



Mossbank Early Learning and Childcare

Family Information





Dear Parent/Carer, We are delighted to welcome you and your child to the Mossbank Early Learning and Childcare Setting and Daycare service.

We hope that your child's time here will be a happy one and that they will benefit from all the experiences provided.

We look forward to working in partnership with you to support your child to develop to their fullest potential- we believe that cooperation between home and school is very important and so we will seek to keep you up to date with all the developments in the Early Learning and Childcare Setting.

This booklet gives general guidance about the Early Learning and Childcare Setting at Mossbank Primary School and its activities. We hope the information given will help you settle your child in easily and to make you familiar with what happens in our setting.

Yours faithfully,

The Mossbank ELC Team



General Information

Address: Mossbank Primary School
Mossbank
Shetland
ZE29RB

Telephone Number:
01595 807286

Email

For general enquiries - mossbank@shetland.gov.uk

For booking breakfast club/daycare - mossbankbookings@shetland.gov.uk

Website: <http://www.mossbank.shetland.sch.uk/>

Staffing

Head Teacher and ELC manager	Mrs Jennifer Christie
ELC Teacher	Mrs Helen Perry
ELC Senior Practitioner	Miss Emma Nisbet
ELC Practitioner	Miss Jenna Mowat
ELC Support Worker	Miss Lauren Anderson
ELC Support Worker	Miss Donna Tulloch
ELC Support Worker	Mrs Alison Anderson

All staff are trained or working towards a SVQ level 3, The Head Teacher, who manages the unit, has a Bed (Hons) degree. All staff have Protecting Vulnerable Groups disclosure certificates and are registered with the Scottish Social Serviced Council.

Local Authority: Shetland Islands Council
Hayfield House
Hayfield Lane
Lerwick
ZE1 0QD
01595 744000



About Mossbank ELC

Mossbank Primary School is an integral part of our local community and our Wraparound care facility supports parents from the locality and beyond. This booklet aims to help you find out about the Early Learning and Childcare (ELC) our school offers. We provide care for children ages 2-5 years, from 8.15am - 4.15pm, term time. This includes a funded ELC session for registered children.

We aim to offer a warm welcoming and stimulating learning environment where children's needs are paramount. The staff firmly believe that it is important to build strong, positive and open relationships between home and childcare. We feel this is the most successful way to help each child develop to the best of their ability.

In the ELC setting there is a strong emphasis on learning through play with an investigative approach. Children are encouraged and supported to:

- Actively explore their world both indoors and outdoors
- Discover new information
- Develop language and critical thinking skills
- Apply their ideas in meaningful ways
- Develop social and emotional skills



Our Mission Statement

- ❖ We want Mossbank School to be a place where pupils, parents and staff can achieve their full potential.
- ❖ A place where pupils, parents and staff are respected and valued for their contributions.
- ❖ A place where children are nurtured and inspired to go forward into an ever-changing world with the values and skills they need to succeed.
- ❖ A place of high expectations at the centre of its community, with its community at its centre.

'Think Big, Dream Bigger'



Our Service



Funded ELC Places

All three and four year olds, and some two year olds, are entitled to 1140 hours per year of free early learning and childcare. You should apply for a place centrally by emailing the ELC Inbox at Children's Services - elc@shetland.gov.uk You will be asked to specify the hours you would like for your child to attend. Our service offers term time provision only. To change your child's set weekly pattern, email elc@shetland.gov.uk to request a change of pattern. Please note that changes to patterns cannot be accommodated on an ad hoc basis. You will find a poster in the ELC area with more information

Entitled Twos

If your child has been identified as benefitting from an Entitled Two's place, please also contact the ELC Inbox. [Early Learning and Childcare Provision - Entitle two's – Shetland Islands Council](#)

Breakfast Club

Children can attend ELC from 8.15am. Breakfast will be provided. To add additional daycare hours to your entitlement please email - mossbankbookings@shetland.gov.uk

Snacks and Healthy Eating

Healthy snacks are provided twice daily at approximately 10.30am and 3.30pm. Your child can bring a packed lunch or can have a hot meal provided by the canteen, these are to be booked in advance through ParentPay. [ParentPay – Shetland Islands Council](#)

Mossbank ELC and School is an **Orange Free School**. This means no oranges, orange flavoured products or juices should be brought onto the premises.

We follow the 'Setting the Table' guidelines fresh fruit and/or vegetables every day. We operate a 'family grouping' system for eating. The children and staff in the setting all come together at snack and lunchtime. We realise the importance of mealtimes and the value of modelling behaviour around food and sitting at the table.

Daycare

General Information

Mossbank ELC offers a paid Daycare service for pre-school children aged 2 - 5. The Daycare hours run from 8.15am until 4.15pm.

There are limited Daycare spaces available, however, we will always try our best to accommodate everyone.

We have our lunch between 12.30pm and 1.30pm, therefore, we ask that you avoid pickup/dropoff at this time. Your child can bring a packed lunch or can have a hot meal provided by the canteen, these are to be booked in advance through ParentPay. [ParentPay – Shetland Islands Council](#)

The children have 2 healthy snacks throughout the day at approx 10.30am and 3.30pm. All snacks are provided by the setting.

We have changing facilities within the ELC so we can carry out any personal care needs discretely and with dignity.

Before your child starts we will organise a suitable time for you both to come and visit the setting. We will provide you with your enrolment forms on this visit and ask that you please fill these in and return on your child's first day.

We ask that you please provide the following with your child:

- Nappies and wipes
- A full spare change of clothes, Please make sure that all children's clothes and shoes are clearly marked with their name.
- Completed enrolment forms
- Any medication your child requires
- Appropriate outdoor clothing, i.e. sunhat or cosy jacket/mittens etc depending on the weather - a waterproof suit and jacket will be provided by the setting.
- To encourage your child's independence, we ask that they wear shoes that are easy to put on and take off themselves i.e. not lacing shoes unless they can tie laces. Velcro, elastic or zips are best.
- Welly boots which can be kept in the setting or brought in each morning.

Fees – billed to you weekly by SIC on ParentPay

Daycare fee - £5.10 per hour. Lunch - £2.20 per day.

Contact Information

For all enquiries about daycare please email - mossbankbookings@shetland.gov.uk

Our Environment



Our setting is made up of 5 areas, these are as follows

The Area

This is a bigger, open plan space, situated between the classrooms. This area is used as a space for parents. It is also where the children hang their school bags and jackets.

The Nursery Room

This is the main room used in our setting. It has recently been completely refurbished and is now a bright, open, modern space in which the children can play. There are many different areas and resources to discover in here. In this setting the children have access to; water/sand play, role play, small world play, block play, literacy/numeracy areas, different forms of technology, books/games, craft and modelling materials.

Outdoor area

We have fantastic outdoor spaces at Mossbank ELC and we take full advantage of these throughout the session. As well as a wooded 'discovery' area we have a mud kitchen, variety of bikes and cars, access to the schools play equipment and multicourt. We keep the door to the outside areas open at all times when safe to do so.

Breakfast Club

This area is used for the Primary Breakfast club in the morning.

Kidzone

This area is the staff base.

Our Pedagogy

Child Led, Play Based Learning, Loose Parts & Natural Resources

At Mossbank ELC we believe in learning through play led by the children's interests and needs. By providing an environment filled with high quality, open ended, natural resources we will allow children to become naturally curious and, in turn, facilitate their learning and development through enquiry, imagination, investigation and high-quality interactions.

The Outdoors

There is a huge amount of research highlighting the benefits of outdoor play. At Mossbank ELC we encourage the children to be outside as much as possible. We facilitate free flow indoor/outdoor play

wherever possible. Children have their own waterproof suits, and we would ask that you ensure that your child is dressed appropriately everyday, bearing in mind that outdoor play will be part of their daily routine. In the summer months we would also ask that you put sunscreen on your child before putting them to the setting. We also ask that you sign a consent form and supply the ELC with your chosen sunscreen if you wish staff to reapply this throughout the day as necessary.



Curriculum



At Mossbank ELC we follow the Curriculum for Excellence.

- ❖ **Literacy and English.** Children are encouraged to listen to stories, talk about their experiences, develop early writing and mark making skills. The environment offers countless opportunities for early literacy and we are guided by the 'Highland Emerging Literacy' programme, which takes a developmental approach to early literacy. The link to the Highland Literacy Programme is below

<https://highlandliteracy.com/emerging-literacy/>

Our setting has a well-stocked library of Early Learning favourites and sharing the magic of books is encouraged at any time in the setting.

- ❖ **Numeracy and Mathematics.** Early numeracy and mathematics are embedded in our setting. We take every opportunity to count objects, recite numbers and sing counting songs. Children are naturally inquisitive and we provide the resources to fuel that curiosity. For example, providing a two-pan balance encourages children to investigate and compare weight, resources of various sizes can be used to discuss, contrast and compare scale and size. There are countless opportunities each day to sort and categorise objects. This all introduces and extends mathematical vocabulary in a very organic way.

- ❖ **Health and Wellbeing.** Health and wellbeing is at the centre of everything we do in our ELC. The Nurture principles lie at the heart of our setting and staff are attuned to the needs of all our learners.
The benefits of outdoor learning have been highlighted earlier and we encourage the children to be outside as much as possible. Our setting provides independence and choice for our learners as much as possible while in a well-thought-out stable environment. Themes of citizenship and the stewardship of our environment underpin the values of our setting.
- ❖ **Expressive Arts.** Our environment provides opportunities for children to express themselves through music, role-play, craft and mark-making. Creative opportunities are all around us.
- ❖ **Social subjects, Sciences, Technologies and RME.** Investigation and curiosity are encouraged throughout our setting. Children are made aware of their place in the world and other cultures.

Positive Relationships

In Mossbank ELC we believe that positive relationships lie at the heart of all we do. This is reflected in our vision, values and aims. We understand the importance of nurture and the 6 nurture principles underpin all our interactions and activities. These are -

1. Children's learning is understood developmentally
2. The classroom offers a safe base
3. The importance of nurture for the development of wellbeing
4. Language is a vital means of communication
5. All behaviour is communication
6. The importance of transition in children's lives



Other Information

Transition

During the second half of the school year we introduce a transition programme for children moving to Primary One. This helps children to understand the routines in their new class and get to know their teacher and classmates. This is supported by ELC and school staff. Transition activities usually include visits in our p1-4 classroom, sharing lunch and playtimes with p1-4 and visits to ELC from our Early Years teacher.

Attendance

Children should attend ELC on a regular basis so that they can benefit most from the place allocated to them. All children benefit from a regular routine. **If your child is going to be absent from ELC then you must inform the setting.** Parents should ensure that the setting has an up to date emergency contact phone number in case there is a problem and you are unavailable.

Policies and Procedures

SIC, Mossbank School, and Mossbank ELC policies and procedures are available for all parents via the Mossbank School Blog. We are inspected regularly by the Care Inspectorate and adhere to the Care Inspectorate Standards. Our latest inspection report can also be found on our blog and is available in paper form from our setting.



Child Protection

Under local authority procedures, staff are obliged to pass on any information received regarding children in our care to the appropriate agency. All staff are trained in child protection procedures. A copy of the 'Shetland Inter-agency Child Protection Procedures' is held in the Nursery office.

Childsmile

Information about the Childsmile programme is available at enrolment and on our blog. Here is the link to the Childsmile website - <http://www.child-smile.org.uk/>

If your child is poorly

If your child is going to be absent from ELC then you must inform the setting.

Children suffering from sickness and diarrhoea should remain at home until fully recovered. It is policy that children should not return to the ELC until 48 hours after symptoms have ceased. This advice is offered to alleviate unnecessary distress and prevent further spread of infection. Further advice can found here - <https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>



Medicines

If your child needs medicine when in the setting or has a medical condition, please inform us. We will provide the relevant documentation and consent forms to fill in.

Clothing

Children will engage in active learning, so in order to feel free to participate in all activities, it is preferable if children wear suitable clothing. Aprons are supplied for messy play and baking activities. Clothes that are easy to get on and off are best. Please make sure that all children's **clothes** and shoes are **clearly marked** with their name. **To encourage your child's independence, we ask that they wear shoes that are easy to put on and take off themselves i.e. not lacing shoes unless they can tie laces. Velcro, elastic or zips are best.**

We have outdoor suits and jackets for use in inclement weather but children should come with a jacket at all times. Please provide a sunhat for sunny days and welly boots for the winter.

Comforters

Please discourage your child, as far as possible, from bringing toys from home with the exception of **Thursdays for Show and Tell**. If your child needs a comforter whilst settling in we will be sensitive to this and ensure that it is stored safely and available if they really need it.

Parents Area

Parents can use the Parents' room if they require during the settling in period. There is also a selection of toys for children to play with if waiting with Parents. The Health Visitor and other visiting agencies often use this room.

Trips

Parents will be informed of details of all trips. A small donation towards trips may be required. All trips will be fully risk assessed.

Severe weather

In the event of severe weather, parents will be contacted if the school is not opening or if the weather deteriorates during the day. Please keep an eye on the school blog and parent council Facebook page for updates.

Complaints Procedure

Should you have any concerns regarding the ELC setting, please speak with the staff in the first instance. If you feel the matter needs further discussion, please do not hesitate to contact the Head teacher and ELC manager, Mrs J. Christie. Any matter will be discussed in confidence and your concerns given due consideration. Any complaints will be dealt with within 2 weeks of receipt. If you are still concerned following these meetings please contact -

Leanne Moss

Telephone: 01595 743862

Hayfield House

Email: Leanne.Moss2@shetland.gov.uk

The current SIC complaints procedure can be found here -

<https://www.shetland.gov.uk/contact-us/make-complaint>

