

# ***Calderwood ELC***

## ***Nursery Handbook***

### ***2026 - 2027***

Calderwood Early Learning Centre

1 Nethersheil Road

East Calder

Livingston

WEST LOTHIAN

EH53 0GU

Tel: 01506 280060

Email: [wlcalderswood-ps@westlothian.org.uk](mailto:wlcalderswood-ps@westlothian.org.uk)

# Welcome to Calderwood ELC

On behalf of the staff at Calderwood ELC, I would like to extend a warm welcome to you and your child. I am pleased that you are sending your child to our Nursery and look forward to working in close partnership with you to support your child's learning and development at this stage of their education. We pride ourselves in providing a safe and happy environment where children are encouraged to achieve their personal best through meaningful play experiences and to develop an interest in learning which will remain with them throughout their lives.

Home and school are key influences on a young child's life, and I know we can work effectively together to ensure your child has the best opportunities and learning experiences during their time at Calderwood. As your support is vital to this process, we will regularly keep you informed of your child's development and progress. The Nursery operates an open-door policy and parents/carers are most welcome to arrange an appointment to visit the setting to discuss their child's progress.

I hope that this handbook will be both useful and informative. For any further information, please contact the Nursery staff in the first instance who will be pleased to answer your questions. Most especially, I hope that you will keep in the forefront of your mind the vital role you have already played and must continue to play in your child's learning and development. We look forward to happy, successful partnership working with you and your child.

Head Teacher

Miss Burton



# Contents

Head Teacher's Welcome

Nursery Information

Staffing 2026 - 2027

Nursery Aims

The Curriculum

Our Nursery Day

- Nursery Starting Arrangements
- Communication
- Confidentiality
- Unexplained Absence
- Snack
- Clothing & Footwear

Learning in Partnership

- SEESAW
- Stay, Learn and Play
- Achievements
- Family Learning Groups
- Positive Relationships Policy

Child Protection

Community Partnership

Customer Care

# Nursery Information

**Contact Details:** **Calderwood ELC**  
1 Nethersheil Road  
East Calder  
Livingston  
WEST LOTHIAN  
EH53 0GU  
Tel: 01506 280060  
Email: [wcalderwood-ps@westlothian.org.uk](mailto:wcalderwood-ps@westlothian.org.uk)

Head Teacher: Miss Burton

## Session Times

### **Morning Class**

Monday - Thursday 7.47am - 12.30pm

Friday 8.00am - 11.57am

Breakfast Provision is served from 8.15am - 8.45am

Lunch is served from 11.30am - 12.15pm

### **Afternoon Class**

Monday - Thursday 12.30pm - 6.14pm

Lunch is served from 12.45pm - 1.30pm

Late Snack Provision is served from 4.30pm - 5.00pm

### **Two Full Day provision**

Monday - Thursday 8.00am - 6.00pm

Afternoon short session 12.45pm - 4.05pm

or

Friday Morning short session 8.00am - 11.20am

Children can only be collected by a named adult or by prior arrangement with office staff. Please note that anyone 16 years old or younger cannot collect your child.

# Staffing 2026 – 2027

## **Head Teacher:**

Miss Burton

## **Depute Head Teachers:**

Miss Stark

Mrs Warden

## **Early Years Officers:**

Miss Gunn

Miss Reilly

Mrs Stewart (maternity cover for Miss Kennedy)

## **Nursery Practitioners:**

Miss Wright (maternity cover for Miss Long)

Miss MacIntyre

Miss Middleton

Miss Lambert

Mrs Gallagher

Mr Milligan

Miss Scott

Miss Borosch

Mrs Bunce

Mr Grieve

Mrs Shemilt

Miss Quinn

Miss Nicholson

## **Pupil Support Workers:**

Miss McMillan

Miss MacCauley

Mrs McGowan

Miss Noor

Miss Loran

## **Facilities Management**

Sam and Graeme.



# Our Vision

## #BeyondTheDream

This vision is portrayed in **our setting's aims** to:

- Create a welcoming and happy environment where all achievement is celebrated
- Cultivate stimulating and challenging experiences that engage our children to develop inquiry, curiosity and creativity
- Encourage and nurture positive relationships between children, our early learning team and the wider community
- Work with parents, stakeholders and the wider community to enrich our learning experiences.

Our **values** guide the way we work. They are creativity, caring connectedness.

Together we will:

- Look after each other and the world around us
- Actively promote health and wellbeing
- Foster a nurturing approach
- Provide a safe supportive inclusive centre where everyone is valued.



# Early Years Curriculum and our Pedagogy

Scotland's curriculum places learners at the heart of education. At its centre are four fundamental capacities. These capacities reflect and recognise the lifelong nature of education and learning. They:

- recognise the need for all children and young people to know themselves as individuals and to develop their relationships with others, in families and in communities
- recognise the knowledge, skills and attributes that children and young people need to acquire to thrive in our interconnected, digital and rapidly changing world
- enable children and young people to be democratic citizens and active shapers of that world



Child-centred play pedagogy starts from the children. Child-centred play pedagogy requires us to take the lead from the children. This approach actively responds to the individual and constantly changing needs of a young child. A young child's voice is interpreted by our observations of their actions, emotions and words. These observations are central to assessment and inform us what children need.

Scottish Government (2020) Realising the Ambition, p.46

# Our Nursery Day

## **Morning Class**

|                   |                                     |
|-------------------|-------------------------------------|
| 7.47am - 8.45am   | Breakfast and Self Registration     |
| 8.45am - 11.00am  | Child Initiated and Structured Play |
| 11.00am - 11.30am | Story and Clan Time Session         |
| 11.30am - 12.15pm | Lunch                               |
| 12.00pm - 12.30pm | Home Time                           |

## **Afternoon Class**

|                  |                                             |
|------------------|---------------------------------------------|
| 12.30pm - 1.00pm | Welcome and Self Registration               |
| 12.30pm - 1.15pm | Lunch                                       |
| 1.15pm - 2.00pm  | Child Initiated and Structured Play         |
| 2.00pm - 2.30pm  | Story and Clan Time Session                 |
| 2.30pm - 5.30pm  | Child Initiated and Structured Play / Snack |
| 5.45pm - 6.14pm  | Home Time                                   |

## **Nursery Starting Arrangements**

Our Nursery is able to offer morning / afternoon or two full day Nursery places for children from three years to five years.

Each child will be introduced to a key worker for their time in Nursery. A key worker is responsible for a group of children and will organise skills sessions for these children. Clan Time session times include focused learning activities that are carefully planned to develop and extend learning for all children. The key worker will be available for any questions that you may have concerning your child's time in Nursery.

Attending Nursery is possibly the first time many children have left their parent /carer for any length of time. We are flexible and responsive to the individual needs of each child and therefore set the settling in period to best support the needs of your child.

## **Lunch**

Children attending full day or morning sessions will receive a cooked lunch, served between 11.30am-1.15pm. Children who attend in the afternoon will be provided with a cooked lunch which will be served between 12.30pm - 1.00pm.

All children will also be offered a snack during the session, and all meals will be served with milk and water, following nutritional guidance from Setting the Table and Food Matters

<https://www.gov.scot/publications/setting-table-guidance/>

<https://hub.careinspectorate.com/media/3241/food-matters-nurturing-happy-healthy-children.pdf>

Please inform us of any dietary requirements or allergies that your child has.

You may wish to provide your child with a packed lunch. If this is the case, please let us know. You can find information on healthy choices for packed lunches on the Parentclub website:

<https://www.parentclub.scot/>

### **Breakfast Provision – AM Class**

Children attending Nursery during the morning session will be provided with breakfast.

Breakfast will be provided from 8.15am, finishing at 8.45am. Children will be provided with 2 items plus a drink. Items may include Yogurt, Cereal, Toast or Chopped Fruit.

### **Snack Provision – PM Class**

Children attending Nursery during the afternoon session will be provided with a late afternoon snack which will be provided from 4.30pm, finishing at 5.00pm.

### **Clothing and Footwear**

Children should wear suitable clothes for play. We promote independence therefore clothes should be easy for children to fasten / unfasten as we encourage children to dress / undress themselves when going to the toilet or outdoor play. Please avoid belts, buckles or difficult fastenings. Football colours are not encouraged in Nursery.

Please provide your child with a pair of soft shoes for indoor use. Gym shoes with Velcro fastenings are ideal.

Please label all clothing and footwear with your child's name for ease of identification.

We would be grateful if you could provide an extra set of labelled indoor clothing in a change bag which can be stored in the Nursery Muddy Boot Rooms. We spend most of each day outdoors therefore it would be helpful if you could ensure that your child has suitable outdoor clothing for both sunny and wet weather.

Your child will be provided with a named coat peg in the cloakroom where they can leave their belongings whilst in the Nursery. And a Clan area within one of our two Muddy Boot Rooms situated on the nursery floor for outdoor clothing to be accessed throughout the nursery day by the children.

Soothers and dummies are not encouraged in Nursery. To avoid breakages, comforters or special toys should left at home or placed within your child's change bag in the cloakroom.

Please find our recommended clothing below:

- Navy sweatshirt **or** navy sweatshirt jumper with white Calderwood Nursery logo

- White polo shirt **or** white polo shirt with navy Calderwood Nursery logo; **OR** White polo shirt **or** navy polo shirt **or** navy polo shirt with white Calderwood Nursery logo
- Navy tracksuit bottoms **or** navy tracksuit bottoms with Calderwood Nursery logo; **or** navy leggings **or** navy shorts; any bottoms that are comfortable
- Wellies that can be left in nursery for outdoors
- Waterproof suit **or** jacket and trousers for outdoors (We can support with supplying these if required)

You can purchase our uniform from:

[Calderwood Nursery - Schools \(border-embroideries.co.uk\)](http://border-embroideries.co.uk)

## **Communication**

Communication with parents / carers is very important to us at Calderwood ELC. We share information in a number of ways. The whiteboard in the cloakroom is updated on a daily basis to inform you of the focus for learning in the playroom. The notices within the cloakroom notice board, Plasma Screen, Blog and Twitter are updated regularly and will keep you informed of forthcoming events, holidays and general information. Our Nursery Chronicle is issued fortnightly which will provide you with key information, dates and updates about our nursery.

## Communication @ Calderwood

Keeping Connected with our Parents/Carers and Community!

Sharing Information 

 Sharing Learning

|                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Website</b><br><br>Every school in West Lothian has a consistent style of website informing families of the same types of information. Our website also has feeds to our blog and twitter accounts, providing a 'one stop shop' for information. | <b>Group Call: Email</b><br>It is important that the office have a record of your most up to date email address as we regularly use Groupcall email as our more 'traditional' form of communication. We use email to send information about events such as assemblies, trips, news, important dates, etc. If you do not have access to the internet these emails can be sent out in a paper copy. | <br>Calderwood Nursery                    | <b>Twitter</b><br>Our Twitter feed is mainly used to alert families to blog posts. It also enables us to quickly share information and photos about learning and events. Twitter also publicises our interesting and innovative approaches to learning and teaching, allowing us not only to be recognised for this but also to share ideas with other schools and partners. We have 364 followers who are mostly school families, local community groups, educational groups from West Lothian and across Scotland and partners who we regularly engage with. | <b>Blog</b><br>Our blog is a hub of activity and is daily updated with information from staff, children, management, parents and partners. It includes text, photos and videos about learning, events and news, keeping families up to date with all things about #Calderwood. Our blog posts send feed into Twitter and our Facebook group to alert you that we have a post. |
| <b>Group Call: Text</b><br>It is important that the office have a record of your most up to date mobile number because as we use Groupcall texting to quickly share important information.                                                                                                                                             | <b>Newsletters</b><br>There is a regular newsletter which gives parent/carers upcoming dates, nursery information and any other relevant news.                                                                                                                                                                                                                                                    | <b>Start/End of Session</b><br>Informal conversations between staff and parents/carers at the start of each nursery session. | <b>Online Learning Journals</b><br>Throughout the year staff build up a profile of your child's attainment, achievements, development and next steps. This is done using online Learning Journals which parents/carers can access from home.                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                               |

## **Confidentiality**

If you have anything to discuss of a confidential nature, please be assured that we will deal with information in a discrete manner and only share information which is necessary for the well-being of your child.

### **Absence from Nursery**

Should your child be unable to attend Nursery due to illness please ensure that you contact the setting before 9.30am or 1.30pm on each day that your child is absent. We are required to contact any parent / carer whose child is absent without any explanation. This will happen on the first day of absence. If no contact is made with the Nursery to state the reason for absence, then Head Teacher will follow the West Lothian Council reporting Unexplained Absence Policy.

Although nursery education is not compulsory, there can be little progress made if your child is persistently absent, and absences can also be unsettling for your child.

### **Accidents**

Bumps and bruises are a common occurrence with young children. If your child has a bump or accident during their time in Nursery you will be given an accident slip which will give you details of what has happened and how the staff dealt with it. All staff will follow West Lothian Council First Aid procedures and may contact you if they feel the injury is more serious and medical help should be sought from your GP surgery.

### **Medication**

The "Procedures for the Management of Pupils with Healthcare Needs" is a West Lothian Council guide that provides a structure to assist all learning establishments in meeting the healthcare needs of children. The measures detailed in the procedures enable practitioners to efficiently support children with healthcare requirements.

Practitioners will work continually with families to ensure that children's health conditions and care requirements are clearly and accurately recorded and that there is full knowledge and understanding of the medication and care interventions required whilst your child is in nursery.

<https://www.westlothian.gov.uk/article/68000/Procedures-for-the-Management-of-Pupils-with-Healthcare-Needs>

### **Infection Control**

Help and support is offered to children to promote independence in good hand hygiene practices. We actively promote good hand hygiene through frequent

handwashing on arrival at nursery, before and after mealtimes and on using the toilet. We encourage children to avoid touching their faces including mouth, eyes and nose, using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste. To minimise the spread of infection we follow Public Health Scotland Infection Prevention and Control guidelines.

[https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1\\_infection-prevention-control-childcare-2018-05.pdf](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf)

### **Sleep and Rest Time**

In addition to active play and learning experiences our playroom offers your child warm and cosy spaces for quiet times, rest or sleep. Your child can choose when to access these areas. If you feel your child will need a period of rest during the nursery day, please discuss with your child's keyworker. This will be reflected in your child's personal plan.

# Learning in Partnership

## Personal Plan

Every child attending the nursery will have a personal plan which sets out how the child's health, welfare and safety needs are to be met. This is a legal requirement in line with The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011.

The personal plan is included in the welcome pack to be completed by parents / carers when a child starts nursery. Staff are available to support the completion of this document.

The personal plan will be reviewed with your child's key worker, at least once every 6 months.

## SEESAW

SEESAW is an online document that is used to record your child's progress in learning and wider achievements throughout their time at Nursery and onwards into Primary School. Your child and their Key Worker will regularly contribute examples of learning and will use this to identify next steps in learning.

Children and parents / carers are encouraged to contribute details of experiences and wider achievements outside Nursery. You will be allocated access to your child's Online SEESAW account through email and personalised password. An EYO will be able to support you accessing your child's SEESAW account.

## Children's achievements

At our nursery, Calderwood ELC, we place a strong emphasis on celebrating and sharing children's achievements as an integral part of their learning journey. In line with *Realising the Ambition*, we recognise that every child's progress is unique and meaningful, and we actively encourage children to share their successes, big and small, through play, conversation and displays in partnership with families, we value the contributions parents and carers make by sharing achievements from home, helping us to build a fuller picture of each child. This approach reflects the West Lothian ELC vision of nurturing confident, capable and creative learners, ensuring children feel valued, motivated and proud of their accomplishments while developing a strong sense of identity and belonging.

### **Stay, Learn and Play**

Stay, Learn and Play sessions allow the children to share and celebrate their learning experiences with their parent and carers. Parents, carers and children engage in a variety of activities and learning experiences which provide parents / carers with a wonderful opportunity to support their child's learning in the Nursery environment. Stay, Learn and Play sessions are held on a termly basis throughout the year.

### **Family Learning**

Parents and carers play an important role in supporting their children to learn. We offer small group learning opportunities for 3-year-old and 4-year-old children and their parent / carer. These sessions last around 45 minutes and take place in the nursery setting. Each session includes a story time, singing and rhyme time and fun play activities which help your child to learn.

### **Positive Relationships Policy**

We promote positive behaviour at Calderwood Nursery. We encourage children and adults to treat one another with mutual respect and consideration. Our rules are consistent, meaningful and understood by the children. We work in partnership with parents to support and encourage strategies to improve and maintain positive behaviour.

## Community Partnership

Our Early Learning and Childcare setting prides itself in working in partnership with local community services. We work together with local Health and Social Work services to support our children and families. Our Nursery benefits from the services of a Speech and Language Therapist. The Nursery participates in the National Childsmile Toothbrushing scheme which means our children brush their teeth each day at Nursery. We work closely with the local Primary Schools. Primary 1 staff and Nursery staff meet regularly to implement smooth transition experiences for children starting Primary School.

We provide a variety of study placements for students. We welcome student Teachers from various Universities and Childcare students from Further Education colleges as part of their training. We provide placements for Work Experience students from local Secondary Schools, particularly for those exploring a possible career in childcare and education.

### Child Protection

"It's Everyone's Job to Make Sure I'm Alright" - this document produced by the Scottish Government in 2002 reinforces that all children and young people in Scotland have the right to be cared for and protected from harm and we (staff, parents, carers and community) have an important role in preventing the abuse and neglect of children.

All members of staff in the Early Years Centre have been trained in West Lothian Council's Child Protection procedures. It is our job to follow them when there is concern, ensuring that the protection and the wellbeing of our children is at the heart of all considerations and decisions taken. Posters outlining Child Protection procedures for staff are displayed in prominent places within the Centre. The Designated Members of Staff for Child Protection in our Centre are:

Sarah Burton - Head Teacher

Sarah Stark - Deputy Head Teacher

Katrina Warden - Deputy Head Teacher

Kelly Redmond- Acting Principal Teacher

Jennifer Gunn - Early Years Officer

Rianna Reilly - Early Years Officer

Lisa Mushet - ELC Area Support Manager

School: 01506 280060

Nursery: 01506 280070

Remember "It's Everyone's Job to Make Sure I'm Alright" and if you have concerns about any child, please contact:

Police Public Protection Unit      Livingston      01506 833 835

All staff in the Nursery are committed to providing high quality experiences for all our children and their families and want the very best for all users of the setting.

You can also contact:

West Lothian Civic Centre  
Howden South Road,  
Livingston,  
EH54 6FF  
Telephone: 01506 281255

Compass House  
11 Riverside Drive  
Dundee  
DD1 4NIY  
Telephone: 0345 6

17

content of this handbook helpful. If there is anything you are concerned about or have any unanswered questions, please do not hesitate to speak to a member of staff in the Nursery.

We look forward to welcoming you and your  
child to Calderwood ELC

