

Welcome to Craigroyston Primary School ELC



7 Muirhouse Place West

Edinburgh

EH4 4PX

(0131) 343 6465

admin@craigroyston-pri.edin.sch.uk

Monday to Thursday - 8.30am to 3pm

Friday - 8.30am to 12.30pm

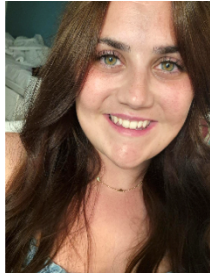
Our Team

Miss Leighanne Shanley
Early Years Officer



Miss Aaron Wood
Early Years Officer

Miss Abbie Grove
Early Years Practitioner



Miss Lucy Hobson
Early Years Practitioner

Mrs Redwana Khanam
Early Years Practitioner
(Thu-Fri)



Miss Lee O'Brien
Early Years Practitioner

Miss Zoe Porteous
Early Years Practitioner
(Mon-Wed)



Mrs Alison Torrance
Early Years Practitioner

Miss Lauren Ramsay
Early Years Assistant



Mrs Lorna McCorkindale
Domestic Assistant



Miss Lucy Mierczak
Excellence and Equity Lead

Our Vision and Values

At Craigroyston Primary ELC, our values are important to us and underpin everything we do. Please see the poster below which was created in collaboration with our children and families.

Our Values Certificates

We award a certificate to one child each day to recognise and celebrate their commitment to living our values. They will then take this certificate home so you can celebrate with them too!



Craigroyston Primary ELC Vision and Values

We are committed to enabling every learner at Craigroyston Primary to be their best self by gaining the knowledge, skills and attributes needed for life in the 21st century. We enact this vision through our lived values **respect | ambition | resilience | empathy**. We aim to develop successful learners, confident individuals, responsible citizens and effective contributors by celebrating each achievement, promoting independence and by fostering a love of learning across our whole school community.



Respect

Looks like, feels like, sounds like

- Respectful words & tone
- Respectful body language & expressions
- Representing & celebrating our differences
- Feeling safe, accepted & included



Ambition

Looks like, feels like, sounds like

- Engagement in play and learning
- Leading our own learning
- Children, families & staff working together
- Celebrating progress & success
- Talking about goals & achievements



Resilience

Looks like, feels like, sounds like

- Showing perseverance
- Problem-solving in action
- Embracing challenge
- Being determined
- Offering support & encouragement



Empathy

Looks like, feels like, sounds like

- Showing kind actions
- Listening to others
- Offering help & support
- Sharing kindness & comfort
- Using kind words

Communication

Communication is important to the smooth-running of our ELC and we have a number of ways of doing this.

School Website

General information, including some of our key policies and procedures can be found on our website.

www.craigroystonprimary.co.uk

ParentPay

Most communications and updates, including monthly newsletters and information about important events, are sent out via ParentPay. Shortly after your child enrolls with us, you will receive information on how to set up a ParentPay account. If you need any support with this, please speak to a member of staff.

Learning Journals

Your child's learning journey is documented on Learning Journals. This includes photos and videos of your child learning and making progress. Families can also use Learning Journals to share significant moments and any significant learning that happens at home and in the wider community.

Spotlight Week

Every term, your child will have a 'Spotlight Week'. This is an opportunity for staff to focus on your child and look at their learning in more detail, tracking their progress and looking at developmental milestones achieved and identifying their next steps. Throughout your child's 'Spotlight Week' you will see many observations on your child's Learning Journal, sharing with you the progress they are making.

Parent Consultations

Parents/carers are invited to a consultation meeting three times per year, where we will have time to share information about your child's learning and development in ELC and also hear about the progress they are making at home.

Play Along, Learn Along Events

We really value family involvement and engagement in the life of our ELC. We offer regular Play Along, Learn Along events where you will have the opportunity to 'stay and play' with your child.

In-Person, Phone and Email Contact

If at any point, you need to make contact with us, you can speak to a member of our team in-person, you can phone and leave a message or email us at admin@craigroyston-pri.edin.sch.uk

We will do our best to get back to you as soon as we can and will always seek to respond to your phone call/ email within 10 working days (5 working days if it is a complaint).

Complaints, Compliments and Suggestions

We hope that you will be satisfied with your child's early learning and childcare and we encourage feedback on our services from children and families. We are, therefore, interested in feedback of all kinds, whether it be complaints, compliments or suggestions.

If you want to register a comment of any type about our ELC you can do this by writing, e-mailing, telephoning or making an appointment to see someone. All feedback is very welcome.

If, in particular, you have a complaint about the ELC, please let us know. It is better that these things are shared openly and resolved fairly, rather than being allowed to damage the relationship between the family and the setting. There will be no negative consequences arising from making a complaint and we will deal with the issue as confidentially as possible.

There are some things which you should take note of in relation to making a complaint:

- Please make any complaints initially to the Head Teacher – this makes sure that we know what is going on and have an opportunity to respond to and resolve the issue.
- We will try to respond as quickly as possible, but often issues are complex and we need time to investigate.
- If you are dissatisfied with the service and/or with our response, then you will have the right to take the matter further and contact Advice and Complaints Service (Schools and Lifelong Learning) email: cf.complaints@edinburgh.gov.uk or by telephone: (0131) 469 3233
- If you remain dissatisfied after the further investigation and reply, you can take the matter up with the Scottish Public Services Ombudsman, our reply will include the contact details.
- You can also register complaints with the Care Inspectorate. Please see the poster below.



COMPLAIN CONFIDENTIALLY

You can complain online, by calling us on **0345 600 9527**
or emailing us at **concerns@careinspectorate.gov.scot**
#GetConfidentBeConfidential

Reporting Absence

If your child is ill or has a planned absence (such as an appointment), we ask that you contact us to advise us that your child will not be attending that day.

Please also contact us immediately if your child catches an infectious illness so we can follow appropriate infection prevention procedures.

If your child has a bout of sickness or diarrhoea, Health Protection Scotland guidelines state that children must remain at home until **48 hours** has passed since the last bout before returning to ELC. This will prevent the illness being spread to other children and staff.

Please contact nursery on the number or email address below to advise if your child will be absent. If you have not called to say your child will be absent, we will call/text to enquire.

Phone: (0131) 343 6465

Email: admin@craigroyston-pri.edin.sch.uk

What does my child need to wear and bring to nursery?

Early Learning and Childcare is about discovering, creating and experimenting. Much of this entails working with messy materials, both indoors and outdoors. We therefore ask that children come to ELC in 'play' clothes, i.e. easily washed, sleeves that roll up and trousers that allow independence when using the toilet.

Learning outdoors forms an important part of our curriculum at Craigroyston Primary ELC and the children have access to outside at all times and in all weathers. We do have some waterproofs and wellies for outdoor play but, if your child prefers to wear their own, please feel free to bring them in.

All items of clothing, including hats, scarves and shoes, should be clearly labelled. This will help ensure that your child's belongings do not get lost. Children are encouraged to be as independent as possible and show responsibility for looking after their own property and the resources in ELC.

Please see the list below of what your child should wear and bring to ELC. If you need support with any of this, please let us know.

- Extra change of clothes appropriate for the time of year (in a labelled backpack on their peg)
- Waterproof, warm jacket for year-round use
- Warm outdoor clothes for playing outside in colder weather
- Sun hat for playing outside (March to October)
- Comfortable footwear suitable for indoor and outdoor play

What they should NOT bring to ELC!

We strongly encourage toys from home to remain at home. When children bring items from home to ELC, it can provide barriers in communicating with adults/peers and stop them engaging in play and experiences within the setting.

There may be some cases where a child can bring toys/resources from home as part of their individual plan. This will usually be agreed to support a child's transition from home into ELC. If you feel this is something that your child would benefit from, please let us know.

Healthcare and Medication

Illness

If your child becomes unwell in ELC, we will call to notify you and make arrangements for your child to be collected as appropriate.

Medication

Parental permission is required for all medication to be administered in ELC. If your child requires any medication during their time at ELC, please speak to a member of staff who will assist with the correct paperwork and guidance.

Healthcare Plans

Some children require an individual healthcare plan to support their health needs while in ELC. If you think your child may need a healthcare plan, please speak to a member of our team.

Accidents and Injuries

If your child has an accident or incurs an injury at ELC our first aid trained members of staff will support them. All accidents and injuries which require first aid are formally recorded on our Learning Journals and parents will be informed by staff on collection.

Parents/Carers will **always** be informed by telephone when a child has a bump to the head,

Mealtimes

We follow the Setting the Table guidelines to provide three healthy, nutritious meals in ELC each day: breakfast, lunch and afternoon snack. All meals are provided free of charge.

A 2-course hot lunch is provided for children from Monday to Thursday, with a packed lunch to take home provided each Friday. Please see the school website for the current menu.

Mealtimes are very much part of the children's learning as we involve the children in the preparation of the food, such as cutting fruit, spreading and pouring as well as choosing and planning snacks. At mealtimes, children are supported to serve their own food and help set the tables. There are also regular opportunities to bake.

Our mealtimes are 'rolling' which means children can choose when to join for their meals. This choice gives more freedom to the children and provides a more child-led, relaxed approach.

In our ELC, we have children with different medical and food requirements. Therefore, it is essential that children do not bring food/drinks to ELC in their bags unless it has been agreed as part of your child's individual plan.

If your child has any specific dietary requirements, including allergies, please speak to a member of our team or Miss Wood who is our Healthy Eating Champion.

Tooth Brushing

Children are encouraged to brush their teeth daily in ELC. This service is supported by the NHS Childsmile team who provide toothbrushes and fluoride-based toothpaste.

The Dental Nursing Team also visits twice a year to apply fluoride varnish to the children's teeth which is a healthy protective barrier for their first teeth. You will be informed of this and your consent will be sought prior to their visit.

The dental nurse also visits the children throughout twice per year to observe tooth brushing and provide interactive stories about the importance of healthy teeth.

The Dental Nursing Team can help you to find a dentist if you are not already registered with one. Please ask a member of staff if you have any questions about tooth brushing.



Sign Along

Sign Along is a key word sign-supported communication system based on British Sign Language and is used in spoken word order. It uses speech, sign, body language, facial expression and voice tone to reference the link between sign and word.

In our ELC, we focus on key communication words and words linked to our current interests.

We are proud of the work we are doing on the use of Sign Along and the impact it is having on children's communication needs. We also enjoy sharing Sign Along with our families. Please look out for updates on your child's Learning Journal.

If you are interested in finding out more information or have any questions, please speak to a member of our team or Miss Shanley who is our Sign Along Champion.



people

Craigroyston Primary ELC is committed to offering a variety of PEEP sessions throughout the year. The PEEP programme is designed to support parents with supporting their child's learning and development at home. Please see the information below.

A strong home learning environment is one of the most important influences on children's early development and later outcomes. It is shaped by what happens day-to-day between parents and children, and by local services working together to engage, support and value families, across early years, health and family support.

At Peeple, we help local areas strengthen the home learning environment from the earliest days, through our evidence-based Peep programmes and practitioner training. This work supports local priorities around early intervention, prevention and giving children the best start in life.

In Peep groups, stay and plays or 1-to-1, practitioners and families talk, play, sing and share books and stories together. Even more importantly, families continue to do these things at home. These habits help enhance the quality of everyday parent-child interactions and relationships.



If you are interested in joining a PEEP session or have any questions, please speak to Miss Shanley or Miss Mierczak who are our PEEP trained practitioners. 😊

Outdoor Classrooms Loose Parts Play

What are loose parts?

Loose parts are open-ended resources that can be used in countless ways, limited only by a child's imagination. These materials have no direction and no instructions. Children can make their own decisions about how to use the loose parts.

Learning through loose parts play

Loose parts can spark creativity, encourage problem solving, and support holistic development. When children choose to get involved in loose parts play outdoors, they experience all weathers and learn about the world around them.

We have developed a loose parts shed in our nursery garden to support our learning and we use this daily.

We also participate in loose parts play in the school wildlife garden and invite an adult from home to join us. Look out for your invitation on ParentPay!

If you have any questions about loose parts play, please speak to Miss Mierczak or Mrs Torrance who are our Loose Parts Champions.

Exploring our local community

As part of our ELC improvement planning, we have started to make more use of our local environment and community as places to learn. We regularly explore the parks and green spaces in our local community as well as going on outings to the shops and Muirhouse Library.

When your child enrolls with us, you will be given a KIC Annual form to complete. This gives consent for us to take your child on most excursions. Please ensure you keep this form up to date,

A small group of children visit Muirhouse Library each Friday to participate in 'Bookbug' sessions. Parents and carers are invited to join us to share in this learning experience. You will receive an invitation via ParentPay when it is your child's turn.

Miss Grove, our Bookbug Champion, also runs some Bookbug sessions with the children on a regular basis in ELC. These sessions encourage interaction, turn taking and participation.

