



Information for ELC Parents 2020-2021

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Head Teacher
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Midlothian



Our Ref:

Dear Parent or Carer

We are delighted to have your child joining us this year. Starting ELC is a very exciting time for every child and at Newtongrange ELC we try to make this experience as easy as possible for both you and your child. We hope this will be the beginning of a long, happy partnership between the ELC, school, your child and yourselves. We aim to provide a positive, stimulating experience for your child during their time at Newtongrange.

In this booklet, we have tried to answer some of the recurring questions parents have asked in the past. We hope that the information we have included helps you understand what to expect when your child first starts school. More information is available in our main handbook and it can be found on our website at <http://newtongrange.mgfl.net/>

Finally, please do not hesitate to contact us should you have any concerns about your child or feel a problem is potentially developing. For a close partnership to work well, communication requires to be relaxed and easily facilitated. We would actively encourage you to contact us at an early stage should you have any concerns, however minor they may seem. Where possible, we would appreciate if an appointment could be made – but if you need to speak to someone urgently, this will be organised.

Vicky Morgan
Head Teacher



The Scottish Government have committed to extending the current 600 hours per year of early learning and childcare to 1140 hours from August 2020. Midlothian Council are continuing to phase in the extended entitlement in many schools, private and third sector providers and childminders next term. From August 2020, we will be offering 60 full time places (30 hours per week).



What time will my child come to ELC?

Monday – Thursday	8.30 – 3:00
Friday	8:30 – 12:20

You are welcome to speak to the ELC staff upon drop-off and pick-up. Should you wish to discuss your child or any issues in more detail, you can ask to make an appointment for a more suitable time. We operate a flexible arrival and collection policy and allow a 15 minute window at the beginning and end of each session for parents to drop off and collect their child.

If you find the ELC doors are closed after the start of the ELC sessions, please press the ELC buzzer where a member of the ELC team will welcome you and your child into our ELC setting.

Who can collect my child from ELC?

Children should always be taken to and collected from the ELC classroom by a responsible adult. We cannot release your child into the care of a person other than yourself without your instruction.

We follow Midlothian Guidelines therefore we cannot release a child into the care of someone we do not know, or to someone who is under 16 years of age.

In the interest of your child's safety, please let a member of the ELC team know if someone else is collecting your child, and who this will be. If someone unexpected arrives to collect your child or if it is someone we have not met before, we will phone you to check that the adult has your permission to collect your child.

What will happen on my child's first day?

For your child's first day to ELC we find it is better if you arrive after the other children. This means it is less busy coming in the door and will be a more relaxed start for you and your child's first day. When you arrive you will be welcomed by your Key Worker. Your child's Key Worker will have already spoken to you on the phone to arrange your start date and a home visit where they will meet with you and your child, discuss the ELC and leave a booklet for you to share with your child. During your first session, you will have time to chat with your Key Worker, and share any information that you feel the ELC team should know.

How long your child stays will be set by how they have settled into play and how confident you feel to leave them. Children are usually able to stay for the full session by the end of the first week, if not before. However, we recognise that every child is different and we aim to meet the needs of your child. It is not uncommon if you and your child need a longer settling in period.

What should my child wear to ELC?



Children have the best fun when they are doing messy work. We will always try to make sure they wear aprons but accidents happen so please dress your child in suitable clothes, we recommend they don't wear their best clothes. Please make sure that your child has suitable outdoor clothing as we aim to have the outdoor garden area available to our learners throughout the day. It is also a good idea for your child to keep a change of clothes in ELC. This can be kept in a bag on your child's peg in the cloakroom.

Does the ELC have a uniform?

If you wish, you can buy ELC polo shirts and sweatshirts. These are exactly the same as the School sweatshirts but come with our ELC logo. These are available to order at the School Office. Please ensure that sweatshirts are named to avoid confusion.

Will my child get snack?

Each day your child will be offered a small snack. Children are encouraged to help prepare snack, and to wash their dishes once they have finished their snack.

An example of a weekly snack menu

Monday:	Cream cheese sandwiches with cucumber and tomatoes
Tuesday:	Oatcakes, cheese and apples
Wednesday:	Toast with spread and bananas
Thursday:	Cooked snack (e.g. soup, pancakes, pasta, seasonal)
Friday:	Pitta bread with yoghurt dip and vegetable sticks

Milk and water are both available every day.

If your child is allergic to any food or drink, please let a team member know.

Will I have to pay Fund Money?

No, all snacks and meals are provided by Midlothian Council.



Will my child be expected to brush their teeth in ELC?

Each child will regularly brush their teeth at ELC. We work closely with our NHS Oral Health Co-ordinator who visits the ELC regularly to talk to children about good oral hygiene and ensures children are encouraged to use correct technique when brushing teeth. ELC provides each child with their own toothbrush and toothpaste.

How is information shared between ELC and home?

Our main method of contact is when we welcome your child to ELC and when you pick your child up. These times can be used to share information with us on a day to day basis. We also issue monthly school newsletters or you can keep in touch through our school and ELC website <http://newtongrange.mgfl.net/>. This session we have introduced the use Seesaw to share learning between the ELC setting and home. You will be provided with a code to allow you access your child's Seesaw account. If you have any general queries please contact the School office on 0131 271 4645.

If you have any concerns about your child please contact your Key Worker by note or ask for an appointment. You can also contact any member of the Senior Leadership Team by phoning the School office and leaving a message or arranging an appointment. We try to get back to you as soon as possible.

What if my child is unable to attend ELC or is going to be late to ELC?

If your child is unable to attend ELC or is going to be late, parents should telephone the school office (0131 271 4645). We have to follow Midlothian Council policy and contact parents of any absent children if they have not already notified the ELC.

If your child has sickness or diarrhoea please keep them at home for 48hrs after their last incident. That way he/she is less likely to pass on any germs to the rest of the cohort – or the staff



What happens if my child becomes unwell at ELC?

If your child becomes unwell at ELC and needs to go home we will phone you or your emergency contact to ask you to come and collect them. Please keep us informed of any change of your contact details, especially mobile phone numbers.

What happens if my child has an accident at ELC?

Despite our best efforts, accidents can happen in the ELC or whilst playing in the garden. You will be informed of minor bumps and scrapes by a member of the ELC team at the end of the day. If the injury is more serious, you or your emergency contact will be informed by telephone.

What will my child learn at ELC?

Our ELC aims to provide a friendly and welcoming environment where your child will enjoy the experience of ELC. Staff work together as a team to create a caring and stimulating environment where each child can develop as an individual.

Our ELC curriculum is based on “Curriculum for Excellence” which is published by the Scottish Government and Education Scotland. This document provides schools with guidance for learning and teaching of children aged 3 – 18 years. These documents describe the wide range of learning experiences to which preschool children are entitled and emphasise partnership with parents. Our ELC team firmly believes in building upon your child’s prior learning. The aim of pre-school education is to develop and broaden the range of children’s learning experiences, to encourage them to become confident individuals, responsible citizens, successful and enthusiastic learners who are looking forward to continuing their learning journey throughout primary and secondary school.

The ELC curriculum places a careful emphasis upon the nurturing of your child’s social and emotional development. Health & Well-Being is firmly placed at the centre of a holistic approach to child development. It also includes the development of your child’s early language and communication skills and development of early mathematical & numeracy skills and knowledge. We offer carefully planned experiences, which build upon his/her knowledge and understanding of the world and promote his/her creative and physical abilities.

Young children learn through play and practical experience. ‘Hands on’ activities allow children to explore; investigate; experiment; act out experiences and listen and learn from others. Staff interact sensitively to extend the quality of play and act as role models when appropriate. At Newtongrange ELC we are developing our planning process to include mind mapping in floor books and the children are encouraged to take responsibility for their own learning so that we can plan activities that provide the highest quality of educational experiences. We value and aim to build upon each child’s previous learning experiences and recognise the need to establish strong parental partnerships to support their development. Learning happens throughout ELC, the ELC outdoor learning area, areas in school (e.g. library, garden, playground, gym hall) and through walks in the community.



How can I be involved in the Life of the ELC?

We consider our daily contact with parents and carers to be vitally important – a time for both of us to exchange information. After the initial settling in period there will be opportunities for you to help in the ELC and perhaps support us on local walks and outings. If you would like to help in ELC on a regular basis, you will need to complete a PVG form. These are available from the school's main office.

Throughout the year there will be Sharing Learning Events and more formal opportunities for you to discuss your child's progress with staff on an individual basis. Please remember that if you are concerned about anything, however small, do not hesitate to come in and talk about it.

You can also get involved with school improvement and events through our Newtongrange PTA or Parent Council. If you would like to know more ask a team member who will be happy to help you, or come along to the Parent Council or PTA meetings. We will confirm the meeting dates in the new session.

How can I help my child?

- **Do** give encouragement and support in all your child is asked to do at ELC.
- **Do** show an interest in your child's efforts.
- **Do** contact the ELC if you are concerned in any way about your child.
- **Do** listen to what your child has to say and encourage him/her to speak clearly and confidently.
- **Do** talk about crossing roads safely.
- **Do** tell your child to say "no" to strangers.

Most of all – Give your child lots of praise when he/she does something well.

How can I support my child's learning?



Below are some suggestions of activities you can encourage at home which will help support your child's learning in ELC:

- Baking - Maths - Counting and Measuring, Science - Change of stage
- Setting the table - Maths – Counting and Matching
- Helping to tidy up – Maths – Sorting attributes, Social Skills – being a good citizen.
- Washing Clothes - Maths - Sorting and Ordering , pairing socks
- Numbers in the environment - number recognition, bus numbers, house numbers, counting money for shopping, counting steps, stairs and door colours
- Literacy in the environment – spotting letters, shop names, bus adverts
- Imaginative Play - Social Skills, Story Making, Role Play, Turn Taking
- Games - Spatial Awareness, Social Skills, Turn Taking, Fair Play, Maths - Matching, Counting, Literacy – reading cards, following instructions.
- Jigsaws – spatial awareness, matching, perseverance and concentration
- Play Dough or Plasticine - Expressive Arts - Self Expression, Creativity
- Painting and Drawing - Expressive Arts - Self Expression, Creativity, fine motor skills – manipulating pencils, paint brushes
- Physical Play : Balancing, Catching, Jumping, Skipping - Motor control, Co-ordination
- Outings – trips to museums, parks, swimming pools, shops the zoo – all build your child's knowledge and understanding of the world around them.
- Sharing books! This is vital to developing language skills as well as being fun. Joining the library is a good idea.
- Encourage independence in all things – a good rule is - don't do anything for your child that they can do for themselves.
- Finally – remember your child will need lots of quality sleep during school terms.

By spending time with your child you will build their confidence. It will give you the chance to share their joy in discovering new things and help make learning fun.

Holiday Dates 2020-2021

Autumn Term Starts	Monday 10 th August 2020 Wednesday 12 th August 2020	Staff return Pupils return
Mid Term	Friday 18 th September 2020 Tuesday 22 nd September 2020	All return
October Holiday All break	Friday 16 th October 2020	
Winter Term Starts	Monday 26 st October 2020 Tuesday 27 th October 2020	Staff return Pupils return
All break	Tuesday 22 nd December 2020	
Spring Term Starts	Wednesday 6 th January 2021	All return
Mid Term All break All resume	Friday 5 th February 2021 Monday 15 th February 2021 Tuesday 16 th February 2021	Staff return Pupils return
Easter Holiday All break <i>Good Friday</i> <i>Easter Monday</i>	Thursday 1 st April 2021 <i>2nd April 2021</i> <i>5th April 2021</i>	
Summer Term Starts	Tuesday 20 th April 2021	All return
Local Holiday	Monday 3 rd May 2021	
Local Holiday	Monday 24 th May 2021	Pupils only
Summer Term All break	Friday 25 th June 2021	

