



# **Parent and Carer Handbook 2017-18**

**Chirnside Primary School**  
**Early Learning and Childcare Centre**  
**Tel 01890 818351**



## Chirnside Primary School

Chirnside, Duns, Berwickshire

TD11 3XH

Telephone: 01890 818351

Headteacher: Mr. Nicholas A Trussler

web: [www.chirnside.weebly.com](http://www.chirnside.weebly.com)

FaceBook: Search for [Chirnside Primary School](#)

Twitter: [@ChirnsidePS](#)



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Dear Parents and Carers,

Welcome to Chirnside Primary School Early Learning and Childcare Centre.

ELCC is the first step in your child's school life and I know this is a very important time for you. We hope that the time your child spends with us will be happy and beneficial. This is an important time of rapid development in your child's life.

We want to provide the best educational opportunities possible, for pupils, parents and staff at Chirnside Primary School ELCC Class.

### ***Our School Vision:***

- To enable all our pupils to achieve their full potential

### ***Our School Values***

- Wisdom: To value what is important in life, for you and others.
- Justice: To treat others fairly and equally.
- Compassion: To understand others' feelings and ideas.
- Integrity: To demonstrate through actions towards others that you can be trusted

### ***Our School Aims***

- To place children at the centre of all that we do
- To identify and rectify problems when children do not perform well
- To celebrate and reward achievement and excellence
- To involve parents fully in the life of the school and their own child's education
- To act as a focus for the community we serve
- To make the best use of all resources at our disposal
- To support, develop and value all our staff to better the learning opportunities we offer our pupils
- To ensure a positive ethos and climate of respect and trust, based upon shared values across our school community

On the 'Journey to Excellence', we strive to provide as broad a range of learning opportunities as possible to help develop our pupils, staff and parents to their fullest potential. We aim for everyone to be successful learners, confident individuals, effective contributors and responsible citizens by providing broad learning experiences, which challenge individuals and require them to apply knowledge and skills in meaningful learning contexts. To do this, we work closely with parents, our local and wider communities, other schools, visiting specialists and other agencies. Chirnside Primary School is a health promoting school working towards its 'Green Flag' Eco-School award.

We hope that you find the information you are looking for in this guide. If not, you can bring any queries to Mrs. Lugget, Mrs Dunse , Mrs Purvis or myself.

This is your school. We look forward to a long and happy partnership with you and your child.

Kind regards,

Nicholas A Trussler

Head Teacher

## Starting at Chirnside ELC

### How do I get an application form?

**Application forms** can be obtained from the school office during November. Information about application forms will be advertised in the local press and in the Chirnside community towards the end of October each year.

### Who will work with my child?

Mr Nick Trussler - Head Teacher  
Mrs C Lugget – Senior Nursery Nurse  
Mrs M Dunse - Nursery Nurse  
Mrs L Powner – Nursery Nurse (a.m)  
Mrs P Purvis – Nursery Nurse  
Mrs C Reap – Primary 1 teacher

### When will my child start full time?

Children are entitled to start their placement as follows:

Month of Child's 3 <sup>rd</sup> Birthday	Placement Starts In...	Pre Placement Visit in...
March to the end of August	August	June
September to end of December	January	December
January to the end of February	April	March

Prior to starting with us full time, you and your child will be invited to visit the ELCC to meet ELCC staff and get to see ELCC routines and activities. You will be notified in writing of these arrangements prior to your child starting in ELCC (see Pre Placement Visit arrangements above).

We aim to be very flexible to meet each child's needs so as to ensure a happy introduction. If this means a slower extension to full time then this can be arranged.



## What hours will my child have at ELCC?

We provide each child with 600 hours of early learning and childcare each school session. This is a holistic seamless provision of nurture, care and development of social emotional, physical, cognitive skills and abilities and wellbeing .

This means that each morning or afternoon session lasts for 3 hours and 10 minutes.

## ELCC times

Times of ELCC sessions are as below:

Class	Start time	Finishing time
Morning session	8.40am	11.50am
Afternoon session	12.30pm	3.40pm

**Your child must be taken to and from the ELCC by an adult, i.e. someone over 16 years.**

## What opportunities will I have to discuss my child's progress?

Parents of 4 year-old pupils (ELCC4) will be offered an appointment in November to discuss their child's progress with the ELCC staff and again in May.

Parents of 3 year old pupils (ELCC 3) will be offered an appointment in June to discuss their child's progress.

ELCC staff are available for informal consultation with parents from 11.40am to 11.50am and 3.30pm to 3.40pm. If you would like to discuss an issue at greater length, please ask to make an appointment.



## Parents open week

Parents evenings will be held as follows:

Class	Time of Year
ELCC4 (4 year olds)	May
ELCC3 (3 year olds)	June

This will provide an opportunity to chat to other parents have an allotted time with your child's Key Worker to discuss you child's progress.

## **Can my child have extra time in the ELCC? Is lunchtime and childcare cover available?**

### **Wrap Around and Top Up**

We are running a scheme whereby parents can buy extra hours of ELC time, beyond their free 3 hours and 10 minutes. Children bring a packed lunch or have a school lunch (cost £2.10) and for the 40 minutes wraparound lunchtime cover they are looked after by our 'Wrap Around' team, who have child care qualifications. The "top up" hours are catered for, by joining the am or pm group in the normal way. The charges are:

- To-up £10.15 (when available)
- Wrap-around £2.10
- All day cover £12.25

The availability of 'Top-up' places is always reflected by the number of children registered for their free place in each session.

Envelopes are provided for payments and to let us know all relevant details of your child's top up hours for the week (available at the office door in the ELC). These are to be handed in:

**Morning session – 8.40am on Friday**

**Afternoon session – 12.30pm on Friday**

Parents are advised to book top-up places as soon as possible. Top-up and Wrap Around forms for the following week are available in the ELC foyer area from the Thursday of each preceding week. These should be filled in by Friday of the preceding week. Lunchtime cover from 11:50am to 12:30pm is more flexible.

Care is taken that children staying for an extended day are given a change of surroundings, fresh air, rest, exercise etc. They are allowed a more relaxed regime in the "extra" part of their day – any assessment and observation work will be carried out in their normal class time.

### **What should I do if my child is ill?**

No child should be sent to ELCC if he or she is ill. If your child is going to be absent for any reason please telephone the ELCC to inform us of this **(01890 818351)**.

It is especially important too that we are made aware of infectious illnesses.

**\*It is essential that the Headteacher and ELCC staff be informed of any medical or other factors that are important.**

**\*\*In cases of absence due to vomiting or diarrhoea, we ask parents not to return their child to school until 48 hours have passed since the last occurrence. These precautionary measures are from NHS guidance in a bid to stop the spread of infection further.**



## Administration of medicines

If your child requires any medication administered during the course of the ELCC time permission forms should be obtained from ELCC. Mrs. Dunse and Mrs. Lugget will then be able to give it to your child, with your guidance. **Please note only prescribed medicine can be administered.**

## What should my child wear?

We feel that the ELCC is an integral part of the school. We have decided to strengthen our identity with the school by wearing the **school sweatshirt in red**. We also feel it is very practical for the ELCC environment. Clothes for ELCC should be **comfortable**. Your child will also be learning outdoors on a regular basis and this must be taken into consideration when dressing your child for the day.



**It would be very helpful if you could provide a bag containing a complete change of clothes for your child, which can be hung on your child's peg in the foyer and used if children require to be changed or get dirty when learning outdoors.**

Please remember that your child will be playing in water or sand, painting, sitting on the floor, etc. in the course of the day. We provide very good aprons for all wet and messy activities.

**Footwear** – The children are given opportunities to exercise every single day – we feel this is extremely important. It is really tough for children to do this when they are wearing certain footwear – such as girls' **high-heeled** shoes. We would therefore ask all children to wear **flat** shoes.

Please **do not** allow your child to wear jewellery of any kind to ELCC – this is for your child's safety. If either boys or girls wear earrings, they must be of the stud type only and must be removed before PE or any other physical activities such as climbing, etc. For this reason it is recommended that children **should not wear earrings at all**.

## **Are there any health and safety issues I should be aware of?**

### **Parent Parking**

Parents who choose to collect their child by car are asked to 'Park and Stride' from the village and avoid parking on the busy main road outside the school.

ELCC and Primary 1 parents are asked to use the Parish Church car park for this purpose. Parents of older pupils are requested to park responsibly on the Crosshill or use the car park at Southview, opposite the Community Centre.

Only school transport pupils will use the 'D' at 3.20pm. All other pupils will leave the school grounds by the exit gate at the cemetery path.

### **Safety**

In the interest of safety and hygiene, dogs should not be brought into the school grounds.

Please do not allow your child to climb on the walls surrounding the school, on the gates or gateposts or to run over the planted borders. Please also ensure that no nuts, kiwi fruit or sweets are brought to ELCC. Some children have nut allergies so school is kept as a "nut free" zone. The banning of sweets is because we are very careful about choking.

The ELCC is part of the Primary School.

**Mr Trussler**, Headteacher of the school, is responsible for the ELCC. All school and Scottish Borders Council policies apply to the ELCC class – for example, health and safety, complaints, etc. If you would like to find out more, contact the school office.

## **How do I get in touch with other professionals linked with my child's development?**

We are able to call on the help of various specialists – for example, a speech therapist – if the need arises. If you have any concerns about your child, don't hesitate to get in touch. The steps to be taken are summarised below:

- a. Parent concerns- in the first instance, please chat to a member of ELCC staff – Mrs Lugget/ Mrs Dunse
- b. Mr. Trussler informed and action, if needed, is discussed.
- c. Contact made with the necessary specialists (for example speech therapist, physiotherapist, etc)

The staff works as a team and information is shared so that each child is treated with as full an understanding as is possible. Your consent is sought before any inter-agency work can commence. Any confidential information, which you give us about your child or family, will of course be treated with respect.

## What will my child learn at Chirnside ELCC?

We follow 'A Curriculum for Excellence' framework, and the Experiences and Outcomes within this describe the expectations for learning and progression in all areas of the curriculum. Curriculum for Excellence encourages all children to become successful learners, confident individuals, effective contributors and responsible citizens. The principles which underpin A Curriculum for Excellence are: challenge and enjoyment; breadth, progression, depth, personalisation and choice, coherence and relevance.



Young children learn through play and practical experience. 'Hands on' activities allow children to explore; investigate; experiment; act out experiences and listen and learn from others. Staff interact sensitively to extend the quality of play and act as role models when appropriate. Staff use the planning cycle to 'observe' children, 'plan' the learning, children 'do' the learning and then 'review' the learning. Through mind mapping in floor books and personal learning planning in 'Learning Journeys' the children are encouraged to take responsibility for their own learning so that we can plan activities that provide the highest quality of educational experiences. We value and aim to build upon each child's previous learning experiences and recognise the need to establish strong parental partnerships to support their development.

Our main focus is to develop the areas of literacy, numeracy and health and well being throughout all the educational experiences we provide to our pupils. These learning experiences are based on the following areas:

- Emotional, Personal and Social Development
- Communication and Language
- Knowledge and Understanding of the World
- Expressive and Aesthetic Development
- Physical Development and Movement

Our ELCC team are supported by regular visits from the Early Years Teaching Team, who support our ELCC staff to continue to develop the very best practice in our ELCC classes.

Our primary 1 teacher visits our ELCC class each week, to support children's learning journeys and build positive relationships with youngsters in readiness for future transition to primary 1.



## Early Literacy and Numeracy

Literacy and numeracy are built into many aspects of ELCC life and are extremely important in laying the foundations for later learning. Literacy is approached in 4 ways – many of which overlap. These are reading, writing, listening and talking. An awareness of mathematical concepts such as counting, size, length, weight, etc. is built into many of our activities. All the work with shapes, colours, patterns, sorting and matching, threading, jigsaws, baking, experiment and discovery in sand and water etc. give a sound base on which to build early numeracy.

We also ensure, within our provision, that these concepts are re-visited in a more focused way as the child gains more experience.

## Will there be opportunities for my child to go outside?

We are so lucky to have a lovely ELCC Garden where we can go out and enjoy the fresh Border air! We also make use of the adjacent wood area to further children's experiences of learning outdoors. It is our plan to get the children out as much as we can and we are developing our outdoor provision all the time so that we can build in as many of the learning opportunities the children have inside, to an outside context.



As a result, we love to take the children out in all weathers. We have a supply of 30 waterproof jackets and wellies within ELCC so that a group of children/ all the children can go straight from ELCC to the garden without needing to go to the foyer area to get changed into their own outdoor clothes.

## How will my child be assessed?

Assessment is an integral part of learning and at Chirnside School we see assessment very much **for** learning. Assessment of your child's progress will be made by ELCC staff, by focusing on key aspects of learning across a trimester, providing a variety of ways of assessing your child's learning over a period of time. Any assessment made will be done in order to:

- Find your child's next steps in learning, in order for us to bring their learning forward

- It helps us to monitor what we are doing to ensure our provision and input is appropriate
- It informs us so we can make their experiences as meaningful to them as possible
- It provides us with information to pass on to Primary One to ensure a smooth transition for your child

Assessment will take the form of:

- Observations of your child at play both independently and with others. Photographs are often taken with the digital camera to record this.

We plan children's learning experiences by involving children in planning their learning journey. We use floor books to capture children's thoughts, ideas and opinions and to show children the direction of their learning. This is a powerful way to also reflect with youngsters in how their learning has progressed.



Each child has the opportunity to choose to record their learning successes and achievements in their individual 'Learning Journey' book. The content of this is shared regularly throughout the year with parents.

## **How will my child be praised, rewarded and disciplined?**

### **Positive Behaviour**

In the ELCC we have adapted a simplified version of the Positive Behaviour system as used in the school. This means that good behaviour is praised and acknowledged in a systematic way so as to encourage all the children to follow our rules and procedures. The main reasons for this are: to ensure that your child is safe and happy in the ELCC; to ensure that they can be treated fairly and so that they can learn effectively through play.

The ELCC Rules are as follows:

- We always walk in the ELCC
- We take turns and share
- We do as we are asked first time
- We keep our hands and our feet to ourselves
- We take care of our books and toys
- We speak quietly in ELCC

We go over the rules regularly and kindly remind the children of the rules as and when they could be applied.

The rules are very much based on the main school system and are in place to ensure that the children can enjoy their time in ELCC without upsetting or being upset by others. It also helps them to see where the boundaries are in a very consistent way so they can see they are treated fairly.

As a result of trying to stick to these rules, the children are rewarded in a number of ways:

- Verbal positive recognition
- Stickers
- Special privileges e.g. lining up first, choosing a story, etc.

The children in the ELCC are very polite and, on the whole, behave beautifully. On the rare occasion when unacceptable behaviours occur, we feel it would be useful for you to know how it is dealt with.

1. The adult kindly reminds the child of the rule they have 'forgotten'
2. If it is felt that the child is not responding, a verbal warning will follow this. The child will be unable to continue to play in a particular area if the behaviour doesn't change. It will be highlighted to the child that this is their **choice**
3. If no change in behaviour is observed, then this will be followed through.
4. If behaviour continues or the child refuses, then he/she will be given a short time out in a quiet area of the ELCC. This gives them a chance to cool down. They will then have an opportunity to talk about what has happened before returning to play.
5. This is for a very short time of 1 or 2 minutes – a long time for a child of 3 or 4 – an once this time is up, we all forget about it and give the child a clean slate as the incident has been dealt with.
6. If there are still problems then we may send for Mr. Trussler – though the child will be informed and again given the choice to change their behaviour.



## How can I help my child?

We aim to develop an excellent relationship with our parents, and to have as much contact as possible. Parents can help us greatly by bringing their children to the ELCC on time, and, once they have become accustomed to the ELCC, by leaving them at the nursery door. Please feel able to ask about your child's progress at any time.

**Value of your child's work** We value **everything** that the children produce, and all paintings and other products are sent home, sometimes after being displayed on our walls for a while.

We cannot stress enough how important it is for parents, too, to show that they **appreciate their child's efforts** – often much more has gone into their production than might appear. We hope that there will be a place somewhere in each home where the latest "works of art" can be displayed. This helps the **child's self-esteem**.

**Notice Board** This is our main method of communicating with you. As you will appreciate, we cannot "catch" 40 sets of parents each time there is a message. Please use the board – have a quick look each day. We do try to give good advance notice, but sometimes this is not possible. If someone collects your child, ask him or her to check too. There is also space there for your notices, and we try to keep you informed of wider, related issues and events.

## Can I visit the ELCC?

At Chirnside ELCC class we encourage parents to make a visit during the school year to experience a ELCC session for themselves, in order to help parents understand a little better the teaching approaches and learning opportunities their child experiences. This opportunity is open to all ELCC parents, at a time that suits them best. Please arrange your visit time with the ELCC staff.

If you would like to help on a regular basis, please discuss with Mr. Trussler as volunteer helpers in Scottish Borders Schools require to be PVG Disclosed before commencing any voluntary work in school. Mr. Trussler will give you more information on this as well as provide you with a copy of our Volunteer Policy. Your help with learning in the ELCC is appreciated by staff and pupils alike.

## What do we contribute to the ELCC Fund?

Each child is expected to bring £2.00 on Fridays. This will be collected at the beginning of the morning or afternoon sessions. The money is paid into the ELCC fund and is used to buy snack items and baking ingredients.

Class	Day	Time
Morning session	Friday	8.40am
Afternoon session	Friday	12.30pm

\* If your child does not come to ELCC on this day, let us know and we can come to another arrangement.



### **Will anything special happen if it is my child's birthday?**

**Birthdays** - Each child will receive a birthday card on his birthday or the nearest day to it – even if it falls in a holiday. In addition, if the birthday falls on a ELCC day, the child and a member of staff will make a cake which the group will share at a special snack-time in the story corner, when candles are lit and “Happy Birthday” is sung.

### **Can children bring in their own toys?**

Children should not bring their own toys to ELCC normally. However, to help a child settle initially, if a child is very attached to something, we have a tray where it can be kept safely.

If your child is staying for Wraparound lunch they can keep a special toy in a box in nursery. This can be played with at lunchtime if it will help.

### **Transition to Primary 1**

The nursery is an integral part of the school and throughout the year the nursery children are integrated into school life. The children regularly visit the school, attend some assemblies and take part in activities with the primary 1 class. They get to know the school secretary, janitor, management team and teaching staff. We feel this is important as it ensures continuity between nursery and primary and helps children to gain confidence for the transition into primary one.

In May the children meet up with primary 6 pupils who will act as ‘buddies’ when they are in primary 1. The nursery children will continue to make visits to the primary 1 classroom before their ‘move up’ session when you and your child will also be able to enjoy a taster session in the canteen. There will also be an information session for parents about their child starting in primary 1.

### **Deferred entry to Primary 1**

Some parents/carers may feel that their child is not ready to begin Primary One after their preschool year and that they would benefit from another year in nursery. This is known as Deferred Entry. Children who celebrate their 5th Birthday in January or February have the right to defer entry to school. If you wish advice on deferred entry please discuss this with the Head Teacher.



## How do I make a suggestion / complaint?

We always strive to maintain and improve the quality of our pre-school provision. If you have any suggestions which you feel would enhance our teaching and learning programmes please communicate these to the nursery team. Similarly if you have a complaint about any aspect of nursery life, you should in the first instance, speak to a member of the nursery staff. If you feel that the complaint has not been satisfactorily resolved please contact the head teacher.

### Registered care service

If you are not happy with the level of care your child is receiving and you have spoken to the nursery staff and/ or head teacher and are still not satisfied you can get in touch with the Care Inspectorate by

- Filling in complaint forms online
- Calling 0345 600 9527
- Writing to the following address

Care Inspectorate  
Ettrick Riverside Business Centre  
Dunsdale Road  
Selkirk  
TD7 5EB

Tel.No 01896 664400

## Summary

We hope that this booklet has been able to answer some of your questions about the ELCC. Please feel welcome to ask us about any other points which you may wish to raise.

We look forward to meeting you and your child, and to sharing the next year together.

## Useful Numbers

Chirnside Primary School Office	01890-818274
Chirnside Primary School ELCC	01890-818351
Medical Practice	01890-818253

Berwickshire High School	01361-883710
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Scottish Borders Council  
*Council Headquarters Newtown St. Boswells Melrose TD6 0SA*  
**Tel:** 0300 100 1800  
**Email:** [enquiries@scotborders.gov.uk](mailto:enquiries@scotborders.gov.uk)

\*This document is reviewed annually.

If you have suggestions for amendments in future editions, please contact the Head Teacher – [nick.trussler@scotborders.gov.uk](mailto:nick.trussler@scotborders.gov.uk)



# Term, holiday and closure dates 2017-18

## Autumn term

- Monday 14 Aug 2017 - Staff resume, in service day
- Tuesday 15 Aug 2017 - Pupils resume
- Friday 06 Oct 2017 - Last day for pupils and staff - mid term holiday
- Monday 16 Oct 2017 - All resume
- Thursday 09 Nov 2017 - Staff in service day
- Friday 10 Nov 2017 - Staff in service day
- Monday 27 Nov 2017 - St Andrew's Day holiday, school closed
- Thursday 21 Dec 2017 - Last day of term for pupils and staff

## Winter term

- Monday 08 Jan 2018 - All resume
- Thursday 08 Feb 2018 - Last day for pupils - February holiday
- Friday 09 Feb 2018 - Staff in service day
- Wednesday 14 Feb 2018 - All resume
- Thursday 29 Mar 2018 - Last day of term for pupils and staff

## Summer term

- Monday 16 Apr 2018 - All resume
- Friday 04 May 2018 - Staff in service day
- Monday 07 May 2018 - May Day holiday, school closed
- Wednesday 27 Jun 2018 - Last day of term for pupils and staff

## Casual holidays

Each [learning community](#) allocates 2 casual holidays for pupils and staff which are usually aligned to their local festivals

Berwickshire Casual Holidays are:

- Friday 06 Oct 2017
- Monday 28 May 2018