



***Windyknowe ELC***  
***Handbook***  
***2024 - 2025***

Windyknowe ELC  
Windyknowe Primary School  
56 Windyknowe Crescent  
Bathgate  
West Lothian  
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## Welcome to Windyknowe ELC

On behalf of the staff at Windyknowe ELC I would like to extend a warm welcome to you and your child. I am pleased that you are sending your child to our ELC and look forward to working in close partnership with you to support your child's learning and development at this stage of his/her education. We pride ourselves in providing a safe and happy environment where children are encouraged to achieve their personal best through meaningful play experiences and to develop an interest in learning which will remain with them throughout their lives.

Home and school are a key influence on a young child's life and I know we can work effectively together to ensure your child has the best opportunities and learning experiences during their time at Windyknowe. As your support is vital to this process, we will regularly keep you informed of your child's development and progress. The ELC operates an open door policy and parents/carers are most welcome to arrange an appointment to visit the setting to discuss their child's progress.

I hope that this handbook will be both useful and informative. For any further information, please contact the ELC staff in the first instance who will be pleased to answer your questions. Most especially, I hope that you will keep in the forefront of your mind the vital role you have already played and must continue to play in your child's learning and development. We look forward to a happy, successful partnership working with you and your child.

*John Cloherty*

Head Teacher



## ELC Information

**Contact Details:** Windyknowe ELC  
56 Windyknowe Crescent  
Bathgate  
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EH48 2BT  
Tel: 01506 636972  
Email: [wlyndyknowe-ps@westlothian.org.uk](mailto:wlyndyknowe-ps@westlothian.org.uk)  
Blog: <http://blogs.glowscotland.org.uk/wl/windyknowe/>

### Session Times

#### **Morning Class**

Monday - Thursday 7.47am - 12.30pm (pick up from 12:10pm)  
Friday 8.00am - 11.54am (pick up from 11:30am)  
Breakfast Provision is served from 8:30am - 9am  
Lunch is from 11.30am - 12noon

#### **Afternoon Class**

Monday - Thursday 12.30pm - 6.14pm  
Lunch is served from 12.45pm - 1.15pm  
Children will be served an afternoon snack

#### **Two Full Day provision**

Monday - Thursday 8.00am - 6.00pm  
Afternoon short session 12.45pm - 4.05pm or  
Friday Morning short session 8.00am - 11.20am

**Children can only be collected by a named adult or by prior arrangement with ELC staff. At that time the agreed 'password' must be given at collection time.**

**Please note that anyone 16 years old or younger cannot collect your child.**

## Staffing 2024 – 2025

Head Teacher-Mr John Cloherty

Depute Head Teacher-Ms Gillian Norquoy

Principal Teacher-Mrs Emily Hay

ELC Area Support Manager-Mrs Audrey Mill

Early Years Officer-Mrs Amy Larkman

ELC Practitioner-Mrs Amanda Fleming

ELC Practitioner-Mrs Sarah McLeod

ELC Practitioner-Mrs Tracy Thorpe

ELC Practitioner-Miss Sarah Brown

ELC Practitioner-Miss Alison Graham

Pupil Support Worker-Mrs Jane Kelly

Facilities Management-Mr Jimmy Swift

## Our Pre-2024 Vision

*'With parents and carers we create a warm, welcoming, nurturing and caring place where children feel safe, confident and happy to be curious and creative in their learning'*

This vision is portrayed in **our settings aims** to:

- Create a welcoming and happy environment where all achievement is celebrated.
- Cultivate stimulating and challenging experiences that engage our children to develop inquiry, curiosity and creativity.
- Encourage and nurture positive relationships between children, our early learning team and the wider community.
- Work with parents, stakeholders and the wider community to enrich our learning experiences.

Our **values** guide the way we work.

Together we will:

- Look after each other and the world around us
- Actively promote health and wellbeing
- Foster a nurturing approach
- Provide a safe supportive inclusive centre where everyone is valued

There will be a variety of opportunities for us to engage with parents and carers to refresh our vision, values and aims to make sure they meet the needs of our new cohort of children.

## Early Years Curriculum and our Pedagogy

Scotland's curriculum places learners at the heart of education. At its centre are four fundamental capacities. These capacities reflect and recognise the lifelong nature of education and learning. They:

- recognise the need for all children and young people to know themselves as individuals and to develop their relationships with others, in families and in communities
- recognise the knowledge, skills and attributes that children and young people need to acquire to thrive in our interconnected, digital and rapidly changing world
- enable children and young people to be democratic citizens and active shapers of that world



Child-centred play pedagogy starts from the children. Child-centred play pedagogy requires us to take the lead from the children. This approach actively responds to the individual and constantly changing needs of a young child. A young child's voice is interpreted by our observations of their actions, emotions and words. These observations are central to assessment and inform us what children need.

Scottish Government (2020) Realising the Ambition, p.46

# **Our ELC Day**

## **ELC Starting Arrangements**

Our ELC is able to offer morning/afternoon or two full day places for children from three years to five years.

Each child will be allocated to a key worker for their time in ELC. A key worker is responsible for a group of children and will organise skills sessions for these children. Skills session times include focused learning activities that are carefully planned to develop and extend learning for all children. The key worker will be available for any questions that you may have concerning your child's time in the ELC.

Attending the ELC is possibly the first time many children have left their parent/carer for any length of time. We are flexible and responsive to the individual needs of each child and therefore set the settling in period to best support the needs of your child.

## **Breakfast Provision - AM Class**

Children attending the ELC during the morning session will be provided with breakfast.

Breakfast will be provided from 8.30am, finishing at 9am. Children will be provided with a variety of yogurt, cereal, toast, pancake and fruit.

## **Snack Provision - PM Class**

Children attending the ELC during the afternoon session will be provided with an afternoon snack.

## **Lunch**

Children will have the choice of a hot lunch or sandwich option. Parents will be given a set menu where they can choose from.

All meals will be served with milk and water, following nutritional guidance from Setting the Table and Food Matters

<http://www.healthscotland.com/documents/30341.aspx>

<https://hub.careinspectorate.com/media/3241/food-matters-nurturing-happy-healthy-children.pdf>

Please inform us of any dietary requirements or allergies that your child has.



You may wish to provide your child with a packed lunch. If this is the case, please let us know. You can find information on healthy choices for packed lunches on the Parentclub website:

<https://www.parentclub.scot/>

### **Clothing and Footwear**

Children should wear suitable clothes for play. We promote independence therefore clothes should be easy for children to fasten/unfasten as we encourage children to dress/undress themselves when going to the toilet or outdoor play. Please avoid belts, buckles or difficult fastenings. Football colours are not encouraged in the ELC.

Please provide your child with a pair of soft shoes for indoor use. Gym shoes with Velcro fastenings are ideal. Staff will add their name in fabric pen to the outside of their shoes.

Please label all clothing and footwear with your child's name for ease of identification.

We would be grateful if you could provide an extra set of labelled indoor clothing in a backpack every day.

We spend most of each day outdoors therefore it would be helpful if you could ensure that your child has suitable outdoor clothing for both sunny and wet weather. Wellington boots which could stay within the ELC for outdoor play would be ideal.

Soothers and dummies are not encouraged in the ELC. To avoid breakages, comforters or special toys should be left at home.

### **Communication**

Communication with parents/carers is very important to us at Windyknowe ELC. We share information in a number of ways. Individual observations will be added to your child's Seesaw. You will receive a regular newsletter to give you detailed information about the work of the setting. The ELC team are available to chat at drop off and pick up time on a daily basis and you are always welcome to call the ELC. Our main form of communication is through Groupcall. If you have any questions, please do not hesitate to ask a member of staff.

## **Confidentiality**

If you have anything to discuss of a confidential nature, please be assured that we will deal with information in a discrete manner and only share information which is necessary for the well-being of your child.

## **Absence from ELC**

Should your child be unable to attend the ELC due to illness please ensure that you contact the setting before 9.30am or 1.30pm on each day that your child is absent. We are required to contact any parent/carer whose child is absent without any explanation. This will happen on the first day of absence. If no contact is made with the ELC to state the reason for absence then our Head Teacher will follow the West Lothian Council reporting Unexplained Absence Policy.

Although ELC education is not compulsory, there can be little progress made if your child is persistently absent and absences can also be unsettling for your child.

## **Accident/Incidents**

Bumps and bruises are a common occurrence with young children. If your child has a bump or accident during their time in the ELC you will be given an accident form which will give you details of what has happened and how the staff dealt with it. All staff will follow West Lothian Council First Aid procedures and may contact you if they feel the injury is more serious and medical help should be sought from your GP surgery. All staff are first aid trained.

## **Medication**

The "Procedures for the Management of Pupils with Healthcare Needs" is a West Lothian Council guide that provides a structure to assist all learning establishments in meeting the healthcare needs of children the measures detailed in the procedures enable practitioners to efficiently support children with healthcare requirements.

Practitioners will work continually with families to ensure that children's health conditions and care requirements are clearly and accurately recorded and that there is full knowledge and understanding of the medication and care interventions required whilst your child is in the ELC.

<https://www.westlothian.gov.uk/article/68000/Procedures-for-the-Management-of-Pupils-with-Healthcare-Needs>

## **Infection Control**

Help and support is offered to children to promote independence in good hand hygiene practices. We actively promote good hand hygiene through frequent handwashing on arrival at the ELC, before and after mealtimes and on using the toilet. We encourage children to avoid touching their faces including mouth, eyes and nose, using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste. To minimise the spread of infection we follow Public Health Scotland Infection Prevention and Control guidelines.

[https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1\\_infection-prevention-control-childcare-2018-05.pdf](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf)

## **Sickness/Diarrhoea**

If your child has a bout of sickness or diarrhoea, the policy is that your child must not attend nursery for 48 hours, following on from the last bout.

## **Sleep and Rest Time**

In addition to active play and learning experiences our playroom offers your child warm and cosy spaces for quiet times, rest or sleep. Your child can choose when to access these areas. If you feel your child will need a period of rest during the ELC day, please discuss with a member of the ELC team. This will be reflected in your child's personal plan.

## **Buddy System**

Each school year, the P6 children become buddies to the pre-school children in the ELC. They go to the ELC regularly to get to know the children and to play with them. When the pre-school children go to Primary 1 their buddies will be in Primary 7 and visit them in the class regularly. As well as class visits, if a Primary 1 child is upset about anything in the playground they know who their P7 buddies are and can go to them for help.

## **Parking and Car Park**

In line with West Lothian Council's policy parents are not permitted to park in the car park unless their child has a medical exemption and only after agreement is sought from the Head Teacher. Parents are requested to park away from the entrance to school. Parking causes safety issues for the children and is inconvenient to those living nearby. Parents are also asked not to park on the

yellow zigzag lines outside the school gate as access is required for emergency vehicles.

There is a drop off circle from Glasgow Road. It is for parents who are quickly dropping off or picking up their child from school but remaining in their car. If someone else is going to be picking up your child, please make them aware of this policy and help us to keep your child/children safe.

## **Learning in Partnership**

### **Personal Plan**

Every child attending the ELC will have a personal plan which sets out how the child's health, welfare and safety needs are to be met. This is a legal require in line with The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011.

The personal plan is included in the welcome pack to be completed by parents/carers when a child starts in the ELC. Staff are available to support the completion of this document.

The personal plan will be reviewed with your child's key worker, at least once every 6 months.

### **Seesaw**

When your child starts Windyknowe ELC we will be using Seesaw (<http://seesaw.me>), which is a secure online journal where pupils can document and reflect on what they are learning. Your child will be able to add the things they work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with you to view and comment on throughout the school year from the start of their ELC journey to the end of Primary 3.

### **Stay, Play and Learn**

Stay and Play sessions allow the children to share and celebrate their learning experiences with their parent and carers. Parents, carers and children engage in a variety of activities and learning experiences which provide parents/carers with a wonderful opportunity to support their child's learning in the ELC environment. Stay and Play sessions are held on a termly basis throughout the year. More information and an invite will follow closer to the time.

### **Big Bedtime Read**

Sharing books and listening to stories is an activity that can support your child's language and literacy development. Your child will be provided every fortnight with a bag of books to share with you at home. They will be encouraged to share

details of the books they have read each week with their key worker and friends during group times.

## **Parent Council**

A Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents at a school, on a voluntary basis. All parents/carers in a school are automatically members of the Parent Forum of that School.

The purpose of a Parent Council is to:

- Support the school in its work with parents
- Represent the views of all parents
- Encourage links between school, parents, pupils, pre-school groups and the wider community.

Every parent can expect to:

- Receive information about what their child is learning along with information about events and activities at the school
- Receive advice/help on how they can support their child's learning
- Be told about opportunities to become involved in school
- Have a say in electing a Parent Council to work on behalf of all parents.

Parent Councils operate in accordance with a local constitution. Parents can put themselves forward to be members of the Parent Council in accordance with that constitution.

Further information can be found on the Scottish Parent Teacher Council website <http://www.sptc.info>

Windyknowe Parent Council is a team of parents who meet regularly. If you would be interested in joining us, dates and times of the meetings can be found in the school newsletters or annual date calendar.

## **PSA - Parent Staff Association**

The school has an active PSA who organise many events throughout the year, for example the Christmas Fayre, helping to raise funds for the school. This group of people are volunteers from the parent body who have an interest in supporting all of the pupils and Windyknowe Primary School in general. The meetings are open meetings and anyone is welcome to come along and listen to and/or add to the discussion.

## **Eco Schools**

We participate in the ECO Schools Scotland programme and have recently been awarded our Green Flag. We participate in many eco activities including recycling, litter picking and developing our ELC garden.

## **Policy for Positive Behaviour**

We promote positive behaviour at Windyknowe ELC. We encourage children and adults to treat one another with mutual respect and consideration. Our rules are consistent, meaningful and understood by the children. We work in partnership with parents to support and encourage strategies to improve and maintain positive behaviour.

## **Community Partnership**

Our Early Learning and Childcare setting prides itself in working in partnership with local community services.

We work together with local Health and Social Work services to support our children and families. Our ELC benefits from the services of a Speech and Language Therapist. The ELC participates in the National Childsmile Tooth brushing scheme which means our children brush their teeth each day at the ELC.

We work closely with the local Primary Schools. Primary 1 staff and the ELC staff meet regularly to implement smooth transition experiences for children starting Primary School.

We provide a variety of study placements for students. We welcome student Teachers from various Universities and Childcare Students from Further Education colleges as part of their training. We provide placements for Work Experience Students from local Secondary Schools, particularly for those exploring a possible career in childcare and education.

## **Child Protection**

"It's Everyone's Job to Make Sure I'm Alright" - This document produced by the Scottish Government in 2002 reinforces that all children and young people in Scotland have the right to be cared for and protected from harm and we (staff, parents, carers, community) have an important role in preventing the abuse and neglect of children.

All members of staff in the Early Years Centre have been trained in West Lothian Council's Child Protection procedures. It is our job to follow them when there is

concern, ensuring that the protection and the wellbeing of our children is at the heart of all considerations and decisions taken. Posters outlining Child Protection procedures for staff are displayed in prominent places within the Centre. The Designated Members of Staff for Child Protection in our Centre are Mr Cloherty, Ms Norquoy, Mrs Larkman and Mrs Mill.

Our children have regular opportunities to discuss personal safety issues as part of their curricular experiences and are encouraged to speak to the ELC staff if they have any worries or concerns.

Remember "It's Everyone's Job to Make Sure I'm Alright" and if you have concerns about any child please contact:

Social Work                                  Livingston    01506 282252

Police Public Protection Unit      Livingston    01506 833835

## **CUSTOMER CARE**

All staff in the ELC are committed to providing high quality experiences for all our children and their families and want the very best for all users of the setting.

If you do have a complaint regarding any service we provide in the ELC please speak to any member of the staff in the first instance. If you require to take your concerns further please contact the Head Teacher.

You can also contact;

Customer Care  
West Lothian Civic Centre  
Howden South Road,  
Livingston,  
EH54 6FF  
Telephone: 01506 281255

and/or

Care Inspectorate  
Compass House  
11 Riverside Drive  
Dundee  
DD1 4NIY  
Telephone: 0845 9527

Please remember that our aim is to promote good communication and foster good relationships between all our stakeholders. We will regularly send home parent/carer feedback forms and greatly appreciate any input. We hope that you find the content of this handbook helpful. If there is anything you are concerned about or have any unanswered questions, please do not hesitate to speak to a member of staff in the ELC

*We look forward to welcoming you and your child to Windyknowe ELC.*

