



Parent/Carer Handbook

Woodburn

ELC

Tel - 0131 271 4715

Email - woodburn.ps@midlothian.gov.uk

Growing Community Creating Success



Please note, this handbook is accurate at the time of writing (October 2023)



Welcome

I would like to offer you a warm welcome to Woodburn Primary and Woodburn Early Learning & Childcare Centre (WELC). This is an exciting time for you and your child/children and I hope that you find this booklet helpful.

Here at Woodburn, we aim to create a welcoming and safe ELC environment based upon care, trust and mutual respect. We look forward to working with you closely to ensure your child has the best possible start to school life.

If you have any questions or concerns about your child, please do not hesitate to speak to one of our ELC staff.

Warm wishes,

Jen Faulds

Depute Head Teacher



Our ELC Staff Team

Mrs Joanna Findlay
 Mrs Jen Faulds
 Ms Liz Doig
 Mrs Angie Sinnet
 Mrs Angela Welsh
 Miss Rachel Skillen
 Mrs Helen Johnstone
 Mrs Clayre Summors
 Mrs Roisin Robb
 Mrs Denise Dickson
 Mrs Ruth Morrison
 Mrs Debbie Thomson
 Mrs Laura Jordan
 Miss Caitlin Balloch
 Mrs Maitri Mehta
 Mrs Priscilla Smail
 Mrs Hazel Easton
 Miss Angel Gourlay
 Mrs Jaclyn Marrant
 Miss Louise McDonald
 Mrs Michelle Henderson
 Mrs Helen Laidlaw
 Ms Shaina Aitchison

Head Teacher
 DHT - ELC to P1
 Senior Early Years Practitioner
 Senior Early Years Practitioner
 Early Years Homelink Practitioner
 Early Years Practitioner
 Early Years Practitioner
 Early Years Practitioner
 Early Years Practitioner
 Early Years Practitioner
 Early Years Practitioner
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 Early Years Practitioner
 Early Years Practitioner
 Early Years Practitioner
 Learning Assistant
 Learning Assistant
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 Learning Assistant



Our Aims



Warm,
welcoming and
inclusive ethos



Learning
through play
& exploration



Supporting
children &
families



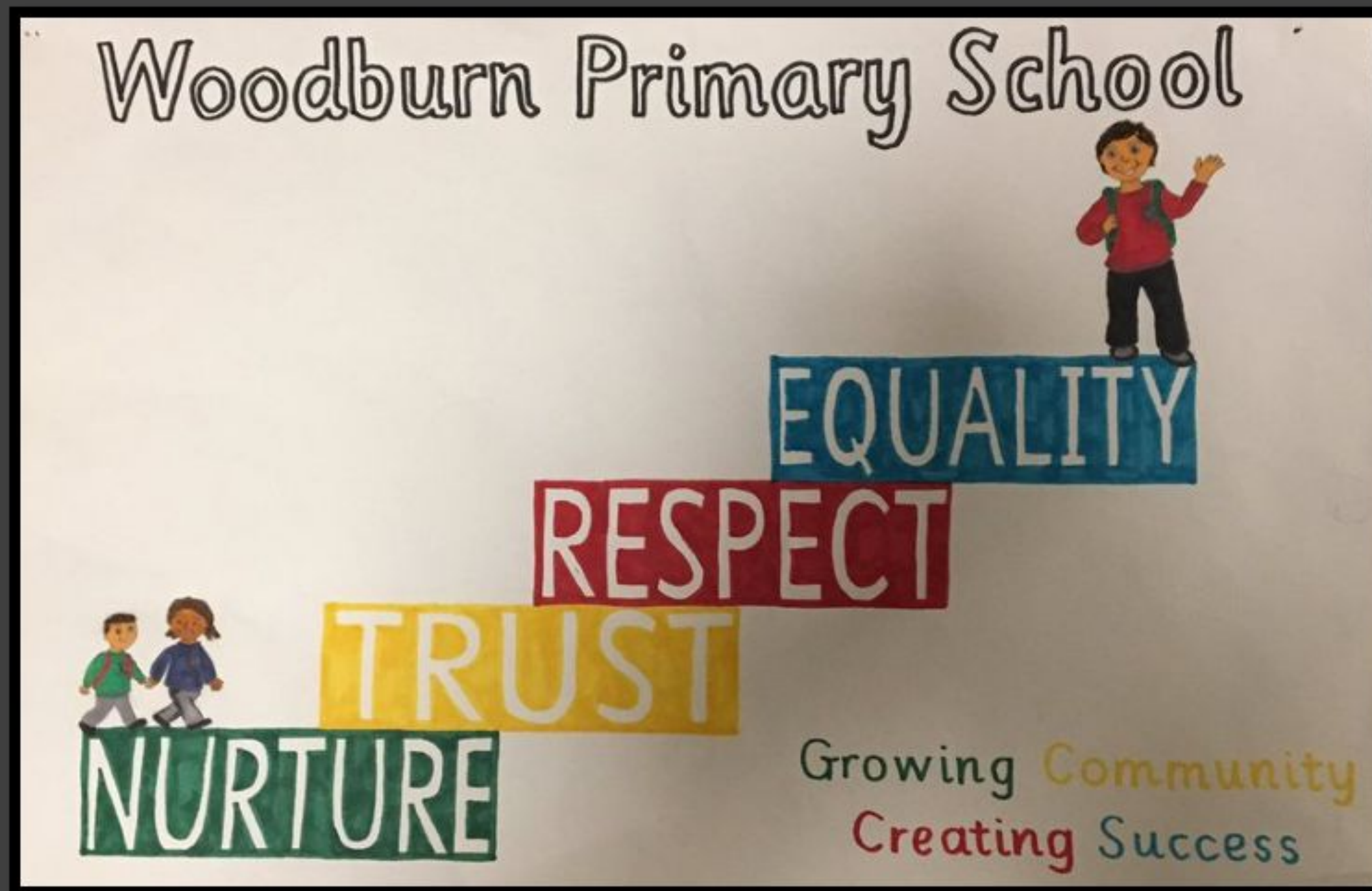
Ensuring development,
success and
achievement

Underpinned by effective Management, leadership & quality assurance





Our Vision, Values & Aims



With our Vision and Values at the centre of our work and in partnership with our children, families and wider community we aim for our learners to:

1. Enjoy learning and strive to achieve more than they have before.
2. Acquire knowledge and skills to apply learning in school and beyond.
3. Be responsible global citizens who take responsibility for themselves, their actions and their behaviour.



Settling in at WELC

The 'Settling In' process is determined by your child's needs in partnership with families. It is not a 'one size fits all' plan and the process is reviewed and amended as needed. Our current settling in process follows the structure below;

Letter/Phone call from WELC staff to offer place and arrange a time for an initial Home Visit. Information including handbook and attendance pattern sent to family.

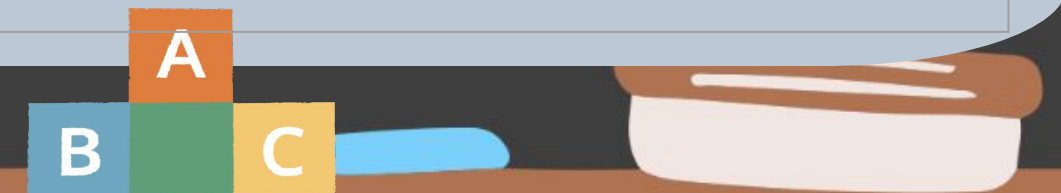
Home Visit carried out by two members of ELC staff. Children and their families get to know WELC staff in a known and familiar environment. Date for setting visit arranged.

First settling visit is supported by a parent/carer. Usually 1 hour.

Second settling visit is supported by ELC staff. Usually 1 hour.

Child attends for half day - this will include snack time and/or lunch time.

Child attends full days when ready. This is agreed in partnership with ELC staff and parents.



ELC Hours

We currently offer two options of hours at WELC.

Option 1 – 1140 hours at WELC

Or

Option 2 – Part time hours at WELC (Monday, Tuesday and alternate Fridays or Wednesday, Thursday and alternate Fridays) with the following;

- Additional hours at Vogrie Outdoor ELC
- Additional hours at a partner provider e.g. private nursery or childminder
- No further additional hours

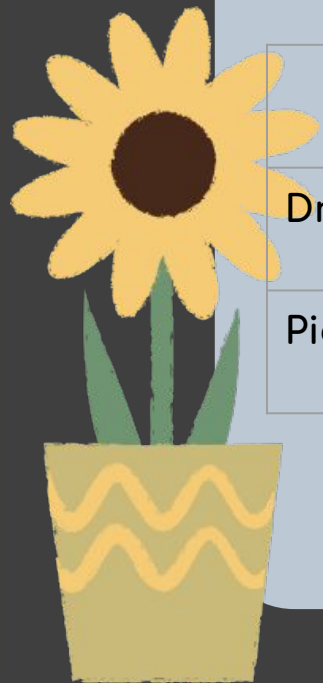
Term dates - [2023/24 | School term dates and holidays | Midlothian Council](#)

Monday to Thursday

	Full Time	Part Time
Drop off	08:30 - 08:45	08:30 - 08:45
Pick Up	14:50 - 15:10	14:50 - 15:20

Friday

	Full Time	Part Time
Drop off	08:30 - 08:45	08:30 - 08:45
Pick Up	11:50 - 12:10	12:10 - 12:40

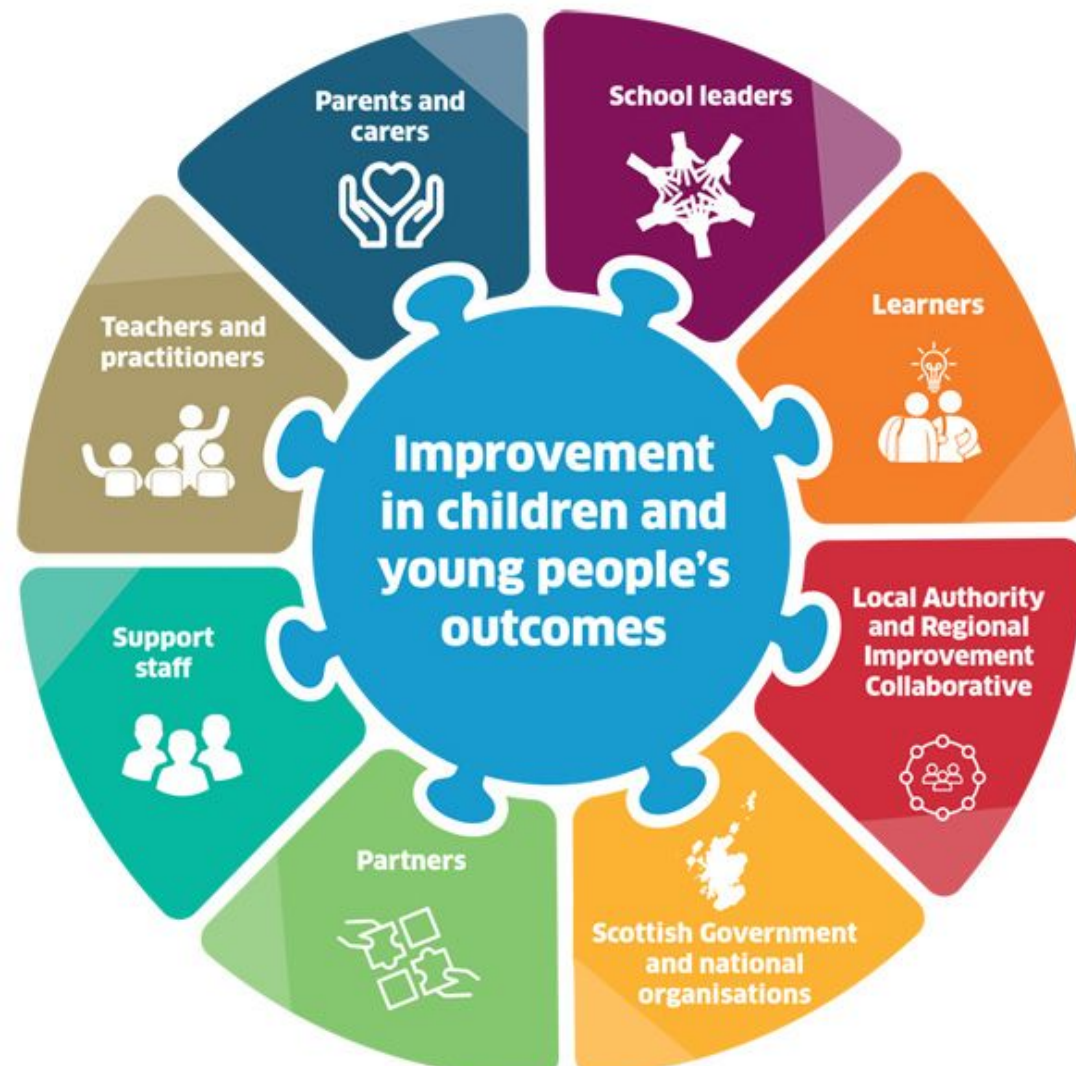


Working in Partnership

“Parent’s are a child’s first and most important teacher”

“Collaboration between parents/carers and educators is the key to unlocking a child’s potential”

Working alongside parents and carers is vitally important to supporting all children’s learning and development. At WELC we involve parents/carers throughout the child’s learning journey through home visits, promoting an open door policy, inviting parents in to share share learning, ‘stay and play’ at any time, family learning opportunities and through offering training and learning opportunities.



Bookbug at Woodburn



We are delighted to be able to run a 5 week block of Bookbug sessions for all our ELC families and siblings at Woodburn.

The sessions will take place outdoors on:

Monday 14:15—14:45

Wednesday 14:15—14:45

From Monday 4th of September / Wednesday 6th of September until Monday 9th of October / Wednesday 11th of October.

The sessions will be outdoors, under a covered area. Please dress appropriately for being outdoors.

Over the 6 weeks we are focussing on stories and songs around teddy bears, if your child/children would like to bring a teddy bear for the session.



What's on?



Health Visitor Support—Workshops

All parents/carers are welcome to drop in to attend the workshops delivered by Jill Parsons from the Health Visiting Team.

All sessions are on from 8:45—9:30 in school.

Thursday 9th of November — sleep focus



Thursday 7th of December — Toileting focus



Please join your child for a 'Breakfast Date' at WELC

The children would like to share morning snack with a parent/carer. Due to the number of children we can only invite one adult per child.

There will be further events for other family members to attend. Please join your child and their key work anytime between 8:30 and 9:30 on the dates below. If you are unable to attend the date, please speak to your child’s key worker.

13/11/23 Caitlin, Angie and Maitri

14/11/23 Denise, Clayre and Roisin

15/11/23 Laura, Liz and Debbie

16/11/23 Helen, Ruth and Hazel

17/11/23 Rachel and Angel



Personal Plans

We ask all Parents/Carers to complete a Personal Plan for children before starting at WELC. These are reviewed every 6 months.

This includes all up to date information about interests, supports,

If there are any changes to collecting information, changes to professional involvement, dietary requirements- and medical information.

If there are any medical changes and your child requires medication, please speak to your child's keyworker so that the necessary medical forms can be completed.



Please place a photograph of the child in this box.

My Personal Plan

Midlothian

Child's Name:

DOB: Start Date:

Early Learning and Childcare Setting:

Key Person:

Midlothian Early Years Learning Community
October 2021

Personal Information

Nurtured

Child's Home Address:
..... Postcode:

Parent/carer's name:

Child's Nationality:

Parent's/carer's nationality:

Child's religion:

Parent's/carer's religion:

What languages are spoken at home?

Child's first language:

Parent's/carer's first language:

Midlothian Early Years Learning Community
September 2021

Family Information

1. Parent/Carer's Name:

Address:
..... Postcode:

Main Carer: Yes/No

Home Telephone: Mobile:

Email:

2. Parent/Carer's Name:

Address:
..... Postcode:

3. Authorised persons to collect child:

Name	Relationship to child	Contact Tel Number
.....
.....

4. Any known person NOT permitted to collect child:

Name	Relationship to child
.....
.....

Responsible

Midlothian Early Years Learning Community
September 2021

The Core Provision

The Core Provision has been identified as *“that which lends itself to the play experiences and opportunities that will enable children to meet the outcomes of Curriculum of Excellence.”*

We provide a ‘core provision’ of experiences for all children. This includes the following areas both indoors and outdoors;

- sand
- water
- malleable
- art/painting/mark making/junk modelling
- blocks and construction
- small world/loose parts
- role play
- story
- snack/lunch space
- music

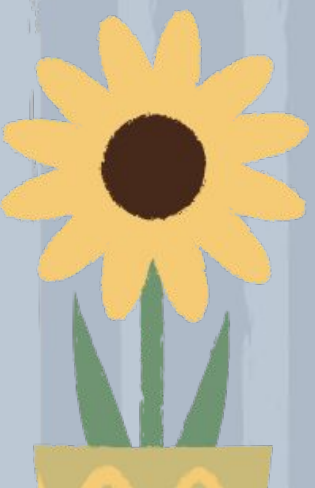
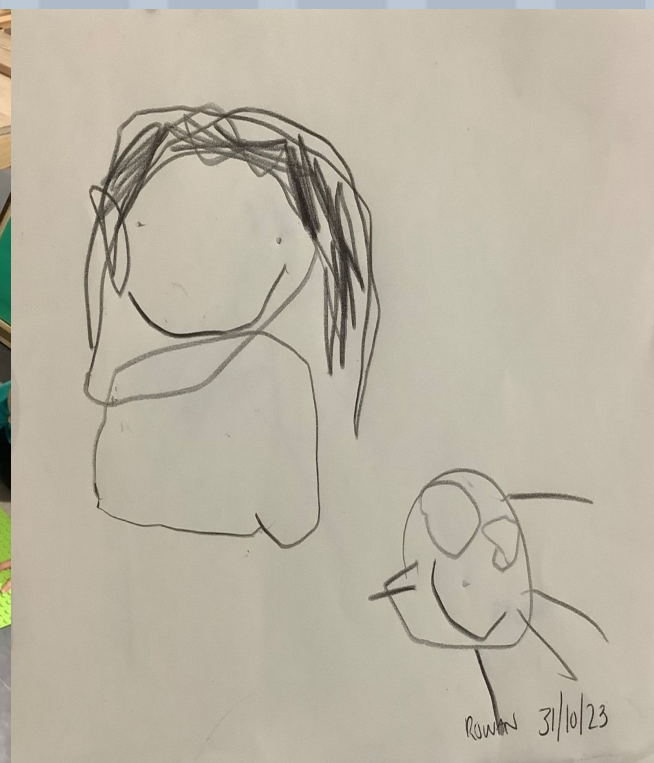


Curriculum for Excellence

Throughout the core provision we ensure there is a literacy and numeracy rich environment. Experiences across the other curricular areas are planned intentionally as well as responsively within the core provision.

The curricular areas within the Curriculum for Excellence

- Literacy and English
- Numeracy and mathematics
- Health and wellbeing
- Modern Languages
- Science
- Expressive Arts
- Religious and Moral Education
- Social Studies
- Technologies

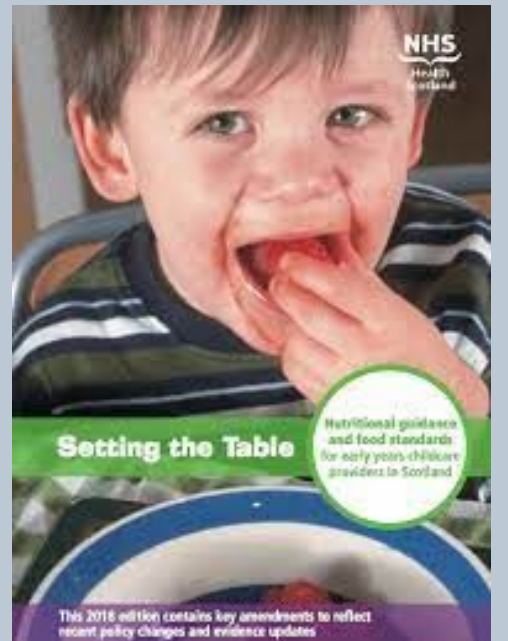


Health and Wellbeing

Meal times

Snack and meal times are an important part of our ELC day. Children are involved in preparing, serving and sharing meal times together. If your child has any dietary requirements please inform ELC staff and detail in their personal plan. We will work alongside parents/carers, health professionals and the dietitian to ensure we can meet dietary and health needs.

Due to Natasha's Law (October 2021) we cannot share things made at home with others. We will provide opportunities for the children to cook and bake together, taking into account all dietary requirements.



Toileting

Every child is at a different stage in their development when arriving at Woodburn ELC.

During your child's Home Visit you will have the opportunity to share any supports that your child needs.

Health and Wellbeing

Medication

We are required to follow Midlothian guidelines for administering medication:

- If your child requires medication e.g. antibiotics during their session you should complete a consent form.
- In the interest of safety, please DO NOT leave medication in your child's bag.
- All medication coming into us MUST be recorded.
- All medication must be prescribed by a doctor and have a clear and readable label with your child's name and date of birth on the bottle.
- Staff are unable to administer any medication not specifically prescribed to your child or if the label is unreadable.
- Medication must be in its original packaging with the dosage leaflet.
- Staff will follow dosage instructions age and stage appropriate as per dosage leaflet.
- Medication will be stored either in the medicine cupboard or in the fridge.
- Staff will record and witness administration of medication.

Our staff are trained in Emergency First Aid. If your child has an accident we will let you know and the accident details will be recorded on an 'Accident Form' (or an 'Incident Form' if required) which you will be asked to sign. If the accident involves an injury to the head or face, you will be contacted prior to collection, even if it is minor.

Safety and Security

Please, please, please ...

1. Make sure you hold your child's hand when you come in and out of the setting – be watchful of unattended children slipping out – it could be your child.
2. Remember only adults over 16 years of age can bring or collect children. Let us know of any changes to collecting arrangements. We will only hand over children to designated adults named in the Care Plan so please advise us of any new contacts, including any other parents/carers who may have a child currently attending Woodburn ELC.
3. Please be aware of the parking restrictions outside the ELC and school and do not park in the disabled zone unless you have a blue badge. The school gates are shut from 8:30am – 9:20am and 2:55pm – 3:30pm.
4. If you intend to pick your child up early can you please make a member of staff aware when they arrive for their session.

There is always a member of staff supervising the entrance door. Should you have any questions or concerns please approach the staff who will be happy to help.



Learning Outdoors



At Woodburn ELC we are passionate about the benefits of playing outdoors. Outdoor experiences can improve health and wellbeing, build resilience and provide opportunities for connecting with nature. The importance of outside play in early years can't be underestimated and below are just some of the many benefits it offers to children;

- Encourages an Active Lifestyle - Children who learn to play outdoors are much more likely to continue to enjoy outdoor activities such as walking, running and cycling as they get older.
- Appreciation of Nature and the Environment Learning in an outdoor environment allows children to interact with the elements around them and helps them to gain an understanding of the environment we live in and to take responsibility for caring for it.
- Develops Social Skills Outdoor learning provides opportunities for negotiation, teamwork and sharing ideas.
- Encourages Independence The extra space offered by being outdoors gives children the sense of freedom to make discoveries by themselves. They can develop their own ideas or create games and activities to take part in. They'll begin to understand what they can do by themselves and develop a 'can do' attitude, which will act as a solid foundation for future learning.

We have been awarded our ECO schools Green Flag and we continue to promote caring for and exploring our local environment and learning for sustainability.



Learning Priorities

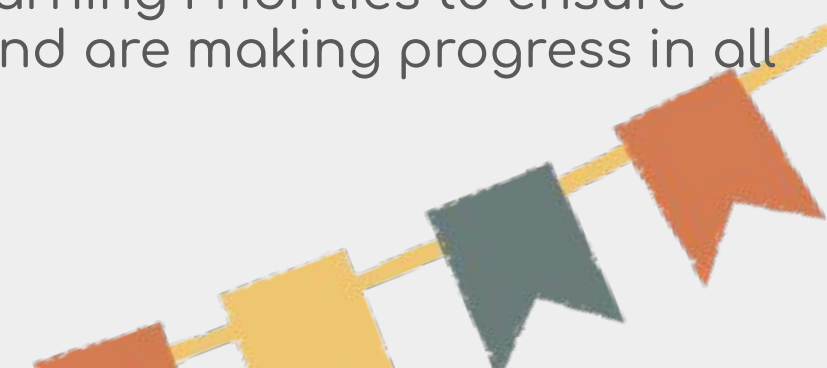


During your child's time at Woodburn ELC it is our aim to work in partnership with you to support your child in their learning journey. At Woodburn ELC we have been developing our approach to supporting children's learning and development and we have now introduced Learning Priorities for all our children. Building on each child's existing knowledge, skills, strengths and successes, Learning Priorities are identified that will challenge your child to progress in all aspects of their learning and development.

Our approach is underpinned by National Guidance documents that include *Realising The Ambition* (2020) which states that families are viewed as partners and recognised in the role they have as their child's first and most important educator.

During the initial home visit / garden visit, part of the discussion you will have with your child's key worker will focus on them acquiring a deeper understanding of the knowledge and skills your child has already gained and developed. From this time, working collaboratively together, Learning Priorities specific to your child in each of the overarching curricular areas of Health & Wellbeing, Literacy and Numeracy will be identified and set.

Staff will then share observations of your child on Seesaw detailing significant learning that includes observations demonstrating accomplishment of the Learning Priority they are working on. Through careful observation of your child, your child's key worker will gather observations that show your child's progress in achieving their Learning Priorities. Once your child is ready to have a new Learning Priority set, your child's keyworker will then arrange a time to discuss this with you and set new Learning Priorities to ensure they are continuing to be challenged and are making progress in all areas of their learning.





A Typical Day



When arriving at ELC, children register and then gather with their Key Group and Key Worker. During this gather time they order their lunch for the day, often share stories and songs, participate in an emotional check in and then discuss their plans for the day. Using the 'Indoor/Outdoor Learning Boards' the children are supported to discuss their plans for learning as they play.



During the morning the children access the areas of the core provision both indoors and outdoors. Morning snack is a rolling snack and the children choose when they wish to eat this. They are encouraged and supported to wash their hands and serve their snack independently. ELC staff observe children as they play to support and extend their learning.

The children then gather in their Key Group before lunch time. They check in and share their mornings learning. Groups usually share a story again before enjoying lunch with their peers. During lunch, the children serve themselves and each other. After eating lunch the children help to clear their plates and other table dishes.



Throughout the afternoon children continue to explore and extend their learning both indoors and out. Across the week we also use the sensory room, playground, dining hall, gym hall, expressive arts room and library for activities and learning experiences.

Finally, children join their Key Group at the end of the day. This is an opportunity to recap on the day and share learning. This ensures Key Workers can plan responsively to meet children's interests and extend their learning.

Sharing Learning

Seesaw

With parental/carer consent, children and practitioners will share significant learning and achievements on their online learning journal on Seesaw. Throughout the day children are encouraged to share their learning and often enjoy looking at the photos and videos on their Seesaw journal.

Parents and carers are encouraged to like and comment on their child's learning and we love to see successes, learning and achievement from outside school.

We will give all parents an access code, this can be shared with other family members, this is parents/carers choice.

Please do not share photos of your child, if other children are present.



Learning Log books

In addition to their online learning journal, all children have access to their own Learning Log book.

These books are used to collate children's art work, marks and their voice. They do not duplicate the significant learning recorded on Seesaw.

Children have access to these books during the day and are encouraged to share with others.

Communication

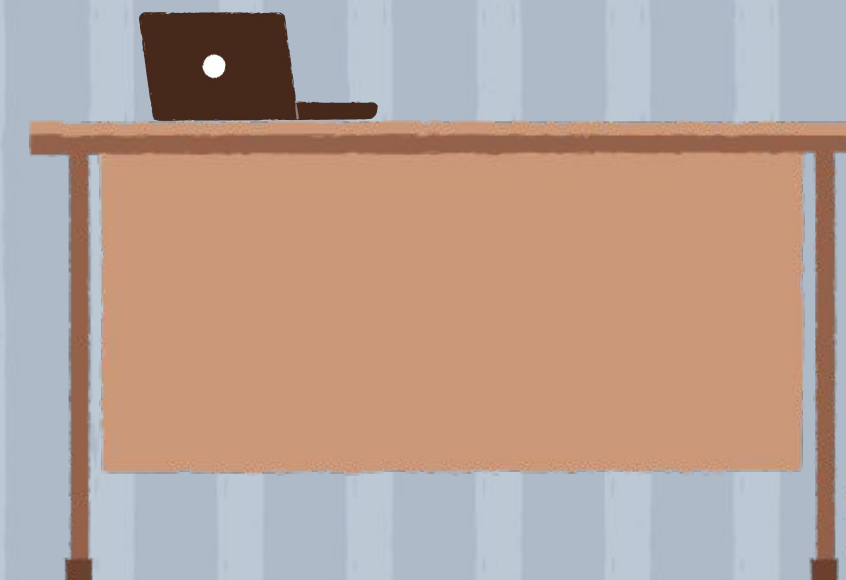
The first line of communication within ELC is with your child's key worker or another member of the ELC team. They spend all day with the children and are able to discuss progress, achievements and any concerns.

If you wish to speak to another member of the ELC team including Jen Faulds (DHT) and Joanna Findlay (HT), please contact the school office and we will be happy to arrange to call or meet you as soon as possible.

The school office can be contacted in person or on 0131 2714715 or woodburn.ps@midlothian.gov.uk

Other key contact information is available on our display board in the ELC corridor - the display is labelled 'it takes a village'.

Our school Twitter account also shares information from ELC and the wider school - @woodburnps



Policies and Procedures

All our Policies and Procedures are available within the ELC setting. If you wish to discuss these, please speak to one of the following members of staff;

- Your child's Key Worker,
- One of our SEYPs
- Depute Head Teacher - Jen Faulds
- Head Teacher - Joanna Findlay

Child Protection

In circumstances where a school has a significant concern that a child or young person has, or is at risk of harm, the school is required to pass information to the Police, Social Work Department and Health colleagues who have a legal duty to investigate further. While we always endeavour to work in an open manner with parents and guardians, there are some circumstances when it may not be appropriate to inform the parent or guardian that a Child Protection referral has been made or that information has been passed on to these agencies. Under these circumstances, the decision as to when and how parents and guardians will be informed is the responsibility of the Police, Social Work and Health Services as part of their investigation and the school will be informed by these services of the action that they have taken.

Should you wish to discuss this or any associated matter further, please contact the Head Teacher or Depute Head Teachers, who are the school's designated members of staff.



Policies and Procedures

Complaints Procedure

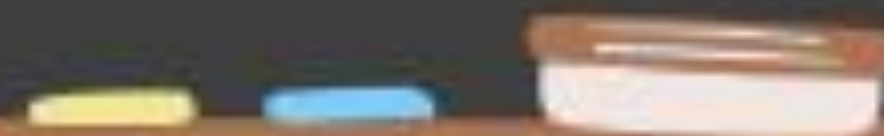
The Education Committee has approved the following statement of principles and procedures:-

- If you are concerned about a particular aspect of our work, please arrange an appointment to discuss the matter with your child's key worker or Senior Early Years Practitioner (SEYP). Where appropriate, the SEYP may nominate the Depute Head Teacher or ELC Manager to act on their behalf. We will listen carefully to what you have to say, establishing clearly the issue(s) of concern and, if appropriate, providing you with any relevant information. In some cases, your concerns can be dealt with immediately; other matters may require more extended investigation. In any event the SEYP or Depute Head Teacher will notify you, normally within five working days, of the school's response. It is anticipated that, in most cases, the above steps will result in a satisfactory solution for all concerned.
- If you are dissatisfied with the school's response – please notify the Head Teacher that you wish to pursue the matter further. They will either review the proposed action or notify you of the appropriate officer within the Education Authority whom you should contact. Contact the named officer by telephone or by letter at Education Division Headquarters. The officer will investigate the matter and endeavour to resolve any difficulties. They will report the outcome to you, normally within five working days of being contacted.
- Nearly all matters of concern are resolved through the above procedures. If you remain dissatisfied, please contact again the officer involved at stage 2; they will review the situation and/or indicate what other avenues are open to you.
- In all cases, final appeal can be sought through the Chief Executive's office.

If you remain dissatisfied Care Inspectorate are a regulatory body and can be contacted. Our local office is:

Care Inspectorate
South East Region
Musselburgh
EH217PR

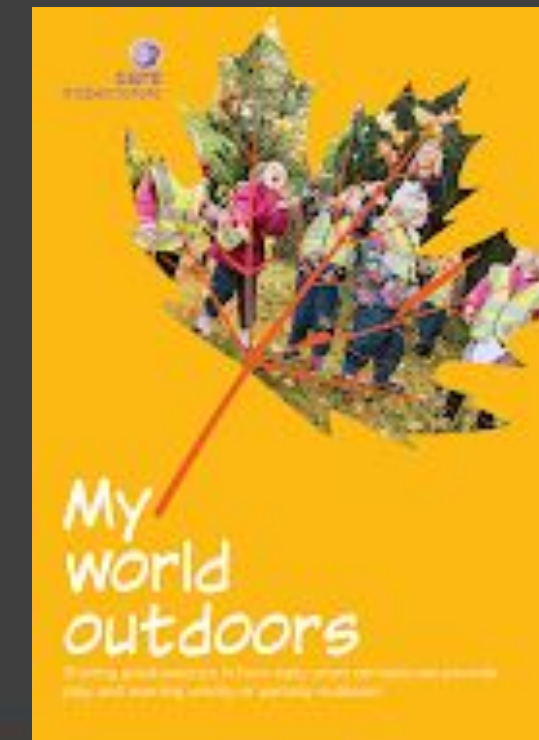
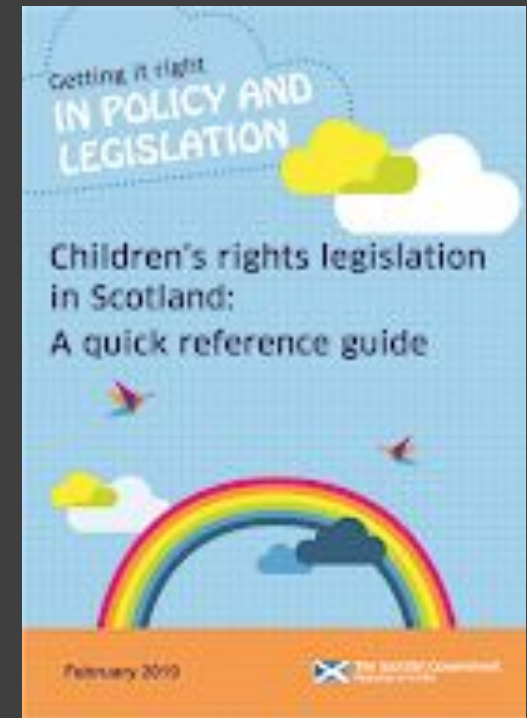
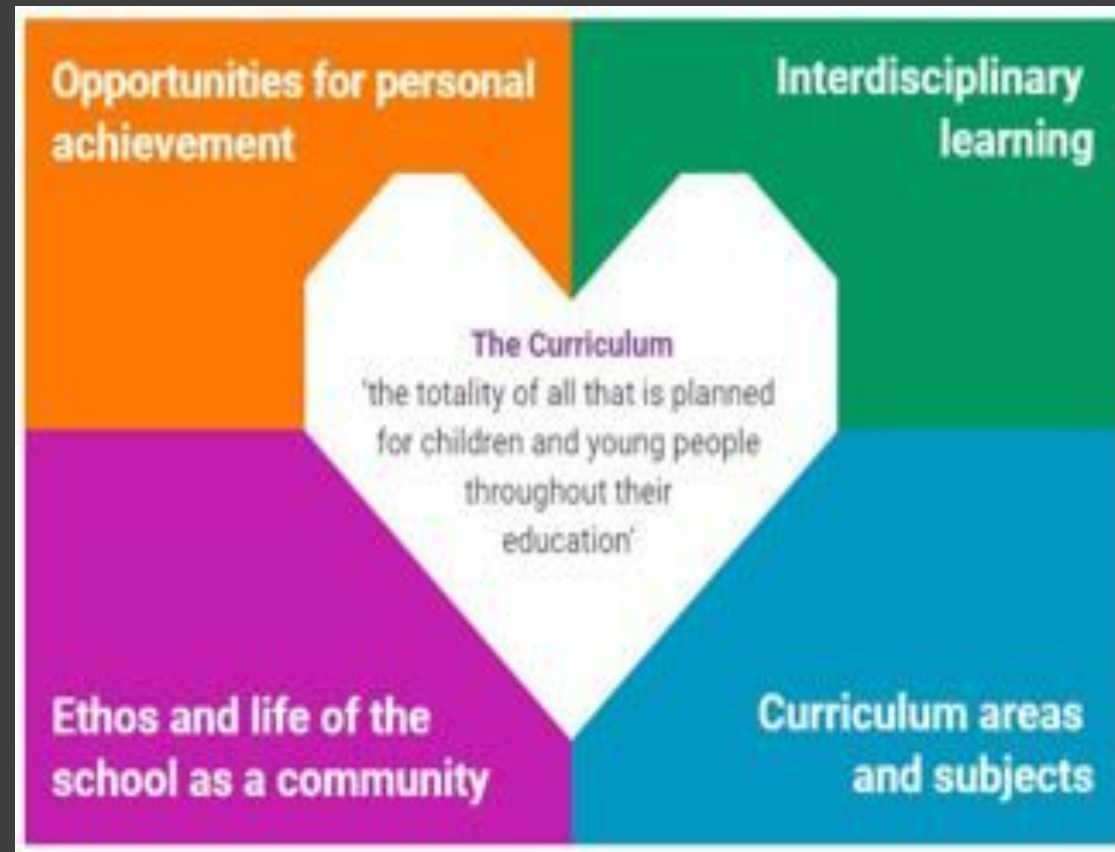
Telephone 0131 653 4100 or website www.careinspectorate.com.



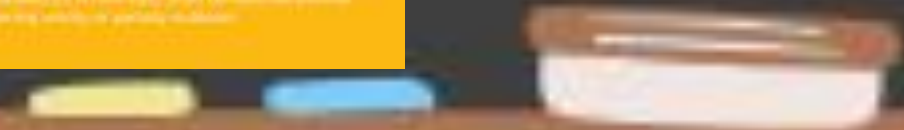
Practice, Policies and Procedures



Our practice, policies and procedures are underpinned by key documents.



As well as through self evaluation, receiving feedback, other professional reading, collaborative enquiry and visits to other settings.



Parents/carers and the ELC

Parents/carers and schools separately can do a great deal to assist children's educational development but together, they can achieve even more. We will keep you informed of your child's progress and we will deal confidentially with any information, which will help us in planning their education. We will keep you informed of our policies and procedures and will consult you whenever a significant change is contemplated. We rely on your support and we welcome your feedback about our ELC and school.

We hope that you have found this booklet helpful and that it has answered most of your questions about your child's first years at Woodburn ELC. Home and School working in partnership is the best way to ensure the best start for your child.

Further details, including policies and procedures, can be found in the School Prospectus and on our school website <http://woodburn.mgfl.net>

We also have a school app which is available by searching 'PSA primarieschoolapp' in Apple and Google Play Stores. Alternatively you can scan the QR code attached.

