

Information about Starting Blackwood Early Learning and Childcare



Welcome to Blackwood Primary ELC. We look forward to getting to know you and your child and working in partnership with you throughout your child's early learning journey. We have an open door policy so please speak with us if you have any questions, comments or concerns about you or your child's experiences.

This booklet has been produced to give you information regarding your child starting our Early Learning and Childcare (ELC) setting and hopefully answer any questions you may have.

ELC Vision

Our vision was updated in 2019 in conjunction with parents/carers and staff:

'At Blackwood Primary School Early Learning and Childcare we strive to establish a caring, nurturing and stimulating environment which encourages creativity and curiosity and recognises each child as an individual, enabling them to attain and achieve.'

ELC Values

We have four values that we strive to support all children to develop during their time with us:

F - Friendship

R - Respect

E - Equality

D - Determination



Staffing

There are many staff working both directly and indirectly with children to support and develop their emotional, social and academic needs.

ELC Leadership Team

Ms. Christine McMillan	Head Teacher
Mrs. Jenny Bowman	Depute Head Teacher
Ms. Freda Marshall	Early Years Team Leader
	(Early Years Team Leaders - responsible for day to day running of the ELC)

ELC Staff

Each member of staff (keyworker) has a group of up to 8 children. Your child's keyworker will be your initial point of contact should you wish to discuss any aspects of your child's development or any concerns that you may have.

Our current keyworkers are:

Ms Kay Jones (Mon, Tues, alternate Wed)
Mrs Arlene Thomson (alternate Wed, Thurs, Fri)
Miss Lorna Forbes
Miss Emily Biggart
Miss Lynzi Morrison
Mrs Jennifer Inglis
Mrs Leighann Bryce (Mon, Tue, Wed pm)
Mrs Heather Stewart (Wed am, Thurs, Fri)
Mrs Joanne Curley (Mon, Tue)
Ms Freda Marshall (Wed pm, Thu, Fri)

Mrs Lindsay McGauley is our Early Years School Support Assistant and works Mon-Fri 10am-2pm.

Start of Session

A member of staff will welcome your child to the ELC in the morning and ask the adult dropping them off a few questions regarding collection, lunches and medication.

If children choose to start their day playing outside they should come that day ready for the outdoors. If they wish to play indoors they will enter the cloakroom where they will be supported to change their shoes, put their bags on their pegs and take their outdoor jacket/shoes to the cloakroom inside the playroom.

Throughout session

Children will have free play opportunities where they can choose an area indoors or outdoors to play. There will be daily group time where children will spend time with their keyworker developing their skills, knowledge and relationships.

End of Session

Staff will help your child to get ready at the end of the day and will have a brief handover ensuring important information is shared. If there is an accident/incident during the day which involves your child, a staff member will aim to contact you during the day so that you are aware before pick up. Paperwork will be sent through Learning Journals for you to read and sign.

ELC Hours

This session all children have been allocated 1140 hours (9am-3pm). In order to support parents/carers with school drop-offs, work & family commitments, we offer additional hours which can be purchased as additionality. These additional hours are from 8:45 until 4pm. The current rate is £4.18 per hour. If you wish to book your child in for this option please see Mrs Park in the school office to complete paperwork and arrange a contract for this.

Online Learning Journals

All children have their own personal Learning Journal that you will be able to access online. The journals have proven a popular way to share children's learning and achievements both at our ELC and from home. There is an app which you can download and you are able to upload photos showing achievements/celebrations from home for children to look at with their keyworker/friends in the ELC.



Toileting

Children can access the toilets independently and staff will assist your child if necessary. Accidents do happen (so don't worry) - a member of staff will help change your child into dry clothes if permission has been given.

Current guidelines require parents/carers to supply spare clothes (please keep in your child's bag).

If your child is in nappies or pull ups, please hand in nappies/pull ups and wipes which will be placed in your child's individual changing box.

Staff will support toilet training in partnership with you so please speak to your child's keyworker if you require support with this.



Keeping you Informed

You will receive regular newsletters both from the school and the ELC via email. Other important information is also emailed to parents/carers to keep you updated. Information can also be found on our school Twitter account @BlackwoodPS_SLC and on our website - www.blackwood-pri.s-lanark.uk.

Lunch

All ELC children are entitled to a free lunch when attending full day. Children will be given the choice of hot foods or sandwiches.

Please do not worry if your child does not like the choice on offer as you can indicate that you will send your child with a packed lunch. If this is the preferable option, Care Inspectorate guidelines require that you include a cold ice pack in your child's lunch box. It would assist us further if you placed your child's name on the outside of the packed lunch box, as we are aware that some children may have the same lunch box. When selecting items for your child's lunch box we would like to remind you that the school is a nut free zone and appreciate your support with this requirement.



Snack

Currently the children are being provided with a small daily snack that is paid for by South Lanarkshire Council. Children are also given the option of milk or water (this is available throughout the session).



Allergies/Medication

If your child has any medical conditions/allergies or requires medication, please inform our Team Leader - Ms Marshall who will talk through everything with you and complete the necessary paperwork and ensure that the information is recorded on your child's Care Plan. Should your child require medication, you will be asked to complete a consent form prior to staff being able to administer it. We are required to contact you every 28 days to check that the medication and dosage doesn't require to be altered.

It is important that no medication is left in your child's bag, it should be handed to a member of staff or the main school office.



Induction

To support children attending our ELC, we have a settling in routine tailored to individual children's needs. Letters are sent out regarding times to visit and gradually adapt to the full day routine. Please contact us if you wish to discuss your child's induction.

Parent Pay

Information regarding Parent Pay will be sent out separately. This account will allow you to pay for any events/items etc. during your child's time with us. It is also used as another form of communication as the system enables us to send emails to parents/carers.

Outdoor Play

We are utilising the outdoor areas within the school grounds daily. We would therefore appreciate your support in sending your child each day with suitable outdoor clothing for the varying Scottish weather. This includes outdoor jacket, waterproofs and wellington boots. It would assist us further if your child's name was on these items so that they do not get mixed up. Please speak to a member of staff if we can help support you by providing these items.

With your consent, sun cream will be applied to your child's skin when necessary. If you prefer to provide your own suncream please hand in to a member of staff and ensure it is clearly labelled with your child's name. Where warm, sunny weather is forecast we would request that your child arrives having had sun cream already applied and brings a sun hat with them.



Toys

We know that the children like to bring toys from home, however, toys can get lost or broken so we discourage children in doing this. If your child needs a comfort from home please discuss with their keyworker.

Uniform

We do not have a uniform policy in the ELC, however, uniform is available to purchase in the school shop via the school website if you wish to do so. This is parental choice and is not a requirement.

Partnership Working

During your child's time with us, we may ask if other agencies can become involved to support your child. This may include:

Early Years Specialist Support Teacher

Educational Psychologist

Community Paediatrician

Speech and Language Therapist

Health Visitor

Occupational Therapist



Information Sharing Protocol

In order to best support your child and involve other agencies we may ask you to sign an Information Sharing Protocol form indicating who we are going to share the information with and why.

Absences

If your child is absent we would be grateful if you could phone the school and leave a message on the school answer machine (01555-892438) or email the school (office@blackwood-pri.s-lanark.sch.uk). Should you know in advance that your child will be absent we would be grateful if you could contact us to let us know.



Sickness Policy

Please phone us if your child is unwell. We follow NHS Lanarkshire Guidelines and ask if your child has had sickness or diarrhoea they should be absent until they have been clear for 48 hours.

We also ask parents/carers to retain their usual vigilance around not sending their child if unwell, unless it is a very minor illness. Please contact us if in any doubt. If you have given your child paracetamol in the morning for a temperature, please keep your child at home until their temperature is stable without medication.



Care Inspectorate and Education Scotland

Our ELC had an unannounced Care Inspectorate Inspection in February 2026 - available from www.careinspectorate.com where the service name is Blackwood Primary Nursery Class.

Our school and ELC were inspected by HMIe in December 2019 and the inspection report can be found on the Education Scotland website - www.educationscotland.org.uk.

