



Information for ELC Parents 2021-2022

Welcome to Newtongränge Primary School ELC Setting



We hope that you and your family will enjoy participating in all the learning opportunities we have to offer. We look forward to getting to know you and your child, and to working closely with you to ensure that your child's experiences at our ELC setting are happy and stimulating. At Newtongränge Primary School ELC Setting our school vision is

Aspire, Believe, Achieve

Our vision at Newtongränge Primary School is underpinned by our set of core values:

Kind Fair Hardworking Confident Respectful Responsible

Our school aims are to:

- Value every child as an individual.
- Provide excellent learning and teaching experiences, which allows all learners to develop the knowledge and skills relevant to their individual needs.
- Provide an exciting, creative and challenging curriculum that is broad and balanced.
- Create a learning community, where everyone works together in a supportive environment of mutual care, respect and consideration for each other.
- Promote our learner's health and wellbeing, encouraging self-esteem and a respect for diversity and fairness in life.
- Involve parents and carers in the work of the school and keep them fully informed of their children's progress, valuing their contributions and support.
- Develop links with the wider community to enable the school to play a full and active role in the community which it serves.
- Manage the school resources efficiently and effectively to maintain high standards and meet the needs of the school's continuous improvement.
- Establish learning as a life-long experience accessible to everyone involved with the school.

Information about our School

Staff:	Head Teacher	Miss Vicky Morgan
	Depute Head Teacher	Mr Steven McBride (on secondment until August 2021)
	Acting Depute Head Teacher	Mrs Istephan Mrs Burrell
	Senior EYP	Mrs Black Mrs Addie
	EYP	Mrs Sinclair Ms Drummond Mrs Youngs Miss Haddow Miss Vass Mrs Murdoch
	Learning Assistant	Miss Wilson Miss Bell Mr Souness
	Administrative Assistant Office Support Assistant	Mrs Freeland Mrs Hosie

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 62 full time places (30 hours per week).

What time will my child come to ELC?

Monday – Thursday	8.30am – 3:05pm
Friday	8:30am – 12:10pm

(Doors open between 8.30am – 8:45am for drop off and 2:50pm – 3.05pm for pick up)

If current Covid-19 restrictions remain in place in August and we are still not allowed visitors within the ELC setting, Early Years Practitioners will collect children from entrances. Parents and carers will continue to be encouraged to maintain strict social distancing during drop off and pick up times.

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/garden 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.

Please remember we are providing your child with his/her first experience of school and we want to make sure that this time is as happy a time as possible. It can be a bewildering and tiring experience for children as they learn to cope with new faces, different surroundings and routines. This is why we ask you on *normal circumstances* to visit and stay with your child.

Starting ELC is an exciting and challenging experience for your child, but it can also be a little overwhelming. Your child may:

- find it difficult to mix with so many different children
- be worried about using the toilets
- not find it easy to part from you

How you can help

- Help your child to understand that she / he will go to ELC every day (sometimes children think the experience ends after one day!)
- Even if you are worried about your child settling happily, try to keep your worries to yourself. Tell your child that you are sure that she/ he will have fun.
- Every child is different and there are no hard and fast rules about how long they may take to settle into our ELC.
- Explain to your child what you will do in the time between leaving and collecting her/him from ELC.
- When it is time for you to make the first break from your child the member of staff who is helping to settle your child will discuss it with you.
- Always leave straight away after saying goodbye to your child – prolonged goodbyes can be very unsettling!
- Make the first few separations brief, and build up the time gradually. Enjoy some time to yourself, with your friends or younger children.
- Always collect your child in good time – she/he will be waiting for you.
- Once your child is settled he/she should attend ELC on a regular basis unless illness prevents this.
- Discuss with staff any problems/concerns you may have and work together to arrive at a mutual decision.
- Inform us immediately of any changes in family circumstances which may affect your child's behaviour. We can always provide confidential appointments to offer support or advice.
- Become involved as a parent helper.
- Read our 'Help Me Prepare for ELC' guide for more ways to support your child in the transition to ELC.

How We Will Help

- You and your child will have a Key Worker who will be responsible for helping your child to settle happily. We will welcome and support you and your child throughout their time at ELC.
- We will observe your child closely during the first few weeks to see who she/he plays with, what her/his interests are, and see if she/he has any worries.
- We will work with your child so that we get to know her/him well and find out her/his strengths.
- Please let us know if you have any worries about your child. We want to work in cooperation with you.
- We will encourage children to behave in a thoughtful and caring manner towards others and their environment and will teach children to negotiate and be non-aggressive towards others.
- We will support your child through any difficulties.

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). It is important that ELC staff have an accurate record of every child attending ELC at all times. If your child is absent it is school policy that a parent/carer phones

school before **09:00am**. In the event of notification not being received, a phone call is made to ascertain why the child is not at school/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.

Control of Infectious/Communicable Diseases

Guidelines concerning the more common infectious and contagious diseases and the recommended periods of absence from school have been issued to our ELC class by NHS Lothian. They are in accordance with Regulations issued by the Scottish Government on communicable disease control in schools and are applied in all Midlothian Schools and are included in our Health and Safety Policy. This can be found on our School App.

What happens if my child require medication?

Where children require regular medication to be administered or self-administered during the ELC day, parents should complete the relevant request form which is available from the school office. You must include written guidance from a medical professional (your GP or specialist). The written guidance on the medication will generally be sufficient.

Some children carry inhalers for asthma and related illnesses, which they self-administer at school. It is necessary that parents of children who carry their own medication complete the appropriate form (MED 2). This is available from the school office. We keep inhalers stored in cotton named bags.

If a child suffers from a chronic illness requiring long term medication or where medication may be required in an emergency situation, parents must contact the school to discuss the situation. Separate guidance detailing arrangements for dealing with a medical condition requiring essential or emergency treatment has been prepared by the Education, Communities and Economy Division. This will be made available to parents, if required.

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.

What are the enrolment procedures for Primary One?

Primary One Registration

In November, Midlothian Council will write to you regarding registration for the following August and there will also be adverts in the Midlothian Advertiser. Each school within the Authority will have a registration week where you need to register with your catchment school.

You can also apply for your child to be placed in a school outwith your catchment area (make a placing request). However, although we will try to accommodate your wishes, it may not always be possible to send your child to a school other than their catchment one.

In the event of more registrations than places available, priority will be given to those who have a sibling already attending the school. Remaining places will be granted on the basis of proximity to the school. In the event of more registrations than places available, Midlothian Council will make the decisions on the allocation of places and advise you of the outcome by the end of Term 3 (Jan – Apr).

Deferred Entry to Primary School

Parents of children with birthdays in January and February who wish their child to defer entry to primary school have an entitlement to an additional year of pre-school education for their child. Parents must register their child at their catchment school. They should, however, meet with pre-school education staff to discuss any deferral. If appropriate, the ELC staff will complete the deferral application and support plan, for the additional year in pre-school education along with parents. The application, including any supporting evidence, should then be submitted for consideration by Education central staff.

Children with September to December birthdays, whose parents wish them to defer entry to primary school, cannot claim an extra year of pre-school as an entitlement. Parents, who wish to request a further year within pre-school education for their child/children, should meet with ELC staff to discuss any deferral.

A parent/carer may be concerned about whether or not their child is ready for school or how their additional support needs will be met. Schools have an obligation to support the needs of all children and to plan individual's needs through ELC/school transition process.

Decisions about deferrals are best made as part of the ongoing profiling of a child's development and learning which will take place in the pre-school setting. If there is agreement that there are good reasons to proceed with a deferral request the ELC staff will complete the deferral application and support plan, for the additional year in an Early Learning And Child Care setting along with parents. The Local Authority will consider these applications on an individual basis.

Further information regarding Newtongrange Primary School is within our School Handbook which you access from our school website. [Newtongrange Primary School \(mgfl.net\)](http://mgfl.net)

Holiday Dates 2021 - 2022

Autumn Term Starts	Monday 16 th August 2021 Wednesday 18 th August 2021	Staff return Learners return
Mid Term	Monday 20 th September 2021 Tuesday 21 st September 2021	All return
October Holiday All break	Friday 15 th October 2021	
Winter Term Starts	Monday 25 th October 2021 Tuesday 26 th October 2021	Staff return Learners return
All break	Wednesday 22 nd December 2021	
Spring Term Starts	Monday 10 th January 2022 Tuesday 11 th January 2022	Staff return Learners return
Mid Term All break Resume	Friday 11 th February 2022 Monday 21 st February 2022	All return
Easter Holiday All break <i>Good Friday</i> <i>Easter Monday</i>	Thursday 8 th April 2022 <i>15th April 2022</i> <i>18th April 2022</i>	
Summer Term Starts	Monday 25 th April 2022	All return
Local Holiday	Monday 2 nd May 2022	
Local Holiday	Monday 23 rd May 2022	Learners only
Summer Term All break	Thursday 30 th June 2022	

