



# Ayr Grammar Early Years Centre



Handbook 2024/2025

## Ayr Grammar Early Years Centre



Dear Parent/Carer

A warm welcome to our Ayr Grammar Early Years Centre and thank you for choosing us to care for your child. This is your child's first steps in formal education and in becoming part of the Ayr Grammar Learning Community.

One of our aims is to work in partnership with you to support your child in their journey through Ayr Grammar. We recognise that you are your child's first and most important educator and we look forward to linking their learning opportunities here with all those at home. By working together, we can build on your child's skills and knowledge and plan their future development.

Ayr Grammar Early Years Centre will provide high quality learning experiences in our playroom and outdoors. Staff are highly experienced and motivated to provide a learning environment where children are actively engaged and learning through play. All pupils will be supported to learn in ways that suit their individual needs.

The Early Years Centre is situated to the right-hand side of the school building and opens out into a lovely sunny garden and play area. The proximity to the classrooms provides the perfect opportunity for children to gain a sense of growing and preparing for school and offers the opportunity to get to know the school environment whilst using all the pre-school facilities.

We will make the settling in process as relaxed, smooth and enjoyable as possible for you and your child. We will make every effort to answer enquiries and address any concerns sensitively and promptly.

We hope you will find the following pages useful and that they give you an insight into our Early Years Centre. We look forward to working with you over the coming months.

Gail Gilbert  
Head Teacher

## Our Vision, Values and Aims

### Vision

We Play, Learn and Grow Together

### Values

Compassion, Respect, Responsibility, Inclusion, Confidence



### Aims

#### We aim to:

- Provide a safe, stimulating and nurturing environment where all children are given opportunities to reach their full potential.
- Ensure that all children have positive experiences of success giving them confidence and motivation for learning in the future.
- Provide a broad, balanced curriculum which reflects children's interests and promotes exciting active learning through play.
- Promote independent thinking, by encouraging children to make choices in their learning.
- Have an inclusive approach to learning by providing appropriate support and challenge to meet the needs of the whole child.
- Encourage positive attitudes to learning by implementing fun, interesting and challenging experiences for all children.
- Provide opportunities for Outdoor Play.
- Encourage children to explore, appreciate and respect their environment indoors and outdoors.
- Develop partnerships with parents and families.
- Link with the local community.
- Continually evaluate all aspects of our provision to improve on the service we provide
- Put the care & welfare of the children at the heart of everything we do.

## General Information

Name of EYC: Ayr Grammar Early Years Centre

Address: Fort Street  
Ayr  
South Ayrshire  
KA7 1HU



Telephone Number: 01292 612489

E-mail: [Grammar.Mail@south-ayrshire.gov.uk](mailto:Grammar.Mail@south-ayrshire.gov.uk)

Website: [www.Grammar.sayr.sch.uk](http://www.Grammar.sayr.sch.uk)

Twitter: @AyrGrammar

## EYC Opening Hours

In our Early Years Centre we are able to accommodate a maximum of 64 pupils across the EYC (this can include up to 10 places for 2 year olds). Pupils are a mix of preschool and ante preschool pupils. Our setting is committed to anti-discriminatory practice, promoting equality of opportunity and valuing diversity for all children and families.

The EYC is open between the hours of 9am and 3pm. Please collect your child promptly at the end of the session as little ones can become very anxious or upset if kept waiting on their own.

The start of the sessions are exciting times where we look out for our friends and share news and welcome each other. It would be great to see all the children arrive promptly to ensure everyone is included.

## Extended Provision

More information is available on the south Ayrshire Council website regarding timings and costings.



## **Senior Management Team Staffing**

- Gail Gilbert - Head Teacher
- Alison Coxon - Depute Head Teacher (Child Protection Officer)
- Duncan Campbell - Principal Teacher
- Colleen McNeill - Principal Teacher

## **Early Years Centre Staffing**

- Gail Gilbert - Manager
- Alison Coxon - Depute Manager
- Elaine Clark - Senior Early Years Practitioner
- Louis Jenkins - Teacher
- Abby Colman - Early Years Practitioner
- Charmaine Dodds - Early Years Practitioner
- Natalie Fallan - Early Years Practitioner
- Stacey Littlejohn - Early Years Practitioner
- Donna McFarlane - Early Years Practitioner
- Esther Nyokabi - Early Years Practitioner
- Rebecca Oliver - Early Years Practitioner
- Joanne Smith - Early Years Practitioner
- Vicki Harrold - Early Years Practitioner
- Lauren Smith - School Assistant

## Term and holiday dates 2024 - 2025

### **First term**

- 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
- 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
- 10 February 2025 Schools closed
- 11 February 2025 Inservice day
- 12 February 2025 Pupils return

### **Third term**

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

## **General Information - Admissions/Registering/Forms**

### **Admissions Procedures:**

Information on policy and procedures can be found on the South Ayrshire Council website [Early learning and childcare - South Ayrshire Council \(south-ayrshire.gov.uk\)](http://south-ayrshire.gov.uk)

### **Registering for Early Years:**

Parents or carers applying for an early years place must register online at [Early learning and childcare - South Ayrshire Council \(south-ayrshire.gov.uk\)](http://south-ayrshire.gov.uk)

You will need to provide:

- your child's birth certificate
- proof of residency (e.g .council tax statement)

It is noted that you should ensure to make an application EACH YEAR in February to continue your child's placement at our EYC. When allocated a place you will be informed by the Council. You will then be contacted by the EYC with an enrolment/start date.

### **Forms**

Once you enrol your child you will be sent an information pack and invited for a visit. The enclosed information should be completed and returned to the centre on the day you visit. Staff will discuss the forms with you and answer any questions that you may have. It is vital that we have the completed forms for your child starting.



## General Information- The EYC Day

Please could you notify us immediately if your contact numbers change- particularly mobile phone numbers. It is essential that we keep our records up to date in case we have to contact you at any time.

### Attendance

Although attendance is not compulsory, for your child to get the best out of their time with us regular attendance is important.



In the interest of child protection, if your child is going to be absent we ask that you aim to contact the school office prior to the session. We will contact you if there has been a prolonged absence.

### Arrival and Collection - Security System

Security is paramount at all times. Please do not allow any child other than your own, to leave the building with you. Please take your child to their playroom, and tell the member of staff completing the register if anyone other than a usual carer is to pick your child up.

It is expected that a responsible assigned adult over the age of 16 will bring your child to and from the early years centre. In the interests of your child's safety you should make a point of telling staff members if he/she is to be collected by someone unknown to the staff. We request that a password is used by the newly assigned collecting adult when picking up your child. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to staff. Passwords have a onetime use only and it will be your responsibility to supply a new one to be used in the future.



We recommend that any regular adults who collect are included on your child's information details (please see welcome pack).



Occasionally parents will forget to inform us of changes to their collection arrangements. In this circumstance we may have to telephone the parent/carer to confirm the new arrangement before allowing the child to leave.

On leaving the early years centre, your child will collect any items they have made from the drying rack and put on outdoor clothing. If you have received any letters, please fill in the tear off slip and return it to the keyworker.

### **Prams/Play Rooms**



We always like to welcome little brothers and sisters who visit, but our entrance area is quite small and there is little room for prams and buggies. If possible, please leave your pram outside on the ramp and carry your little one in. The member of staff in the hall will be happy to help either by holding the baby or encouraging your child to change shoes etc.

On entering the cloakroom your child will find his/her peg and hang up any outdoor clothing. Please help your child hang up their belongings before taking them into the playroom where your child will self-register. Please check the board in the parents' area for any important information.

### **Car Parking**

Parking outside can be difficult, particularly around 9.00 a.m. and at 3.00 p.m. The car park behind our building is the EYC and school staff car park and is strictly for staff only. There is a disabled parking space on Fort Street, outside the school. When delivering or picking up your child, please park considerately, avoiding the zig-zags and yellow lines. Please also be aware of the dangers to our children when driving near the school and alert anyone who may be picking your child of the entrance/exit to our school car park that crosses the footpath on Fort Street.





## Settling into our Early Years Centre

Settling into an EYC is a big event in a child's life - some children find it more stressful than others and require a wee bit more support. This can involve the child staying for a shorter time initially and an adult coming back early to get them. This will help build up their confidence to stay on their own. Every child is different and we appreciate that not every parent/carer can afford the time to reduce hours. Our staff are very experienced in helping children settle quickly and will contact you if your child is upset for a prolonged period of time.

### Tips to help your child settle in

- Talk to your child positively about starting the EYC and their induction visit. It is easier for your child to visualise starting as they will have a real picture of it in their head.
- Always say goodbye to your child and make it a positive, upbeat moment that is not too lengthy. Avoid a drawn-out departure.
- If your child needs some settling in time with you, help them by encouraging them to get involved with the activity or saying hello to others.
- If your child is clingy hand them over to a member of staff who will encourage them to say goodbye and spend some time settling them.
- As difficult as it is to leave your child in an upset manner please be assured that the staff are experienced in dealing with these occurrences. If you child has been upset when you have left please feel free to telephone to get an update. If the

EYC staff are at all worried about how your child is settling they will discuss with you further action to support your child in this transition.

- **ALWAYS** speak positively in front of your child about coming to the early years centre, even if you feel anxious yourself. Young children pick up on anxious or negative vibes which may reinforce any insecurities your child may already have. Our staff will happily discuss, in private, any concerns you may have and offer steps to support you.

### Personal Possessions

Please dissuade your child from bringing toys or special things. They can easily become lost among our toys. We would hate precious items to be broken or go missing. South Ayrshire Council has no insurance to cover the loss of personal items.



### Clothing



Please ensure your child has shoes preferably without laces to wear. We encourage independence and the children will work towards changing their own shoes and putting on their coats etc so if possible, make sure clothes are as child friendly as possible.

We will play outside in all weathers so please ensure your child has warm waterproof clothing with them in the winter and sunscreen on if we are lucky enough to see the sun in the summer! Children should also keep a pair of wellies on their shoe rack. The garden and beach trips can be very muddy and messy so wellies are essential throughout the year.



Children often have the best fun when they are doing messy work. We will always try to make sure that puddle suits or aprons are worn, but accidents do happen so ensure you dress your child in clothing you won't mind washing.

**It is important that you make sure all clothes and footwear are very clearly labelled.** Lost property will be placed in a box in the cloakroom. We would prefer no football strips to be worn in the EYC. For safety reasons, we request that jewellery should not be worn.



## **Sunscreen**

The EYC will have a stock of sunscreen that is kept onsite should it be required. We ask that you provide your own sunscreen with a minimum SPF30 ensuring that it is clearly labelled and in date. It will be kept in a locked cabinet and discarded after a year.



Please complete and return the sunscreen application permission slip in the welcome pack. Ensure your child arrives already having had sunscreen applied in sunny, hot weather. If your child has no sunscreen applied you will be asked to do this on arrival.

## **What does my child have to bring?**

At Ayr Grammar pupils spend a lot of time learning outdoors in all weathers. We have outdoor waterproof suits however all pupils should be appropriately dressed for outdoors at all times. It would be very useful if you could help your child choose a 'EYC bag' that can be left on their peg.

**The bag (to remain) should contain:**

- Change of clothes - pants, socks, t-shirt and skirt/trousers.
- A pair of wellies
- If your child is not yet fully toilet trained please provide appropriate pull ups and wet wipes.



In **winter** and on cold days children should wear:

- A waterproof/heavy jacket
- A waterproof puddle suit
- Gloves and a hat



In **summer** and on sunny days children should:

- Have a sun hat in their bag
- Be wearing protective lotion
- Long sleeved top to cover up if needed

**We ask that all items of clothing and footwear are clearly labelled.**

### **Excursions and Consent Forms**

When outings or excursions are planned for children, you will be informed in advance. If the outing is considered out with the immediate locality you will be asked to complete a consent form which gives your permission for your child's participation. Please note that your child cannot take part in outings unless your consent has been given in advance.



You will be asked at the time of enrolment for your consent to take your child out into the immediate locality. This normally involves taking children on environmental walks around the school grounds or in the immediate vicinity such as the shops, beach or park.

South Ayrshire Council guidelines on staff/child ratios are adhered to for all outings and all risks assessments are completed by staff.

### **Emergency Closure Arrangements**

The EYC will be opened on the times already outlined, but on some occasions, circumstances arise which mean the EYC has to close.

Establishments may be affected by, for example, severe weather, transport problems, power failures or difficulties with fuel supplies. If this happens, we will do all we can to let you know about the details of closure and re-opening.

We may keep in touch by telephone, email, text, in the press and on local radio, Twitter, EYC website or South Ayrshire Council Website.





## Emergency Contacts

Parents/carers whose children are in the EYC are asked, to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in case of an emergency. You are also asked to keep the EYC up-to-date with any changes in this information.



## Snacks and the Promotion of Healthy Eating

**We are an Allergy Aware EYC! If your child has a special diet or there any foods which your child should not have, please inform the EYC. Information on food allergies is held within the food preparation area.**

We wish to encourage and educate children to adopt healthy eating habits and we do this through our choice of snacks. Our snack menu for the day will be displayed on the board in the hall. In addition to the foods listed we will also be having food related to our learning - (i.e. haggis when looking at Scottish culture, porridge -the 3 Bears story, fish if we are looking at Underwater environments etc.) We also celebrate cultural and religious festivals like Halloween, Diwali, Burns Day, Eid, Christmas, Easter etc and usually this includes some appropriate food.

Children will have the opportunity to make, sample and suggest different snack ideas. Pupils will be fully involved in the process and independently help themselves to their food. They will also be encouraged to consider healthy food choices. Regularly they will be involved in preparing snacks, preparing foods or baking activities. Again, this is to encourage a responsible approach to healthy foods and promote choice.

## Lunches

Lunches are made on site in our fantastic school kitchen. Our 3-5 children will have the opportunity to eat in our school dining hall, while our 2-3 children will remain in the EYC to have lunch.



## Dental Inspections and Orthoptic Screening



These may be available during the course of the session. Parents will be informed prior to any inspection date and asked for permission to examine their child. No child will be examined without parental consent.



## Photographs/Videos



Photographs and video recordings are made as evidence of your child's enjoyment and learning through play while participating in the early level curriculum. Special events such as parties, trips, involvement in local or national events or fundraising will also be recorded in this way. These will be displayed within the EYC, on our Twitter feed or saved in photograph albums/floor books along with any relevant information. When your child enrolls for EYC you will be asked to complete a data protection form which includes consent for the use of photographs/videos.



## Twitter/Email



To ensure effective communication with parents and carers, we endeavour to send out important updates through Groupcall email and text. We also publish information on our Twitter page. Our Twitter handle is **@AyrGrammar**. Please follow us to see what fun activities we are doing as a whole school.

## **MEDICAL INFORMATION!**

You are asked to give details of any medical information relevant to your child on the form completed on enrolment. Any medical or dietary requirements are noted and all playroom workers are made aware of them. Please update your child's keyworker if your child's medical details change at all.





## Medication

If your child requires medication to be administered, you should discuss his/her requirements with your child's keyworker. Prescribed drugs, inhalers etc., require a permission form, which authorises staff to administer the medication to your child. Forms are available from a member of staff. Please let us know if you have administered any form of medicine to your child prior to bringing them. A first dose of medication must be administered by parent/carer.

If your child suffers from asthma it would be helpful to let staff know if there are any particular activities or circumstances, which might bring on an attack.

If your child suffers from seizures, diabetes etc. please discuss the emergency procedures to be followed, fully, with your child's keyworker. All staff will be made aware of these.

## When Your Child is Sick



If your child will not be attending our EYC due to ill health please telephone the office staff to inform them. The telephone number is 01292 612489. We will advise of period of absence in line with current NHS guidelines.

## Infectious Diseases

We follow NHS guidelines and request that children with infectious diseases e.g. Mumps, German Measles, Chicken Pox or any eye infections do not attend the EYC while infectious. Please consult your doctor or health visitor before your child returns to the EYC.

## Sickness and Diarrhoea

It is imperative that any child with these symptoms be kept away from EYC until you are certain that they are not infectious as such infections are passed on very easily and quickly. We would expect your child to have been free of symptoms for 48 hours before returning to EYC to protect other children and staff. This is in accordance with NHS guidelines.

### Coughs and Colds



If your child has a minor cold but feels generally happy he/she should be fine to attend. However, each child is different and if you are unsure please discuss your concerns with a member of staff.

### Accident/Incident

We aim to always provide a safe environment but children do occasionally have minor accidents in the course of growing up. We will always ensure that any accident is recorded and reported to you. However, in more serious circumstances we would act quickly to have your child attended to by a doctor and inform you as soon as possible.

### If your child becomes unwell whilst at EYC

If your child becomes unwell whilst at EYC, contact will be made with you or your emergency contacts. If we cannot contact anyone, your child will be looked after by a member of staff until the end of the session. We will obtain the best medical attention as appropriate e.g. call an ambulance if necessary. Please try to make sure that your emergency contacts are fairly local and you update numbers regularly.

### Minor Accidents and Upsets

Although we hope that these will be few and far between, realistically there will be occasions when they do occur. Our staff are highly trained and extremely sympathetic. They will comfort your child and deal with each accident accordingly. You will be informed of the occurrence of any minor accident and asked to sign an accident form. You will receive a phone call to inform you about a bump or injury to the head.



### Emergency Evacuation of the Building / Fire Drills

If an emergency arose in which children had to be evacuated from the building and could not return e.g. a serious fire, staff would escort children to the Citadel and notify parents as quickly as possible.

Regular fire drills will be carried out with children lining up in a designated place in the playground.

**Emergency Situation**

In the event, for safety reasons that the children had to be contained within the EYC building, we will contact parents/carers immediately.

# The Early Years Curriculum

## Curriculum for Excellence

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18 years.

The Early Years Curriculum is based on Active Learning which engages and challenges children's thinking using real life and imaginary situations in order that they develop as: **Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens.**

The experiences and outcomes of the curriculum are set out in lines of development which describe progress in learning. They are organised into the eight curriculum areas:

- Expressive Arts
- Health and Wellbeing
- Languages
- Mathematics
- Religious and Moral Education
- Sciences
- Social studies
- Technologies



## How we promote learning

We promote learning in our EYC by:

**1. Planning child centred experiences.**

These are designed to match the needs and abilities of all children.

**2. Observing children at play.**

Observation gives us the opportunity to record vital information on how and what children are learning.

**3. Keeping day to day records of observations and assessments.**

This enables us to share learning experiences with children, other staff and parents/carers verbally or through journals.

**4. Having a partnership with parents/carers**

It is good practice for staff to provide regular feedback about your child's development, highlighting key features of progression and also any concerns. We also encourage parents to keep the EYC informed of any issues impacting on their child.

**5. Assessing children's development and progress.**

Our assessment is a continuous process which is carried out by observing, listening and talking to your child in the course of everyday activities. This allows us to plan next steps with regards to children's abilities and challenges in all areas of development. **We wish to emphasise that your child's progression is individual to them and not based upon the progression of other children.**



## Supporting All Children - Additional Support Needs

Many children experience difficulties at some point during their school life. Often these difficulties are temporary and are resolved as the child develops. This is the case in early years as it is in Primary and Secondary education.

Some difficulties are related to specific aspects of learning, for example, speech and language development. In circumstances such as these, in consultation with parents, we often seek advice and support from external agencies such as speech and language therapists and psychological services.

Early intervention can be helpful and our staff liaise closely with any other agencies involved to ensure that strategies and targets set for your child are appropriate and successful.

If your child requires additional support our staff will monitor their progress very carefully and ensure that a support plan is in place, if both parents/carers and staff feel it appropriate. You will, of course, be fully consulted about this and our staff will work in partnership with you to provide the best possible support for your child.

Regular reviews of your child's progress will take place and all agencies involved will participate with parents in discussion about the progress made, the targets to be set and the next steps in your child's learning.

It is important that parents, staff and other professional bodies work together to support children's learning. By doing this we are ensuring that each child has the opportunity to achieve his/her potential.







## Parent/Carer Partnerships

It is important that parents/carers, staff and children work together. We value your role in your child's learning and look forward to establishing a positive relationship with you. You are the prime educator in your child's early years and we hope that you will continue to play a major role in your child's learning when he/she comes to our Early Years Centre.

The more information you share with us about your child's interests, the more relevant and valuable we can make your child's experience.

At Ayr Grammar Early Years Centre we aim to:

- ❖ Establish and maintain a good two-way channel of communication with families.
- ❖ Involve parents/carers in any decisions which are taken about their children's education.
- ❖ Share experiences and the celebration of children's achievement with parents/carers and keep you informed of developments within our setting.
- ❖ Provide opportunities to "Stay and Play" at EYC and to encourage you to share your talents with us, to the benefit of our children and the EYC as a whole.

Once your child has settled in, you might consider visiting as a guest adult speaker. Parent/carers bring a huge variety of diverse skills - some can play musical instruments, some like art activities, some are wonderful at organisational jobs and enjoy computer work, some like reading stories or helping with our library. If you would like to come in, either just once, or on a regular basis please speak let us know. Parent helpers with all their different skills, enrich the experience for all of us and we are grateful for these valuable contributions.



There are various ways in which we will communicate with you, including the parents' notice board, letters, newsletters, text and conversations with staff. Some opportunities for you to become involved in EYC activities might be:

- Sharing a skill in EYC
- Reviewing EYC policies
- Trips and curricular walks
- Performances
- Fundraising activities
- Day to day activities
- Fun Days
- Story Sessions
- Visitor of the Month
- Meet the Keyworker
- Stay and Play
- Consultation re EYC activities

### **Ongoing Communication**

We pride ourselves on having excellent relationships with our families. If you are worried, curious or anxious about any matter concerning your child, please speak to a member of staff. Depending on the nature of the enquiry you will either receive an immediate response or an appointment will be made to discuss the matter in private.

Our newsletters keep you informed about events in the EYC and notes and reminders are written on our notice board in the hall. We also communicate on a regular basis via Learning Journals. We maintain our Twitter account where we hope to keep you regularly updated on the daily life of the EYC and other events.



## Parent Council

The Parent Council is a very important part of the life of Ayr Grammar. Parents work hard and work collaboratively on a number of events throughout the year. These are purposeful, enjoyable and bring the whole community together for the benefit of the pupils. All parents are welcome participants. We would love you to become involved right from the start.



## Care Plan Meetings

We will hold meetings up to three times a year for both preschool and ante-preschool children. The purpose of these meetings is to give parents/carers an opportunity to discuss their child's progress, plan targets for the term ahead alongside your child's key worker.



Children's 'learning journals' will share your child's progress throughout their time in the EYC. Parents are encouraged to comment on their child's progress while sharing learning from home too.

At the end of your child's preschool year pupils are issued with a summative report with comments on progress in Literacy, Numeracy, Health and Wellbeing and general progress through the early level curriculum.

It is helpful if you keep the staff informed of anything happening at home that might affect the way your child is feeling, or their behaviour e.g. the birth of a sibling, death of a relative, move of home etc. It will help us support your child in a sympathetic and appropriate way. Anything you tell us will of course be treated with complete confidentiality. Staff can provide story books to read at home on issues such as the above which may help your child come to terms with the change.



## Working Together to Promote Positive Behaviour

It is our policy at Ayr Grammar EYC to promote positive behaviour.



This is achieved by:

- Use of lots of praise and positive reinforcement.
- Encouraging our children to respect other children and adults.
- Encouraging our children to respect the property of others.
- Establishing routines and practices as part of the Early Years Curriculum.
- A nurturing attitude to distressed behaviour.

When distressed behaviours occur, a member of staff will discuss the issue with the parents/carers and look for a way forward. Parents/carers will meet with EYC staff to talk about how we might best support the child and their family. This may involve asking advice from the child's health visitor, Speech and Language therapists or our school's Educational Psychologist. Parents are at the heart of the decision making process, at every stage, as we work together to support the child.

## Wider Community

In Ayr Grammar Early Years Centre, we place a great deal of importance in our children having access to the local community and developing an awareness of citizenship and knowledge of the town they live in.

Throughout the year we will arrange walks in the local area to visit the library, local parks, the beach, the station, the shops etc. We will also have visits from the librarian and other members of our community including children from other classes in the school, Community Policemen and Fire fighters.



## Child Protection /Data Protection



At Ayr Grammar we take the care, welfare and protection of our children very seriously. We believe all children have a right to feel safe within the school, home and community. Within our environment we strive to provide a safe, secure and nurturing environment for our pupils, which promotes inclusion and achievement.

All staff in Education have a statutory and professional responsibility to act if we have reason to believe a child is suffering, or is at risk of abuse.

Our child protection policy and procedure set out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the community. These procedures are designed to ensure that children receive the help they need, when they need it.

Every staff member undergoes a minimum of one child protection training activity every session. Many of our staff are more extensively trained in specific areas of child protection to support and identify potential child protection concerns.

All schools in South Ayrshire have comprehensive Pupil Support systems in place and we work closely with our partners in Social Work, Health and the Police. The school operates a multi-agency Joint Support Team to ensure that the best possible supports are available to pupils when they need them.

The Child Protection Co-ordinator for the EYC is Alison Coxon (DHT). If you wish any further information or a copy of the school policy, please contact the school office. If you wish to discuss this important matter further, please make an appointment.

If you are worried or know of a child who could be at risk of abuse or neglect please speak to the Child Protection Coordinator or to a member of staff.

## **Complaints**

At Ayr Grammar we hope that all parents and pupils feel valued, welcomed and included. We strive to ensure that any complaints or concerns are dealt with sensitively and promptly. All enquiries will be acknowledged within 24 hours and responded to within one week of receipt to hopefully resolve the matter. Complaints should be made in the first instance either orally or in writing/email to Colleen McNeill - PT or Gail Gilbert - Head Teacher.

- In the first instance an EYC member of staff will attempt to sort out any difficulties. This will then be passed to the EYC senior management team and recorded. The head teacher will then be informed and any action taken will be noted.
- If no resolution can be reached the complaint will then be referred to the EYC senior management team or the head teacher who will meet with the person who instigated the complaint.

If you are not satisfied with the outcome and wish to take the matter further, you can contact the Early Years Team who can be contacted through South Ayrshire Council - 0300 123 0900.

### **Please note:**

**Although the information in this handbook is correct at the time of processing there could be changes affecting any of the matters within it, either before your child's placement begins or during the course of their placement. You will be informed of any important changes to the information. (Last updated January 2024)**