



Stow Primary School Early Learning Centre Handbook

TO STOW ELC

At Stow ELC, we work closely with the Primary School, which is reflected in our Values, Vision, and Aims.

Our vision is that our children are caring, confident and creative – striving for success together through play and curiosity.

Our values are represented as ‘On Track’:

Opportunities

Nurturing

Thriving

Respectful

Approachable

Caring

Kind

Our aim is:

Nurturing every child to thrive through caring relationships, creative play as we stay ON TRACK together.

LEARNING THROUGH PLAY

Play develops natural curiosity and stimulates imagination, providing many relevant and meaningful opportunities for exploration, investigation, creativity, problem-solving, and decision-making. Play is not only crucial for the early stages of brain development, no matter what age we are, but it also helps to develop important skills for learning, life, and work. Through play, children and young people explore their feelings, and this can help them build resilience and cope with stress. Play enables children to make sense of the world around them and their place in it.

It is important for children to be given time to play throughout the day to follow their own line of enquiry or individual interest. Play is often thought of as children’s work (Isaacs, 1930), and anyone observing children absorbed in play can see how hard they work (Realising the Ambition, Education Scotland, 2020).

Loose parts are materials that children can make into anything they want. They are usually free and develop curiosity and imagination. They have no instructions or directions and can create hours of rich, play experiences. Stones, twigs, cones, cardboard boxes, pots, empty cartons, scraps, pegs, tubes, corks, tyres, planks, guttering, and crates are among many examples of loose parts (Loose Parts Play, Scottish Government).



HEALTH AND WELLBEING

While we cover all areas of the Curriculum for Excellence, for new children, our main priority is Health and Wellbeing to ensure children can settle in as easily as possible.

We want to make sure children are happy, safe, and secure while with us.

Please let us know if there is anything you are aware of that helps settle your child if they are upset. For example, any needs or reassurances.

SESSION TIMES

Our sessions run from **8:35 am to 3:10 pm, Monday to Thursday.**

- AM: 8:35 am – 12:00 noon
- PM: 12:00 noon – 3:10 pm
- **Friday:** 8:35 am – 12:15 pm

We ask that children are collected promptly at the end of each session to allow our team time for environmental enhancements, planning, and personal development. We appreciate that sometimes delays happen—please let us know if you are running late.

SNACK & LUNCHES

As ELC is full-time, snack and school lunches are available free. This is booked via Parent Pay, and login details will be provided once your child starts in the setting. Until you receive your login details, staff will be able to assist you in booking your child's lunch each morning.

Children are entitled to one healthy snack per session, which is free. ELC children who attend over lunch are also entitled to a free school meal. We ask that all lunches are booked in advance. Lunch must be booked by 8am each morning. If your child does not have a lunch booked, they will be offered the soup and sandwich option only.

SHOWBIE

Showbie is an app for communication and to share your child's learning. You will be provided with a login after your child starts in the ELC. A drop in will be arranged after your child starts in the setting to allow any parents to attend that have any queries or problems. However, our staff are on hand to be able to answer any questions, daily. Showbie is set out in 2 sections, Groups and Classes. Parents can comment in groups, but not classes.

Group:

Stow ELC (Year/Year)

This is a private group, only ELC staff and parents have access. We use this group to share and document our learning experiences in ELC, as well as sharing important information/dates and our termly newsletter. We encourage parents to view our learning regularly and parents are welcome to add comments, share ideas, share achievements and experiences from home with us too.

'Child's Name' Home Link

This is a private group between individual parents and staff in the ELC. This group can be used to discuss any information about an individual child.

Class:

Stow ELC (Year/Year).

ELC has one class each year. This class is the child's individual profile (Learning journey). Parents can view the contents of the class.

The class is split into folders:

My Learning through play - observations for 2 years old's.

Observations- observations linked to Literacy, Numeracy and Health and Wellbeing tracker/Developmental Overviews. We aim to upload at least one observation per child, per week.

Photo Album – photos from your child's time in the ELC.

Supporting Learning at Home – This includes our planning, which is a 3 week cycle, and our story of the week.

Policies – This details our ELC policies for your information and feedback.

Development Overviews and Trackers - Only staff members have access to the class. However, a meeting can be arranged to view these and discuss your child's progress and development on request.

Key workers are accountable for ensuring these are completed or updated in a timely manner. However, all staff are accountable for updating trackers after completing an observation.

Personal Care Plans - Only staff members have access to this class. However, these can be viewed on request.

- Child's Care Plan, Care plan Plus (if appropriate) and other agencies letters/information are stored within their individual folders. All staff must sign these to say they have read and understand the contents. These are reviewed and updated (if required) termly by parent and keyworker.
- Sleep record of when and how long your child has slept in the ELC.
- Accident Record of all minor accidents the child has had in the ELC. Any accident that has been recorded on Lexi, will be filled out on an Accident Form.
- Sun Cream Record of when sun cream was applied

COMMUNICATION

- **stowps@scotborders.gov.uk** is the main school email. The phone number is **01578 730218**. Please use these to communicate any absences, sickness, or other concerns.
- **Showbie** is our platform for sharing learning. An individual communication group will be created including yourself and staff from the ELC. This is where you can discuss information regarding your child. (HomeLink)
- The school has a Parent Council that includes ELC families. They meet regularly, and all families are warmly welcomed to meetings. Mrs Naomi Graham and Ms Jessica Day are the joint chairpersons: **stowparentcouncil@gmail.com**.

OUTDOOR PLAY

Time outside is something we always encourage. Children will have access to free-flow outdoor play every day, in all weather. We, therefore, ask that your child is appropriately dressed for the weather.

We will provide your child with a full set of waterproofs, but we kindly ask you to provide:

- A full set of spare clothes
- Wellies
- Indoor shoes

From March, we ask that you provide your child with the following, to be left in the setting:

- at least **SPF30** Sun Cream

- suitable clothing such as light-coloured loose clothing. A change of clothes can be left in their green bag
- a wide brimmed **hat** such as a bucket hat or cap with neck flap to shade the neck, face and ears.

We ask that you apply sun cream to your child in the morning before ELC, and this will be re-applied throughout the day.

Please ensure all items are labelled with your child's name.

BIG BEDTIME READ

Each week the children will be invited to the school library to choose an age-appropriate book to bring home and share. This is by no means to be seen as homework but as an opportunity to share a variety of different books with your child.

Books will be sent home each Thursday, and we ask they are returned the following Thursday for exchange.

We would love for you to share photographs of your reading for enjoyment with your child, these can be added to your HomeLink group on Showbie.

SICKNESS AND ABSENCES

Children should not attend the ELC if they are unwell or have a temperature. If your child is absent from the setting, we ask that you contact the ELC/School as soon as possible, stating reasons for their absence. This information is vital for our staff, as it helps with accurate reporting for infection control and prevention. This also allows us to cancel your child's lunch with the kitchen to reduce food waste.

SCHOOL HOUSES

When your child begins at Stow ELC, they will be assigned to a school house. Throughout the year, we hold house challenges, and the house with the most points at the end of the school year will be named the winners. Each house has its own PE t-shirt, which can be worn throughout the school year and on Sports Day.

Killochryett – Red

Pennywhiggam – Yellow

Gwydellin - Blue

OUR STAFF

Head Teacher

Mrs Magda Robertson



Early Years Officer

Ms Lyndsey Stewart



Early Years Practitioner

Mrs Jessie Wang



Early Years Practitioner

Miss Kimberley O'May



Early Years Practitioner

Mrs Ainsley Herriot

Early Years Practitioner

Vacancy



Janitor
Mr Raymond Hume



Office Administration Assistant
Vacancy

Cook
Lousie Steele



