



Bankton Primary School

West Lothian Council



ELC Handbook

Updated June 2025

Contact Details

Bankton Primary School ELC
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Welcome to the Early Learning and Childcare at Bankton Primary School



We are delighted that you have chosen to enrol your child in Bankton ELC. Our aim is to ensure that your child is happy, safe and secure at all times. At Bankton ELC our vision is to create a nurturing environment where children are supported through sensitive caring relationships and child centred approaches. We focus on developing enabling environments and provocations that spark curiosity and creativity and encourage the children to explore and engage with the world around them in meaningful ways. We aim to provide safe spaces for children that promote independence and responsibility and that encourages them to express themselves. We value all of their contributions and ensure that they are consulted in all aspects of the ELC development. Through this we will support them to grow in confidence and resilience. All staff have a good understanding of the stages of child development. We are responsive in supporting and offering challenge to ensure that they are successful in their learning and to develop this at their own pace. Our practice is centred around the principles of 'Being Me' from *Realising the Ambition* (2021), the *National Childcare Standards* and *UNCRC rights of the child*, which states,

'The best interests of the child must be a top priority in all decisions and actions that affect children'. (Article 3).

Our values were developed in collaboration with our parents and children to reflect our sensitive care of the children and our approaches to learning and development in the early years.

These values focussed on **Kindness**, **Inclusion**, **Creativity** and **Responsibility**.

We hope you will find our handbook will prove useful to you during your child's stay in Bankton ELC. During this time, we will work in partnership with you to meet your child's needs. If at any time you wish to discuss a concern, particularly about your child's development, please do not hesitate to contact us and we will work hard to support you with it.



Background Information

The ELC was opened in 1993 and is situated within the Early Years Area in Bankton Primary School. We have provision for children in morning session, afternoon session and full days. The staff team consists of Early Years Officer, Early Years Practitioners and Pupil Support Workers.

The ELC is part of the larger school and children have access to the music, library and P.E. activities using school facilities. This makes transition to P.1 a natural part of your child's early educational development.

Early Learning and Childcare arrangements are as follows:

5 morning sessions: Monday – Thursday: 07:47- 12:30pm and Friday: 07.47 - 11.54

4 afternoon sessions: Monday to Thursday 12:30pm – 6:14pm

2 Full Day sessions will be: 8am - 6pm Mon, Tue, Wed, Thurs and one other session

08.00 - 11.20 or 12.45pm – 4.05pm.

There is also an opportunity to purchase additional sessions within the ELC. These can be booked through: <https://www.westlothian.gov.uk/75175> Please speak to a member of staff if you would like to find out more about this.

Healthy Eating and Mealtimes

Children will be provided with healthy food options during each session. Every morning there will be breakfast provided. A hot meal will be provided at lunchtime for both morning and afternoon sessions and a packed lunch will be provided to take home on a Friday (see WLC Menu). There will always be water provided throughout the session and milk will also be available at snack and mealtimes. All food provided follows 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>

If you would prefer to provide your own food, please speak to your child's key worker. You can find information on healthy choices for packed lunch on the Parentclub website: <https://www.parentclub.scot/>

During mealtimes we encourage the children to be independent and serve their own food, use cutlery and tidy up after themselves.

If your child has any food allergies, please speak to your child's key worker and we will create a care plan for them.

Staff Team

Head Teacher:	Yvonne Ferguson
ELC Area Support Manager:	Lynn Findlay
Early Years Officer:	Iona Harrow and Alex Baker
Early Years Practitioners:	Elaine Smith Gillian McGovern Courtney Stewart Julie Taylor Lauren Caldwell Louise Millar Sarah-Jayne Copland
Pupil Support Worker:	Ashley Russell

Key Workers

When your child is enrolled, they will be assigned a 'Key Worker'. This person on the ELC team will get to know your child very well. They will contribute to your child's online 'Learner's Journey' through evaluative statements about their progress and will focus closely on your child's social, emotional and physical development.

If you have anything to communicate regarding your child, please speak to their key worker.

The team has a wealth of experience in working with young children, so please make use of their expertise by asking questions about your child's early learning and development. No question is too trivial. We aim to support you as well as your child through this exciting time in their development.





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.

Communication

We will communicate with you regularly through ELC notice boards, monthly newsletters, Group Call emails, twitter and letters. If you need to pass on information regarding your child on a particular day, please speak to a member of staff at drop off or pick up, or if you require a more confidential chat, please phone the ELC to arrange a time to speak to someone.

What will I do if my child is unable to attend?

Please telephone the office if your child is absent due to illness or hospitalisation. If any medical problems affect your child's time at nursery, please come and discuss them with us. If your child is unwell, it is usually much better for him / her to be at home rather than in a busy nursery. If your child has sickness or diarrhoea, the care inspectorate advises you to allow 48 hours after the symptoms disappear before returning to nursery. Please let the nursery know if your child has an infectious illness such as chicken pox, measles, whooping cough or mumps.

Group Call

If your child has been recorded as absent, and no prior notification of absence has been given by a parent / carer we use a system called Group Call. The school will attempt to contact you within one hour of school starting on the first morning of absence with the emergency contact number provided. This will allow school to know the child is safe with you at home and explain the reason for absence.



What would happen if my child was unwell and I was at work?

Parents / Carers must provide the nursery with an emergency contact name and number and ensure this is kept up to date. In particular, this applies to mobile phones. (Please keep your mobile switched on while your child is at nursery and update us immediately if you change your number).

The name and contact details of your local doctor must also be given to the nursery.

If a child is taken ill or has an accident at school, every effort will be made to contact the parents in the first instance. However, if parents / carers are not available then the emergency contact will be informed.

Medication in Nursery

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. Most children will at some time have a medical condition that may affect their participation in ELC activities. Parents / carers have prime responsibility for their child's health and should provide the nursery with information about their child's medical condition. Any child who requires medication on a regular basis may need a health care plan. Please contact the EYO or Key Worker to discuss.

If your child is required to take prescribed medication during school time, a form must be filled in by a parent / carer, these can be obtained from the school office or ELC staff.

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

In summer weather please apply sun cream before dropping your child off for their session.



Policy for Positive Behaviour

We promote positive behaviour at Bankton 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.

Learning through Play



Your child will experience a wide range of learning opportunities which will stimulate their curiosity, helping them make sense of the world around them.

They will develop a range of important skills for learning and for life. Staff will help to guide them in their learning and help them to make continuous progress in their skills development.

Children's learning experiences will be built around a variety of play contexts both indoors and in the outdoor learning environment. Children feel that they are 'only playing' – but each day they are growing and learning to develop new social skills alongside their learning skills.

We encourage the use of play through natural resources and open-ended opportunities for children to explore and lead their own play.

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

Ready for Play, Ready for Learning



Please remember that this time will be exciting, active, messy environment, where children can experience learning through sand and water play, painting and model making and dough and baking activities. We want children to enjoy all of the activities we have on offer.

We do provide protective clothing but we cannot guarantee clothing will not get paint, clay, glue, mud, dough covered or become stained. Practical, comfortable clothing is best, allowing your child to participate in activities without worrying about 'getting dirty'. We recommend our uniform sweatshirts with the school logo and staff can advise on sizes and cost, these can be found at BEuniforms.

It is school policy that no football colours should be worn. For health and safety reasons children should not wear jewellery which could cause a risk during climbing and outdoor activities.

Please mark all items including footwear clearly with your child's name.

We aim to encourage children to be as independent as possible so please continue to support their development with dressing and undressing. If your child is still using nappies or pull-ups please inform a member of staff. Meetings with the Health Visitor will be arranged regularly to support and advise parents on aspects of child development such as toilet training and bedtime routines.



Using the Outdoor Learning Environment

Your child will regularly be taken on local walks and outings to the Dedridge Pond, Lanthorn Library and local shops. Every day is a learning day and these outings will provide valuable learning experiences for your child. The form for local walks covers all local outings. is in your welcome pack. Please sign and return to staff.

Before your child can be taken out of nursery on a trip we require you to sign an EE2 form.

parent Partnership

How You Can Support the Work of the ELC



As parents, you are your child's first teachers. You know them better than anyone. You will see and celebrate all of the small steps in their development. We invite you to work in strong partnership with Nursery staff to help your child to achieve their full potential.

Personal Plan

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.

Sharing Learning at ELC



Seesaw marking your child's journey

Progress in your child's skills development is recorded in their online Seesaw. This document will track your child's progress during their two years in nursery. You, as parents/carers will be invited to share in your child's progress within the Seesaw app. The Key Worker will meet with you during the year to explain your child's key strengths and next steps in skills development.

Your child will also be encouraged to contribute to their Seesaw through drawings, photographs and comments. This will help to give them a sense of achievement and an indication that they are moving forward in their learning.

Your child may be included in group photographs which may form part of other children's journey within Seesaw. We would like to ask your permission to include your child in these group photographs. Please sign the permission sheet within your Welcome Pack for this purpose.

Stay and Play Sessions

Throughout the year we have a range of opportunities for you to come into the ELC and experience part of the session with your child.

P.E.E.P.

Parents and carers play an important role in supporting their children to learn. We offer small group learning opportunities for 3 and 4-year-old children and their parent/carer. These sessions last around 45 minutes and take place in the nursery setting. Each session includes a story-time, singing and rhyme time and fun play activities which help your child to learn.

Encouraging Learning at Home

Social Skills

These are vital skills for learning and for life if your child is to become a confident individual.

At home you can develop this by helping your child to:

- ❖ use the toilet independently.
- ❖ wash their hands after the toilet and before food.
- ❖ speak properly, using good vocabulary.
- ❖ dress and undress with minimum help.
- ❖ eat using simple cutlery.
- ❖ drink from an open cup.
- ❖ relate to adults and other children through simple greetings.
- ❖ show good listening skills when someone is talking to them.
- ❖ carry out simple instructions when they are asked.



Learning Skills

We want your child to become a successful learner. Your role in their early development is crucial to their future success.

At home you can develop this by helping your child to:

- ❖ develop a love of books, stories and rhymes.
- ❖ learn simple nursery rhymes and songs.
- ❖ use crayons, pencils and felt pens to make 'marks' and early writing on paper. Value these marks! Show an interest in their writing.
- ❖ learn to 'write' from left to right.
- ❖ recognise 'print' in their environment (eg ASDA / McDonalds / Morrisons etc).



- ❖ count up to 5, 10,100 – don't set any limits! – Count forwards, backwards, have FUN with numbers.
- ❖ play with coins and begin to understand 'money'.
- ❖ learn colours and basic shapes.
- ❖ begin to use simple, safe scissors for cutting.

Physical Skills

The Scottish Government have recognised that most children under the age of 7yrs do not get enough outdoor play time. All children need fresh air and exercise in order to thrive and develop important motor skills and co-ordination. Your role here is crucial if your child is to become confident and well-co-ordinated. If your child would rather play with electronic devices rather than go out to play – use a timer to allow them no more than 30mins at a time. Little brains need fresh air and oxygen to develop so limit the TV and Computer time to short bursts.

At home you can develop this by helping your child do this by:

- ❖ taking them for walks
- ❖ helping them with simple ball skills – throwing, catching
- ❖ giving them freedom in safe areas such as the park to run and jump
- ❖ helping to support them with simple, safe climbing activities
- ❖ taking them swimming, to experience the fun of physical exercise in water
- ❖ encouraging them to join in with clubs such as dance whenever you feel they are ready
- ❖ taking them outside in all weather – to help them get used to walking in rain and snow
- ❖ helping them to achieve simple, safe, challenges with your support – like balance on a small wall – holding your hand



All of these skills will add to your child's development through play in the ELC. If you have any concerns about aspects of your child's physical development, please discuss these with your Health Visitor or Key Worker.



Emotional Skills

Your child will grow and develop emotionally throughout their time in ELC. You can help them to feel happy and secure in many different ways.

At home you can develop this by helping your child to:

- ❖ separate from you happily by talking about what they will do with you when they come home.
- ❖ cope with small injuries and falls with a minimum of fuss – keep them safe but don't over protect them.
- ❖ help them to make good decisions by offering them choices – you can have THIS or THIS. Making their own decisions will help them to feel in control.
- ❖ concentrate chat about nursery on the positive, exciting things which have happened during their time there



Understanding Schematic Play

To enable children to engage in the world around them they engage in a wide number of repeated play activities. This is called schematic play. Our environment is set up to support their curiosities at this time. Understanding this can help support this at home by offering activities and experiences which lend themselves to different schemas.





NHS Partnerships

We work very closely with our NHS partners across all aspects of child development and health.

Speech and Language

Our speech and language visitor comes into nursery on a regular basis and is able to provide a wide range of support for children and families. If you have any concerns about your child's speech and language development, please speak to their key worker.

Health Visitor and Community Child Health

We work closely with our community health visiting team and NHS partners at Child Community Health. Please speak to your child's key worker if you have any concerns around your child's health or development.

Dental Health

We run a dental health programme which is delivered in collaboration with the NHS Child Smile team. This enables us to support tooth brushing in the ELC and to encourage good oral hygiene habits. Throughout the year the NHS Child Smile team visit the ELC to carry out fluoride rinses and to support tooth brushing. More information about this will be given before they visit.

Visual Screening

Preschool children have access to visual screening. You will be provided with further information closer to the time.

Flu Vaccination

We support NHS partners to roll out their annual flu vaccination service. Information about this will be issued closer to the time of delivery.

Health Promoting Schools

Breastfeeding Friendly nurseries are actively promoted within the Scottish Government Health Promoting Schools initiative. The health benefits to both babies and mothers are outlined in the leaflet and on the poster in our reception area.

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 hand-washing 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

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.

Security

Please alert the ELC team if someone new is picking up your child. On registering to the nursery you will be asked to provide a key word which is given as a safety measure for anyone other than yourself picking up.

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: Lynn Findlay (ELCASM), Yvonne Ferguson (HT), Jen Murdoch (PT)

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.

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

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 wish 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 4NIY

Telephone: 0845 9527

Please remember that our aim is to promote good communication and foster good relationships between all our stakeholders. We have an open door policy to promote this and would always encourage you to speak to us if you have any questions or concerns.

We hope that you find the content of this handbook helpful.