

Welcome to
*Newton Early Years
Centre*



Russell Drive, Ayr KA8 8JL
(01292) 612714

2024-2025
Learning is fun!

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**Your views on the service are valued.
Please talk to any member of staff if you have any
suggestions or comments which would improve our
service.**

Newton Early Years Centre
Russell Drive
Ayr
KA8 8JL
Tel:(01292) 612714

Dear Parents

Welcome to Newton Early Years Centre,

Pre-school education is a crucial stage in a child's development and helps children to learn as they play. A good quality pre-school experience builds on the valuable learning that takes place in and around the home, prepares children to start primary school and develops the learning and other essential skills, which they will rely on in later life.

Here at Newton Early Years Centre (EYC) we take pride in providing quality pre-school experiences. We will ensure that your child's time at Newton EYC is happy and relevant to future learning. We look forward to getting to know you and your child.

This handbook will give you an idea of what goes on at nursery as well as providing information, which you may need during the year. The staff and I are always available to answer any questions or help with any problems you may have.

Parents play a big part in the life of our nursery class. We encourage your involvement and invite you to join us as often as possible.

Yours Sincerely

Mrs Fiona McAvoy
Head Teacher

Staff

Head Teacher.....	Mrs Fiona McAvoy
Depute Head Teacher.....	Mrs Daniella Miller
Principal Teacher	Mrs Nicola Killick
Authority PT.....	Mrs Aidan Hogarth
Equity and Excellence Lead.....	Mrs Carol Douglas
Early Years Worker.....	Mrs Emma Anderson
Early Years Worker.....	Miss Kara Lindsay
Early Years Worker.....	Mrs Ashley Cherrie
Early Years Worker.....	Mrs Sophie Thorburn
Early Years Worker.....	Mrs Lynsey Reilly
Early Years Worker	Miss Julie Young
Early Years Worker	Miss Jodie Barbour
Early Years Worker	Miss Steph Bell
Early Years Worker.....	Miss Ashley Piling

Centre Information

Name: Newton Primary & Early Years Centre

Address: Russell Drive, Ayr, KA8 8JL

Telephone No.: 01292 612714

Denominational Status: Non-denominational

Accommodation & Capacity: Newton Early Years Centre is registered with the Care Inspectorate to provide places for 35 children which includes ten 2 year olds.

South Ayrshire Aims

South Ayrshire Early Education Aims

We aim to: provide a safe, secure and caring learning environment where children are happy and feel valued. provide a broad balanced and stimulating curriculum appropriate to the needs of the individual child. encourage children to become active, confident and enthusiastic lifelong learners promote partnership with parents and the wider community. encourage continuity and progression in care and education.

Our Aims

In our Early years centre we aim to offer the highest quality service

We aim to:

- Plan a broad, balanced programme of learning opportunities responding to the needs and interests of our children in line with the Early level of Curriculum for Excellence.
- Make effective use of assessment information to ensure that all children make good progress in the key aspects of their development and learning.
- Provide a stimulating learning environment, which includes a good balance of free and directed choice.
- Provide a safe and secure environment catering for the physical and emotional needs of our children.
- Maintain a welcoming, supportive atmosphere where parents and staff work together in partnership.
- Make effective use of available resources to achieve the best possible outcomes.
- Manage the nursery class effectively, establishing systems and procedures developed collaboratively.

Learning

In South Ayrshire we use "Curriculum for Excellence - Early Level", "Realising the Ambition" and "Pre Birth to Three" guidelines from the Scottish Government.

Activities and experiences are planned by staff to provide a broad, balanced curriculum which meets the needs of all children.

Through play we aim to:

- encourage and help children to build positive relationships
- give children opportunities to be independent and successful
- provide each child with the necessary skills to enable effective learning
- to encourage children to have self confidence

What we do:

- we provide a range of interesting and enjoyable activities suited to the needs of your child
- we talk and interact with the children • we give the children praise and encouragement
- we help the children to form relationships with other children and adults
 - we encourage the children to try new experiences
- we encourage the children to question and look for answers
 - we help the children achieve success
- we provide support and challenge as required
 - we involve parents and carers in their child's learning

Opening Times

Hours of Opening

Full day Sessions..... 9.00am - 3.00pm

We ask that you please pick up your child on time. Let us know immediately if there is a problem. Telephone: 01292 612714.

Home/ School/ Community

Research shows that parent(s) and carer(s) involvement in their child's learning positively affects performance at school. Encouraging learning at home should be fun and never a chore. Your child will learn best with lots of praise, opportunities to talk about things and by being listened to. We will be supporting your child to develop their skills in independence, such as dressing, tidying and toileting and would like you to promote this at home in order to maintain a consistent approach.

Parent/ Carer involvement

Parental involvement has a high priority within the Early Years Centre and School. There will be opportunities for you to participate in workshops, Stay and Play sessions and more throughout the year.

We have a wide range of Parent classes in the school, including college courses. Parents are able to help within the school volunteering in roles such as school assistant, clerical assistant, sports assistant, nursery assistant - the school will be able to arrange and cover costs for PVGs.

We have successfully been running Super Start in Newton Primary School for 5 years now and it is a fun and engaging way for pupils to arrive at school and take part in exciting learning at the beginning of their school day. We need as many parent/ guardian helpers as possible to help teachers at Super start time. Many of the activities are fun, exciting and sometimes messy art or cooking activities our teachers couldn't plan without parent/ guardian help.

There is a Parent Council which meets regularly and we would encourage you to attend these meetings, they have a Facebook page which can be found at:

<https://www.facebook.com/NewtonPrimaryParentCouncil/>

Parent views and participation are always welcome in Newton.

Child Protection

In Newton we have a policy in place on Child Protection. Staff must immediately report an allegation or suspicion of child abuse to the HT Mrs Fiona McAvoy. Grounds for concern can arise from a wide range of circumstances as detailed in South Ayrshire's Child Protection guidelines. These documents are available to for you to view on the Noticeboard.

Staff follow Child Protection Guidelines from South Ayrshire Council and all undergo regular training. Staff provide support to children and have a vital role to play in ensuring that no harm comes to the children in our care. Staff help keep children safe by:

- teaching them about personal safety
- being a trusted adult
- identifying when a child may need help
- understanding the procedures to be taken when there are concerns about a child's safety and well-being

Starting Nursery Class



The Scottish Government now provides funding to allow three and four-year-old children to receive 1140 hours of free early learning and childcare every year. That works out at around 30 hours every week over school term times. Free places are also available to some families with two-year-olds if they meet specified criteria. Children who turn three after the end of February will start the following August and receive two full years of pre-school provision.

The Nursery offers 35 full time places.

All places are allocated in accordance with South Ayrshire Council's Pre-5 Admission Policy.

For children in the 2-3 provision, places are allocated following referrals for families from a variety of agencies, eg Social Work, Health Visitors, Speech & Language Therapy.

Places are also available for children aged 2-3 years if they have a parent/carer who receives the following benefits:

- Income Support
- Job Seekers Allowance (Income based)
- Incapacity Benefit or Severe Disablement Allowance
- Child Tax Credit Where household income is £16,105 or less
- Child Tax Credit and Working Tax Credit where household income is £7320 or less • Universal Credit where net earned income is £610 or less per month
- State Pension Credit
- Any income related to element of Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999 Or
- If your two year old (or have they been at any point since turning two) looked after by the Local Authority or the subject of a Kinship Care or Guardianship Order

Arrival & Collection

Children must be brought to and collected from Nursery by an adult on your signed collection form. It is very important that staff are notified of any change in arrangements i.e. if a friend or nominated family member no longer to have access to your child.

Entry to the Nursery class is by the gate beside the specially designated Nursery play-area. The gates are open from 8:50-9:10 and 2:50-3:10. If you arrive at nursery out with these times, please report to the main office. You will always be welcomed at the Nursery by a member of staff. Please let us know if you have any concerns. We are here to work closely with you.

Medical Information & Allergies



It is very important that staff are informed of any medical problems your child has and made aware of any difficulties. Medication can only be administered by prior agreement and only after the completion of an individual medical plan by parents and nursery staff. Please contact staff if you require further advice.

We must be informed if your child has any allergies. Some children have food allergies and we are able to provide a separate snack when necessary to meet their dietary requirements.

Sun Care. Weather permitting, we like the children to enjoy outdoor play each day. If we have a spell of good weather, please apply sun cream to your child's skin before coming to nursery and ensure that they wear a hat and a top, which covers their shoulders. Sun cream will be applied during the day, as per our sun smart guidance, please let us know if your child requires a specific brand of sun scream.

If Your Child is Unwell

In the event of your child becoming ill, or having an accident at Nursery, we will contact you or your emergency numbers so that he/she can go home. If we are unable to contact anyone, your child will be made as comfortable as possible until you arrive. It is essential that we have any changes to your numbers.

Toothbrushing

NHS Ayrshire & Arran Oral Health Promotion Initiatives in Nursery and Primary Schools

NHS Ayrshire & Arran is implementing two oral health programmes - Childsmile and the National Dental Inspection Programme (NDIP) in local schools. Childsmile: The Childsmile Programme's aim is to improve the dental health of children in Scotland and it is funded by the Scottish Government. Childsmile has 3 main elements:

1. A core tooth brushing programme - In Ayrshire & Arran, daily supervised toothbrushing takes place in all nursery schools and many primary schools. Free Childsmile oral health packs containing a toothbrush and fluoride toothpaste are given out twice a year to children at nursery school and on entry to primary school in primary 1. During their first year of life, all babies are given an oral health pack and a drinking cup to encourage healthy 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 healthy as possible. Remember - water and milk are recommended as safe drinks for teeth for all children.
2. 2. 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.
3. 3. A nursery and school programme - this initiative provides preventive oral health programmes for children aged 3 years and upwards. It targets children in identified nursery and primary schools, who will benefit from additional preventive care. This care will involve the application of fluoride varnish to children's teeth by Childsmile Clinical Teams in the nursery and primary schools. The Childsmile and Oral Health Promotion Teams will also deliver oral health improvement 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

Snack, Lunch & Healthy Eating

Healthy eating is encouraged every day, children enjoy milk and a varied snack menu which includes items such as fruit, yoghurt, cheese, toast and crackers. Please inform staff if your child suffers from any food allergies. Water is always given as an alternative to milk.

Healthy lunches are provided for children who attend full days. Please inform us if your child has any allergies or dietary requirements. You can choose to provide a healthy packed lunch if you prefer. If you are providing packed lunch for your child please ensure any items that require to be refrigerated are labelled with your child's name so they can be placed within the fridge.

The foundation for good health begins in early childhood. In partnership with parents we want to improve the health of our children. Positive messages about health and eating are consistently reinforced through: snacks, drinks, and food choices.

Suitable Clothing

At Nursery we like to have fun and try out lots of new activities with things like paint, glue, dough and clay. Sometimes this means that we will get dirty. We have aprons to protect our clothes, but little accidents do happen.

We are also a Health Promoting School and are committed to outdoor learning. Depending on the time of year this means warm clothing, gloves, scarves and hats.

Clothing should be comfortable, easily washed and easy to manage in the toilet.

Outings

To encourage the children to explore and appreciate their environment, we go on several outings throughout the session. We also try to get out into our local community as often as possible. The help of parents is always welcome on these occasions.

Holidays:

Date	Holiday
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

Fire Drills

The Nursery class will take part in termly fire drills along with Newton Primary School and will follow practised procedures.

Assessments

Every child is treated as an individual who develops at his/her own pace. Staff observe each child and keep individual records tracking each child's progress and next steps in learning. They plan activities which are interesting and enjoyable while at the same time providing support and challenge in learning. Each child has a Learning Journal which contains examples of the child's work, photographs & activities and achievements. Learning Journals are shared with parents throughout the session.

Additional Support Needs

We have a duty to ensure that all children have equal access to the curriculum, providing support if necessary to meet individual needs. We also try to ensure that parents who have a disability have equal access to information about their children and to nursery activities. Your involvement as a parent and partner in the education of your child is vital. Individual needs are recognised and appropriate support can be organised. Specialist help is available from a wide range of agencies.

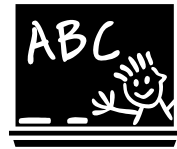
Working Together to Support Learning

Nursery staff are in daily contact with parents and are available to discuss worries / concerns. Nursery news and events are shared. Parents will be invited to parent's evening to discuss and share information about your child's progress before he / she moves on to Primary School.

Promoting Positive Relationships

Our policy in Newton Primary and Newton Early Years Centre is to promote Positive Behaviour through praise and encouragement e. g. we reinforce good behaviour and children learn to share, take their turn and respect the feelings of others.

Links With Primary School



When your child is preparing to enter Primary 1, a 'getting-ready for school' Programme will take place, which will involve regular planned visits to Newton Primary School. Details of this will be given early in the spring term.

- ❖ Parents Evening
- ❖ Classroom visits

Equal Opportunities

At all times we promote equality and ensure that every child regardless of race, religion, sex or ability have access to education and care of the highest quality. Any incidents of racism would be treated very seriously and reported to South Ayrshire Council for investigation.

Multi Cultural Scotland

We live in a multi cultural Scotland. As a result, we try very hard in the Nursery to take account of this.

It is important that we give children opportunities to experience other cultures and religions and learn to respect others.

Insurance

South Ayrshire Council hold Public Liability. Copies of the certificate are displayed in the main entrance hall. Further information regarding insurance can be obtained from the County Buildings, Wellington Square Ayr, telephone number 01292 612264.

Valuables

Parents should ensure that children do not bring items of value to the centre. Toys and jewellery should be kept at home. All children's outdoor clothing and shoes should be labelled clearly to avoid being mislaid. Parents should note that the Council does not have insurance to cover loss of such items and any claims submitted are only likely to be met where the Council can be shown to have been negligent.

Complaints

We aim to listen to complaints and respond quickly and appropriately to them, following discussions and recommendations.

It is of paramount importance that the Early years centre should run smoothly and that parents/carers and staff work together and co-operate in the best interest of the children in the Nursery. In the event of complaints from staff or parents, every effort will be made to respond quickly and appropriately and the following procedure will be followed:

If a parent/carer feels he/she has cause for complaint, they should speak to any member of the Nursery staff in the first instance.

Our policy is on the wall for you to view but if you would like a copy please just ask.

Data Protection & GDPR

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 1st January 2005, any person who makes a request for information must be provided with it, subject to certain conditions.

GDPR

The General Data Protection Regulation (GDPR) (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union. It addresses the export of personal data outside the EU. It came into force on the 25th May 2018. The GDPR includes the following rights for individuals:

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling

Please Note

Although the information in this handbook is correct at the time of printing, there could be changes affecting any of the matters dealt with in it, either before your child's placement begins or during the course of their placement. The head of the establishment will tell you of any important changes to the information.

Important Addresses

Director of Care, Learning & Wellbeing

Mrs Lynsey McRoberts
South Ayrshire Council
County Buildings, Wellington Square
Ayr KA7 1DR
01292 612234

Quality Improvement Officer

Mrs Aileen Valenti
South Ayrshire Council
County Buildings, Wellington Square
Ayr
KA7 1DR 01292 612021

Information & advice regarding care issues
and complaints is available from:

South West Region
1st Floor
Rivergate House
Rivergate
IRVINE KA12 8EH
01294 323920

Scottish Care Inspectorate
Compass House
Discovery Quay
11 Riverside drive
DUNDEE
DD1 4NY
☎ 01382-207-100

