



***Kirkmichael
Early Years Centre
Handbook
2024/25***



Welcome to Kirkmichael Early Years Centre



WE MAY BE SMALL BUT
WE'VE GOT IT ALL



This is how we do it here...

**Everyone in the Kirkmichael school community aims to be the following
in every interaction with one another**

RESPECTFUL

SUPPORTIVE

KIND

On behalf of all the children, parents and staff I am delighted to welcome you to our early years centre. Situated in our beautiful village in the heart of a UNESCO Biosphere Reserve, we are incredibly proud of our lovely modern school building.

At Kirkmichael Primary School and Early Years Centre we set high standards with the view to giving our young people the best possible start in life – through active learning, exploration, teamwork, nurture and by making use of the picturesque setting in which we are lucky enough to learn and have fun in each day. We strive to do our best in all areas, and are keen to develop a culture of thinking built upon the care and wellbeing of all.

Quite simply, everyone at the school wants to play our part in making Kirkmichael, and the wider world in general, a more positive, fair and sustainable place to live, work and play. We believe we can all make a positive difference, and our pupils are testament to that positive change:

“We may be small, but we’ve got it all”

Please don't hesitate to contact the school if we can assist in any way.

Best wishes

Andrew Hislop
Head Teacher

SCHOOL/SOUTH AYRSHIRE AIMS AND VALUES

We aim to promote a happy positive atmosphere of purposeful learning by:

- Ensuring staff, parents and children feel valued
- Welcoming visitors
- Promoting an atmosphere of trust and co-operation
- Encouraging children to have consideration for others and self-discipline
- Promoting positive behaviour
- Ensuring quality of opportunity for everyone

We aim to build good communication between school, home and the community by:

- Actively involving parents as partners in their child's education
- Sharing knowledge, success and achievements
- Producing regular newsletters
- Organising regular visits to the local environment and inviting visitors into the centre.
- Forming partnerships with external agencies
- Learning Journals

We aim to encourage every child to maximise his/her potential in all areas of development by:

- Providing a broad and balanced range of activities and experiences in line with the Curriculum for Excellence, Early Level Outcomes
- Ensuring continuity and progression in learning
- Making regular observations and assessments of the children
- Ensuring each child is challenged by planning stimulating activities appropriate to their interests and stages of development
- Promoting an ethos of enjoyment and achievement

We aim to assist staff to develop to their full potential by:

- Ensuring that staff development is responsive to the national, local and individual needs of the school and staff
- Promoting an ethos of sharing ideas and support for each other
- Fostering effective communication

SOUTH AYRSHIRE COUNCIL AIMS AND VALUES

- ❖ Help for those who need it most
- ❖ To be committed to providing quality public service
- ❖ To have pride in our community
- ❖ To give service to others
- ❖ To provide lifelong education
- ❖ To create partnership

General Information

School name Kirkmichael Primary School & Early Years Centre

Address 17 Woodside Avenue
Kirkmichael
KA19 7PP

Telephone 01655 885805



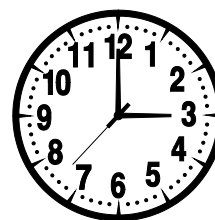
Email kirkmichael.mail@south-ayrshire.gov.uk

Website <https://blogs.glowscotland.org.uk/sa/kirkmichaelpsandeyc/>

Early Years Centre Class Hours

Early Years Centre Monday – Friday (term time) - 9.00am – 3.00pm

Please telephone the school if you are going to be late collecting your child at the end of a session.



Because the Early Years Centre functions as part of the school, the holidays are the same as the schools.

Early Years Centre Staff

Name	Designation
Mr Andrew Hislop	Head Teacher
Mrs Fiona Bruce	Principal Teacher
Mrs Karen Lawler	Early Years Practitioner
Mrs Hazel Rowney	Early Years Practitioner
Ms Rosanna Mohammad	School Psychologist
Rev Gerald Jones	School Chaplain
Mrs Aileen Thom	Clerical Assistant
Ms Jami Brown	Janitor/Cleaner

Parents can be confident that all our Early Years staff are fully qualified and have gone through careful selection procedures. Depending on our admissions throughout the year our staff quota may change and you will be informed of any changes as they occur.

Photographs of all our staff are displayed in the reception.

Applying for an Early Years place

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

Who can apply for an Early Years place

Parents/guardians of children who will be three years old by **28 February** can apply for an Early Years place. The registration process is an on-line application, open for a week during February/March. This date is generally intimated in the local press and in local amenities. Parents/guardians should make one application to the Early Years of their choice. They will be asked to state a second choice.

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

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

In Early Years Centres where there are more applications than places available a ballot will take place where the admission criteria indicated below will apply.

Admissions Policy Priorities for Children aged 3-5

In Early Years Centres where there are more applications than places available a ballot will take place where the admission criteria indicated below will apply.

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>

Starting Early Years

Children will be admitted **the Monday after their third birthday**. If this is a holiday, or a weekend, then their starting day will be the next working day. Parents are notified by email of their child's start date.

Parents 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 the opportunity for you to look round the setting, chat with the staff and to see first-hand what goes on in the Early Years Centre.

The School Year

The following is a list of the approved school holiday dates for Session 2024/2025.

Term	Break	Dates of Attendance	Cumulative Working Days
		Teachers (Inservice)	Fri 16 Aug 2024
		Teachers (Inservice)	Mon 19 Aug 2024
		Pupils return	Tues 20 Aug 2024
First	Mid Term	<i>local holiday</i>	Fri 20 Sept 2024
		<i>local holiday</i>	Mon 23 Sept 2024
		Close	Fri 11 Oct 2024
		Teachers (Inservice)	Mon 21 Oct 2024
		Re-open (Pupils)	Tues 22 Oct 2024
		Close	Fri 20 Dec 2024
		Re-open	Mon 6 Jan 2025
Second	Mid Term	Close	Fri 7 Feb 2025
		<i>local holiday</i>	Mon 10 Feb 2025
		Teachers (Inservice)	Tues 11 Feb 2025
		Re-open (Pupils)	Wed 12 Feb 2025
		Close	Fri 4 Apr 2025
Third		Re-open	Tues 22 Apr 2025
		May Day	Mon 5 May 2025
		Close	Fri 23 May 2025
		<i>local holiday</i>	Mon 26 May 2025
		Teachers (Inservice)	Tues 27 May 2025
		Re-open (Pupils)	Wed 28 May 2025
		Close	Fri 27 June 2025
		195	
	Session 2025/26	Teachers (Inservice)	Mon 18 Aug 2025
		Teachers (Inservice)	Tues 19 Aug 2025
		Pupils return	Wed 20 Aug 2025

NB Good Friday: 18 April 2025

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

Early Years Curriculum

We ensure that we implement a flexible, enabling and creative child-centred curriculum which is responsive to the uniqueness of each child, their families and the content of the community in which they live.

The 'Curriculum for Excellence' gives prominence to play across the early level. Our emphasis is on child-centred play pedagogy, provided through responsive and intentional planning which is a blend of child-initiated and adult-initiated learning experiences. The experiences and spaces for play which we facilitate for the children reflects their ideas, aspirations, curiosities and next steps in their learning.

Areas of the curriculum are the very early levels of:

- Health and wellbeing
- Literacy
- Mathematics
- Expressive Arts – art, drama, music and dance
- Religious Moral Education
- Science
- Social Subjects
- Technologies



Assessment

An Education and Care Plan is completed termly and a meeting is held with parents/guardians to discuss their children's wellbeing and learning. The Education and Care Plan highlights individualised support and/or challenge required and 3 targets for children's wellbeing and learning.

Milestones are completed for pre-school children in September/October and then again in May/June. These draw on observations, assessment and evidence in children's profiles. Milestones are used by staff to plan for support and challenge for individuals and groups where appropriate.

We use Learning Journals to record children's learning in line with our learning intentions and children's individual learning targets. If you have any questions regarding the use of Learning Journals or your child's learning please do not hesitate to ask staff at any time. You will receive information regarding the App when your child begins their learning journey within the centre.

All paperwork completed within the Early Years Centre regarding your child's learning is shared with their Primary 1 teacher as part of the transition process which supports the continuation of their learning journey on the early level of the 'Curriculum for Excellence'.



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 individual 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 1 and enables the Primary 1 teacher to have a clear view of your child's development and provide them with an appropriate curriculum from the first day of Primary 1. There is close liaison with Primary 1 staff in the final term of Early Years.

Arrival and collection of children

Safety in school is of great importance. It is expected that a responsible adult brings and collects your child from Early Years each day. Please inform staff of any change of person collecting or dropping off your child. Please enter the school grounds through the pedestrian gate at the front of the building or via the playground to the front. We ask parents not to park within the school grounds or on the yellow zig zag lines at the school gates. The Early Years door is supervised by a member of staff at the beginning and the end of each session. To gain access out with these times please use the buzzer system to gain entry.

Medical information

Please inform staff in the centre of any absence by telephone call (01655 885805).

It is very important that Early Years staff are aware of any medical problems that your child may have. They 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 are made through the Head Teacher/Principal Teacher.



Health professionals, such as the nurse 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 staff.

Minor accidents and incidents which occur are dealt with by staff. Should further support be required a qualified first aider is on hand in the school. If your child becomes unwell at any time during the session, staff will contact parents. 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. Accidents are recorded - outlining what happened and the steps taken by the staff. The adult collecting the child will be fully informed by staff.

Clothing

Navy polo shirts and purple sweatshirts with our Early Years logo can be purchased from BE Schoolwear, Dalblair Road, Ayr although this is not essential.



We utilise the beautiful countryside surrounding the school and take part in outdoor learning. It would be very helpful if children were dressed appropriately for the seasonal changes in order to do this. Wellies and waterproofs should be provided and can be left in school.



Please be aware that the children often taken part in creative learning which can result in their clothes becoming messy.

Healthy Eating

Healthy eating is promoted at snack and lunch time. Milk and water are provided and accessible to children each day. It is vital that parents inform the Early Years Centre staff if their child has any food allergies.

Tooth brushing

The Tooth brushing scheme is managed and maintained by the Department of Dental Health Promotion. They provide children with toothbrushes, toothpaste, information and practical demonstrations on how to care for their teeth. Within the centre the children brush their teeth once daily.

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.

At Kirkmichael 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.

Fire Drills

Fire drills take place within the school on a regular basis. Procedures for evacuating the building are placed throughout the Early Years Centre. Children rehearse fire drill procedures within the centre.

Emergency Closure Procedures

Schools may be affected by adverse weather, temporary interruption of transport, power failures or difficulties of power supply. Should evacuation be necessary, the children will be transferred to the McCosh Hall in Kirkmichael. The staff shall make every effort to inform parents about details of the closure and re-opening as soon as possible. We shall keep in touch with parents using letters, notices in local shops, announcements in public places and announcements in press and local radio.



Smoking

Kirkmichael Primary School & Early Years Centre is a smoke free zone in accordance with South Ayrshire Council policy. It would be helpful if parents and visitors to the school could refrain from smoking in the building and in the playground. We appreciate your co-operation in this matter.

Child Protection

School staff provide support to children and young people in their daily work and have a vital role to help protect them from harm. School staff help 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 school has a Child Protection Co-ordinator, Mr Andrew Hislop, Head Teacher, who will co-ordinate the school's response to concerns for children and young people's safety and wellbeing. The Authority has a designated officer for Child Protection who will ensure schools work effectively to keep children safe and well. 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.



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 staff. The Head Teacher, staff, parents and other professionals in consultation can help to provide an appropriate programme of work for individuals.

Quality Assurance

As a registered centre, our centre is inspected regularly by the Care Commission and will be included in a joint Care Inspectorate / Education Scotland inspection programme. A rigorous monitoring and evaluation programme developed within the school ensures high standards are kept in all aspects of the service. This is undertaken by all Early Years staff as well as the school management team.

Parent Council

There is a lively and enthusiastic Parent Council, which organises social and educational events throughout the session. The committee meet regularly in the school to organise events. The Early Years Centre will benefit from many of the fund-raising events and activities. The Parent Council are always looking for volunteers and helpers throughout the year. If you would like to be part of the Parent Council please contact the school for the Chairperson's details.

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 here. 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 their time in the Early Years Centre is available to view on Learning Journals. If you have any worries at all about your child in the centre, please feel free to come along and talk about them. Working together, we can usually sort things out very quickly. You will receive school newsletters which may contain Early Years news.



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
- Inform school or Early Years staff if your child is being collected by another adult
- Let the 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 his/her experiences at the Early Years Centre
- 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.

DATA PROTECTION ACT

Personal information on children, their parents or guardians may be processed for teaching, registration, assessment or other administrative duties. The information is protected by the data protection act 1998 and will only be disclosed in accordance with the appropriate code of practice.

Do you want to make a suggestion, comment or complaint?

If you would like to talk to someone we operate an open door policy at Kirkmichael Early Years Centre. Please feel free to discuss any concerns you may have with a member of staff or make an appointment with the Head Teacher.

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

<p>Aileen Valenti Quality Improvement Manager Early Years South Ayrshire Council County Buildings Wellington Square Ayr KA7 1DR</p>	<p>Lyndsay McRoberts Director of Education South Ayrshire Council County Buildings Wellington Square AYR KA7 1DR ☎0300 123 0900</p> <p>Sarah Pye Quality Improvement Officer South Ayrshire Council County Buildings Wellington Square Ayr KA7 1DR</p>
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Social Care and Social Work Improvement Scotland (SCSWIS) is a national organisation set up to regulate and inspect the care and social work services, and child protection. It is a non-departmental public body and will operate independently of the Scottish Executive. They can be contacted over any concerns you may have regarding the service provided to your child.

You can contact SCSWIS at the address below -
Social Care and Social Work Improvement Scotland

Compass House
11 Riverside Drive
Dundee
DD1 4NY

Enquiries: 0845 600 9527

Website: www.scswis.com Email: enquiries@scswis.com

Mr Andrew Hislop
Head Teacher
Kirkmichael Primary School & EY Centre
17 Woodside Avenue
Kirkmichael
KA19 7PP Telephone: 01655 885805

Conclusion

At Kirkmichael Early Years Centre **we operate an open door policy**, which means that parents are welcome to visit at any time. We value skills and talents that parents have and are keen to use these throughout the school. We hope that your child enjoys the educational and social experiences provided at Kirkmichael Early Years Centre.

Text only versions of this publication are available in Polish, Chinese and Urdu.

For further Information please contact:

0300 123 0900

Dostępna jest wersja tej publikacji w języku polskim, zawierająca wyłącznie tekst.

Aby uzyskać więcej informacji, proszę skontaktować się z:

0300 123 0900

本出版物還有純文字中文版。

有關更多資訊，請聯絡：

0300 123 0900

اس اشاعت کے نسخہ کا صرف متن اردو زبان میں دستیاب ہے۔

مزید جانکاری کے لیے براہ کرم درج ذیل پر رابطہ قائم کریں:

0300 123 0900

Do you know anyone who is registered blind or has a visual impairment?

If you do and you think that they would like a larger print version or an

audio cassette version of the text contact Council staff on:

0300 123 0900