

**Welcome To  
Kirktonholme Primary School Early Learning  
Class 2023/24**



**Early Learning  
Class Handbook**



# Welcome

We are delighted that you have chosen Kirktonholme Primary School Early Learning Class as your child's early learning placement. The early learning team look forward to working with your family to ensure that your child is safe, healthy, achieving, nurtured, active, respected, encouraged to be responsible and feel included in all aspects of school life.

We occupy a superb campus geared specifically to engage our children in learning through a wide variety of learning experiences following Curriculum for Excellence and South Lanarkshire Council guidelines.



## **Our Staff Team**

Head of Establishment – Mrs Linda Wright

Depute Head Teachers – Mrs Karen Clow (responsibility for the early level)  
Mrs Valerie Miller (responsibility for our first level)  
Mrs Samantha Souter (responsibility for our second level)

Early Learning Staff team – Mrs Karen Moran (Team Leader), Mrs Fiona Thorpe, Mrs Kim Young, Miss Abby McKendrick, Mrs Mirza Watt, Mrs Andi Murray, Mrs Nicole Lynch, Ms Nicole Smith and Miss Eli Athen.

Students from secondary schools, colleges and universities may have placements within the Early Learning Class throughout the year and any placements will be in line with government and council COVID-19 guidance.

## **Opening Times**

The Kirktonholme Primary School Early Learning Class is located within the Kirktonholme Primary School Campus building and has its own separate entrance.

**Kirktonholme Primary School Early Learning Class currently offers full day sessions,**  
We have a staggered opening 08:45-08:55 and a staggered close 14:45-14:55.

## **Nursery Year**

The Early Learning Class observes the same term times as our primary school. There are four terms in the year. Holiday dates are given to all families at the start of each session, are available from the school office and on South Lanarkshire Council's website (details can be found at the end of this handbook).

## **Nursery Capacity**

Our nursery has the capacity for 40 pupils, which includes three, four and five-year-old learners.

## **Links to Schools and Community**

Mrs Linda Wright, Head Teacher (HT), has overall responsibility for the whole school. Mrs Karen Clow, Depute Head Teacher (DHT), has responsibility for the Early Level – Nursery/Primary 1.

Our early learning team and Primary One team work closely together to promote a smooth transition to primary school.

The DHT, Primary One teachers and Team Leader liaise both with additional early learning classes of children registering to start school at Kirktonholme and with schools where Kirktonholme children move onto. Primary One staff are invited to visit and meet the child(ren) informally and meet with our early learning team.

DHTs and Team Leaders within the Learning Community hold planned meetings to discuss the curriculum and share good practice.

Our children attend celebration of achievement assemblies, planned religious observance assemblies and are included in Head Teacher, Gold Board and Star Writer Awards.

As part of Curriculum for Excellence the Early Learning Class has had visits from the Oral Educator, the Fire and Rescue Service, the Police, Guide Dogs, Zoo Lab and Aiken Drum as well as many other specialists, that have been identified by pupils and staff, who may be able to enhance our learning experiences. If any families feel that they could offer their skills, advice or experiences at any time please contact a member of staff.

In addition to the above, we have business links with Morrisons at Lindsayfield and a community link with McKillop Gardens Care Home. We have previously organised educational visits to Low Waters Museum in December.

## **Snack**

Our children are all offered a nutritious snack each session based upon national nutrition advice. Information regarding snack can be found daily on the door entering the playroom and from any member of the team.

## **Coming to school**

- Entrance and exit is through the main Early Learning Class door.
- Secure entry is usually manned by our Team Leader and you will be asked to give the name of the adult collecting your child when you drop them off.
- Parents/carers should give their children a goodbye hug/wave/kiss at the nursery entrance and let the team know what their lunch arrangements are.
- Please ensure that your child is dressed appropriately for the weather, as the children will have many opportunities for outdoor learning throughout the session.
- Children are asked required to bring a change of shoes, a change of clothes and a water bottle.
- Children should be dropped off and collected promptly.

## **Clothing**

Please ensure that you dress your child for the weather conditions as we use our outdoor area daily. We do have a selection of outdoor clothing for children to use.

We have an Early Learning Class uniform provided by Blossoms – a red polo shirt and sweatshirt with the school logo. Order forms are available online from the supplier or from their retail outlet in East Kilbride town centre. The children should be dressed in comfortable clothes, which allow them the freedom to participate in various play activities.

Each child has a designated peg to hang outdoor jackets and bags on and a space to store their shoes.

Please **label** all your child's belongings.

## **Promoting Positive Behaviour**

Within our Early Learning Class, we encourage the children to behave with courtesy and respect towards one another and the staff. We promote positive behaviour through implementing the Curriculum for Excellence, where children are encouraged to demonstrate good practice in the four capacities i.e. being responsible, contributing confidently to the daily life of our nursery and communicating confidently and freely. We focus strongly on rewards and creating an, "I can," culture helping all children to develop confidence, build self-esteem and promote that learning is great fun!

## **Illness and Emergencies**

**If your child or anyone in your family home is displaying any symptom related to Covid-19 please follow the latest government advice related to testing and self-isolating.**

If your child is ill and therefore unable to attend, please let us know as soon as possible. Should you forget the school will telephone you for confirmation as part of our Care and Welfare Policy. If your child becomes ill whilst at school we need to be able to contact you as soon as possible, so please make sure we have up to date contact phone numbers where you or a nominated adult can be contacted. Emergencies can arise and the school might have to close unexpectedly.

In line with South Lanarkshire Council's guidelines, if a child has had sickness or diarrhoea they must not return to school until 48 hours after the last episode of illness.

## **Outings**

For all outings outwith our school grounds, you will be notified in writing and the appropriate consent/medical forms will be issued.

## **Fundraising**

Throughout the year, the Early Learning Class holds fundraising events to purchase resources. Full details of these events are included in the monthly newsletters and notices on the entrance door.

## **Focuses**

Throughout the year the children will be working on different focuses, information about these will be displayed in our foyer on the Curriculum Noticeboard and our newsletters. Children are consulted about their learning and this information is used to identify key areas for development. At Kirktonholme we promote responsive planning to enable our skilled team to support personalisation and choice within our curriculum, this means that although there will always be a backdrop focus, your children will be developing their skills and learning through a wide variety of topics.

We usually perform a Nativity, to which families are invited. We have two scheduled Parents' evenings and a meet the team event as well as many other events during the session.

## **Parking**

The central part of the car park is for **staff only**. If you have to bring your child to school by car, please use the parking bay opposite our entrance. Do not park in the disabled area unless you have a disabled permit, a copy of which should be emailed to Mrs Wright.

## **Compliments and complaints**

Should you have any concerns or worries the staff team are available on a daily basis to be of help. Mrs Moran will pass this information to the HT/DHT who would contact the parents/carers to offer support or please contact them directly.

We pride ourselves at Kirktonholme in having very positive relationships with our families and would therefore hope that any worries or concerns would be discussed together first. The Care Inspectorate Complaints Procedure and South Lanarkshire Council contact details are at the end of this handbook.

Likewise, we are very happy to hear about things you like about our Early Learning Class. We are always looking to improve the service we provide for the benefit of our children and their families.

## **Child Protection**

All staff receive training at the beginning of each session in line with South Lanarkshire Council's procedures. Senior managers are required to attend courses in order to update current practice/procedures and keep staff informed of any changes.

## **Inspection**

The Care Inspectorate and Education Scotland regulate all early learning establishments. In March 2017, Kirktonholme Primary School Nursery Class had a Care Inspectorate inspection. The process looks at how we are performing in specific areas of early learning and childcare. Kirktonholme Primary School Nursery Class was graded very good in all areas inspected. There were no requirements or recommendations for further action. The full report is available on the Care Inspectorate website (address at the end of this handbook)

## **Policies and Procedures**

Kirktonholme Primary School Early Learning Class' Policies and Procedures are available for parents/carers to see at any time, please ask Mrs Moran if you would like any further details. We also had a telephone meeting last session with Care Inspectorate to discuss the school's response to the COVID-19 pandemic and the procedures that we have in place and the Care Inspectorate stated that they were satisfied that our risk assessment and procedures were in line with their expectations.

## **Curriculum**

Curriculum for Excellence is implemented in all early learning settings, primary and secondary establishments across Scotland. The philosophy of this approach is for children aged 3-18 years old to engage in learning experiences, which will enable them to develop skills, allowing them to become: Confident Individuals, Effective Contributors, Successful Learners and Responsible Citizens. Additional Benchmark guidance is followed and our staff team also refer to the documents Together We Can and We Will and Realising the Ambition and the Care Inspectorate website/hub to help shape our curriculum and practices.

In addition, children are encouraged to have personalisation and choice in their learning and the skills taught centre on active independent learning, collaborative approaches to problem solving and sustainability as well as skills for life.

### **Curriculum for Excellence has five levels:**

**Early Level**

**First Level**

**Second Level**

**Third Level**

**Fourth Level**

All our children are assessed in their learning and most pupils will be working within the Early Level. These learning experiences and outcomes are shared with parents/carers. Where support for learning is required (for additional challenge or reinforcement), the staff team will plan for this accordingly and may, at times, contact outside agencies for targeted support.

At all stages of learning, parents/carers are kept fully informed through informal day to day feedback, monthly newsletters, letters, end of year reports, school website and planned parent/carer meetings.

### **Agencies involved with our Early Learning Class can include:**

- Integrated Children's Services
- Book Bug
- English as a Second Language Specialist Teacher
- Libraries
- Early Years Specialist Support Teacher
- Psychological Services
- Speech and Language Therapy
- Specialist Support Services
- Dental Health Team
- Physiotherapists
- Social Services

## **Application and Enrolment Processes**

All applications are completed on South Lanarkshire Council's website and should be done no later than the end of February prior to the school session that your child will be eligible for a place. A member of our team will usually contact families to introduce ourselves once the application form has been forwarded to our school.

In the case where there are more applicants than places a ballot is held centrally and officiated by a representative from South Lanarkshire Council.

On your child's first day at our Early Learning Class, they will attend for one hour only. Parents/carers will have completed enrolment paperwork with the DHT/Team Leader prior to their child's first day by telephone.

All the above processes comply with South Lanarkshire Council's Early Years Admissions Policy.

## **Adult Involvement**

Partners in Learning

Supporting Enterprise Endeavours

Self-evaluation

Parent Council

Adult helpers

We hope that you found this handbook useful. If you would like any further information about any aspect of our school, please do not hesitate to get in touch.

## **Contact Details**

Kirktonholme Primary School Early Learning Class

Dornoch Place

West Mains

East Kilbride

G74 1DJ

Telephone: 01355 222050

E-mail: [gw14ktonholmeoffice@glow.sch.uk](mailto:gw14ktonholmeoffice@glow.sch.uk)

Website: [kirktonholme-pri.s-lanark.sch](http://kirktonholme-pri.s-lanark.sch)

Early Year Services South Lanarkshire Council

Council Offices

Almada Street

Hamilton

ML3 0AE

E-mail: [earlyyears@southlanarkshire.gov.uk](mailto:earlyyears@southlanarkshire.gov.uk)

Website: [www.southlanarkshirecouncil.gov.uk](http://www.southlanarkshirecouncil.gov.uk)

Telephone: 03031231023

## **Care Inspectorate**

[www.careinspectorate.com](http://www.careinspectorate.com)

03456009527