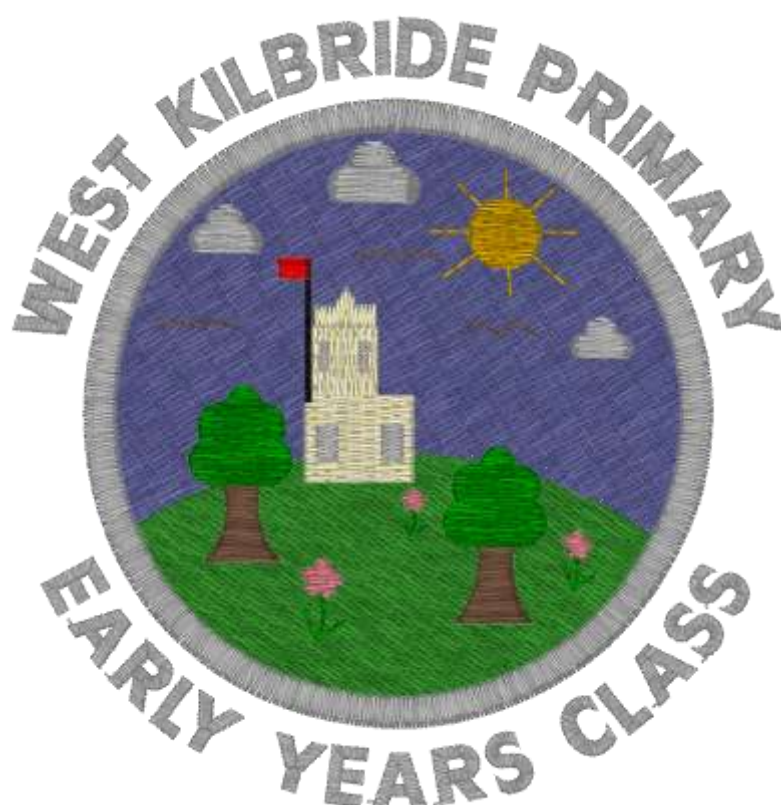


**West Kilbride Primary School
Early Years Class
Handbook
2022-2023**





Welcome to West Kilbride Primary School Early Years Class.

Dear Parents and Carers,
On behalf of all the staff, I would like to welcome you and your child to our Early Years Class. I hope you find the information detailed in our handbook both informative and interesting.

Our Early Years Class is situated in the grounds of West Kilbride Primary School. It is a well established, respected and an essential part of our local community.

We provide high quality childcare to children aged 3-5 years old. Our usual provision is sessional, we have 24 spaces where children can attend up to 5 morning sessions 8-45a.m - 12-15p.m and 5 afternoon sessions 1p.m till 4.30 p.m. However, due to circumstances and a low uptake of afternoon sessions at registration in February 2021 we have been able to offer additional hours to our morning children and from August 2021 we ran from 9a.m -3 p.m.

Once the registration process is complete in Spring 2022 for the session August 2022-June 2023 the authority will again review the sessions offered.

This handbook provides a general overview of life in our Early Years Class. Additional information can be found in the school handbook. We hope you and your child enjoy your time with us. Please do not hesitate to contact us if you wish to clarify any points mentioned in the handbook or discuss any issues relating to your child.

Yours sincerely

Alison Ward - Head Teacher



ACCOMMODATION

Our Early Years Class consists of:

- 3-5 Playroom with 'Cosy room' area
- General Purpose room for Children's lunches, Parent meetings and parent groups, Bookbug sessions etc.
- Cloakroom area
- Children's Toilets
- Accessible Toilet with changing facilities
- Outdoor play area with grassed area, soft surface area, large area for wheeled toys and bicycles, a willow tunnel and den, a covered sand play area, mud kitchen, digging area, mini-beast hotel, dinosaur land, fairy land and various planters for growing.
- The children also have access to school facilities; Astro turf etc.



Transient Art



Children's Outdoor Risk Assessment



Litter Picking



Making playdough independently

GENERAL INFORMATION

Contact Details

West Kilbride Primary School & Early Years Class
Hunterston Road,
West Kilbride.
KA23 9EX

Telephone Numbers:

School: (01294) 822353

Early Years: (01294) 829978

Email: westkilbride@ea.n-ayrshire.sch.uk

School website

www.westkilbride.northayrshireschools.co.uk

Follow us on Twitter @WestKilbridePS

SSSC STAFF CODES OF PRACTICE

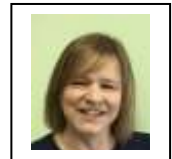


As a provider of a service registered under the terms of the Regulation of Care (Scotland) act 2001, we have a duty to conform to the Code of Practice for Employers of Social Service Workers. The code lists the standards which North Ayrshire Council as an employer expect staff to attain. As a user of this service, the codes will help you understand how a social service worker should behave towards you and how employers should support social service workers to do their jobs well. Should you wish to read the codes, a copy is available online.

MEET THE EARLY YEARS STAFF

All our Early Years Staff are qualified and SSSC Registered Early Years Practitioners with Local Authority PVG Disclosure checks.

Julie Barrett BA Childcare Studies and Practice
Senior NNEB
Early Years Practitioner



Mon-Fri

Barbara Steven HNC-Childcare and Education
Early Years Practitioner



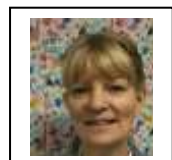
Mon-Fri

Karen Smith HNC-Childcare and Education
Early Years Practitioner



Mon, Tues alternate Weds (Job Share)

Barbara Rankin Diploma in Primary Education
Early Years Practitioner HNC-Childcare and Education



Alternate Weds, Thurs, Fri (Job Share)

Our Ethos

In our Early Years Class we aim to provide an environment that supports children's learning through investigation and creativity whilst being responsive to their interests. We know that a child-centred environment engages children's learning at a deeper level.

Our children have free-flow access to the outdoor learning environment and our Practitioners support them whilst they engage in managing their risks, whether it is playing with sticks, climbing the tree, using den building materials or balancing on a wobbly beam.

We also endeavour to instil a child's love of the environment by caring for plants, litter picking, visiting the wider community areas and doing scavenger hunts for objects to add to our Loose Part resources which promote open-ended play both indoors and out.

We hope our children develop their independence skills, become confident learners and responsible citizens. They carry out their risk assessment for outdoor play and to promote ECO awareness we have a 'Nessie' recycling clothes bin, which also helps towards fundraising.

Through our use of P.A.Th.S strategies we support our children's emotional wellbeing through stories, activities and interactions with the P.A.Th.S puppets. These group sessions help children to develop an understanding of their emotions and learn skills to deal positively with conflict resolution by having a solution-focussed approach.

PROMOTING POSITIVE BEHAVIOUR

P.A.Th.S



Key Elements

All our children and staff are treated equally and with respect.

Children should develop an understanding of clear parameters to their behaviour.

Our Staff recognise that children come to our Early Years Class with a range of personal experiences of discipline.

We promote positive behaviour and conflict resolution strategies, which in turn help children to develop strategies to deal positively with their emotions.

Using the P.A.Th.S (Promoting Alternative Thinking Strategies) programme supports us to use a consistent approach with children and fosters children's Social and Emotional development.

Objectives

- To help children acknowledge their emotions and to deal with them in a positive way.
- To teach respect for others.
- To make children aware of the effects of their own behaviour on others.
- To reinforce positive behaviour.
- To reinforce positive attitudes and patterns of behaviour already established.



CLOTHING

Children have the best fun when they are being messy! Even though we provide protective clothing for all types of play e.g. outdoors, painting etc, we encourage children to develop their independence in dressing skills, accidents may happen therefore we recommend that you don't put expensive clothes on your child. As we don't keep a supply of spare clothes please leave a set of clothes for your child on their cloakroom peg.

Clothing and footwear should be comfortable and easy to manage to assist your child's independence especially for toileting and getting ready for outdoor play.

This year all of our children were issued with an Early Years hoodie. Additional hoodies/sweatshirts/polo shirts may be ordered through the school office.

Reminder

North Ayrshire has a policy which states that children in educational establishments must not wear football team colours.

Parents should note that the authority does not carry insurance to cover the loss of jewellery/clothing etc.

ARRIVAL AND COLLECTION OF CHILDREN

A responsible adult must bring your child to and from our Early Years Class. Please note that no person under the age of sixteen is eligible to collect your child.

Parents have a responsibility to ensure that any person picking up their child will have been previously introduced to staff and their names are on the child's enrolment form.

We will not allow a child to leave the Nursery with someone who is unknown to the staff or the child.

LINKS WITH HOME

As children spend so much of their time out-with the nursery environment, it is crucial we recognise that their parents and carers are their main educators.

We acknowledge the importance of informing parents and carers of the various activities and experiences which their children are being offered. To support parents/carers to reinforce and consolidate learning at home we;

- Use 'Seesaw' as a way of communicating to families the activities that their child is experiencing.
- Allocate each child a key worker.
- Display photographs of our activities and the children throughout the Centre.
- Provide regular newsletters.
- Organise Bookbug sessions termly and offer workshops on areas of child development, Triple P (Promoting Positive Parenting) and PEEPs groups.

REPORTING TO PARENTS/CARERS

Staff report to parents/carers 3 times per year, where you will have the opportunity to talk to your child's key worker about your child's progress and to look at their Special Book. Staff are available at any time during the year to talk about any concerns or worries parents may have.

Once your child has been in our Early Years Class for 28 days, your child's keyworker will make an appointment with you to discuss their settling in period and complete a Wellbeing Plan and further plans for your child's experiences with us. Each child has a Special Book of achievement in which their progress and significant development is recorded. This record is

available at all times for both children and parents to look at and to add to. All children have a Personal Learning Plan and staff gather information to show their learning by observing the children at play, by interacting with them and by talking and listening to them. This is then recorded in the form of Learning Stories, observations, photographs and samples of work. These folders are available for you to share with your child at any time.

In June a transition report is issued to parents and with parent/carer permission a copy is passed to the Primary School that your child will attend.

ADDITIONAL SUPPORT FOR LEARNING

We aim to provide a safe, caring and stimulating environment where individuals can learn and develop as happy and valued members of society.

In order to provide suitable experiences for every child we recognise the following:-

- The wide range of children's abilities
- The identification of their needs and methods to deal with them
- The need for continued monitoring of progress
- The need for review of activities and strategies
- The support and advice of external agencies

Parents/carers are consulted and involved at all stages in connection with their child's needs and development.

Lending Library



Children are encouraged to take a book home weekly in their blue lending library bag.

They can choose to keep the book for a week or more, return it and choose another. Books are rotated in line with current Covid quarantine guidance.



SNACK



As a Health Promoting Nursery, we are committed to encourage healthy eating by providing the children with a variety of foods following 'Setting the Table Guidelines', such as Cereals, Breadsticks, Bread and Crackers provided by North Ayrshire Council.

Fruit or Vegetables, milk or water are also on offer daily. Please advise your child's keyworker of any special dietary requirements.

Lunch

A light 2 course lunch is provided by the school kitchen towards the end of the morning session. If we return to am/p.m session's lunch will also be served at the beginning of the afternoon session.

It is either Soup and a Main course or Main course and a selection of fruit or pudding.

Milk or Water is always on offer.

MEDICATION

If your child is in need of prescribed medication during their session time you should discuss their requirements with the School Head teacher or Senior Early Years Practitioner and your child's keyworker.

Prescribed medication will be given at the discretion of the Head Teacher. You will be required to fill in a form which authorises Early Years staff to administer the medication to your child. This will be reviewed monthly and unused medication returned home. Extra chemist labels for the medication is also required for our paperwork.

Medical conditions which require an Action/Care Plan must be discussed in detail with the Head Teacher.

Some examples are:

Asthma Epilepsy Allergies

ILLNESS

If your child is absent/unable to attend, it is important that you phone the Centre on that day. If your child is suffering from a childhood illness e.g. measles, chicken pox etc. it is helpful if you notify us.

We will give you guidance as to how long your child should be absent in reference to Community Health Guidelines.

If your child becomes ill whilst in our Early Years Class, staff may feel it is more appropriate for your child to be at home. You will be contacted in the first instance, but an emergency contact will be notified if you are not available.

MINOR ACCIDENTS



Parents will be notified if their child has had an accident during their session. If medical treatment is required the parent or emergency contact will be notified wherever possible.

ORTHOPTIST

Pre-school children will have a routine eye check carried out by an orthoptist. Parents need not attend, however, they will be informed of any recommended action or treatment.

OUTINGS AND TRIPS



During enrolment, parents sign their consent for local outings and walks. For trips out-with the local area, consent forms will be issued at the time to allow your child to participate.

Risk assessments for all outings are completed in advance.

COMMUNITY LINKS

Our Early Years Class has been an important feature of the local community and has fostered excellent relationships amongst members of this community and we hope this will continue.



As part of their curriculum children will be involved in exploring their environment by going on visits to places of interest and we are always keen for people in the community to offer their expertise. Members of the local community e.g. crossing person, community police officer, health visitor have previously been invited to visit our Early Years Class and talk to the children. We have previously visited the local shops, e.g to buy resources from the charity shop or snack items.

TRANSITION TO SCHOOL

We work closely with our Primary School and we have an extensive Transition Programme which is on-going throughout the year. We have regular access to the Gym Hall, Library, Astroturf and the Pre-school children are invited to assemblies and to use the Infant open area. All these visits help children settle more quickly into school life.

When guidelines allow the pre-school children will be introduced to their P6 Buddy, who have been involved in a short training programme which helps them to interact appropriately and listen to pre-school children.

COLLABORATIVE WORKING

We welcome students from universities and colleges, the Local Authority Modern Apprenticeship scheme and work experience placements from local academies.

We also work in partnership with the following agencies and support services.

Health Visitors
Speech and Language Therapy
Psychological Services
Home Visiting Teachers
Hearing Impairment Team
Social Services

Our Main aims are for:

Children

- ♦ To promote an environment where children are consulted and listened to, fostered on mutual trust and respect and which creates a sense of belonging.
- ♦ To support children's individual learning, providing challenges for them to learn at their own pace.
- ♦ To provide a calm atmosphere, where children feel safe, secure and happy to have fun.
- ♦ To provide a broad and balanced curriculum, that provides opportunities for children to make independent choices both indoors and out.
- ♦ To encourage children to become Successful Learners, Effective Contributors, Confident Individuals and Responsible Citizens.

Families

- ♦ To treat Families with respect and with a non-judgemental approach.
- ♦ To develop a close partnership with families which in turn fosters trust.
- ♦ To build positive partnerships and identifying support on an individual needs basis.

- ♦ To empower families by listening to their needs and providing an adaptable service that meets these needs.
- ♦ To be understanding, empathetic and approachable in meeting the needs of families.

Staff

- ♦ Provide opportunities for staff to further develop their skills, qualities and knowledge to enable them to confidently provide a quality service.

Visiting Professionals/Wider Community

- ♦ Provide an Ethos which fosters a warm, friendly atmosphere and promotes positive partnerships between service users, primary schools, visiting professionals and the wider community.
- ♦ Promote an environment of inclusion and equality, which accommodates service users' needs.
- ♦ Promote a flexible environment that fosters collaboration and shares resources and skills

These are the SHANARRI wellbeing indicators which ensure we are Getting It Right For Every Child (GIRFEC). If you need to find out more about how we support Health and Wellbeing and the things our young people participate in we keep it in the following places ;



Safe

All About Me 1/2, Pre -Admission Visits, PLP's, Medical and Allergy Information, Care Plans, Special Books.



Healthy

All About Me, Pre -Admission Visits, PLP's, All About Me 2, Medical and Allergy Information, Staged Intervention, Planning Special Books, Multi-Agency work, P.A.Th.S



Achieving

Home Link 'Star' PLP's, Trackers, Planning, Pre-School Reports, Observations, Learning Stories, Photographs, Displays, Seesaw, Milestone Data, Keyworker meetings, Planning Evaluation, Special Books, ICAN Language Group, Tweets.



Nurtured

Staff Interactions, Ethos, Keyworker group, Floor Book, Special Book, Coat peg, TAC Minutes, Wellbeing Plan, Kindness tree.



Active

Outdoor Play, Local walks, Glen experiences, Astroturf, Mini Kickers, Planning, Daily routine.



Respected

School Aims, Ethos, Consultation, Child's Voice, Personal Care Routines, Staff Interactions, Golden Rules



Responsible

Routines, Outdoor Risk Assessment, P.A.Th.S special person, Pre-School Reports, PLP meetings, Observations.



Included

PLP's, Transition information, Group time, Daily Routine, Outdoor Play, Stay and Play sessions, BookBug, PEEPs, Keyworker meetings, Observations.

Term	Dates of Attendance	Day	Date	Cumulative Holiday/Closure Total	Cumulative Working Days
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Term 1	Teacher (In-Service)	Wednesday	17-Aug-22		
	Pupils Return	Thursday	18-Aug-22		
	Teacher (In-Service)	Monday	19-Sep-22		
	Close	Friday	14-Oct-22		43

Term 2	Pupils Return	Monday	24-Oct-22	5	
	Local Holiday	Friday	18-Nov-22		
	Local Holiday	Monday	21-Nov-22	7	
	Teacher (In-Service)	Tuesday	22-Nov-22		
	Close	Friday	23-Dec-22		86

Term 3	Re-open	Monday	09-Jan-23	17	
	Local Holiday	Friday	10-Feb-23		
	Local Holiday	Monday	13-Feb-23		
	Teacher (In-Service)	Tuesday	14-Feb-23		
	Pupils Return	Wednesday	15-Feb-23	19	
	Close	Friday	31-Mar-23		144

Term 4	Re-open	Monday	17-Apr-23	29	
	May Day	Monday	01-May-23	30	
	Local Holiday	Monday	29-May-23	31	
	Teacher (In-Service)	Tuesday	30-May-23		
	Pupils Return	Wednesday	31-May-23		
	Close	Wednesday	28-Jun-23	66	195

School Holiday and In-Service Dates 2022/2023 (Mainland Schools)

