Early Learning and Childcare

Inshes Primary School
Inshes Road
Inverness
IV2 3RF
01463 725920
Welcome

Dear parents/carers,

We look forward to welcoming your child to Inshes Early Learning and Childcare Centre (ELCC) and to building effective relationships with you and your child. We hope that your child will have a positive and enjoyable time at our centre. This booklet contains some key information about our service which you should find of use.

If you need any further information or advice please do not hesitate to contact us.

Ms A Jansson
Head Teacher
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Early Learning and Childcare Aims

Inshes Early Learning and Childcare aims to:

- Develop an open, welcoming, caring Early Learning and Childcare environment in which all children feel nurtured, safe, active, healthy, achieving, included, respected and responsible.
- Treat every child as an individual, recognising additional needs, gender, race, nationality and culture.
- Promote equality of opportunity and treat all children, parents and staff with respect.
- Work within the Curriculum for Excellence framework, providing a broad range of learning experiences enabling all children to become successful learners, confident individuals, responsible citizens and effective contributors.
- Ensure that all children’s learning is most effectively supported through interaction with adults and other children and through play and active exploration of their environment.
- Provide support and care for all children and their families, and make every effort to identify where support may be needed at the earliest possible stage.
- Encourage parents to be fully involved in the life of our centre and in their children’s learning.
- Ensure smooth and effective transitions for all children with continuity and progression across the curriculum.
- Build on continuous professional development for all staff to ensure we are offering high quality learning experiences for all our children.
The Early Learning and Childcare (ELCC) rooms are located at the end of the right wing of the school at the front entrance from Inshes Road. You will see the wonderful purpose built play area, which is designated solely for ELCC children.

The ELCC entrance has a covered, sheltered area for parents with wooden benches for them to wait at the end of sessions to collect your children. Please be aware that pushchairs and prams are not allowed into the main cloakroom due to fire regulations.

The children will be able to access all the facilities that are enjoyed by the main school, including the gym hall and the library.

Please take time to read the notice boards located in the cloakroom, where information on planning for the week ahead, ELCC policies, special activities, local events and parent’s nights will be displayed.
Inshes Early Learning and Childcare Staff

School Management Team

Head Teacher – Ms A Jansson
Depute Head Teacher- Miss F Jamieson
Childcare Manager- Ms K Reid
Principal Teacher– Ms L Carson
Principal Teacher (Additional Support Needs) – Mrs C Wood

Early Learning and Childcare Team

Miss A Anderson - Early Years Practitioner
Mrs M Finlayson - Early Years Practitioner
Miss H Jones - Early Years Practitioner
Miss R McColl - Early Years Practitioner
Mrs M MacKinnon - Early Years Practitioner
Miss M Meikle - Early Years Practitioner
Ms H Murray - Early Years Practitioner
Mrs K Murray - Early Years Practitioner
Mrs K Robinson - Early Years Practitioner

Mrs T Bruce – Out of School Care Assistant
Mrs H Maclennan – Out of School Care Assistant
Mrs S Cowie – Out of School Care Auxiliary
Mrs M MacDonald – Out of School Care Auxiliary
Mrs S Volante - Out of School Care Auxiliary

Job description: To work as an effective team, delivering a flexible, high quality, early learning and child care service that meets the need of young children and their families.
Admissions and Enrolment

Enrolment for both school and Early Learning and Childcare takes place in February/ March each year. Enrolment forms can be obtained from the school office and should be returned to school. A copy of the birth certificate needs to be seen alongside this.

The eligible birth dates for the school session starting in August 2015 are:-

The Pre-school Year ("Four Year Olds")
Those born on or between
1 March 2013 – 28 February 2014
are eligible for a funded place from August 2017

The Year before the Pre-school Year ("Three Year Olds")
Those born on or between
1 March 2014 – 31 August 2015
will be eligible for a funded place from August 2017
1 September 2014 – 31 December 2014
will be eligible for a funded place from January 2018
1 January 2015 – 28 February 2015
will be eligible for a funded place from April 2018

In the Local Authority, parents can pay for their 3 year old to attend Early Learning and Childcare provision the week after the child’s third birthday. This only applies to children born between 1st September 2014 and 28th February 2015 as they do not have a full two year entitlement. Additional forms for parents to complete will be available from the school. Please note a charge will be made per session in line with current childcare fees. Parents will be expected to make a commitment for an agreed number of hours per week.
Further information can be found in the Highland Council website http://www.highland.gov.uk/learninghere/Early Learning and Childcareandpre-school/
Early Learning and Childcare Opening Times

Inshes Primary School offer childcare on an hourly basis between the hours of **8.05am and 5.45pm** allowing parents to request a pattern of hours which best suits their individual needs. Although we cannot guarantee to meet all requests, we will do our best to match our childcare provision to your needs.

From August 2014 all 3 and 4 year olds are entitled to 600 hours of government funded childcare a year. No more than 16 hours of government funded childcare can be taken in a week and no more than 8 hours in any one day. Childcare over and above your government funded hours will be charged on an hourly basis. Information on charges can be found within our childcare registration packs. If you wish to access self-funded hours, you will need to complete a separate registration form.

If you wish your child to have lunch in our centre, they will receive a Highland Council school lunch. Lunches are charged at the standard school rate. Families who meet the criteria for Free School Meals should complete an application form which can be collected from the main school office.

Below are some examples of how you might choose to book your childcare hours.

**Example 1**
Monday 8.15am – 4.15pm  
Tuesday 8.15am – 4.15pm  
**TOTAL HOURS 16**  
No Chargeable hours  
2 x lunch charge

**Example 2**
Monday 9am – 1pm  
Tuesday 9am – 1pm  
Wednesday 9am – 1pm  
Thursday 9am – 1pm  
**TOTAL HOURS 16**  
No Chargeable hours  
4 x lunch charge
Example 3
Monday 8.45am – 12.45pm
Tuesday 8.45am – 12.45pm
Wednesday 8.45am – 12.45pm
Thursday 8.45am – 12.45pm
Friday 8.45am – 12.45pm

TOTAL HOURS 20  4 Chargeable hours
5 x lunch charge

Early Learning and Childcare Absence

It is important for child protection reasons, that the school is informed in advance that a child is not going to be in attendance. Please phone and inform the school office Tel 725920 each day if your child is not going to be in attendance for whatever reason. The office will then inform the Early Learning and Childcare team. If we don’t have a message we shall contact you, then work through all the emergency numbers until we know your child is safe.

Please do not send your child to Early Learning and Childcare if they are ill, have diarrhoea or other infectious disease. If your child has vomited they should not return until 48 hours after the sickness has stopped. If they have suffered from diarrhoea, the children should remain off until 48 hours after symptoms have ceased.
(Highland NHS Board, Recommendations on Exclusion from Playgroups, Nurseries, Schools and Workplace due to Infectious Illness.)

Vaccinations

Is your child up-to-date with their vaccinations? Children receiving out-of-home care, including at Early Learning and Childcare and playgroup, have more opportunities to come into contact with infections, so it is especially important to make sure that they have had all the vaccinations due. It is never too late to have your child immunised. If they have missed one, you don’t have to start the course from the beginning again. Contact your health visitor/GP for further advice.
### School terms

#### Highland School calendar

2017/18

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### Adverse Weather Conditions

Unless weather conditions are particularly bad the Early Learning and Childcare and the school will be open for local children.

Information for parents/carers regarding school closures will be available from Highland Council Information line: **0870 054 6999 then enter pin number 04 3290**


Should there be any reason for Inshes school to close, including adverse weather or unforeseen circumstances such as power failure, then this will be reported on Moray Firth Radio, and the school will contact Parents/carers or their emergency contacts to collect children early.
Early Learning and Childcare Routines

Early Learning and Childcare begins with a warm, friendly welcome from all staff. There is always a member of staff to meet you and your child at the entrance before you make your way through to one of the classrooms (Sunshine Room or Rainbow Room). When your child arrives in the classroom, there will be a “sign in” sheet on the table for children to write their name, draw a tick or make a mark to indicate their attendance. They are then free to engage in any of the activities set up in the room. Activities in Early Learning and Childcare are planned in advance and geared to meet the needs and interests of the children. Planning is based on the individual needs and requirements of each child.

At some point within the session, the children will spend a bit of time in their “Key Worker Group” where they will talk about learning and share their thoughts and experiences with the other children in their group. They may complete a small activity or game linked to the week’s learning.

Our daily routine has a set pattern; however, flexibility is always necessary in Early Learning and Childcare – for instance if it has snowed, then the plan would be postponed and we would go outside and build snowmen! Outside play is an important part of our curriculum and we go outside as often as possible to play, garden and go for nature walks.

During free play your child will also have snack and the chance to go outside to play in our fantastic Early Learning and Childcare garden.

Each child helps to tidy up before assembling back together to take part in singing and listening to stories whilst waiting to be collected. Children should be collected by an adult from main cloakroom.
A parent’s overview of our plan is displayed on the parent information board in the cloakroom. This gives details of the current interests and learning and shows the snack for the coming week. Early Learning and Childcare staff use a more focused weekly planner to guide and direct the children’s learning. Please ask staff if you would like to see these plans.

We also have a comment and suggestion book in the cloakroom. We always welcome parents’ thoughts and ideas so please take a minute to give us some feedback, make suggestions or let us know if you have some resources, skills or time that you would be willing to share!

Fitting in with the Curriculum for Excellence Early Level, Early Learning and Childcare children have on-going connections with primary 1 throughout each session such as, working on joint themes or planned school events. In the final term of each session our main focus for learning for our pre-school children is preparation for transition into Primary 1. During this time the children are introduced to school routines and experiences through a staged process.

**Snack**

We provide a healthy snack for all the children. Children are made aware that snack is open, and that they are free to visit the snack table when they wish. Each day we offer a selection of fresh fruit and the choice of milk and water, which is funded by Highland Council.

Children are encouraged to be independent and learn about risks through using real cutlery when eating or helping prepare snack.

If your child has any special dietary needs or requirements, please make these aware to the staff, as they will be more than happy to meet them. We keep clear notes on snack in relation to key allergens. Please ask staff if you would like to find out more about these key ingredients in our snacks.
Observations and Evaluations

All staff at Inshes Early Learning and Childcare will carry out regular observations on a wide range of experiences that your child will be involved in. These observations are used to help evaluate your child’s development and learning progress. Observations inform the planning process for your child, allowing staff to plan a variety of exciting, challenging, relevant and stimulating experiences.

A ‘Learning Journey’ of each child’s work, photographs, anecdotal and focused observations will be collated throughout the year and are accessible to parents on a daily basis. We update our Early Learning and Childcare displays to illustrate some of the learning and adventures happening in the setting. We also create floor books with the children which will be displayed in the cloakroom at the end of a theme. You are always welcome to visit the Early Learning and Childcare to have a look at the work and photographs on display. You can also contribute to your child’s ‘learning journey’ by sending in items from home e.g. photographs, postcards, tickets from journeys, films or events and by informing the staff of your child’s achievements e.g. riding a bike for the first time. You will find templates for these WOW moments underneath the parent notice board. Please help yourself to these on a regular basis.
**Coming Prepared**

We ask that all children have a pair of indoor shoes to change into when they come in to the classroom. We highly recommend gym shoes which are easy to put on and encourage the children to be independent.

As we like to take the children outside to play in all weathers, it is important that your child comes suitable dressed with a warm, waterproof jacket. It is helpful if all items are clearly labelled with children’s names.

Sometimes, play can be very messy and so we ask that your child does not wear their best clothes! This will enable your child to get fully involved in all of the activities on offer.

Parents can support their child in coming to Early Learning and Childcare through encouraging independence in dressing, eating and toileting. You can talk with them about what to expect and listen to their experiences of their day. Encourage them to make friends, take turns and share. Reading to them, sharing activities such as baking and imaginary play will also help their language skills.

Further advice can be found in the ‘Play talk read’ campaign from Education Scotland - [www.infoscotland.com/playtalkread](http://www.infoscotland.com/playtalkread).
Parents as Partners

‘Parents are children’s most important educators in their earliest years and continue to play a major role in their young child’s learning when they enter the early years setting.’
(A Curriculum Framework for Children 3 –5)

The Early Learning and Childcare staff at Inshes really value and appreciate the opportunity to work closely with all parents and carers and actively involve them in their child’s learning. We recognise that you play a vitally important role in your child’s learning and development. On an informal basis, staff are available at the start and end of the day to exchange information e.g. if your child has a cold or hasn’t slept well and you have the opportunity to see the Childcare environment. Parents are kept informed through regular newsletters of upcoming events and the notice boards give information on weekly plans. We have regular open evenings and afternoons for parents to meet with staff to discuss their child’s progress, and to share some of the exciting activities and work that your child has been taking part in. Your child will also receive a written report at the end of the year detailing their progress and achievements. Appointments can also be made with the Depute Head Teacher or Head Teacher if you would like to discuss any matter in more depth.

Parents can be actively involved in:

- Parents’ evenings and workshops
- Helping on outings, walks and visits
- Adding to your child’s ‘learning journey’
- Joining us for our ‘Stay and Play’ sessions
- Sharing a particular interest or skill with children
- Social activities
- Fund raising activities
- As parent helpers in Early Learning and Childcare or school
Parent Council

Parent Council meetings are open to all parents and Early Learning and Childcare parents are warmly invited to attend. The Parent Council works in partnership with the school for the benefit of all children, provide a voice for parents in the school on issues which are important to them and their children and help the school to understand how to most effectively involve parents in their children’s learning and the life of the school. Meetings are held in the school and times are dates are communicated in the school and Early Learning and Childcare newsletters.

Curriculum for Excellence, Early Level

At Inshes we work very hard to create rich, challenging and meaningful learning experiences, building on individual talents and needs. Our planning always starts with the child and takes into account the principles of design in Curriculum for Excellence and considers the experiences and outcomes in order to support every child’s needs.

The aims of the Early Level Curriculum is to provide each child with opportunities to develop their knowledge, understanding, skills and attitudes to become Confident Individuals, Successful Learners, Effective Contributors and Responsible Citizens.

The planning is responsive to the children’s needs and interests and takes into account the seven principles for curriculum design;

- Challenge and enjoyment
- Breadth
- Progression
- Depth
- Personalisation and choice
- Coherence
- Relevance
Health and Wellbeing

Learning in Health and Wellbeing ensures that children develop the knowledge, understanding, skills and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. Children should feel happy, safe, respected and included in our Early Learning and Childcare. Good health and wellbeing are essential to effective and successful learning.

Social and Emotional Wellbeing

- Children are encouraged to make choices and develop their interests.
- Communicate their needs and express their feelings.
- Children will learn to make friends and will learn to respect others and learn about other people.
- They will contribute effectively.

Food and health

- Learn about their bodies and become aware that being active is good for them.
- Enjoy preparing and tasting a range of foods.
- Learn how different foods keep us healthy.
- Learn to look after their bodies and understand growth and development.

Physical Wellbeing

- Develop movement skills
- Take part in daily energetic play opportunities both indoors and outdoors.
- Learn to control their bodies and develop an awareness of space.

Safety Awareness

- Children will have opportunities to learn how to keep themselves and others safe.
- Become aware of danger.
- Learn that some substances are harmful.
- Understand the impact of their behaviour.
Literacy and English

Literacy is fundamental to all areas of learning as it unlocks access to the wider curriculum. The staff at Inshes provide an environment rich in language. There are plenty of opportunities for children to spend time with stories, literature and other texts to enrich their learning, develop their language skills and enjoyment for language.

<table>
<thead>
<tr>
<th>Writing</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>• There are opportunities for all children to explore interesting materials for writing.</td>
<td>• Every child will explore sounds, letters and words in play situations and discover how they work together to develop their reading skills.</td>
</tr>
<tr>
<td>• They can develop and learn different ways to record their experiences, feelings, ideas and information.</td>
<td>• Children are encouraged to explore a variety of ways of finding useful or interesting information.</td>
</tr>
<tr>
<td>• Children are able to observe the staff at Inshes model writing in a range of situations.</td>
<td>• They enjoy stories, books and other texts, allowing them to investigate characters and events.</td>
</tr>
</tbody>
</table>

Listening and Talking

• Children are encouraged to listen, talk and develop their conversation skills.
• They can explore and have fun with patterns and sounds of language and are encouraged to use what they learn.
• All children are encouraged to ask questions and participate in discussions.
• They have opportunities to share their experiences, feelings, ideas and information.
• Your child will develop their vocabulary and use of language to express themselves.
Being numerate helps the children to function responsibly in everyday life and contribute effectively to society. Maths is a life skill that supports all areas of learning, allowing children to access the wider curriculum. Staff at Inshes provide real life experience for children to use their numeracy skills.

- There are plenty of opportunities to play and have fun with numbers in meaningful contexts.
- Children can investigate order, patterns, size, coins and the time.
- They are able to experiment with 2D and 3D shapes.
- Children are encouraged to use the language of maths through play and working together to solve problems.
- Apply their knowledge in a range of situations
Expressive Arts

This area of the curriculum includes; art and design, music and dance, and drama and role play.

- Children can recognise and represent their feelings and emotions and those of others.
- Expressive arts help children to shape their sense of personal, social and cultural identity.
- Children can be creative and are able to express themselves in different ways.
- They will be able to participate and experience the energy and excitement in performing and presenting to different audiences.
- Children will be developing an appreciation of aesthetic and cultural values, identities and ideas.
- Your children will be able to communicate ideas using a variety of media.
- They will be using singing and musical instruments to explore sounds and express thoughts and feelings.
- Each child will experience the freedom to move rhythmically and expressively.
- They will be using drama to explore real and imaginary situations.
Religious and Moral Education

- Children will be developing a responsible attitude to other people and their beliefs.

- The staff at Inshes provide an environment that enables all children to learn about beliefs, values, practices and traditions of different religions.

- Children will develop their own moral values such as wisdom, justice, compassion and integrity.

- They have fun exploring stories, images, music and poems to help them become familiar with Christianity and other world religions.

- They will be developing an understanding of what is fair and unfair and the importance of caring for, sharing and co-operating with others.

- Children will be developing their awareness of the importance of celebrations, festivals, and customs in the lives of Christians and other religious people.
Science

- Children can develop their interest in and understanding of the living, material and physical world.

- They can develop and practise a range of inquiry and investigative skills.

- Children can observe living things, learn how to care for them and become aware of their similarities and differences.

- Children will investigate weather, seasons and the different forms and uses of water.

- Through creative play they will have opportunities to explore different materials.
Social Studies

- Children develop their understanding of the world by learning about other people and their values in different times, places and circumstances.

- They develop their understanding of the environment to help them become responsible citizens.

- Children will be involved in investigating, exploring and discussions to make sense of the world around them.

- Staff at Inshes provide opportunities for children to develop an awareness of sustainability and enterprise to enable them to become involved in their local community and wider world.

- Encouraged to explore and care for the natural environment.

- Through exploring their local community they will learn about the different roles that different people play and how they can help us.

- Through play they will experiment with imaginative ways to represent the world around them.

- They will learn how to make decisions and choices which show consideration for others and the world around them.

- Children will be given opportunities to find out about people and events which help them to make a link with the past.
Technologies

- Learning in the technologies enables children to be informed, skilled, thoughtful, adaptable and enterprising citizens.

- They become involved in challenging activities such as research, problem solving and exploration of new and unfamiliar concepts.

- Children can explore technologies, discovering what they can do and how they can help us.

- Learn how to reuse and recycle resources to help care for the environment within Early Learning and Childcare and the wider community.

- They will become confident and develop and interest in using a range of technologies.
Child Protection

The school follows the national strategy known as ‘Getting It Right For Every Child’ (GIRFEC). Getting It Right places children’s and young people’s needs first and provides co-ordinated help where this is required. Services involved could be Social Work, Health and Police. The named person with overall responsibility is the Head Teacher, but all staff have had training in GIRFEC and are aware of their role in supporting children.

Complaints Procedure

Daily issues should be discussed with the Early Learning and Childcare staff. If you feel there are issues which have not been resolved please make an appointment to speak with the Depute Head Teacher or the Head Teacher Ms A Jansson. The next step would be to contact the Inverness, Nairn and Badenoch and Strathspey Education Manager at The Highland Council Headquarters, Glenurquhart Road, Inverness, IV3 5NX Tel: 01463 702811. Parents/Carers can also contact the Care Inspectorate on 01463 227630.

Care Inspectorate

In common with all nurseries, Inshes Early Learning and Childcare is inspected by the Care Inspectorate. Care Commission inspection reports can be found on the parents’ shelf in the cloakroom. The Care Inspectorate registration document is displayed on the Early Learning and Childcare notice board.