated according to South Ayrshire Council's Management Guidelines for Admissions for Children aged 3-5 years and Admissions for Children aged 2 and 3 years. Copies of which are available in the Centre office.

**Admission for three year old children (ante pre-school) is as follows:-**

- If your child becomes three between enrolment and the start of term they will start nursery at the beginning of the new session in August.
- If your children turns three after the first day of term they will officially start nursery the Monday (or the next day nursery is open) after their third birthday.

**Admission for two year old children is as follows:-**

Early Learning and Childcare places are available for children aged two to three whose parents are in receipt of the following benefits:-

- Income Support
- Jobseekers Allowance (income based)
- Incapacity Benefit or Severe Disablement Allowance
- Child Tax Credit where household income is £18,725 or less
- Child Tax Credit and Working Tax Credit where household income is £8,717 or less
- Universal Credit
- State Pension Credit
- Any income related element of Employment and Support Allowance
- Support under part V1 of the Immigration and Asylum Act 1999

Places are also available for children aged two to three who are on the Child Protection Register, Looked After, in Kinship Care or have significant support needs. Application forms should be submitted along with a Request for Assistance from a relevant agency to apply for a placement. Children of care experienced parents are also eligible for a two year old place. If parents/carers

do not meet the criteria for a funded 2 year old placement and feel that a child would benefit from having access to a 2 year old placement due to health reasons, they can discuss this with their Health Visitor.

Generally pupil's attendance will be 190 days after deducting 5 in-service days.

Any changes to dates etc, will be notified as soon as they are known.

## **6. Enrolment**

### Registration Procedures

Children are eligible to start nursery the week after their third birthday. Children who become three after the end of February and before the start of the next school session will start in the August of the new school year and will receive two full years of early education.

The Registration week, for pre-school and ante pre-school places, takes place in January or February of the year that your child would be eligible to start their ante pre or pre-school placement.

Please note that parents/carers of ante pre-school children already attending the centre must make a new application for their pre-school year. Two year olds attending, must re-apply for their ante pre-school year. 0-2 year olds must apply to South Ayrshire Council for a 2 year old place using the early years and childcare application when they are approaching their 2<sup>nd</sup> birthday or arrange for an updated Request for Assistance to be completed.

### Admission Procedures

Registration for pre and ante pre-school places takes place in February and the allocation process takes place during March/April. Parents are then invited to bring their children for a pre-admission visit prior to Admission in August/September. Children who turn 3 later in the year will be invited for a pre-admission visit approximately a week before their child is due to start.

## **7. Key Worker System**

Each child is allocated a "key worker". This is a member of staff who will take responsibility for the child's care and welfare during their time at the Centre. Parents/Carers are encouraged to share information with key workers informally, as required, regarding their child's needs, progress and interests. In accordance with Care Inspectorate regulations, a Care Plan will be completed for each child. Parents will therefore be asked to meet termly with their child's keyworker to complete/update these plans.

## **8. Settling In**

Once your child has been offered a place (and where possible a home visit has taken place in the case of children in our 2 year old room) - a "pre-admission" visit will be set up. On that first visit, you will be introduced to staff and shown around. You will be asked to complete enrolment/consent forms. On these forms we will ask you to provide the name, address and telephone numbers of two people we can contact in case of emergencies. (N.B. Please keep us updated on any change of telephone numbers and keep mobile phones on during your child's time with us).

Generally, children only stay for a short period on their first day. This is gradually built up with your agreement, depending on how quickly your child seems happy to stay. As confidence grows, their time will be lengthened until he/she is staying for a full session. The length of time for settling varies from child to child.

## **9. Arrival and Collection of Children**

It is expected that a responsible adult will bring your child to and from the Centre.

In the interests of your child's safety you should make a point of telling the Manager/Key Worker if he/she is to be collected by someone other than yourself. This avoids difficult situations when a child cannot be allowed to leave with someone not known to the staff. Please also note that it is not legally possible for us to allow a child to leave the Centre with anyone we believe to be under the age of 16 years. Children should be signed in and out of all rooms.

If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised, the staff will inform the Manager who will assess the situation. If it is felt that the parent/carer appears unable to take responsibility for the child, they will take appropriate action. This may include contacting another person on the emergency contact list/member of the family. If another designated person is not available, then Social Work or the Police will be contacted.

It is important that children are collected on time as they can become very upset if parents/carers are late. If you have been held up please try to contact us, so that we can reassure your child and plan for their care until they can be collected.



## SECTION B - Learning and Teaching

### 1. The Curriculum

*"A strong sense of community where an inclusive, nurturing environment helps all children and families to feel safe, secure and well supported.*

*Inquisitive children who enjoy developing their literacy, numeracy and health and wellbeing skills through play in the well-resourced setting." (Joint Education Scotland and Care Inspectorate Inspection report, 2018)*

#### 0-3 Curriculum

At Girvan EYC we use South Ayrshire's 0-3 planning format linked to the National Wellbeing indicators, which ensure every child is Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included. This planning is also linked to National Guidance as set out in 'Realising the Ambition: Being Me'.

Every 2 year old has their own individual care plan and profile based on their stage of development which will reflect progress in their learning.

#### CURRICULUM FOR EXCELLENCE

*"Curriculum for Excellence is Scotland's curriculum for children and young people aged 3-18."*

*"CfE builds on the solid foundations developed in the critical years of pre-birth to 3 which is supported by the National Pre-Birth -Three Guidance"*

Quotes taken from Education Scotland, Early Years website.

At Girvan, our ante pre and pre-school children build up their skills and knowledge of 'Early Level CfE' through participating in a wide variety of age and stage appropriate activities. The 'Early level' stage continues into Primary 1 and it is hoped that most children will have securely achieved Early Level outcomes by the end of Primary 1. This level, which spans the stages helps to promote an effective and smooth transition from Nursery to P1. There are eight curricular areas:-

- 1) Literacy and English:- promotes listening and talking skills, phonological awareness, early reading and writing skills.
- 2) Maths and Numeracy:- develops skills in number, shape, pattern, measurement and problem solving.
- 3) Health & Wellbeing:- promotes personal & social development, healthy eating & lifestyles and physical activity.

- 4) Science:- develops knowledge and skills through exploring and investigating topics such as 'my body', 'living things', forces, planets and recycling.
- 5) Technologies:- encourages the development of computer skills & using tools, equipment and resources to design and construct.
- 6) Social Studies:- offers opportunities to learn about people around us, our community, places in Scotland and the wider world.
- 7) Expressive and Aesthetic:- art, music and dance.
- 8) Religious and Moral Education:- encourages, respect and concern for others, citizenship, positive attitudes, religious celebrations and cultural awareness.

### **Care Plans**

Each child has an individual care plan which is linked to the Wellbeing indicators. These plans are used to set and review individual learning targets, with parents, on a termly basis.

### **Summative Assessments**

Children's progress is summarised before each point of transition. These 'summative assessments' are discussed with parents/carers, new keyworkers, other early years establishments or receiving primaries. Milestones will be discussed at these meetings.

### **How will we deliver this curriculum?**

This approach is based on children learning from first hand experiences and adults observing, supporting and extending the learning.

### **Observation**

Observations are highly significant and Key workers use them to pinpoint children's unique needs and capabilities and identify next steps in learning. Progress is tracked via their individual e-learning profiles which are regularly updated and monitored.

We encourage children, parents and carers to explore these e-learning profiles and reflect/share their achievements and interests.

### **Planning**

Using the information gathered in observations, etc and in accordance with Education Scotland Guidelines. Our team work together with the children to plan and develop learning opportunities, ensuring that stimulating, open-ended resources are freely available both indoors and out. Our practitioners promote independence and creativity, observing, supporting and extending the children's learning.

### **Sharing children's progress and achievements**

Twice a year, parents/carers are invited to attend a one-to-one meeting with their child's keyworker to share and reflect on progress and review care plan targets.

As the Centre operates an 'open door' policy, we encourage parents/carers to share information and discuss issues/concerns at any time with your keyworker or any other member of staff.

## **2. Outings and Parental Consent Forms**

Forms completed on Pre-Admission visits during registration include a Parental Consent Form, which will provide the Centre with your permission for local visits or outings. However, outings requiring more information and planning will require you, as parent or guardian, to read, complete and return specific permission forms in advance of planned events.

Please note that children can only take part in outings when the necessary parent/guardian permission slips have been received by the Centre. Parents/carers must be aware of the expectations of them while helping on trips etc.

We ask for permission to take photographs of the children for educational display, the Centre website and Facebook, which are both public.

**We ask parents/carers not to put any photographs taken at the Centre on any social networking sites to respect the privacy and safety of our children.**

## **3. Additional Support Needs/Accessibility Strategy**

Legislation, concerning the provision for children with additional support needs came into effect in Scotland on the 14<sup>th</sup> November 2005. The term "additional support needs" refers to any child or young person who experiences a barrier to learning, however temporary in nature. Please ask if you would like more information on what may constitute an 'additional support need'.

The Centre has a duty to ensure that all our children have equal access to the curriculum and that support is appropriate to the child's needs is offered. Not only does this cover the provision of appropriate experiences and activities, but also the physical environment e.g. a wheelchair bound child may need ramp access to the building.

Sometimes we know before a child starts that he/she will require some extra support and can, in consultation with parents and other professionals, make appropriate plans/adaptations. Sometimes it is not until a child has been attending that we discover they may need some extra support. At this point parents/carers will be consulted and, with their permission, the child may be referred to other professionals e.g. Speech Therapy, Educational Psychology, etc. When a child is involved with other services/agencies a Team with the Family (TWF) meeting may be convened to review the child's progress with parents/carers and all others involved.



#### **4. Equal Opportunities and Inclusion**

In our Centre we promote equality, equity and support for every pupil to benefit from education, with particular regard paid to pupils with disabilities and additional support needs as part of our inclusion policy.



All staff ensure equal opportunities are given regardless of race, religion, sex or ability.

All incidents of racism are treated seriously and reported to the education authority for follow up.

#### **5. Promoting Positive Behaviour**



Children are encouraged to develop friendships, learn to share, take turns and show consideration and respect to others.

We establish firm, clear boundaries with the children. The children are encouraged to help each other rather than compete and when negative behaviour does occur we talk about what went wrong, then together we establish how to put things right or make things better. We promote desired behaviours through role modelling and consistently reward this with lots of praise. We try not to acknowledge a child's undesired behaviour unless there is a potential risk involved.

Should a child require extra support in managing their emotions we will share this information with parents/carers and we will implement individual strategies.



## SECTION C - Home / Centre / Community

### 1. Attendance

Children enjoy coming to the Early Years Centre and we hope that their attendance can be regular and consistent to allow them to gain the maximum benefit from their time with us. Also, we hope to establish good habits for later life and so expect the children to attend every day, unless they are ill. Please let us know if your child is ill or going on holiday. If you no longer wish to keep the early years place, please let us know as soon as possible so the place can be reallocated to another child on our waiting list.

### 2. Clothing and Toys

#### CLOTHING

Children have fun, learn and enjoy themselves taking part in a variety of activities - including messy ones. We do provide aprons and tabards to safeguard "good" clothing, however we would encourage you to dress your child in "play-clothes" for the following reasons:-

- to be comfortable
- to prevent spoiling "good" clothes
- to encourage independent learning (toileting, toothbrushing, dressing & undressing)



Please also make sure that your child has suitable outdoor clothing as they have the opportunity to play outside every day. If possible, please supply a pair of soft shoes which can be left in the Centre.

We would prefer you **NOT** to allow your child to wear hooped earrings as they could be pulled out, causing injury, during energetic play.

**Please write your child's name or initials inside clothes, which may be removed e.g. coats and jumpers and shoes.**

Sweatshirts, polo-shirts and some other items of clothing with Girvan EYC logo are available to order online. Please ask at the office for details.

#### TOYS

We know when children are settling into the Centre, especially the younger ones, that they need a familiar toy or comfort item from home. We understand how important this is but once they are settled we ask that children do not bring toys from home into the playroom.

### 3. *The Wider Community*

Over the years good links have been built up with our community and the many agencies working within it. We aim to continue to build upon this good practice in the future. There is regular contact with Community Health Care, mainly with Health Visitors, and with the Girvan Social Work Team based in Knockcushan Street.

Pupils from SAC secondary schools, visit us for work experience. We support students from Ayrshire College on Child Care and Education courses, as well as students from The University of the West of Scotland (Craigie Campus) on B.A. & B.Ed degree and post graduate teaching courses. We work closely with Community Learning and Development and have been working with Carrick Adventures during the past year.

### 4. *Fundraising*

Fundraising is ongoing throughout the year and is organised by the Parent/Staff Council. Events in the past have included: sponsored events, selling cards/crafts. Some funds raised have been used to provide outings, Christmas presents and parties, etc. Some fundraising events are organized to support others less fortunate than ourselves e.g. Red Nose, Sport Relief, Yorkhill Children's Hospital.

Volunteers and new ideas are always welcomed.

### 5. *Choosing a School*

Under the placing request arrangements, parents/carers have the right to choose a school other than the catchment school for their area. This is known as a placing request and application forms can be obtained from the primary school office or the Council Offices at Wellington Square, Ayr, telephone 01292 612264. Unfortunately, it is not possible to guarantee that a placing request will be successful but parents will have the right of appeal should it be unsuccessful.



Full details of the placing request arrangements are contained in the application form.

You should be aware that if you decide to make a placing request your child would no longer be automatically considered for a place in their catchment school.

## **6. Transfer to Primary School**

The Centre has established good transition programmes with the 2 local Primary schools. This can take many forms:

- Primary staff visiting the children in the Centre to observe the children in their play
- the children visiting the schools regularly after Easter
- buddies from P6 involved in supporting the 4 years olds in building confidence and positive relationships making transition a better experience

As previously stated, the Centre staff will start to complete milestones for all children when they are 3 years old and these are then passed on to the child's Primary One teacher.

There are many meetings with the primary teachers to ensure all the information about your child is passed on and if support is required, a TAC meeting will be called.

## **7. Parent's Activities**

A Parent/Family Room is available and used regularly for Tiny Tot groups, PEEP groups, workshops and activities involving parents/carers.

We aim to provide an effective partnership between the Centre and home with an emphasis on communication and we are always keen to work with parents who would like to become involved in the work of the Centre e.g. in a Parent's Group.

Monthly newsletters aim to keep parent/carers up to date with what is happening. Posters and notices are also displayed in entrance areas, as are photos of the children at play. Please take a few minutes regularly to keep up to date with what is going on. We have a public Facebook page and this can be found through Google under Girvan Early Years Centre. This is a great way of communicating and is a positive, respectful and effective way of sharing information about us and the community.

There will be a variety of workshops and Play and Stay sessions offered, which will be confirmed throughout the year. Visits to the beach, local library and community will be part of the curriculum regularly. This is when we appreciate parent/carer helpers and volunteers to allow us to venture out safely.

## 8. Parental Complaints Procedures

We are always keen to maintain our quality of service. If you have any comments about our service, please contact the Manager in the first instance. If, however, you feel your comment has not been fully addressed, you should contact Director of Educational Services, South Ayrshire Council, County Buildings, Wellington Square, AYR, KA7 1DR.



It is not advisable to make complaints or comments about the Centre or staff on any social networking sites. Parents/Carers are requested to speak to the Manager before posting any comments on social networking sites. Your co-operation is much appreciated.

## 9. Care Inspectorate

If you wish to make a complaint about a care service which is regulated by the Care Inspectorate or about the Care Inspectorate itself, you can contact the Care Inspectorate at the following address:

Care Inspectorate  
Compass House  
11 Riverside Drive  
DUNDEE  
DD1 4NY

Tel No: 01382 207 100  
[www.careinspectorate.com](http://www.careinspectorate.com)

## SECTION D - Care and Welfare

### 1. *Nurturing Nursery*

Girvan EYC staff have completed training in the principles and practices of nurture. This training has given us a further insight into children's social, emotional and behavioural needs, as well as some practical ideas about how to use nurture more effectively within the environment of the playroom to improve outcomes for our children.

Staff are happy to discuss this further with parents/carers, if requested.

### 2. *Child Protection*

It is the responsibility of every adult to protect children from abuse, which may present itself in one of 12 categories which are known as indicators of risk. These can be found on the South Ayrshire Council's website.

All staff at Girvan Early Years Centre have had training in Child Protection. The Manager is the Child Protection Co-ordinator.

If staff have any reason to be concerned about a child, in any respect, they have a professional obligation to report their concerns to the Manager or Depute, and agree a course of action.

This action may only be to monitor the child for a period of time and discuss the issue with the parent/carer. It may, however, result in a discussion or a more formal referral with a colleague from another agency e.g. Social Services or Health Board. An investigation may take place which ultimately, in extreme cases, may result in statutory measures being enforced.

#### **Collection of children**

If staff feel that the adult collecting a child may be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised, the staff will inform the Manager/Depute/Senior who will assess the situation. If it is felt that the adult appears unable to take responsibility for the child, they will take appropriate action. This may include contacting another person on the emergency contact list/member of the family. If another designated person is not available, then Social Work or the Police will be contacted.

### 3. Healthy Eating & Oral Health Promotion

#### SNACK and LUNCH

A snack is provided during each session in the Centre. All food offered is prepared in accordance with the following guidelines:-



"Setting the Table" - NHS Health Scotland 2014

"Food Standards Agency - Allergens" - December 2014

We are now required to display information on the 14 major food allergens and link the information to our weekly playroom snack menus.

Parents are requested to inform staff if their child has/or develops any allergies.

Girvan Primary will be supplying lunches for children attending full day sessions and a menu is available for parents/carers to see. The meal is free and all children will be encouraged to try. Where there are going to be issues please speak to the Manager.

#### ORAL HEALTH PROMOTION

Childsmile:

The Childsmile Programme aims to improve the dental health of children in Scotland and it is funded by the Scottish Government. Childsmile has 3 main elements:

- **A core toothbrushing programme** - In Ayrshire & Arran, daily supervised toothbrushing takes place in all Early Years Centres and many primary schools. Free Childsmile oral health packs containing a toothbrush and fluoride toothpaste are given out twice a year to children at early years establishments and on entry to Primary 1. During their first year of life, all babies are given an oral health pack and a drinking cup to encourage health weaning by swapping bottle for cup as soon as baby is able to drink from a cup. All children should be registered with a dentist (General Dental Practitioner) and visit regularly to help keep their teeth as health as possible. **Remember - water and milk are recommended as safe drinks for teeth for all children.**
- **An infant programme** - Childsmile Practice promotes oral health from birth. Parents of newborn children may be referred to the programme by their Health Visitor. Dental Health Support Workers visit parents in their home to give information, oral health advice and to arrange regular visits to the local Dental Practice.
- **Early Years and school programme** - this initiative provides preventative oral health programmes for children aged 3 years and upwards. It targets children in identified Early Years Centres and primary schools, who will benefit from additional preventative care. This care will involve the application of fluoride varnish to children teeth by

Childsmile Clinical Teams in the Centres and primary schools. The Childsmile and Oral Health Promotion Teams will also deliver oral health promotion messages and be supported by Dental Health Support Workers who are the main contact point for parents, teachers, all school staff, dental practice staff and School Nurses.

For more information about the Childsmile Programme, please visit the website at [www.child-smile.org](http://www.child-smile.org)

- **Healthy start**

Pregnant or have children under the age of four? You could qualify if you're on benefits, or if you're pregnant and under 18. With Healthy Start, you get free vouchers every week to spend on milk, plain fresh and frozen fruit and vegetables, and infant formula milk. You can also get free vitamins.

For more information visit the Healthy Start website.

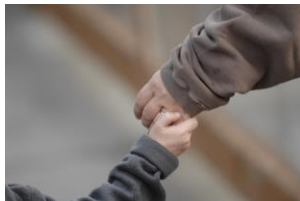
#### **4. Security Measures**

All entrances to the Centre are security controlled for the safety of children and staff. Visitors should call at the office and complete their details in the visitor's book.

Please remember to sign your child in and out of the playrooms and let staff know if someone different is coming to collect your child.

##### **Safety Around the Centre**

Please keep your child safe in the area around the centre/school by encouraging your child to hold your hand while walking. Please walk on the pavement as vehicles come and go regularly into the school car park.



## 5. Fire Drills

Fire procedure notices are displayed throughout the Centre. There will be four fire drills throughout the school year. Some will be "announced". That means that it will be explained to the children what will happen and what they are to do. Some are "unannounced" and the children and staff evacuate the building as quickly and calmly as possible. Returns for these fire drills are completed and recorded in the Fire Registers.



## 6. Emergency Closure Arrangements

Should the Centre experience difficulties with severe weather, power failures, fuel supplies etc. it will obviously be necessary to close the building. We will keep you closely informed via telephone, Facebook, notices, press or radio releases.

In the event of the entire Girvan Primary Campus closing, your child will be taken to Girvan Academy and can be collected from there.

Phone number to call when there is a power cut is  
01465715116 or message us on our Facebook page



## 7. Transport

The Centre can be reached by bus or car and is within walking distance of the train station.

### **Please note:**

In the interests of Health & Safety, parents coming by car should park legally away from the zig-zags around the school. The Car Park is only for the use of staff and taxis/parents transporting **children** with disabilities. Thank you for your co-operation in this matter.

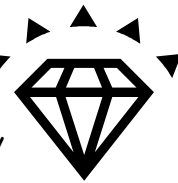


## **8. Insurance**

South Ayrshire Council hold Public Liability, Employer Liability and Officials Indemnity Insurance, with QBE Insurance (Europe) Limited-under policy number Y087606QBE0117A. In addition, the school will provide information on School Excursion Insurance when necessary. Further information regarding insurance and an appropriate claim form can be obtained from County Buildings, Wellington Square, Ayr, telephone 0300 123 0900.

## **9. Valuable Items**

The Council is concerned at the level of claims being received regarding the loss of pupils' clothing and/or personal belongings. Parents are asked to assist in this area by ensuring that valuable items and unnecessary expensive items of clothing are not brought to school. Parents should note that the Council does not carry insurance to cover loss of such items and any claims submitted are likely to be met only where the Council can be shown to have been negligent.



## **10. Health and Medical Information**

If your child has any medical problems, it is very important that staff are informed and made aware of any difficulties.

### **Medication**

If your child requires medication during his/her time with us - please discuss with the Manager. A consent form for the Administration of Medicine must be completed. Please note that staff do have the right to refuse to administer medication.

It is essential for you to keep us up to date with relevant medical information.

### **If Your Child is Unwell**

The Centre would welcome a telephone call if your child is not able to attend on a particular day.

If your child becomes ill while with us we will try to contact you first then the emergency contact which you give us on your child's admission to the Centre. (Please keep us up to date if any contact numbers change).

If your child has an infectious disease such as chickenpox etc., could you please check with your doctor as to when it is safe for the child to come back. This will help to contain outbreaks.

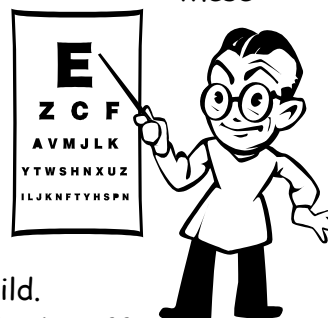
Please note that there is a 48 hour exclusion policy if your child has had sickness or diahorrea.

### **Minor Accidents & Upsets**

This will be dealt with by the member of staff trained to administer first aid within the Centre. We will always inform you about these minor accidents and ask you to sign an accident sheet.

### **Visits by Medical Staff**

Every year an Orthoptist from Ayr Hospital comes into the Centre to carry out eye-tests on children who are in their pre-school year. Appointments are issued in advance and parents are welcome to attend with their child. Often if children require extra support from other Medical staff e.g. Speech Therapists, Physiotherapists, Occupational Therapists, they may visit them in the Centre as part of their treatment plan. Parents would be informed in advance and given regular feedback on their child's progress.



## **11. Smoking Control**



The whole campus is a smoke-free zone. This includes the use of e-cigarettes, especially at the entrance of the Centre. We would ask that you note and support this decision.

## **12. Data Protection Act**

### **Data Protection Act**

Each year parents are asked to complete the Annual Data Check and a Disability Monitoring form to allow the school to update the information held about children and young people. Personal information which you supply to us may be used in a number of ways, for example:

- to ensure the rights of pupils in school;
- to make the appropriate contact in an emergency;
- for teaching, registration, assessment and other administrative duties;
- to target resources appropriately.

### **Sharing information**

The information may be shared with other services or public bodies for statistical, operational and analysis purposes. **For example**, with other Council services areas and external partners which may include Universities and similar organisations for research purposes, Glow (the national secure intranet for schools), Strathclyde Partnership for Transport and Transport Contractors (where appropriate), Ayrshire Valuation Joint Board (Electoral Register pupils

over the age of 14 years only) NHS Ayrshire and Arran in relation to health programmes in school, annual data collections by the Scottish Government and provision of national examinations.

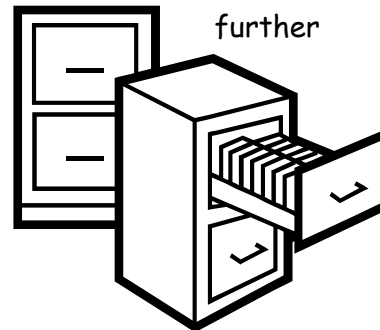
South Ayrshire Council has a duty to protect the public funds it administers and to this end may exchange information with other parts of the Council to ensure the data it holds is accurate or for the prevention or detection of fraud.

### 13. Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish public authorities; Scottish Executive and its agencies; Scottish Parliament; Local Authorities; NHS Scotland; Universities and further education colleges; and the Police.

Public Authorities have to allow access to the following information:

- The provision, cost and standard of its service;
- Factual information or decision-making;
- The reason for decisions made by it.



The legal right to access includes all types of 'records' information of any data held by the Scottish public authorities. From 1<sup>st</sup> January 2005, any person who makes a request for information must be provided with it, subject to certain conditions.

### 14. Helpful Addresses and websites

Organisation/Contact	Address	Telephone Number
South Ayrshire Council <b>Lynsey McRoberts</b> <b>Director of People</b>	County Buildings Wellington Square AYR KA7 1DR	01292 612201
South Ayrshire Council <b>Aileen Valenti</b> <b>Quality Improvement Manager</b> <b>Early Years</b>	County Buildings Wellington Square AYR KA7 1DR	0300 123 0900

Psychological Services <b>Principal Educational Psychologist</b>	C/o Queen Margaret Academy Dalmellington Road AYR	01292 612806
District Councillors	County Buildings Wellington Square AYR KA7 1DR	01292 612293
Care Inspectorate  <a href="http://www.careinspectorate.com">www.careinspectorate.com</a>	Compass House 11 Riverside Drive DUNDEE DD1 4NY	01382 207 100
Community Groups	There are numerous Community Groups within the area - for more information, contact the Centre Office.	

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

- a) before the commencement or during the course of the school year in question;
- b) in relation to subsequent school years.

**School Closure - Holidays - Please note some of these apply to term time only - marked with TT**

Date	Holiday
<b>First term</b>	
16 August 2024	Inservice day
19 August 2024	Inservice day
20 August 2024	Pupils return
20 September 2024 - 23 September 2024	Schools closed
14 October 2024 - 18 October 2024	Schools closed TT
21 October 2024	Inservice day
22 October 2024	Pupils return
23 December 2024 - 3 January 2025	Schools closed

**Second term**

6 January 2025	Pupils return
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10 February 2025	Schools closed
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11 February 2025	Inservice day
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12 February 2025	Pupils return
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**Third term**

7 April 2025 - 21 April 2025	Schools closed TT
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22 April 2025	Pupils return
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5 May 2025	Schools closed
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26 May 2025	Schools closed
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27 May 2025	Inservice day
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28 May 2025	Pupils return
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27 June 2025	Last day of term for pupils and staff
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**Term and holiday dates 2024 - 2025**

