



North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

North Ayrshire Council: Communities and Education



Stanley Primary School
Early Years Class Handbook
Session 2022/2023

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STANLEY PRIMARY SCHOOL

**EARLY YEARS CLASS
STANLEY ROAD
ARDROSSAN
AYRSHIRE
KA22 7DH**

Telephone number: (01294) 462531
Date: January 2022

Section One:

Establishment Aims

In our establishment we aim to offer the highest quality service.

We will seek to:

- 1 Provide a broad balanced curriculum tailored to suit individual needs and stages of development.
- 2 Organise and plan play activities that will encourage and develop skills and concepts while nurturing the children's natural curiosity and extending their interests.
- 3 Involve professionals from other agencies to give extra support to individual children as required.
- 4 Encourage parents to become involved in the daily life of the Early Years Class.
- 5 Foster links with the local community and promote an understanding of the wider world.
- 6 Prepare the children for the transition to Primary School.

In particular we would like you to note the following:

Non-denominational policy of the Early Years Class

The Early Years Class is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.

Our equal opportunities policy

All pre-five services should reflect the council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work or to care for children. Provision should take account of the needs of children with disabilities or chronic illnesses. These principles are reflected in the criteria used to admit children to Early Years and in the curriculum of all the establishments.

Section Two:

General Information

Names and job titles of our staff members

Below is a list of staff at the Early Years Class and details of our regular opening hours.

Head Teacher

Mr James Hughes

Staff

Job Title

Mrs Smith - Depute Head Teacher (Early Years Stages)

Miss Fiona Struthers - Early Years Manager (Maternity Leave)

Mrs Tracey Wilton - Acting Early Years Manager

Mrs Ailie Dunlop - Lead Practitioner (currently Maternity Leave)

Miss Naomi Bowie - Early Years Practitioner (Job share)

Mrs Tracey Martin - Early Years Practitioner (Job share)

Mrs Lynn MacPherson - Early Years Practitioner (Currently acting Lead Practitioner)

Mrs Stacey Gillon - Early Years Practitioner

Mrs Anne-Marie Caig - Early Years Practitioner

Mrs Louise Smith - Early Years Practitioner

Mrs Meghan Taylor - Early Years Practitioner

Mrs Frances Crawford - Early Years Practitioner

Mrs June Abraham - Early Years Practitioner (currently on Secondment until June 22)

Miss Abbie Lynch - Modern Apprentice

Students: We welcome students from universities and colleges for training places during the course of the session.

Address: Stanley Primary School (Early Years Class)
Stanley Road
ARDROSSAN
KA22 7DH

Telephone Number: (01294) 462531

Hours of opening

Stanley Early Years Class has been delivering the 1140 provision in line with the Scottish Government's early years expansion programme since October 2018.

We currently offer various patterns of attendance within the hours of 8:00am and 6:00m, these places are allocated using the 'Admissions Policy' from North Ayrshire Council.

We are now open all year, including most school holidays, therefore you have the option of full year care for your child. We close for the 2 weeks at Christmas and New Year, other than that we are open throughout holiday periods.

Normal School Hours

Morning:-	Open	- 9.00 am
	Interval	- 10.45 am - 11.00 am
	Close	- 12.30 pm
Afternoon:-	Open	- 1.15 pm
	Close	- 3.00 pm

Admissions policy

All Early Years places are allocated in line with the Council's admissions policy and the Early Years staff will be happy to advise you how this policy operates when you apply for a place for your child. Details of the Council's policy are also available from all establishments.

An Integrated Assessment Framework Team will meet at intervals throughout the year to decide how priority places will be allocated.

Age range of children in the establishment

Children between the ages of 3 and 5 are considered for admission in accordance with North Ayrshire Council Admission Policy.

Number of children at each daily session and patterns of attendance

There are 40 places available at the morning session and 40 places available at the afternoon session.

Register of applicants

A register of all applicants will be kept by the Head Teacher and the information contained in the applications be considered by the Integrated Assessment Framework Team to assist in the allocation of places.

Please note that the length of time a child's name has been on the register will not affect the child's priority for admission.

Parents can ask to see their application form at any time. If circumstances change which affect the application you should speak to the Head Teacher.

Enrolment procedures

There is a Registration Week for children approaching their pre school and ante pre school year, details of which will be intimated in the local press.

Attendance

Where possible children should attend the Early Years Class on a regular basis in order to benefit as much as possible from the Early Years pre school curriculum.

If a child is going to be absent parents are required to inform the school as soon as possible. Unexplained absences will be investigated by the school.

It is particularly important that we are informed if your child has an infectious illness. Should a parent decide to permanently withdraw a child from Early Years Class, he/she should inform the Head Teacher immediately in writing in order that the vacancy can be quickly filled.

School/Early Years Class Security

North Ayrshire Council has introduced procedures to ensure the safety and security of children and staff when attending or working in a school/Early Years. A number of security measures are used including the use of visitors books, badges and escorts while visitors are within the building.

Normally, anyone calling at the Early Years Class for any reason will be asked to report to the school office. The staff will then make any necessary arrangements in connection with the visit to the Early Years Class.

Arrival and collection of children

It is expected that a responsible adult will bring your child to and from the Early Years Class. Please note that no person under 16 years of age is eligible to collect your child.

In the interests of your child's safety you should make a point of telling the Key Worker if he or she is to be collected by someone not known to the Early Years staff members. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff. We ask that, in this instance, a password is given in order for the staff to confirm the correct adult has arrived.

Insurance

Sometimes children like to bring something special or new to Early Years Class for their friends to see. However parents should ensure that valuable items are not left at Early Years Class, particularly as the authority has no insurance to cover the loss of such personal items. Claims submitted are likely to be met only where the authority can be shown to have been negligent.

Excursions and consent forms

When outings or excursions for children are planned, the Head Teacher or a member of staff will advise you in advance. You will be asked to complete consent forms which give your permission for your child's participation. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/guardian.



Transport

Transport is not normally provided for children attending pre-five establishments. The Council may, however, provide transport to and from Early Years Class for children with special needs who may require to travel some distance to take up their Early Years Class place. A few establishments have their own transport but this is exceptional and generally parents should make their own travel arrangements. All such arrangements are subject to regular review.

Emergency closure arrangements

The Early Years Class will be opened on the times already outlined, but on some occasions circumstances arise which mean the Early Years Class has to close.

Early Years Classes may be affected by, for example, severe weather, transport problems, power failures or difficulties with fuel supplies. If this happens, we will do all we can to let you know about the details of closure and re-opening.

We may keep in touch by telephone, text, notices in local shops and community centres, announcements in local churches, in the press and on local radio.

Emergency contacts

Parents whose children are in the Early Years Class are asked where possible to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in case of an emergency. You are also asked to keep the Early Years Class up-to-date with any changes in this information as well as changes in your own circumstances e.g. address.

Suitable Clothing

Children have the best fun when they are doing messy work like painting, gluing or playing in the water! We will always try to make sure the children wear aprons, but accidents do happen, so please do not dress your child in his/her best clothes. Could you also ensure that they can easily manage their clothes for the toilet.

Children often wait until the last minute and if they have to struggle with belts/dungarees etc., then accidents can happen. Leggings, jogging pants are most suitable. Early Years Class sweatshirts and polo shirts are available for purchase. Please remember to put your child's name on all their items of clothing.

Please also make sure that your child has suitable outdoor clothing in case outdoor play or a trip is planned. North Ayrshire Council has a dress code policy which states that children in educational establishments should not wear team colours.

It is appreciated that parents and pupils are distressed over the occasional loss of children's clothing and/or personal belongings. Parents are asked to assist in this area by ensuring that all items of clothing have the child's name on them and that valuable items of clothing or personal belongings are not brought to Early Years. Parents should note that the authority does not carry insurance to cover the loss of such items.

Footwear

We ask that the children change their outdoor shoes on arrival at Early Years Class. Trainers are most suitable. This keeps equipment clean and hygienic for all the children to use.

Jewellery

Due to the variety of activities children are involved in across the curriculum jewellery should not be worn in the Early Years Class.

Snacks and promotion of healthy eating

The children are given a snack each day at Early Years Class. We aim to provide a wide variety of snacks and to encourage an awareness of healthy diet and lifestyle. Milk is provided daily and the weekly snack menu is displayed for the information of Parents. Children are encouraged, as part of the Dental Health Initiative in North Ayrshire, to brush their teeth after snack. Parental permission is required for this.



Transition to Primary School

Children transfer to formal primary education in August if their fifth birthday falls between 1 March of that same year and the last day of February of the following year.



The majority of children transfer from the Early Years Class to Stanley Primary School. There is curriculum continuity between the Early Years Class and the Early Stages department of the school.

A very full transition programme is carried out involving the Depute Head Teacher (Early Stages) Early Years staff, parents, children and the teaching staff at Primary 1.

This has proved to be very successful and allows a very smooth transition for the children (and parents) from the Early Years Class to Primary 1 in Stanley School.

We also welcome visits from staff of associated Primary Schools, particularly if a child is transferring to that school. Details of our induction programme can be found in our Transition Policy.

Associated Primary Schools

Winton Primary School
Anderson Terrace
ARDROSSAN
KA22 8JP Tel: 01294 464443

St Peter's Primary School
South Isle Road
ARDROSSAN
KA22 8EA Tel: 01294 462554



Key Workers

The children are given a key worker when they begin nursery. The key worker is the person who will deal mainly with your child and should be your first point of contact.

No smoking policy

No smoking is permitted within any part of the Early Years Class or school grounds.

Section Three:

Medical Information

If your child becomes ill while at Early Years Class

Parents are contacted as quickly as possible or, if they cannot be contacted, the school contacts the designated "emergency contact".

It is vital that parents let the staff know where they can be contacted; it is also the responsibility of the parents to notify the staff immediately of any changes in this.

Should a serious accident occur the child will be taken to the local hospital and the school will continue to contact the parents.

Illness

It is necessary to inform the Early Years Class if your child is not able to attend on a particular day.

If your child is suffering from childhood illness eg. measles, mumps etc it is helpful to other parents if you notify us. The Early Years Class staff will also give you guidance as to how long your child should be absent, referring to Community Health/NAC guidelines.

If your child is suffering from sickness or diarrhoea please ensure that they are kept from Early Years Class until they have had a clear 48 hours. This prevents other children in the Early Years becoming infected. If your child suffers from asthma you must tell the head of the Early Years Class if there are any activities or specific circumstances that are likely to bring on an attack.

If your child suffers from epileptic attacks you must tell the head of the Early Years Class what emergency treatment to give.

If your child suffers from any form of allergic reaction you must tell the head of the Early Years Class of the specific circumstances which are likely to bring about this reaction and also of what treatment is appropriate when a reaction occurs.

Some medical conditions will require a protocol to be arranged through the School Medical Officer.

Minor accidents and upsets

Parents will be notified if their child has had an accident or has been upset during their session. If medical treatment is required the parent or emergency contact will be notified wherever possible. Where parents/emergency contacts are unavailable medical advice/treatment will be sought as required.

Medical

An administration of medicine form must be completed by the parent for any medication required to be administered by Early Years Staff.

Visits to the establishment by Medical Staff

Children may be seen by Health Professionals during their time in Early Years Class. This is normally for Eye Tests and Dental Health, with parental permission. Health issues may be discussed with your Health Visitor.

Section Four:

The Early Years Curriculum

Our aims

The aim of the Early Years Class in this school is to provide all children with a caring and stimulating environment where they may learn and develop alongside a staff whose professional expertise will try to ensure that individual needs and expectations are met.

How we promote learning

We carefully plan our learning environment to encourage all aspects of child development i.e. intellectual, social, emotional, aesthetic and physical. The playroom is organised with various areas, each is planned carefully to develop specific skills and concepts. The provision in each area changes regularly to meet the needs and interests of the children or individual child.



What we do

The Early Years curriculum is primarily delivered through play. When planning staff make use of "A Curriculum for Excellence" which promotes children's development as successful learners, confident individuals, responsible citizens and effective contributors to society.

Experiences and Outcomes for children are considered within the following curricular areas:-

- Health & Wellbeing - develop an understanding of the positive aspects on healthy living, enjoyment of energetic physical activities and development of skills and control in a range of movements and games.
- Literacy & English - building vocabulary, listening and responding, using and developing an interest in books, developing early writing and early reading skills.
- Maths & Numeracy - developing an understanding of mathematical processes including sorting, matching, counting, shape, pattern, information handling and problem solving.
- Expressive Arts - enjoyment of experiences within art, music, dance and drama developing skills in art, music, dance and drama.
- Sciences - developing an understanding and curiosity of their environment.
- Social Studies - develop an understanding of the world by learning about people and their values in different times, places and circumstances.
- Religious & Moral Education - explore and learn about the beliefs, values, practices and traditions of Christianity and other world religions.
- Technology - development of skills in computing and information technology development of an understanding of the role of technology





Assessment

Monitoring your child's progress is ongoing. This is done by involving the children in everyday Early Years Class activities in ways that have meaning for them and are appropriate to their individual needs. The results of staff observations during these activities are recorded in individual Special Books. Parents are invited formally to discuss their child's progress and to look at their Learning Journeys and examples of their work. At the end of the year, with your permission, samples of your child's work will be made available to the primary staff and will then be sent home for you to keep.

Supporting children with difficulties

Throughout the year your child will be observed by Early Years Staff so that appropriate stimulation can be given. Very rarely are there any problems regarding a child's development but if there are the staff will discuss these fully with you and if necessary call on the help of other professionals.

These professionals may include Psychological Services (including Home visiting Teacher) Speech Therapists and Health Visitors.

Working together to support learning

As a result of meetings between staff, parents and other professionals, individual programmes may be drawn up to support children where necessary. These programmes are reviewed regularly throughout the session.

Section Five:

Parental Partnership

Our aims

To make parents feel welcome in the Early Years Class and encourage them to take an active interest in the daily activities.

Working with you

Parents and Staff have to develop a mutual understanding of the role and contribution each can make to the education of the child and appreciate similarities and differences in their relationship with the child.

We hope to achieve this through formal/informal discussion throughout the Early Years Class. Parents are also welcome to spend time in the Early Years Class, working alongside staff at any level with which they feel comfortable. Early Years Plans and Policies are available for parents to view. These outline the ongoing work of the Early Years Class.

We use online 'Learning Journals' to keep you updated with your child's progress and learning throughout their sessions within the nursery. This platform also allows you to share learning at home.

Family Learning

Currently due to COVID restrictions we are not running our 'face to face' indoor sessions, however, we will have these running as soon as we can safely do so. Below is some information of what to expect from us in terms of Family Learning.

We look forward to welcoming you to our weekly family groups and hope you will be able to get involved in some of our workshops such as Infant Massage, arts and crafts, Science, PEEP and play information for pre-5's.

Throughout the session we hold 'Stay and Play' days which allow you to spend time in the Early Years Class with your child. We also hold termly key worker chats to allow us to share your child's learning and together decide on what their next steps should be. We record this in your child's Learning Journey.

We really value Parents' help and would be pleased if you could assist us in being a Parent Helper!

Section Six: The Wider Community

The establishment and the community

The Early Years Class aims to use local resources where possible e.g. local shops, churches, the library and other services within the community.

Services within the Community

Central Avenue Clinic - Tel: (01294) 463578

Road Safety Team

Dental Health Team

Scottish Football Association



Section Seven:

Other Information

Suggestions and complaints

We are always anxious to maintain and improve our service. If you have any suggestions to make about the service, please contact the Head Teacher in the first instance. The Early Years Class has a suggestion box and staff would encourage parents to make use of this facility.

We are therefore very interested in feedback of all kinds, whether it be compliments, suggestions or complaints. If you wish to register a comment of any type about the school/Early Years Class you can do this by writing, telephoning or making an appointment to see someone. All feedback is welcome and helps us keep in touch.

If, in particular, you have a complaint about the school/Early Years Class, please let us know. It is better that these things are shared openly and resolved fairly, rather than being allowed to damage the home/school/Early Years Class relationship. There will be no negative consequences arising from making a complaint and we will deal with the issue as confidentially as possible. If we have made a mistake we will apologise quickly and clearly and try to put things right.

Complaints Procedure

Staff will follow North Ayrshire Complaints Procedures "Listening and Learning".

The Head Teacher is responsible for:

- Ensuring service users are informed of complaints procedure.
- Dealing with any complaints made against the Early Years Class.
- Recording any complaint made for monitoring purposes.
- Resolving complaints made at Early Years level where possible.
- Reporting any complaints that cannot be resolved at the Early Years level to the Head of Service at North Ayrshire Council.
- Keeping staff informed of any complaints made against the Early Years Class

Complainants have the right to contact the Care Inspectorate at

1st Floor
Rivergate House
Rivergate
Irvine
KA12 8EH

Useful addresses

You may wish to be aware of the following names, addresses and telephone numbers

Interim Head of Service

Lyndsay Morris
North Ayrshire Council
Cunninghame House
IRVINE KA12 8EE

Tel No. (01294) 310000

Service Manager

Mr Callum Maxwell
Early Years Team
North Ayrshire Council
Cunninghame House
IRVINE KA12 8EE

Tel No. (01294) 324467

Data Protection Act

Information on pupils, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act 1984 and may only be disclosed in accordance with the Codes of Practice.

For further information please contact the school.

Please note

Although the information in this handbook is correct at the time of printing there could be changes affecting any of the matters dealt with in it, either before your child's placement begins or during the course of their placement. The Head of the Establishment will tell you of any important changes to the information.