

Welcome to Wallacestone PS ELC Class Session 2024/25

WORK • PLAY • SUCCEED



TOGETHER



Dear Parents,

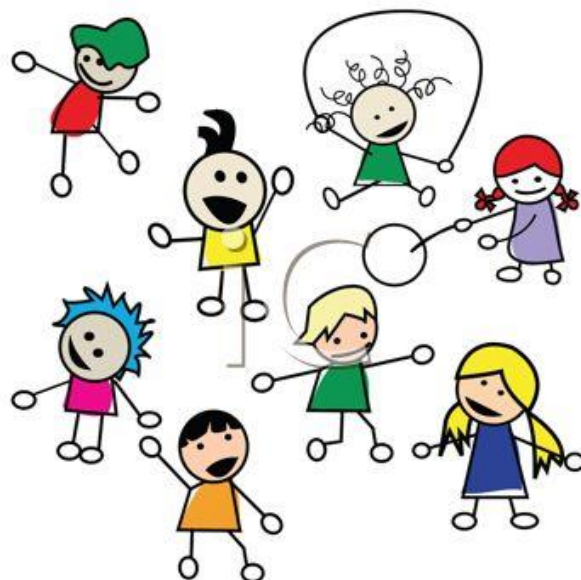
May we offer you and your child a warm welcome to our school. We all want to help our new nursery children to settle into our ELC Class as smoothly as possible.

We aim to establish and promote a mutually supportive partnership to make your child's time in our ELC Class a time of maximum benefit.

We also aim to provide a happy and secure environment for our children. It is an exciting time for you and your child. We hope you will enjoy it.

Yours sincerely,

**Jonathan Crawford
Headteacher.**



Our ELC Class provides 1140 hours of Early Learning and Childcare. We are a term time ELC and our opening hours are 8:45am to 2:45pm, Monday to Friday.

Information on the different options for Early Learning and Childcare provided by Falkirk Council is available online <https://www.falkirk.gov.uk/services/children-families/early-learning-childcare/>.

If you need to talk to anyone about changing your pattern or look at alternative options, please contact the ELC Team – ELC@falkirk.gov.uk

Starting your ELC Journey – Children starting at Wallacestone PS ELC this session

You will be invited to a Parent/Carer information evening as the first part of your transition into the ELC. At this information evening you will receive your dates for a getting to know you visit and first settling day within the ELC. You will also be invited to a stay and play session.

The getting to know you visit is usually held at your home however you can also choose to have this at a local park.

At the getting to know you visit we would like to hear a bit more about your child, what matters to them and what matter to you as a family. This information will be used to begin your child's personal plan. If you choose to not have a 'getting to know you visit' we will begin your child's personal plan with you on their first settling session.

On the day of your first settling visit please call child to the side door with the ramp on Day 1.

Day 1: You bring your child for a visit lasting 1 hour.

Day 2: Half day for day two. Time for day 2 - 8.45am until 11.45am.

Day 3: Your child attends for the full session. See times below.

Please note that we are unable to accommodate younger siblings on these visits.

Please discuss this routine with your child so they know what to expect. We are keen for all our children to feel secure and happy in the ELC. Some children do take longer to settle than others and your child's Key Worker will speak with you if they feel your child needs a longer settling in period.



Opening Hours

The core hours for Nursery are **8:45am to 2:45pm** although we can be flexible to pick up and drop off within these times. To help us provide a nurturing lunch experience for your children, we would ask if you need to pick up during the session that you arrive before lunch (before 11:45am) or after lunch (after 1:15pm).

If you have any questions about drop off/pick up out with the normal times please contact the ELC Class directly (01324 506768) and ask to speak to Emma Barrons, Principal Early Years Officer or Heather Farquhar, Senior Early Years Officer.

You can also let your child's keyworker know at drop off in the morning when you plan to collect. This is important because we plan outdoor learning visits within and beyond the school grounds.

We must ask that everyone collecting a child adheres strictly to these times. Please be aware that the ELC staff have a working day which extends beyond the collection times and that the Key Workers have roles and responsibilities which mean they have meetings to attend, planning to complete and resources to organise for the next ELC session.

ELC Drop off and Pick up

The ELC gate opens for arrival at 8:45am and will close at 9am to allow the children to access outdoors. If you arrive after this time please come to the side door with the ramp.

The ELC gate re-opens at 2:30pm and will close at 2:45pm for the end of session. If you are running late for collection please let the ELC know. Pick up will be via the side door with the ramp. We welcome your patience and co-operation as we realise the cloakroom can be busy. For this reason we ask siblings attending Primary 2 and above to wait in the ELC garden.

Emma Barrons and Heather Farquhar will be within the ELC grounds within these times.

Please sign the signing in form at your Key Worker station. We require you to let us know who is collecting your child that day. If this is someone who is not on your 'Who can collect' paperwork please let your Key Worker know. **N.B. children under the age of 16 are not permitted to collect.**

Emergency Closures

Sometimes we have to close because of unforeseen circumstances, for example, severe weather, power failures etc. If this should happen we will keep you informed as best we can. Please keep informed of any changes in contact details.

Absences

If your child will be absent due to illness please notify the ELC by either ringing the school office/ELC as soon as possible on the first morning of absence. Our absence answerphone line is 01324 506767 and our direct dial ELC line is 01324 506768.

If your child's absence is planned (e.g. appointments, holidays) please let us know in advance in writing. We have a duty of care for children and if you do not contact us to say your child will not be at nursery, we need to contact you and/or your emergency contacts.

If we cannot contact anyone then our 'lost child' procedure comes into place, involving the police.

If reporting an absence, we would ask for the reason for the absence. This is to help us fulfil our responsibilities in terms of infection controls and the health & wellbeing of all our children and staff.

If your child has a sickness or diarrhoea bug, we would ask you keep them off nursery for a full 48 hours after their symptoms have passed. This is an NHS guideline and helps ensure the health & wellbeing of everyone in nursery.

Clothing

Many ELC experiences can be messy, so please bear this in mind when dressing your child for ELC Class. Formal school uniform is not necessary and are not the best type of clothing for an active day in the ELC. Loose, comfortable clothing such as t-shirt, joggers/leggings and a sweatshirt allow children ease of movement.

Children have access to the outdoors on a daily basis **all year** and require a suitable jacket and waterproof trousers for outdoors depending on the season. Summer jackets should be shower proof and have a hood. In winter a hat, gloves and warm coat are required. Outdoor shoes should be suitable for climbing, riding a bike etc. and should offer grip on a wet surface. Please avoid laces unless your child can do their own to support their independence.

Please provide wellies which can stay at the ELC Class, as weather can be unpredictable.

We will recycle un-named and un-claimed clothing as we do not have space to store it.

PLEASE LABEL ALL YOUR CHILD'S CLOTHING INCLUDING SHOES.

Toilets

Please avoid tight jeans, belts, stiff buttons etc. Please encourage your child to be independent in their toileting. Hand washing is essential. Please reinforce and practise this at home in preparation for starting ELC. We have a small stock of spare clothing in case of accidents. Please launder and return to the ELC as soon as possible. We may need to get in touch with you if we do not have clothing available.

Staffing

The nursery is staffed by one Principal Early Years Officer, one Senior Early Years Officer and 12 Early Years Officers. We have two Early Learning and Childcare Assistants who work with our children, particularly over the lunchtime period. The ELC also has one Support for Learning Assistant who works with both children as individuals and with small groups.

We operate a key worker system with each officer having particular responsibility for a group of children in each session. Our Principal Early Years Officer and Senior Early Years Officer work with all the children, occasionally having responsibility for a small group or individuals when numbers require.

Please see our website for short welcome videos from each key worker.

Mr Jonathan Crawford is Headteacher of the school including the ELC Class. You may also see Support for Learning Assistants, student teachers, work experience pupils etc. in the ELC from time to time. Although your child will have an allocated Key Worker, we work as a team for the best of all our children.

Key Workers

Red group	Annette Plinston	Room 1
Pink group	Emma Church	Room 1
Lilac group	Zara Mason (Naomi O'May maternity leave)	Room 1
Orange group	Diane Reid	Room 1
Purple group	Linda Bell(Monday, Tuesday & Wednesday) Caitlin Anderson (Thursday & Friday)	Room 1
Cream group	Laura Turner (Mon/Tues/Wed), Katie Johnston (Thurs/Fri)	Room 2
Blue group	Leanne McLachlan	Room 2
Green group	Emma Plenderleith	Room 2
White group	Ailsa Love	Room 2
Yellow group	Ruth Reed	Room 2

Creativity

A range of art activities are provided throughout the year. The enjoyment and experience that your child gains is often more important than the finished product. Also, please do not worry if your child does not always have something to take home. You can be rest assured that they have been busy enjoying other experiences. Art and craft work is left to dry overnight and is usually available for your child to bring home the following day.



Rights Respecting School

Wallacestone School is a Rights Respecting School. The ELC has a charter of rights displayed in the playroom and promoted through the experiences and life of the ELC. This forms the basis for our positive behaviour approaches in the ELC.

A Curriculum for Excellence (CfE)

Learning outcomes and experiences are planned in line with the Curriculum for Excellence. We are developing the four capacities of CfE for all children, making sure they are successful learners, confident individuals, effective contributors and responsible citizens.

The ELC programme is carefully planned to encourage children to learn through experience, by investigating and by making discoveries, whilst building up the necessary skills of communication and cooperation.

The ELC staff work as a team to observe, encourage, stimulate and to extend the learning of the children in their care. They foster a sense of enjoyment and achievement leading to motivation which is central to all learning.

The ELC should provide for each child a curriculum appropriate to their needs and abilities. The eight areas of Curriculum for Excellence are as follows;

- Expressive arts
- Health and Wellbeing
- Literacy and English
- Numeracy and Mathematics
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

The early level of each of these describes learning experiences and outcomes for children during their pre-school years and the first years of school. These curriculum areas are developed simultaneously and one area is frequently reinforced by another. With all eight areas there are carefully structured opportunities for children to:

*interact *explore *communicate *observe *do

*comment *share *experiment *participate *enjoy

*choose *listen *investigate *negotiate *design/make

This does not provide an exhaustive list of ELC experiences, nor does it show all the ways in which these experiences contribute to a child's development. ELC education can extend all the opportunities you have given and are giving at home in a caring, happy environment. At our ELC

Workshops we talk in more detail about the ways in which you as a parent can help your child develop the skills which will support their learning in ELC and then in school. Children are encouraged to become independent mainly through their play. They generally choose:

- What they play with.
- For how long.
- How they will organise and arrange what they are doing.
- With whom they will play.

The adults do not take over or routinely organise what a child is doing, but work towards enriching or extending an experience by providing ideas or resources or by answering questions.

Planned Group Time/ Spontaneous Gatherings

At the end of each session children are encouraged to participate in a time together when they will take part in a variety of activities such as singing, rhymes, discussion, stories etc. These activities are ongoing within the ELC day but gathering/group time allows the children to experience and develop listening, talking and cooperative skills in a more focused way.

Parental Involvement

If a child is to gain most benefit from ELC, there should be a good understanding between parents and staff. We recognise parents as co-educators, and we hope to support you in the care and education of your child. Our curriculum both complements and provides an extension to the home experience.

Our ELC Class Policies are available on request, and you are welcome to read them and pass back to us any comments you may have.

We are keen to have parents sharing in their child's day and hope that those who are able to will spend some time with us. There is a calendar in the vestibule where you can sign up to join us for a nursery session. We are able to welcome one parent/carer in each session but unfortunately we cannot accommodate extra children/babies.

We ask for help with various activities such as Lending Library, gardening, outings etc. If you wish to join us in the ELC in any way, including visiting for a session, please speak to your child's Key Worker.

There is continuous assessment of your child's progress throughout the year. If staff have any concerns this will be discussed with you either by your child's key worker, Senior Early Years Officer or Principal Early Years Officer. Equally, if you have any concerns about your child, please do not hesitate to discuss these with a member of the ELC team. Any continuing concerns can be discussed with Mr Crawford H.T., as we take parents' concerns very seriously.

Chatterbox

We have chatterbox forms and they are found in the vestibule or on request from your child's key worker. These can be taken and filled in by parents when children have done something special during an evening, weekend or holiday or to report an important family event. Chatterbox forms allow children to tell ELC staff about their interests and events in their lives. Filled in chatterbox forms are kept in children's profile folders in the ELC.

Twitter

We share learning and achievements in ELC through our Twitter account @wpsnursery2. This is also available through our school website under Nursery Information www.wallacestone.falkirk.sch.uk. We have regular feedback from parents that they love to get a sense of what the ELC children are experiencing and using these to talk to their children.

You will have been asked for consent in your information sheet if you are happy for your child's picture to be used on our Twitter site. You have the right to withdraw this consent at any time. Please speak to your child's Key Worker.

We follow close guidelines on social media use from Falkirk Council and will never identify a child personally through Twitter.

ELC Planning

ELC staff meet regularly to plan the curriculum using the eight areas of Curriculum for Excellence. There are three aspects to learning experiences we offer - child initiated, adult initiated and adult directed. The majority of our learning experiences are child initiated - children's interests are taken and developed to extend their thinking and learning. Adult initiated learning will ensure that children are meeting all their targets and achieving their potential. Adult directed learning gives staff opportunity to focus on what children are expected to be able to do.

Learners' Journals

The Key Workers make observations and collect evidence in the form of written notes, photographs and examples of work for each child. Learning Journals are produced for each child and you are free to look at them in the ELC at any time. These also come home twice a year.

Marvellous Meals and Snack Time

The 1140 expansion provides an opportunity for us to consider how best to deliver a high-quality provision to young children. We know that eating times provide rich opportunities to foster children's social wellbeing.

In our ELC, snack times are regarded as a rich learning opportunity and skilled staff plan carefully for these experiences. We also know that the importance of fostering positive attitudes to healthy eating begin from a young age. Obesity and poor oral health, particularly among communities affected by poverty, remains a national health issue. Consequently, there remains a relentless focus by Scottish Government on improving this. ELC settings play a key role in intervening early with young children and families in fostering a more healthy relationship with food.

A light snack, including a drink of milk or water is provided in the morning and fruit/vegetables in the afternoon. The snack menu is displayed in the cloakroom. Children are encouraged to have a snack as this gives them an opportunity to sample a variety of food and tastes. It also provides an excellent social experience.

Staff consult children about choices for snack and include them in planning the snack menu. Children are encouraged to follow a hand washing and clearing up routine.

Please tell the ELC Class about any dietary requirements that your child may have.



Lunches

Lunches are provided free of charge and are eaten in nursery following the Marvellous Meals approach. Lunches run on a 3-week rota and will be displayed on Twitter weekly.

Children are encourage to wash their hands, collect their own plate or bowl and sit at a table. The food available for that day is placed onto the table along with cutlery to allow children to choose what they wish to eat as well as how much they would like to eat. Children eat with their peers as well as with the ELC staff who also sit with them at their table.

Marvellous mealtimes is based upon 9 key values. It is important that these 9 key values are taken account as we move forward in providing snack and mealtimes.		
Promotes children's choice and voice - Ensuring that children's voice and choice is still an important factor in snack and mealtimes will be paramount. - Children can help to choose and create a snack menu, or choose what foods they'd like on their snack and lunch plate. - Visuals are a great way of ensuring all children take part in this experience, if they wish. Remember voice is not necessarily spoken- think about how this can be promoted through snack and mealtimes.	Relaxed and unhurried atmosphere - Children will need time to transition between experiences, including getting ready for snack and lunch. - You might find that staggering snack and mealtimes supports in organising handwashing, etc. - While snack and mealtimes may need specific set times, children still need a relaxed and unhurried experience.	Role modelling - This will be hugely important as children adapt to a new way of ELC life for a while. - Routines will have changed and children may find this daunting. - Role modelling snack and mealtimes will help children to feel at ease and adapt. - Role modelling cutlery skills, table manner and good hygiene practices will be extremely important.
Homelike and nurturing environments - While all of our environments will change, there will need to be particular consideration to designated eating areas in each of the groups' spaces. - We use Crockery, glasses, cutlery and placemats just as the children would have at home.	Positive social experiences for all - It is absolutely vital that snack and mealtimes continue to be a positive experience for children. - Snack and mealtimes can be used as a time to talk about the day, you will find that this is a time where most children feel at ease. - The inclusion of an adult in this experience is vital to support, encourage and nurture children.	Positive associations with food - Not all children will like or want to try the food offered to them. - We must trust and respect the choice of children during snack and mealtimes. - Gently encouraging children to try new foods is important and you will find that by role modelling and interacting positively, children will be more likely to develop positive associations with food.
Cooking and baking experiences - Cooking and baking is an integral part of marvellous mealtimes. - Some settings bake and cook with children in small groups (max 3) and each child has their own ingredients and tools. Whatever the child bakes or cooks is only eaten by them to reduce cross contamination. - Using cook books, internet and baking cards etc to encourage early literacy and maths skills	Healthy snack and mealtimes Snack and mealtimes should still be planned around current national guidance: <u>Setting the Table</u> <u>Food Matters</u>	Positive interactions - Positive interactions will enable children's independence, social skills, life skills and curiosity to still flourish within the change of service. - Encouraging children and speaking to them about their snack and mealtimes will lead to better experiences for all. - Remember to respect children's choices and to not get caught up in the structure of the day- take time to stop and listen- what do you notice- what went well and what needs to change?

Take Home Bear

Each group will have a 'Take Home Bear' and these are adventurous bears who love to travel. They are a fantastic home/school link and provide a meaningful starting point for discussions about where the children have been at the weekend and sometimes lead into discussions about the wider world, if there has been a special trip at the weekend. Parents are invited to complete the Bear's diary so that it can be shared at gathering time.



Tooth brushing

We participate in the dental health programme which provides a toothbrush for each child to use daily in Nursery. Toothbrushes are clearly marked and tooth brushing is supervised.

Outdoors

Please bear in mind that we aim to offer access to the outdoors in all weathers. It is therefore important that children are dressed appropriately and comfortably: Warm coats, hats, mitts and scarves in winter, Loose, light clothing and hats in summer. We also ask that you apply your child's sun cream in the morning prior to attending the ELC. This will be reapplied within the ELC between 11am-12pm. We judge the need for sun cream using the UV rays, if the UV rays for the day are 3 or above, please apply sun cream. As well as the obvious physical play taking place there is also a wealth of opportunity for learning in other areas of the curriculum.

Parking

The bus lay-by must be left free at all times and parking on the zigzag lines is not allowed. There is a one-way system from east to west in operation in Braemar Gardens. Please remember that our main concern is the safety of your child.

The car park is split into clearly defined sections indicating general and staff parking. Please use the front half of the carpark. Please do not park in the staff parking bays even if the space is not occupied. Often staff are out at meetings, training courses etc. and need access to their space when they return. Being unable to park means disruption to the school timetable as staff who are held up in the car park are unable to resume teaching duties. Thank you for your cooperation.

Complaints

Falkirk Council operates a complaints policy. If you would like further information about this please ask for the leaflet which is available in the office.

In addition, the Care Inspectorate, operate a complaints policy, and further information is available in a leaflet displayed in the Nursery. They can provide information about a wide range of Policies and Procedures, impacting on early education and child care up to the age of 16. Contact number: 0845 600 9527. Complaints: 0845 600 9527

To contact us

Wallacestone ELC Class
Wallacestone Primary School
Braemar Gardens
Brightons
Falkirk FK2 OBJ
ELC Class Direct Dial: 01324 506768

Office phone line: 01324 506760

Please note this is the school telephone situated in the secretary's office which is some distance from the ELC. Please be prepared to leave a message or to be called back. Thank you.

The ELC team are looking forward to welcoming you and your child to Wallacestone ELC Class.

