

# Reston Primary School

## ELC Class



Head Teacher:	Mrs Jill Horsburgh
Principal Teacher:	Mrs Danielle MacLeod
Early Years Officer:	Mrs Valerie Young
Early Years Practitioner:	Ms Vicky Anderson
Early Years Practitioner:	Mrs Heather Dalglish
Early Years Practitioner:	Mrs Lisa Ross (lunch cover)
School Administrator:	Mrs Julie Windram

**Our ELC Hours are:**

**8.30am - 3.00pm Mon - Thu**

**8.30 - 12.30 Fri**

**☎ 018907 61205**

**✉ restonps@scotborders.gov.uk**

**For more information visit our blog site on**  
**<https://restonprimaryschool.wordpress.com>**



## WELCOME TO OUR ELC

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The ELC class is part of the primary school and is managed by our Head Teacher. It is run daily during term time and is organised by an Early Years Officer and two Early Years Practitioners. There is a visiting peripatetic teacher from the Early Years Central Team who supports the teaching and learning. On occasion there is support for learning with our pupil equity additional needs assistant who is also qualified as an Early Years Practitioner. The children learn through their senses, observation and the experiences and opportunities offered to them. The early year's curriculum as part of A Curriculum for Excellence is delivered mainly through structured play.

We endeavour to provide an environment where each child is recognised, accepted and valued. We aim to foster situations where children can reach their full potential in a happy, learning atmosphere, where there is a place for everyone and there is a genuine feeling of belonging. We promote high, positive, self-esteem in all children and adults, in an environment where all may feel valued, accepted and respected.

As a health promoting nursery, we nurture the needs of the children through an active approach to achieving a healthy lifestyle, as well as a healthy and pro-active involvement in our environment and its conservation.

*Jim Horsburgh*

**Head Teacher  
Reston Primary School**

## OUR AIMS

**We aim to:-**

- Help all our pupils develop into successful learners, confident individuals, responsible citizens and effective contributors.
- Provide a safe and stimulating environment in which children can grow and learn through structured play opportunities.
- Encourage the emotional, social, physical and intellectual development of the children.
- Nurture and develop the children's self-confidence and self-esteem.
- Promote positive attitudes through positive reinforcement.
- Provide inspiring opportunities which stimulate interest, curiosity and imagination.
- Encourage the children to explore, discover, appreciate and respect the world around them.
- Extend the children's abilities to communicate their own ideas and feelings.

## THE CURRICULUM

Central to the children's learning is PLAY. Through planned and structured play where the children are provided with the opportunity to take part in active and collaborative learning, the children learn to co-operate and to become more confident and independent. They develop their intellectual, social and emotional potential as well as discovering their physical potential.

## A CURRICULUM FOR EXCELLENCE

A Curriculum for Excellence takes the child through their entire school career from ages 3-18. It ensures structure and balance through the many stages of development of the child across all curriculum areas. There is a strong emphasis on enterprise and self-development where the child is actively involved in their learning through the sharing of the

purpose and outcomes of their learning, criteria for success and the setting of personal, achievable goals.

As well as a focus on the traditional core subjects, we also work towards achievement in the four capacities, helping your child to become:

**A Confident Individual**  
**A Responsible Citizen**

**A Successful Learner**  
**An Effective Contributor**

We work closely with parents and carers in the process of developing the whole child. We provide you with termly overviews, setting out our learning outcomes for the term and how you can help at home. We provide you with on-going overviews of Learning Experiences and Outcomes covered in day to day routines throughout the year. We provide regular opportunities for you to meet with staff and discuss your child as well as regular written reports on their progress.

All children take part in recording their experiences and reflecting on their learning through discussion. They also take part in the creation of personal learning journals. The journals are in the trays for parents to enjoy, and go home on a regular basis to be shared with family at home.

More information on the curriculum can be found below and on the following websites:

- Parentzone: <http://www.educationscotland.gov.uk/parentzone/index.asp>
- Education Scotland: <http://www.educationscotland.gov.uk/>
- Skills Development Scotland: <http://www.skillsdevelopmentscotland.co.uk/>

## **HEALTH AND WELLBEING**

Children are given opportunities to:-

Develop confidence and independence.

- Concentrate and persevere in play activities.
- Form positive relationships with other children and adults.



- Develop confidence and control in both fine and gross motor movement.
- Develop a concept of health and the importance of their role in maintaining a healthy body and mind.



## RELIGIOUS AND MORAL EDUCATION

Children are encouraged to:-

- Learn about world cultures and beliefs.
- Explore the importance of celebrations, festivals and customs in the lives of Christians.
- Develop respect for others.



## LITERACY AND NUMERACY

Children are encouraged to:-



- Have fun with language and number.
- Develop an enthusiasm for using books and reading.
- Have a go at writing and drawing.
- Communicate their ideas or record their experiences.
- Talk and listen in a range of situations.
- Take full advantage of the opportunities for exploring and developing their concept of numbers.



## SCIENCE, SOCIAL SUBJECTS AND TECHNOLOGIES

Children are encouraged to develop a sense of the world in which they live through:-

- Observing, asking questions and talking about their experiences.
- Taking part in projects that develop their understanding of their local environment and the wider world.
- Learning about everyday technology and how to use it.



## EXPRESSIVE ARTS

Children have the opportunities to:-



- Use different materials and techniques such as painting, drawing and modelling.
- Use role play or puppets to act out experiences or to invent scenarios.
- Listen to a variety of music and make their own music by singing, clapping and using instruments.
- Move to music and join in simple dances.
- Participate in and watch performances.

## OUTDOOR LEARNING



A strong theme in Curriculum for Excellence is the importance of outdoor learning. It promotes healthy lifestyles, encourages care for the environment and provides stimulating and motivating learning experiences.

As a rural school we have easy access to some fantastic outdoor areas. We have a large selection of outdoor toys that we use in the school playground on a daily basis. We also have a lovely school garden with many different play spaces where we grow our own vegetables. We use a local woodland for Forest Schools and the local riverside has an outdoor classroom. Your child will continue to enjoy outdoor learning throughout their schooling at Reston.



We aim to deliver a minimum of 20% of our ELCC curriculum through outdoor learning, though in reality we often exceed this, spending a lot of our time in the school garden and along in the woods. We ask that your child always has clothes appropriate for the weather so that they can fully enjoy this very important part of our time together.

**Our ELC Hours are:**  
**8.30am - 3.00pm Monday - Thursday**  
**8.30 - 12.30 Friday**

If your child is unable to come into ELC for whatever reason, we ask that you phone the school office on **018907 61205** or send a message through Groupcall/ Xpressions and let us know. There is a form in the cloakroom for parents to notify staff if someone other than the usual carer is collecting their child on any specific day.

Daily and general information is displayed on the notice board. Whole school news is communicated through a monthly newsletter and on our school blog, the address is on the front of this handbook. Please ask at the school office if you would like a copy of any our policies.

**GROUPCALL**



This is the service we use in school to send text messages to your mobile phones or to make automated Emails to your nominated Email when pupils are absent without any notification. You can reply or text this number if you wish to inform us of an absence. The number is 07860 049 599.

It is very important that your contact information is kept 'up to date'. We use this facility to get a message to one parent or the whole school very quickly. Please inform the school office as soon as possible if your mobile telephone number changes. We also post information as it becomes available on the school blog and SBC HQ relay information to Greatest Hits Radio (formerly Radio Borders) regarding bus cancellations or school closures.

### **HOLIDAY REQUEST FORM**

These are available from the school office and should be completed before you take your son/daughter out of school during term time.

## CLOTHING

Your child should come to school dressed appropriately for the weather in clothes that can get messy. All children should bring, a pair of indoor shoes. It is wise to have a change of clothes in case of accidents. Any clothing that is not easily recognisable should be named clearly.



## TOOTHBRUSHING

We are part of the NHS Borders pre-school tooth brushing programme. All children are provided with their own labelled toothbrush and tooth brushing is supervised to ensure hygienic use of the brushes. A dental hygienist regularly visits the ELCC and teaches the children how to brush their teeth properly. We also participate in Childsmile, where children are offered regular fluoride varnishing by a qualified dental nurse.



## ADMISSIONS

The current regulations state that all children aged 3-5 are entitled to 30 hours of funded Early Learning and Childcare per week, with their funded sessions starting the term AFTER their third birthday. Monday to Thursday, 6hrs 30 minutes, Friday 4hrs.

## TRANSITIONS

Enrolment to ELC is during November and Enrolment forms and information can be found at: [What is Early Learning and Childcare? | Early Learning and Childcare | Scottish Borders Council \(scotborders.gov.uk\)](https://www.scotborders.gov.uk/what-is-early-learning-and-childcare/). All children age 3-5 are welcome at our nursery. Once your child is enrolled, we can arrange a visit to the ELC for you and your child to get to know us.



## **ELC TO PRIMARY ONE**

ELC children attend assemblies once a week in school and are made to feel valued and accepted. They receive school achievement awards and participate in whole school events, to which parents and carers are often invited.

Our P1 teacher spends time in the ELC during the year, involving herself in the play of the children. This allows for a seamless transition to P1, enabling the children and P1 teacher to get to know each other. There are also opportunities for the children to spend time in the P1 classroom.

## **PARTNERSHIP WITH PARENTS AND CARERS**

The Partnership between parents/carers, the ELC Staff and the School Staff is of paramount importance to us. We respect your views and opinions, which enable us to improve our service to you and your children. We have a suggestions box in the cloakroom, but also do keep a note of any comment made informally. From time to time, we will seek your views formally, through questionnaires, surveys and conversations.

Our ELCC is inspected by The Care Inspectorate on a regular basis. The Care Inspectorate inspect biannually. They will also seek your views and opinions. Our last Care Inspectorate inspection took place in April 2024.

ELC staff are available at drop off and collection times to discuss anything. Mrs Horsburgh is available for discussion and willing to meet families. Meetings can be arranged through Mrs Windram in the School Office.

## **PARENT FORUM**

As a parent or carer of a child enrolled in the school, you are automatically a member of the Reston Parent Forum. They hold several meetings a year where they discuss important issues regarding the school with staff. They also organise our fund raisers. You will be given plenty of notice of any meetings and events, receive minutes of the meetings and be asked to contribute your views informally by representatives of the forum.

## **FLYING STARTS**

We run a programme called Flying Starts. It is aimed at the pre-school children and their carers. You will be invited to sign up at the start of a course and will then come into school once a week for four weeks to undertake short activities with your child and discuss these activities with a member of the nursery team. It is a great way to meet other parents and get an insight into the importance of play in the development of young children.



## **STAY AND PLAY AND PARENT HELPERS**

We have a stay and play policy where parents/carers can come into ELC for a visit. On these occasions you will not be asked to do anything specific. You can stay and play with your child and share a morning with them. If you come in as a parent helper, you will be coming with a specific task in mind - baking for the MacMillan Coffee Morning, helping on a forest schools morning or sharing a skill such as sewing or building bird boxes. At all times, there will be ELC staff present and you will never be asked to do anything that you are unhappy about.

## **SUPPORT FOR PUPILS AND FAMILIES**

Full support is available for all pupils as and when necessary. Children would be identified by parents and/or staff as presenting cause, however minor, for concern. With agreement, the school would contact the relevant support body, who would then enter into full and collaborative discussion with families and staff about the child.

### **The Educational Psychology Service**

The Educational Psychology Service (EPS) works with all SBC schools to support children's learning and wellbeing.

We provide advice and training to school staff on how children learn, and advise on ways to help children who require support.

If requested by the school, we can arrange follow-up for individual children and young people, together with their families and teachers, to help support their learning, or with social or emotional issues. This is generally achieved by meeting the children, their families and school staff, to review the support they have already received and agree ways in which we can all help your child in school. In some cases, we may agree that a psychologist will work on a one-to-one basis with your child to obtain a clearer picture of how they can best be supported.

If you have any worries about your child, please contact their school, in the first instance, to arrange a meeting to discuss your concerns. All schools have access to a range of support Services and your child's Head Teacher will be able to advise you about when the EPS may be able to help.

Further information about the EPS is available on the Scottish Borders Council website. Here you can access a downloadable leaflet for parents and carers, which explains in more detail how we may be able to work with you to support your child in school.

Please see [www.scotborders.gov.uk/EPS](http://www.scotborders.gov.uk/EPS)

### **STORAGE AND ADMINISTRATION OF MEDICATION AND RELEVANT STAFF TRAINING**

Our ELC runs under the same procedures as the school. Should your child require occasional medication whilst in our care, a medication form must be requested from Mrs Windram in the school office. The form should be returned to her and arrangements will be made for the storage and administration of any medicine. All medications provided to the school must be **prescription only, with the child's name and dose clearly labelled.**

### **EMERGENCY HEALTH ACTION PLANS**

In the event that your child may require emergency treatment, i.e. in the case of allergy, specific staff training may be required. It is the responsibility of the parent or carer to bring this to the attention of the staff PRIOR to the child's enrolment in Nursery, to enable suitable training and Emergency Health Action Plans to be drawn up.

All Nursery Staff members hold full and current Paediatric First Aid Certificates.

Records of training are kept in the school office. Medical Action Plans are displayed on classroom notice boards for immediate referral.

## **EMERGENCY PROCEDURES**

Staff and pupils are well drilled in fire emergency procedures, with regular fire drills being held at various times of the day and week.

First Aid trained staff are Mrs Young, Mrs Dalgleish, Ms Anderson, Mrs Ross, Mrs Dundas and Mrs Windram.

## **CHILD PROTECTION**

All SBC schools and their staff are required to follow the Scottish Borders Child Protection Committee's Inter-agency child protection guidelines and procedures.

- Our settings in the Scottish Borders work hard to keep our children and young people safe - all children and young people have a right to feel safe within the setting, home and community.
- Within our setting we strive to provide a safe, secure and nurturing environment for our children and young people, which promote inclusion and achievement.
- All staff in Education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.
- Our Scottish Borders Child Protection procedures set out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the

community. These procedures are designed to ensure that children and young people get the help they need when they need it.

- All staff are aware of their child protection responsibilities and every year all staff in our setting attend a child protection update.
- Every setting has a Child Protection co-ordinator who has the responsibility for overseeing child protection concerns as well as those young people who are care experienced within the setting. The Child Protection co-ordinator for the setting is Mrs Horsburgh.

### **What to do if you have a child protection concern?**

It's everyone's responsibility to protect children. If you have any concerns that a child is being harmed or is at risk of harm, please call without delay

01896 662787 (Duty Children and Families Social Work Team)

01896 752111 (Out of office hours that covers all areas)

#### **Emergency contact**

If you consider a child or young person is in immediate danger, call the Police on 999 immediately.

### **Need more information about keeping our children and young people safe?**

This [link](http://onlineborders.org.uk/community/cpc) takes you to the Scottish Borders Child Protection Committee online website where you can find some suggested links to websites to better inform you about safety issues such as Internet safety and Child Sexual Exploitation as well as letting you know about opportunities for training in Child Protection. You can also find the Scottish Borders Child Protection Procedures on this website.

<http://onlineborders.org.uk/community/cpc>

## Getting It Right For Every Child (GIRFEC)



Getting It Right For Every Child (GIRFEC) is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people.

The GIRFEC approach aims to make it easier for parents, children, young people and the services that support them - such as early years services, schools and the NHS - to work together to get it right.

Practitioners work together to support you and your child, working across organisational boundaries and putting your child and you at the heart of decision making, ensuring we give all our children and young people the best possible start in life.

GIRFEC means that everyone working with Scottish Borders children, young people and their families are encouraged to:

- Ensure children, young people, and their families get the help they need when they need it and are central to the process of finding solutions.
- Use one consistent and equitable approach, actively share information to agreed protocols and work more effectively together to improve outcomes for children and young people.
- Be clear about personal responsibility to do the right thing for each child/young person.
- Work with children, young people and their families, using a collaborative approach with fewer meetings. This should ensure children, young people and their families give information only once, and enables the development of one plan to meet all their needs.
- Respond to children and young people and take appropriate, proportionate and timely action with the minimum of paperwork, bureaucracy and duplication.

GIRFEC is part of the Children and Young People (Scotland) Act 2014. If you would like any further information please ask your child's Head Teacher.

## **RIGHTS RESPECTING SCHOOL and SCHOOL RULES**

In June 2016 Reston Primary School achieved its Level 1 'Rights Respecting School Award'. In our ELCC we focus on the Right to Play (Article 31) and the Right to be Heard (Article 13). We are working towards our Level 2 award at present.

The school rules are as follows and these sit under the RRS class charters and the school charter.

1. Respect people and property
2. Keep unkind hands and feet to yourself
3. Do as you are asked first time

## **YOUNG CARERS**

A young carer is someone who is under 18 years of age or who has reached 18 and still a pupil at school and provides or intends to provide care for another individual. A number of young carers do not always identify themselves or wish to be identified.

Young carers undertake a number of tasks for the people they live with and look after. They are often left alone to do things like washing, cooking, shopping, paying bills, collecting medication or helping to look after younger brothers or sister. This means they might not have as much time to complete work at home which has an ongoing effect on progress and learning or attend clubs and after schools activities therefore missing out on the social aspects of school. Within Reston Primary School we want our young carers to enjoy school and that it is a positive place to come and they feel included. Please let us know if there are difficulties meeting deadlines with work, arriving on time or any other issues which affect a young person.

## **Council's implementation of British Sign Language Plan**

The Council's BSL Plan 2018-24 has seven holistic actions. These actions are consistent with the ten long term goals of the National BSL Plan in

Scotland, which are, early years and education; training and work; health, mental health and wellbeing; transport; culture and the arts; justice and democracy. These goals represent the Scottish Government's aim "to make Scotland the best place in the world for BSL users to live, work and visit."

The Council will implement measures to promote awareness of BSL and the use of BSL, with the long term goal being that across Scotland information and services will be accessible to all BSL users\*.

Contact Scotland -BSL is an online British Sign Language interpreting service that allows deaf people across Scotland to access services free and available 24 hours a day throughout the year:  
<https://contactscotland-bsl.org/>

If a BSL user requests a face to face meeting then the School is required to provide a face to face interpreter.

\*Whenever we refer to 'BSL users' we mean D/deaf and /or Deafblind people (those who receive the language in a tactile form due to sight loss) whose first of preferred language is British Sign Language

## **RESTON PRIMARY SCHOOL COMPLAINTS PROCEDURE**

### **COMPLAINTS PROCEDURE**

If something goes wrong or you are dissatisfied with our services, please tell us and we will do our best to put things right. We deal with all complaints in accordance with the Scottish Borders Council complaints handling procedure. This can be found on the Council website:  
[www.scotborders.gov.uk](http://www.scotborders.gov.uk).

If you do want to make a complaint, you can do it either in person, by phone, in writing or by email. You can do this through your child's pastoral teacher or a senior member of staff (the Headteacher or a Deputy Headteacher) or indeed any member of staff. You can also make a complaint via the complaints form on the council website  
[www.scotborders.gov.uk](http://www.scotborders.gov.uk) .



If we are unable to resolve your complaint, or if you believe your complaint requires formal investigation, you may make your complaint directly to the People Compliments and Comments mailbox [PeopleCandC@scotborders.gov.uk](mailto:PeopleCandC@scotborders.gov.uk)

## **CARE INSPECTORATE**

How to make a complaint against a registered care service:

If you are not happy with the level of care you, or someone you care for is receiving, we would encourage you in the first instance to speak to the service providing the care about your concerns. This is often the quickest way to resolve a problem.

However, you can choose to complain directly to the Care Inspectorate by either:

- fill in their complaints form online
- contact them on 0345 6009527
- write to any of their offices.

Whichever method you use, we will deal with your complaint following our complaints procedure.

In summary, this means we will:

- acknowledge that we have received your complaint within three working days
- aim to complete the investigation within 40 working days
- let you know if we think there will be a delay, we will let you know and give you the reasons for the delay
- let you know our findings and the outcome of the complaint.

If you are unhappy with our outcome, you have the right to ask the Scottish Public Services Ombudsman (SPSO) to look into our decision, The SPSO website has information on making a complaint and the types of complaints it looks at. They are the final stage for handling complaints about public services in Scotland.

Creating healthy childhood experiences is a shared responsibility for all. Working together we can ensure all children and young people have a sense of belonging, self-worth and self-confidence to achieve their unique potential.

## Healthy Beginnings

**Top Tips**

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- Start your day with a healthy breakfast
- Eat more fruit & vegetables
- Keep food and drinks containing sugar to a minimum
- Enjoy family meal times
- Brush teeth at least twice a day - 'Spit, don't rinse!'
- Register with a local dentist
- Ask your dentist about fluoride varnish
- Be active, move more
- Explore different kinds of play and physical activity everyday
- Increase outdoor learning
- Reduce screen time - Phones, Tablets, PCs & TV
- Think of the 4 Bs - **B**ath, **B**rush **B**ook & **B**ed

What?	Why?
<p><b>Contacts</b></p> <p>Joint Health Improvement Team: <a href="mailto:healthimprovement@borders.scot.nhs.uk">healthimprovement@borders.scot.nhs.uk</a></p> <p>Food &amp; Nutrition Coordinator: <a href="mailto:Hazel.Scott@scotborders.gov.uk">Hazel.Scott@scotborders.gov.uk</a></p> <p>NHS Borders Oral Health Promotion: <a href="mailto:Helen.brand@borders.scot.nhs.uk">Helen.brand@borders.scot.nhs.uk</a></p>	<p>Helps concentration</p> <p>Healthy Teeth</p> <p>Helps digestion</p> <p>Helps body grow and develop</p> <p>Healthy skin</p> <p>Energy</p>

Healthy eating and physical activity are essential for positive growth and development.

Healthy snacks are provided during your child's ELCC journey, continue to give these types of snacks for your child to have at break times throughout primary school.



Bottles used in class should be filled with plain water only.

Good hydration makes a difference to how children think, feel & function!



### Disclaimer

Information provided is considered to be correct at the time of printing. It is possible that there may be some inaccuracy by the time the document reaches parents and carers.