



# LANARK PRIMARY EARLY LEARNING & CHILDCARE



## A Welcome Guide For Parents/Carers 2022-2023

Headteacher: Mrs Farah Crook

School Email Contact: [office@lanark-pri.s-lanark.sch.uk](mailto:office@lanark-pri.s-lanark.sch.uk)

ELC Email Contact: [lanarkelc@glow.sch.uk](mailto:lanarkelc@glow.sch.uk)

Telephone: 01555 662806

Option 3

# Welcome to Lanark Primary School & ELC

## General Information

Depute Head Teacher	Miss M. Elkin
Early Years Team Leader	Mrs K. Lyons
Early Years Workers	Miss C. Geddes Mrs L. McKay Miss Y. Graham (Mon, Tue, Wed, Thu) Mrs A. Anis (Mon, Tue) Miss A. Ford (Wed, Thu, Fri) Mrs E. Mackenzie (Wed-pm), Thu, Fri)
EY Support Worker	Ms N. Watt



\*Please note: all members of staff working in this ELC have undertaken disclosure\*

Session Time: 8.50am - 2.50pm

Doors Open: 8.50am - 2.40pm

We are able to offer a service to children aged 3 - 5 years.

ELC refers to Early Learning and Childcare (formerly known as Nursery)

## Administration

We ask parents to complete various forms for the following:

1. An **emergency contact number** in case your child becomes unwell at the ELC. Germs spread quickly in the ELC, so if your child is sick, please keep them at home and call to let us know they will be absent. Please update your contact information if your address or phone number changes during the year.
2. **Medical information**, including dietary requirements and/or allergies. Please remember to tell us of any changes that happen throughout the year.
3. **Consent for outings**. We go out in little groups for the occasional walk, these are always well supervised. If we are going on a major day out, you will be notified accordingly and any consent forms issued for completion. We will also probably need your help!
4. **Consent forms** to allow us to photograph or video your child during the course of their learning.

## **Our Main Aims are:**

- ☀ To create a **safe** and stimulating **environment** in which every child feels secure, valued, confident and challenged.
- ☀ To actively engage our children by creating **learning opportunities** which encourage exploration, appreciation and respect for his/her environment both indoors and outdoors.
- ☀ To support children in **discussion, planning and evaluation of their own learning experience and resources**.
- ☀ To facilitate **partnership working with parents/carers** to develop the needs of every child and the ongoing work of our ELC.

## How you can help us achieve these aims?



### A Safe Environment

On arrival at the ELC door, parents will sign their child in and write down who is picking them up on the child's team register sheet. Children will remove their name from their team list located on the playroom door and then place their name on the lunch choice sheet on the cupboard door. Parents will then guide the children through the playroom door and then exit the building.

At the end of the day, parents will come into the playroom to collect the children from their specific team making sure they are signed out of the ELC and that their tray is checked and emptied before exiting the building.

*Please remember that no-one under 16 years of age can pick up a child from the ELC.*

If your child is going to arrive later than 9.15am, we would be grateful if you could call the ELC to order their lunch.

Please note, a pair of black gym shoes/trainers and two full set of spare changes of clothes should be provided and left in the ELC on your child's first day. Everything should be clearly labelled with your child's name on their belongings.

### Children and their Learning

We will involve children in every aspect of their learning within the ELC: this includes planning, preparing learning experiences, assessing, evaluating and identifying next steps in their learning.

Staff will consult with the children about what they want to learn and what learning experiences can help support this. We aim to develop confident children with a voice which they know will be respected and listened to.

### Learning Opportunities

The ELC has many resources which provide stimulating and challenging learning opportunities both indoors and outdoors. The children will participate in many learning experiences which will develop their skills and knowledge within the Curriculum.

You will be invited into the ELC at various times throughout the year to share the children's learning experiences alongside us. We hope you take up these opportunities if you are able to.

Could you please discourage your child from bringing their own toys from home into the ELC as this might cause upset should the toys become lost or broken?

### Partnership with Parents

Time at the beginning and end of each session is a valuable time for informal discussion between staff and parents/carers. More formal reporting will take place during the year. Any records/discussions are confidential but can be accessed by parents/carers on request.

We encourage you to share learning and achievements at home with us, by talking about this with the staff or perhaps sending in pictures and information using the ELC dedicated email address. Any communications from school/ELC will be put into the children's trays in the cloakroom and any children's work for home will be put in these trays for collection. If you have any issues/ concerns relating to your child, please do not hesitate to speak to a member of staff.

### **Promoting Positive Behaviour**

We will work in partnership with parents to promote positive behaviour within the ELC. Behaviour which may cause harm to other children is not acceptable. Our staff, promote and support talking and reasoning to sort out differences between children. Children will be encouraged to be polite and show consideration and respect for others as part of our whole school Values and Rights Based Learning Programme. Children will be involved in ongoing discussion to resolve any issues that arise.

Any accidents and/or incidents will be recorded and reported to parents/carers appropriately. If your child shows signs of having been upset at the ELC, please take a minute to discuss this with his/her key worker.

### **Settling In**

The ELC staff will help and support your child with settling into the room and routine. Children are all different, therefore, staff will advise you if your child is having difficulty in settling and work with you to help resolve this. Shorter ELC sessions maybe necessary at the beginning until your child is more confident, settled and happy attending full time. You are more than welcome to telephone us if you are concerned at any time about how your child is settling in.

### **Snacks & Lunches**

The children will be provided with a snack and lunch each day in the ELC. The menus are displayed on the ELC window and on the school website.  
All food is freshly prepared each day by the canteen staff.  
Children will be offered milk and water throughout the day.

### **Finally.....**

We hope you and your child finds his/her learning experience within the ELC stimulating, challenging and enjoyable. Please talk to us about any worries or questions you may have. We look forward to working with you to achieve our aims and when you wish to become more involved in helping us with any of our activities, please talk to a member of the staff team.

**\*Please note that we operate a no smoking policy in the grounds of Lanark Primary School & ELC in line with South Lanarkshire Council\***