

St Dominic's Early Learning and Childcare Service

Information for Parents / Carers Session 2020-2021



PERTH AND KINROSS COUNCIL

EDUCATION AND CHILDREN'S SERVICE STATEMENT OF INTENT

Our **vision** is of a confident and ambitious Perth and Kinross with a strong identity and clear priorities that everyone works together to achieve. Our area will be vibrant and successful; a safe, secure, healthy and sustainable environment; and a place where people are nurtured and supported.

Our **values** are:

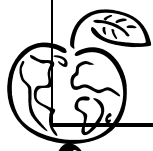
- Openness, honesty and integrity
- Fairness and compassion
- Mutual trust and respect

Our **purpose** is to:

- Promote your safety and well-being
- Improve your learning and achievement
- Help you to be active in your community

Our **objectives** are to:

- Keep individuals safe and protected
- Improve health and well-being
- Develop the range and quality of learning experiences for all
- Raise standards of performance and achievement
- Develop active and responsible citizens
- Develop caring and confident communities

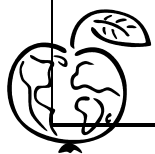
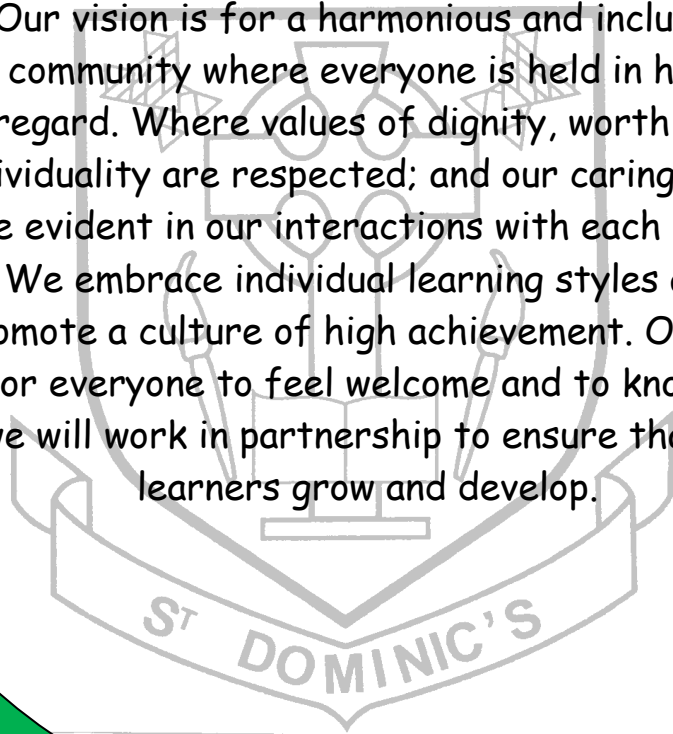




Vision, Values and Aims

Our vision is for a harmonious and inclusive community where everyone is held in high regard. Where values of dignity, worth and individuality are respected; and our caring values are evident in our interactions with each other.

We embrace individual learning styles and promote a culture of high achievement. Our aim is for everyone to feel welcome and to know that we will work in partnership to ensure that all learners grow and develop.



**St Dominic's Early Learning and Childcare
St Dominic's RC Primary School
Broich Road
CRIEFF
PH7 3SB**

**Telephone: 01764 657800 (Main School Office)
01764 657866/657865 (Early Learning and Childcare)
Email: st-dominics@pkc.gov.uk**

STAFF

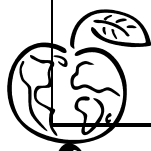
Head Teacher	Mrs E Hunter
Principal Teachers	Mrs A Brogan Mrs A Thornber
Senior Early Years Practitioner	Mrs G Horan
Deputy Wraparound Care Co-ordinator	Mrs L Leggatt
Early Childhood Practitioner	Miss S McGregor
Early Childhood Practitioner	Mrs M Adams
Early Childhood Practitioner	Miss Piekos
Early Childhood Practitioner	Mrs K Sweeney
Play Assistant	Miss C Douglas
After School Play Assistant	Miss C Gerrard

HOURS

Breakfast Club	8.00am-9.00am
Nursery Session	9am- 3pm
Wraparound Session	3pm- 6.00pm

CAPACITY

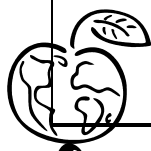
**Early Learning and Childcare (ELC) Roll: 30 places
Extended day places
Strong Starts ELC : 5 places**



YOUR CHILD IN EARLY LEARNING AND CHILDCARE: USEFUL INFORMATION

In accepting a place for your child in our Early Learning and Childcare (ELC) Service, please remember to:

- Ensure that your child is brought to and collected from ELC by an adult, aged 16 years or over. This adult should be known to ELC staff. Please inform the staff if there are any changes to your usual procedure.
- Notify the school of any change of address, telephone number, place of work etc for you or your named emergency contact.
- Inform staff of any medical condition affecting your child. This information will remain confidential. Food allergies should also be discussed.
- Contact the ELC if your child is will not be attending their session.
01764657865
- Please provide a change of clothing for your child in case of emergency (e.g. trousers, pants and socks & a sun hat for hot weather). Please provide indoor shoes. Please label your child's clothing.
- Please remember to dress your child for the weather conditions. We enjoy accessing the outdoor area in all weathers; please provide have a warm coat, scarf, gloves and appropriate footwear.



STARTING EARLY LEARNING AND CHILDCARE

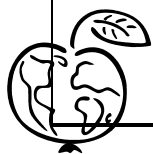
Your child will be invited to come and meet staff and become familiar with the setting before they start .

You can speak to staff each day about your child's experiences and will be invited for regular parent contact meetings. Each month you will receive a learning journal.

Information about our ELC can be found on our website; <http://www.stdominics-primary-creeff.org.uk/> . Please feel welcome to phone Mrs E Hunter our Head Teacher if there is anything further you would like to know or share: 01764657800

On starting ELC, your child will be allocated a coat peg and shoebox. These will be labelled with your child's name and a picture that has an initial letter that matches the initial letter of their name.

We ask that you encourage your child to take off their coat and change from outdoor shoes or indoor ones as independently as possible. Can we also ask that your child has a change of clothes; just in case.



AIMS OF EARLY EDUCATION

In St Dominic's Early Learning and Childcare, we aim to:

Plan and provide a balanced curriculum to promote children's learning and development, while promoting skills for life and work.



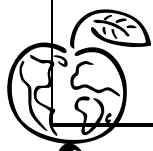
- Emotional, personal and social development
- Communication and language
- Cognitive development
- Expressive and aesthetic development
- Physical development and movement

Provide an early year's educational experience to foster children's development and progress through: while monitoring their meeting of their milestones

- Developing children's understanding and value of themselves and others.
- Enabling children to acquire and build on knowledge, skills and attitudes in a planned and responsive learning environment.
- Providing opportunities for children to express feelings, opinions and ideas.
- Fostering an enthusiasm and motivation for learning
- Promoting independence by offering children the freedom and flexibility to take responsibility and make choices.
- Maximising the unique opportunity to develop relationships with the family and the community.

Foster children's development and learning through play by:

- Responsive staff interactions to extend play and take account of preferred learning styles.
- Identifying the environment as a powerful tool in the engagement and meaningful learning experiences for the children.



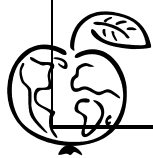
- Using systematic assessment to inform planning for the next steps in children's learning and reporting progress to parents and carers.

Support Children and their Families by:

- Being sensitive to the needs of children and families and work collaboratively to support children's development and learning.
- Ensuring that care routines are flexible and responsive to individual children's needs.
- Providing a supportive framework where the intellectual, physical, social and emotional needs of pupils are met, where necessary modifying the delivery of the curriculum to suit stage of development.
- Developing and delivering effective, high quality Early Learning and Childcare services for children and their families.
- Ensuring accessible and affordable services which are flexible to meet the needs of parents/carers who are either working, seeking employment or are undertaking training or development opportunities
- Developing our Early Learning and Childcare Services which are active in enabling the inclusion of children who live with additional needs and to ensure a trained and competent workforce who are equipped to meet their needs.

Create a positive ethos through:

- Providing a safe, secure and welcoming environment which fosters high standards of positive behaviour by employing a restorative approach with children and sharing strategies with their families to ensure a consistent approach.
- Encourage a sense of identity and pride in within our Early Learning and Childcare Community.
- Develop in all children a polite, caring attitude towards others and a responsible outlook towards their community.
- Actively take account of the views of children, parents/ carers and staff in developing a culture of mutual trust and respect.



Resource the play areas



- Plan strategically the purchase and use of stimulating resources and review the deployment of staff to ensure the best outcomes for the Early Learning and Childcare community.

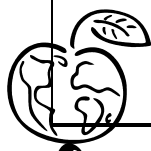
Manage and plan for the development of the whole learning community

- Monitor the quality of provision for the children and support the personal and professional development of staff.
- Work co-operatively as a staff team to ensure positive outcomes
- Ensure self-evaluation and continuous improvement is integral to the service.
- Ensure accurate financial monitoring of budgets.
- Ensure a clear and effective communication strategy is in place to support the effective delivery of the service

CURRICULUM

The Early Learning and Childcare Curriculum is based on the principle that children **learn through play**. Perth and Kinross are committed to following a **Curriculum for Excellence**. This takes the approach of recognising children as individuals and the need for a curriculum that meets the needs of all learners. Our Strong Start learners will follow the **Pre-Birth to 3** Guidance and the service will embrace and actively implement the guidance of **Building the Ambition**.

The Curriculum for Excellence defines 8 curriculum areas for all children and young people aged 3-18 in Scotland:



Expressive Arts (participation in performances and presentations; art and design; dance; drama; music)

Health and Wellbeing (PE, physical activity and sport; mental, emotional, social and physical wellbeing; planning for choices and changes; food and health; substance misuse; relationships,)

Languages (literacy and English; modern languages; classical languages; literacy and Gàidhlig; Gaelic learners)

Mathematics (number, money and measure; shape, position and movement; information handling)

Religious Education (Christianity; other world religions)

Sciences (planet Earth; biological systems; forces, electricity and waves; materials; topical science, e.g. research, natural disasters)

Social Studies (people, past events and societies; people, place and environment; people in society, economy and business)

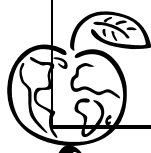
Technologies (business; computing science; food and textiles; craft, design, engineering and graphics).

Progression and assessment levels

The curriculum is outlined in the “Experiences and Outcomes” (find out more at <https://education.gov.scot/>). The experiences and outcomes are set out in areas of development which describe progress in learning. Progression is indicated through curriculum levels which are explained in the following table:

Level	Stage Description	Stage
Early Level	Early Learning and P1 or later for some	Early Learning and P1
First Level	To the end of P4, but earlier or later for some	P2, P3, P4
Second Level	To the end of P7, but earlier or later for some	P5, P6, P7
Third and Fourth Levels	S1 to S3, but earlier for some The Fourth Level broadly equates to SCQF level 4	S1, S2, S3
Senior Phase	S4-S6 and college or other means of study	S4, S5, S6 College

To achieve breadth and depth in learning, children and young people will spend approx 3 years working within each level in all curriculum areas.



OBSERVATIONS



Staff take care to observe children's developments in each of the eight aspects of the curriculum. This enables staff to plan appropriately for children's next steps and include any special interests.

Parents are always welcome to discuss their child's progress / development **at any time** with your child's key worker or any member of staff. There is an opportunity each term to come and discuss your child's progress. We hold 'Open Evenings' in September and April and 'Parent Contact Evenings' in November and February. Each child has a 'profile' which is located at the

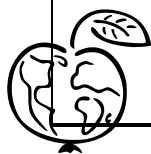
ELC entrance – children are encouraged to share their profiles with their parents on a regular basis.

EQUAL OPPORTUNITIES

All children and adults will be valued and respected regardless of culture, race, religion, gender or additional support needs. Children come to our ELC from a variety of backgrounds and each have an equal right to benefit fully from the education system. The ELC staff will promote a positive ethos by;

- Being responsive and respectful of all children and valuing and everyone's cultural background and beliefs.
- ensuring that children who live with additional support needs have access to the building, relevant resources and a curriculum that is tailored to their needs.

We will endeavour to meet the needs of every pupil and at all times we aim to support every child in reaching his / her full potential.



PROMOTING POSITIVE BEHAVIOUR

ELC promotes a positive ethos. We strive to achieve this through a fair and consistent approach employed by all staff. We encourage the co-operation of parents / carers with our Promoting Positive Relationships and Behaviour Policy.

We encourage the children to:

- Be kind, caring and considerate to each other
- Talk and play together
- Be safe in the ELC environment by walking
- Show respect for themselves and their ELC environment

Praise and recognition of positive interactions is a major part of our strategy, following the principles of the wider school's Aims and Ethos.

MAKING A COMPLAINT

If you have concerns, or wish to make a complaint, please follow this procedure:

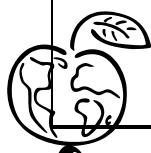
- Discuss issues with the Early Learning and Childcare staff.
- If not satisfied, contact the Principal Teacher or the Head Teacher, to discuss further.
- If still not satisfied, contact Bernadette Martin Scott, School Improvement Service Manager, Education & Children's' Services, Perth & Kinross Council.
- Contact The Scottish Commission for the Regulation of Care on National Enquiry Line at 0845 600 9527

At all times, we will strive to resolve any problems to your satisfaction.

TOILETING GUIDELINES

Children will be encouraged to go to the toilet independently. Staff are committed to supporting your child to develop this independence, please discuss this with a member of staff and then procedures will be put in place to support your child.

Children will be supported to get changed if necessary.



OUTINGS



The children will, from time to time, go on local outings e.g. to the park, the woods, shopping etc. and for this they must have a consent form signed by a parent / carer.

PHOTOGRAPHS

In ELC, we use photographs to celebrate your child's experiences and development. From time to time these photos may be displayed in the setting, school and on the school website. You will be asked to sign a Data Protection Form giving your consent for this.

ILLNESS

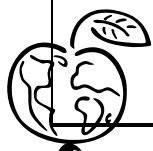
If your child is unwell, please keep him/her at home for 24 hours (48 hours if it is sickness/diarrhoea) or longer to ensure infection control. If your child becomes ill during the ELC session, every effort will be made to contact you. You must also have an **emergency contact** who can be telephoned if you are not available.

ACCIDENTS/ INCIDENTS

In the event of your child having an accident whilst in the ELC setting, we will attend to any injuries and you will be notified of the action taken. We will only use cold / warm water compress. Should your child require further treatment, we will inform you immediately. All accidents are recorded by the ELC staff in the accident book. In all cases, parents / carers will be asked to sign the accident/incident copy to ensure they have been made aware of injury and treatment. Please make sure your contact details are always up to date.

CONFIDENTIALITY

Staff in the ELC respect confidentiality at all times. New staff, Students and volunteers all undergo an induction process and the aspect of confidentiality is made clear to all particularly regarding the importance of respecting privacy of all service users.



CHILD PROTECTION/ CONCERNS

All ELC and schools are required to report if they think a child has come to harm as a consequence of possible child concern issues.

A member of staff in each school has been appointed to be responsible for Child Protection matters. In our ELC and School, the Child Protection Officers are **Mrs Hunter** (Head Teacher) and **Mrs Horan** (Senior Early Years Practitioner).

Should you wish to talk further about Child Protection and the safety of children, please contact the school office (**01764 657800**) or if you have a concern that needs immediate support please phone Perth and Kinross Duty team (24hrs) at **01738 476768**.

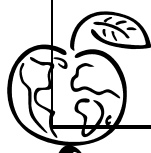
We will always ensure that you are informed and participate in any action which we may initiate regarding your child.

PARENT/ CARER HELPERS

Ways in which we can work together:

- Helping with an activity by sharing skills and hobbies (e.g. baking, craft, sports, singing, taking photographs, reading stories)
- Helping with outings
- Discussing the day's activities with your child.
- Sharing ideas for planning activities
- Joining our Parent Participation Strategy- focus groups, Parent Council and fundraising committees

We are always grateful for your help and support.



Early Learning and Childcare to a Primary One-Transition

There will be regular opportunities for your child to work with Primary 1 as part of our ongoing approach to transition as this encourages children to actively participate in play and learning in a Primary 1 environment while promoting confidence and self-esteem.

At specific times, ELC children will join with the rest of the school for services / assemblies this promotes inclusion and being part of the whole school community.

Parents will be invited to an information meeting within the school, prior to registering for a place in this school. At this meeting parents will also be given information about alternative schools.

All ELC information and reports are passed on to each child's primary school. This assists a smooth transition into their allocated primary school.

AND FINALLY,

Welcome to St Dominic's ELC we look forward to working in partnership with your family. We aim to make learning fun for you and your children by providing stimulating experiences and encouraging independence. We value children as individuals and encourage them through praise to build their self-esteem and gain confidence. Early Learning and Childcare gives your child the opportunity to grow, develop and learn through play while becoming responsible citizens and independent learners who are effective contributors.

If you have any questions or comments, please contact the school or ELC for further information.

Thank you.

