

Southdale ELC Handbook

2026 - 2027



Southdale ELC

Southdale Way

Armadale

Bathgate

WEST LOTHIAN

EH48 3PR

Tel: 01506 284300

Email: wlsouthdale-elc@westlothian.org.uk

wlsouthdale-ps@westlothian.org.uk



TRANSITION IS...

Transitions are the moves children and young people make from home to nursery, from stage to stage and through Curriculum for Excellence levels. Transitions are part of everyone's life. When transitions work well they help children and young people to develop confidence and acquire skills to manage future changes in their lives.

The vast majority of children and young people look forward to moving on in learning and in life. For some children transitions can be challenging and support from parents and staff at school can help the transitions go more smoothly. Some children may need particular help perhaps including some other agencies to ensure that they feel confident about the transitions. It helps children at all transitions if staff and parents:

- Talk with them about what is going to happen
- Encourage them to talk about any concerns or anxieties
- Listen carefully to their concerns and consider sharing them with other relevant people
- Help them become familiar with the new setting and what will be expected of them.

(Scottish Government Curriculum for Excellence Fact - file – Transitions June 2011)

TRANSITION INTO ELC

The children who attend Southdale ELC are at a unique advantage as the layout of the school is open planned with the nursery situated at the forefront of the school so the children are included in the fabric of the school immediately.

Each child will be introduced to a key worker for their time in Nursery. 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 Nursery.

Attending Nursery 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.

- We will email parents/carers to invite them to collect their Personal Plan and starter pack with your child's suggested visit and start date.
- Your child will come along for a one hour visit while your child's key worker goes over the paperwork with you.
- Your child will start on the agreed start date. They are welcome to stay for the full session.
- After 2/3 weeks your child's keyworker will invite you in for a chat to discuss progress and any questions you may have

Our Vision, Values and Aims



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

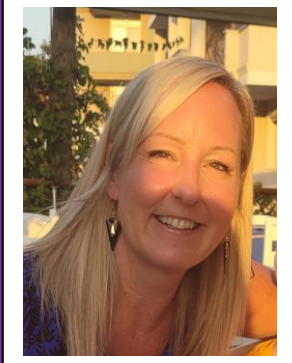
- Create a welcoming and happy environment where all achievement is celebrated.
- Cultivate stimulating and challenging experiences that engage our children to develop inquiry, curiosity and creativity.
- Encourage and nurture positive relationships between children, our early learning team and the wider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

My Senior Leadership Team



Mrs V Fish

Head Teacher / ELC



Mrs A Stewart

Deputy Head Teacher

The Staff Team



Mrs J Shedden

Early Years Officer

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

What do I bring

We will require the children to come prepared for our ever changing Scottish weather, these will include:

- **WATERPROOF/WARM JACKET**
- **TROUSERS / LEGGINGS/ SHORTS**
- **LONG SLEEVE AND SHORT SLEEVE TOPS TO LAYER**
 - **UNDERWARE**
 - **SOCKS**
 - **HATS – SUN AND WINTER**
 - **GLOVES**
 - **SCARVES**
 - **SUN CREAM**

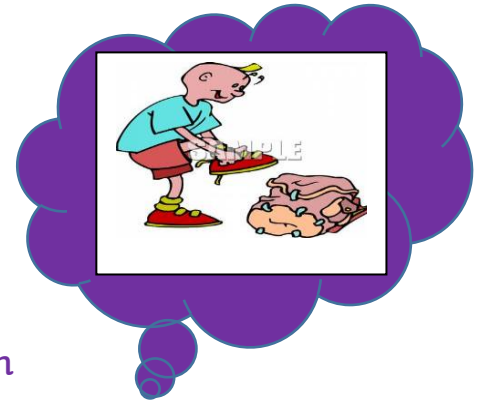
How to help me prepare for ELC

Each child will have a drawer that they can store all of the above.

If your child requires personal care in relation to toileting you must supply any nappies / wipes to store at the nursery.

We do not accept dummies in nursery for hygiene reasons but children who feel nervous can bring along comforters if needed i.e blankets, teddies.

The school cannot accept liability for any missing or damaged property, so it is important to clearly label all your children's belongings.



- Can I put my own coat on and zip it up?
- Can I put on my own shoes (VELCRO)?
- Can I go to the toilet without help?
 - Can I independently change?
- Can I recognise my own name?
 - Can I wash my hands?



Reporting to Parents

Communication with parents/carers is very important to us at Anywhere ELC. We share information in a number of ways:

- Open door policy
- Group Calls
- Parent Consultations for preschool children.
- End of year report card for preschool children
- Informal parents evening for Anti-Pre children
- Specific appointments
- Technologies e.g. See Saw, Groupcall, Facebook.
- Newsletters
- Stay and Play
- Brunch Blether
- Information boards in Foyer
- Keyworker Liason
- Weekly Update (School Groupcall)

Contact Details

Tel: 01506 284300

Email: wlsouthdale-ps@westlothian.org.uk

wlsouthdale-elc@westlothian.org.uk

Other Information: southdaleprimary.westlothian.org.uk

Follow us on Facebook: Southdale PS Parents Discussion Group

Snack and Lunch

Snack Provision

A light snack is provided each session, which includes a variety of fruits, vegetables, milk or water. This gives the children a chance to try a different foods. Children are involved in the planning of their snacks and will be helping to plant and grow their own fruit and vegetables in our ELC garden. Children follow a hand washing routine, before and after they have had snack.

Breakfast Provision

Children attending Nursery during the morning session will be provided with breakfast

Breakfast will be provided from 8.15am, finishing at 9.15. Children will be offered a choice of continental style Items including fresh fruit and milk.

Lunch

Children are welcome to bring in a packed lunch or opt in to have free hot meal or sandwich pack.

A termly menu can be provided by ELC staff so you can see in advance if you child will like the choice for that day or a packed lunch from home may be a better option.

All children will also be offered a snack during the session, and 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 lunch on the Parent club website:

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

Security Procedures

Attendance Patterns

Term Time

Monday – Thursday 8.00am – 3.30pm

Children must be dropped off no later than 9am unless there has been a prior arrangement to allow us to do the registers and order the lunches.

Entering the ELC setting

- Your child must be brought to ELC by an adult.
- Please use the separate ELC entrance which is located next to the main school door.
- Please press the buzzer and wait for a member of staff to speak to you through the intercom system or come to the door.
- Please DO NOT let anyone into the ELC.
- A member of staff will sign your child in and out
- Children can only be collected by a named adult or by prior arrangement with staff. Please note that anyone 16 or younger cannot collect your child.

Tracking Children's Progress

SeeSaw

You will have the opportunity to sign up for your child's SeeSaw Account. All we need is an email address and you will receive a unique username and password. Your child's key worker will upload observations and pictures of your child during their time at ELC. This allows us and yourself to see how your child is progressing in each area of the curriculum including Numeracy, Literacy and Health and Wellbeing. You can also upload any wider achievements your child has achieved out with ELC.

Progress Trackers

Your child's key worker will track your child's progress through the use of a progress tracker which focuses on Numeracy, literacy and Health and Wellbeing. This gives us a clear picture of what needs to put in place in order for children's learning to progress.

Consultative Planning

Our planning is Child Led. The children provide us with suggestions for activities/ themes which we then build upon. All ideas are displayed on our planning wall which is displayed in the wee room. This is easily accessible and we encourage children to comment on these to evaluate their own learning. We also encourage parents to provide us with comments, likes and any suggestions they may have.

Personal Plans

Every child attending the nursery 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 nursery. 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.

The form includes:

- Personal details (name, DOB, address etc.)
- Contact details
- Dietary requirements
- Allergies
- All about Me
- Forms for ELC Outings
- Forms for applying sun cream.

If any of the above details change it is important to inform us immediately.

Our Nursery Day

8.00am – 9.00am	Optional Breakfast and Self Registration
8.45am – 11.00am	Child Initiated and Structured Play
11.00am – 11.30am	Story and Skills Session (within this time)
11.30am – 12.30pm	Lunch
12.30pm – 1.30pm	Child Initiated and Structured Play
1.30pm – 2.00pm	Skill Session (Within this time)
2.15pm – 3.00pm	Optional Snack
3.00pm – 3.30pm	Home 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 each week with a bag of 5 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 Skills Session times.

Stay, Learn and Play

Stay, Learn 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 Nursery environment.

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 Member of Staff for Child Protection in our Centre are:

Our children have regular opportunities to discuss personal safety issues as part of their curricular experiences and are encouraged to speak to the Nursery staff if they have any worries or concerns. **Child Protection (continued)**

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 282255

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 Nursery

Should your child be unable to attend Nursery due to illness please ensure that you contact the setting before 9.30am 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 Nursery to state the reason for absence then Head Teacher will follow the West Lothian Council reporting Unexplained Absence Policy.

Although nursery 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.

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 nursery.

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

Accidents

Bumps and bruises are a common occurrence with young children. If your child has a bump or accident during their time in Nursery you will be given an accident slip 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.

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 nursery, 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

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 Nursery benefits from the services of a Speech and Language Therapist. The Nursery participates in the National Childsmile Tooth brushing scheme which means our children brush their teeth each day at Nursery.

We work closely with the local Primary Schools. Primary 1 staff and Nursery 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.



Policy for Positive Behaviour

We promote positive behaviour at Southdale Nursery. 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.



Customer Care

All staff in the Nursery 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 Nursery 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 4NLV

Telephone: 0845 9527

Please remember that our aim is to promote good communication and foster good relationships between all our stakeholders. A suggestion tree is placed in the open area for you to add your comments. 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 Nursery.

WE LOOK FORWARD TO YOU JOINING OUR SOUTHDALE FAMILY