

Family Experiences Respected Growth Unique Shine



**St Fergus ELC**

**Welcome  
to our  
Early Learning  
&  
Childcare  
Setting**

# OUR VISION, VALUES AND AIMS

At St Fergus Early Learning and Childcare (ELC) setting we are committed to GIRFEC (Getting It Right for Every Child) to ensure our children are Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected and Included (well-being indicators).

F - Family  
E - Experiences  
R - Respected  
G - Growth  
U - Unique  
S - Shine

- ❖ We strive to foster strong, solid and healthy relationships with all our children and their wider family. (F)
- ❖ We offer a high level of different experiences for learning which enables both fun and risky play in a safe environment. (E)
- ❖ We aim to ensure all our children are respected, safe and happy from their first day in the ELC. (R)
- ❖ We celebrate our children's achievements as they grow both in and out of the ELC setting. (G)
- ❖ We aim to encourage the uniqueness of every child to reach their potential. (U)
- ❖ We aim to prepare our children for transition into early primary school to continue their learning journey and to shine as individuals. (S)

## General Information

### Where are we?

St Fergus School ELC

School Road

St Fergus

Peterhead

Aberdeenshire

AB42 3HD

Tel. 01779 403705

(01779 403708 can be used to contact ELC for emergencies only, from 3.30pm-6.00pm only.)

E-mail [stfergus.sch@aberdeenshire.gov.uk](mailto:stfergus.sch@aberdeenshire.gov.uk)

Website [www.st-fergus.aberdeenshire.sch.uk](http://www.st-fergus.aberdeenshire.sch.uk)

St Fergus ELC setting provides education for children in their ante-pre and pre-school years.

It is a non-denominational setting and does not teach through the medium of Gaelic.

St Fergus ELC is an 8am-6pm term time only setting and can take up to 16 children per session.

As our vision statement indicates we are committed to working in partnership with every child's parent/carer/family to ensure that their ELC experience is of high quality and meets the developmental needs of our young learners.

## Staff

### Who are we?

Ms Cantlay

Senior Practitioner



Mrs Morgan

0.8 Lead Practitioner



Mrs Hastie  
EYP



Mrs Park  
EYP



Mrs Wiseman  
EYP



Miss Flett  
EYP

(on maternity leave, returns June 2024)



Miss Milne  
EYSW



## What are the ELC hours?

**Whole day session 8am-6pm**

or

**Half day session 8am-1pm / 1pm-6pm**

### Core hours

**Am 8:45am-12:40pm**

**Drop off 8am-8:45am**

**Collect 12:40pm-12.55pm**

**Pm 1:15pm-4:15pm**

**Drop off 1pm-1:15pm**

**Collect 4:15pm-6pm**

The core hours (when it is not possible to drop off or pick up your children) means that we avoid frequent disruption throughout the nursery day.

Please bring your child into the vestibule, ring the nursery bell and staff will come and welcome you. Only one adult should bring/collect the child. We request that staff are informed at drop off if a different adult will be collecting your child.

# What do I need to bring to my ELC setting?

Please provide a zipped and named bag that can be kept in ELC containing a spare set of clothes for your child. This should include - pants, socks, trousers, T-shirt, and sweater, with all items labelled. Please also include a named pack of wipes and box of tissues at the start of each term. Indoor shoes that your child can take off and on independently (velcro or slip on) can be brought and kept by your child's peg. Please provide an outdoor jacket daily. Please ensure all items are named.

In instances of a toileting accident, a member of staff will help your child to change, put soiled items of clothing in a plastic bag, (double bagged), tie it and give the bag to whoever comes to collect the child at the end of the session. At this time also, the member of staff will explain the circumstances of the accident. If the soiling accident is such that the child needs a proper wash or bath, e.g., sudden tummy upset, parents will be contacted to come along and collect them. If we cannot contact you, we will phone your 'emergency contact'.

**We ask that children do not bring toys and personal items from home to our ELC setting to limit the spread of infection.**

## Suitable Clothing

Every day, the children will have opportunities for outdoor play either in the tarred area adjacent to the ELC or in the ELC play area/garden. The setting also has a free flow play area that the children access daily. Please ensure that your child has welly boots and outdoor suit for wearing daily. These can be brought in and stored on the rack kept

in ELC. (They do not need to be taken home each day and will be given home to be washed as required.) All welly boots must be clearly labelled with your child's name - First name and surname, please!



## Cycle Helmets

Children have outdoor play on bikes and scooters on a regular basis. Parents are asked to please provide a correctly fitting cycle helmet for their child to use when outside. This can be kept in the setting or taken home daily if you wish. All helmets must be clearly labelled with your child's name.

## **Sunscreen**

To protect your child from the dangers of the sun, we would appreciate if you can apply sun cream before they start their ELC session. We also request that all parents provide sun cream/lotion. This needs to be labelled and handed over to a member of staff and will be applied to your child as and when required. The sun cream/lotion will be kept in a locked cupboard when not in use. To ensure all children have access to outdoor play and learning, ELC will provide sun lotion with a minimum SPF 50 that meets British Standards requirements. This is only applied with parental permission. Please inform staff if your child has any specific allergies. Also please make sure your child has a sun hat when weather permits.

## **ELC Sweatshirt**

St Fergus ELC setting has a recommended sweatshirt in royal blue with the logo of a gold teddy embroidered on the front. Buchan Embroidery, Merchant St, Peterhead have the logo and sweatshirts can be ordered from them. There is no obligation for ELC children to wear the sweatshirt.

## **Who will look after me?**

Children's first and most enduring bond is with you and their wider family. However, as they may spend a significant amount time in their ELC setting, creating strong, sustained, and emotional bonds are the foundation for healthy development. In recognition of this many ELC settings employ a key worker system.

*"A key worker is a valuable point of contact for both the child and their family and a link with the Early Years staff and other professionals providing care and support both inside and outside the setting."*

*Dare & O'Donovan (page 172, 2009)*

The key worker's role is to be the person most attuned to your child and your family.

As part of our ELC induction programme, you will be introduced to your child's key worker and this usually remains the same member of staff throughout your child's time at St Fergus nursery.

# Do I get to visit my ELC before I start?

## Introduction to ELC

Induction visits are held the term before your child is due to begin their funded sessions. Ms Cantlay, Early Years Senior Practitioner will hold an information meeting for parents to visit St Fergus ELC and meet the staff.

During the first week of the school session in August, the ELC setting holds an Open Morning. This is a chance for the parents/carers to meet over a cup of tea and the children to play with some of the resources/activities.

Children joining our ELC during the school year (October/January/April) are invited to come in for a visit to see the setting and to meet the staff. There are opportunities during the year for 'stay and play' sessions.

## Transfer to Primary 1

During the summer term of the year your child is due to transfer to school, a programme of meetings is arranged for the parents to receive some information about the primary 1 curriculum. A planned transition between the ELC setting and P1 commences in January with joint activities for the children to participate in.

# What will I learn at my ELC setting?



## ELC Curriculum

The curriculum provided in ELC is part of a continuous learning experience from age 3 to 18. Pupils will be helped to:

- understand the world in which they live
- reach the highest possible levels of achievement
- be equipped for work and learning throughout their lives
- develop early skills in literacy, mathematics and health and wellbeing
- address the values, principles and purposes outlined in Curriculum for Excellence

In ELC, children's learning is at the **Early Level of Curriculum for Excellence**. This level covers the ante-pre-school, pre-school years and primary 1.

**First Level** To the end of P4, but earlier or later for some.

**Second Level** To the end of P7, but earlier or later for some.  
S1 to S3, but earlier for some. The fourth level broadly equates to Scottish Credit and Qualifications Framework level 4.

**Third & Fourth Levels** The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all the fourth level outcomes.

**Senior phase** S4 to S6, and college or other means of study.



### Successful learners with

- enthusiasm and motivation for learning
- determination to reach high standards of achievement
- openness to new thinking and ideas

### and able to

- use literacy, communication and numeracy skills
- use technology for learning
- think creatively and independently
- learn independently and as part of a group
- make reasoned evaluations
- link and apply different kinds of learning in new situations



### Confident individuals with

- self respect
- a sense of physical, mental and emotional wellbeing
- secure values and beliefs

### and able to

- relate to others and manage themselves
- pursue a healthy and active lifestyle
- be self aware
- develop and communicate their own beliefs and view of the world
- live as independently as they can
- assess risk and make informed decisions
- achieve success in different areas of activity



To enable  
ALL young people to  
become



### Responsible citizens with

- respect for others
- commitment to participate responsibly in political, economic, social and cultural life

### and able to

- develop knowledge and understanding of the world and Scotland's place in it
- understand different beliefs and cultures
- make informed choices and decisions
- evaluate environmental, scientific and technological issues
- develop informed, ethical views of complex issues



### Effective contributors with

- an enterprising attitude
- resilience
- self-reliance

### and able to

- communicate in different ways and different settings
- work in partnership and in teams
- take the initiative and lead
- apply critical thinking in new concepts
- create and develop
- solve problems

Most of the children's learning will be through play. Learning takes place both indoors and outdoors. As part of their learning programme, children contribute to responsive planning. This, along with their profiles means children can talk about their learning:

- What we know
- What we want to find out
- What we have learned

We are exploring online journals for sharing learning with parents. More details will be provided once ELC find the best journal to fit the settings needs. Ms Cantlay will provide training events to allow maximum interactions both from staff and you, as parents to enhance communication and share your child's learning effectively.

## How will I Learn?



Article 31 from UNCRC states that: All children have the right to play.

*"Play is often thought of as children's work"* Susan Issacs, 1930

*"Play is an intrinsic part of human nature and development. For babies and children, the essential role of play is well documented. Through play a child develops their cognitive, social, emotional, and physical capacities. Through play, the child can learn to answer their own questions, learn new skills and learn to work collaboratively with other children and adults."*

Realising the Ambition, Being Me. (National practice guidance for Early Years in Scotland from Education Scotland)

Play is essential for children's health and well-being. Your child will be following a play-based curriculum when in ELC.

## **What happens if my child has some additional support needs?**

Prior to and during your child's induction into our ELC setting at St Fergus School there will be opportunity to discuss any concerns with ELC staff. This may then lead to an individual care or support plan/risk assessment being put in place. If required, the Early Years Senior Practitioner or Head Teacher may discuss with you the option for involvement of outside agency professionals such as the Educational Psychologist, Speech and Language Therapist or Health Visitor.

## **How will I know what is happening in the ELC?**

We communicate with parents/carers in a number of ways.

Informally, ELC staff may pass information to you when you drop off/collect your child. There is also a white board in the Vestibule with daily informal information.

Formal information may be sent to you via our school office by email/text. A newsletter is sent via email fortnightly on a Friday.

Our website [www.st-fergus.aberdeenshire.sch.uk](http://www.st-fergus.aberdeenshire.sch.uk) has an ELC tab and if you click on this you will access ELC Standards & Quality Report, ELC Parent Booklet, ELC Risk Assessments, ELC Policies, ELC Remote Learning as well as a current calendar of events.

We have a Twitter account and encourage parents to follow us @StFergusSch

Parents can contact the setting by Tel. 01779 403705  
or by E-mail [stfergus.sch@aberdeenshire.gov.uk](mailto:stfergus.sch@aberdeenshire.gov.uk)

## **How will I know how my child is doing?**

For October, January, and April intakes there are taster sessions. Stay and Play days are held at various points during the session. During November and May, your child's Key Worker will share your child's profile with you as part of Key Worker Reporting Meetings. St Fergus ELC, are exploring online journals for recording of observations and profiling of children's progress.

Any time you have a question, a worry, or a concern, please mention this to a member of staff when dropping off or collecting your child.

## What will I eat?

### ELC Snack

Our setting follows guidance from the NHS Scotland document 'Setting the Table' as well as National Care Standards.

Each am/pm session, children will be given a small healthy snack of fruit/veg daily. They will be encouraged to drink milk or water. We establish links between our curriculum on healthy eating and the food provided in the setting for snack.

### ELC Lunch

All children who are in the setting at 12 noon are provided with a healthy lunch. This means that if your child is attending a morning or an all-day session then they will have lunch. This is prepared in our school kitchen by our unit cook/supervisor, Mrs L Paterson, and her catering team of catering assistants. The lunch is served in the nursery room.

### ELC High Tea

Children who access the setting from 1.00-6.00pm are provided with high tea at 4.45pm. The high tea is also prepared in our school kitchen and served in the nursery room by nursery staff

*\*If your child has any allergies, please inform the setting.*

## Why do I brush my teeth at my ELC?

Every 3 and 4-year-old attending ELC in Scotland is eligible to be offered:

- free daily supervised toothbrushing in their ELC
- free dental packs, which contain a toothbrush, toothpaste of at least 1000 parts per million (ppm) fluoride and oral health messages.
- oral health education.



# What can I do at home to help my child with their learning?

As a parent you are your child's first and most important educator.

- Encourage them to dress themselves, change their shoes independently, wash their hands.
- Read a story every day; talk about books, read familiar words to them e.g., labels on food packets.
- Talk with them and answer questions, play remembering games and guessing games e.g., I spy.
- Help them to match and sort e.g., put a knife and fork for each person, put socks in pairs, match the right foot to the right shoe.
- Encourage them to count and use numbers in everyday situations e.g., count their fingers and toes after a bath, learn some nursery rhymes, identify numbers on houses, cars, etc.
- Encourage them to listen to music, songs, and rhymes e.g., in the car.
- Allow them to use crayons, pens, pencils, paint...and to make a mess.
- Give them a chance to use their fingers and hands e.g., to build with bricks, cut with scissors, and help with fastening zips and buttons.

## How safe is the ELC?

Entry to our setting is via the main school door. The interior secure door is kept locked, and parents are required to ring the ELC bell and wait until a member of staff comes to the door. Access from school into the ELC is again through a secure locked door with only staff having key cards. Staff always wear ID badges.

Parents may be asked to bring/collect their child from the Free Flow area in the playground if the main door is used for other occasions. If this is required staff members will be outside in this area at the appropriate times. The Free Flow gate is closed and secured once the children are all in.

We have regular fire drill practices so that children are aware of the procedures that need to be followed. From ELC, staff and children exit via the main school door and muster at the netball courts. Information is clearly displayed in the setting.

## **Arrival and Departure**

Should you, for some reason be unable to come and collect your child, please let staff know of any emergency arrangement you may have made.

## **Car Parking**

In common with many other Aberdeenshire Council schools, our car park is for staff of St Fergus School & ELC and visitors to the school. **We have limited spaces and request parents/carers do not use the car park between the hours of 8am and 6pm. Please do not walk through the car park when bringing or collecting your child.**

## **What if my child is unwell?**

### **Absence**

Please phone the school office before 8:45am/1pm if your child is going to be absent. If there is no notification of absence, office staff will phone the parent. If there is no reply, office staff will phone your child's emergency contact.

- Any child who is unwell should not attend regardless of whether they have a confirmed infection.
- Children with diarrhoea and/or vomiting should be excluded until they have no symptoms for 48 hours following their last episode.
- Children with unexplained rashes should be considered infectious until assessed.

## **Procedure for giving medication**

When your child starts at the ELC setting, you will be asked to complete a medical form, which gives you the opportunity to tell us if they have any health problems e.g., asthma, or allergies etc. Only prescribed medication can be given. Any medication is kept in a locked cabinet in the setting. If medication is given, a form is completed, and the parent will be required to sign it.

## **Storm/weather arrangements**

Sometimes school has to close for a day during an emergency e.g., a cut in the electricity supply, a fault in the central heating system, worsening of weather conditions.

If the children require to be sent home from ELC, someone from school (usually office staff) will contact you and ask you to come and collect your child. If immediate family are not available, the person you have named, as your emergency contact will be called. School use a text system to keep parents informed on these occasions, please ensure the school office has an up-to-date mobile contact number. Your child will never be sent home with an older brother or sister.

## **How can I support my ELC?**

At St Fergus School, we have a very supportive Parent Council (St Fergus School Association) who meet once every term. The main role of the SFSA is to support the school and ELC, giving a strong and encouraging parent voice while also raising fund raising to provide resources/opportunities that enhance the children's learning. SFSA are always happy to welcome new parents to their meetings. These are friendly and informal with the main focus being on providing the best opportunities for our children.

We welcome and appreciate parent volunteers to assist with both indoor/outdoor learning experiences. E.g., helping in the nursery garden, accompanying staff on outings. PVG check is required for regular volunteers.

## **How is our ELC doing?**

Please refer to our website - ELC tab - where you can read our Standards & Quality Report as well as our Improvement Plan for the current session.

Care Inspectorate last visited in January 2017 and the following grades were given:

**Care and Support**            **Very Good**

**Environment**                **Good**

(There was a recommendation for an outdoor Free Flow area, and this has been put in place.)

## What happens if I go to more than one ELC?

You may have requested to split your child's placement between more than one ELC setting. When this is indicated on the application form, you will be contacted to discuss your requirements further.

It is important for the child/family and staff involved that there is good communication between both settings involved in a split placement and that all sharing of information is in line with the GDPR act of 2018.

## What if my child is not ready for school at summer?

There are some changes to Deferral to Primary One, from the academic year 2023.

Deferral is when a child, who is 4 years old when school starts in August, remains in Early Learning and Childcare rather than moving on to Primary One. It can also be referred to as Delayed Entry to Primary One.

From the academic year 2023 to 2024 and beyond. If your child is 4 years old at the start of the autumn term in August, you can opt for a deferral without this being agreed by your local authority. There is no specific deferral application process and funding will be provided. You should apply for your child's ELC place using the usual online admissions application process. At the start of the online form you will see the question 'Select the type of place you are applying for' and you should select 'Delayed entry to Primary One'.

Please talk to Ms Cantlay, Early Years Senior Practitioner, if your child is eligible and you have already decided they will defer and remain in ELC rather than moving on to Primary One.

If your child is eligible and you are unsure about whether you want them to defer and remain in ELC or to move on to Primary One, then please discuss this with the Headteacher of the school. They will be best placed to explain what provision is like in Primary One and it should help you make the right decision for your child.

If you have any questions about deferral that Ms Cantlay, Early Years Senior Practitioner, Mrs Sutherland or Mrs Robertson, Head Teachers are unable to answer, please contact [elcadmissions@aberdeenshire.gov.uk](mailto:elcadmissions@aberdeenshire.gov.uk).



## **What should I do if I have a comment, compliment, or complaint?**

In the first instance talk to the ELC staff (your child's Key Worker). If the issue is not dealt with satisfactorily, please contact Ms Cantlay (Early Years Senior Practitioner) or Mrs Sutherland/Mrs Robertson (Head Teachers) and an appointment can be made to discuss issues confidentially. Aberdeenshire Council has an agreed complaints procedure which can be viewed at the school. You can also raise a comment, compliment or complaint with the Care Inspectorate by telephoning 0345 600 9527, writing to them at Care Inspectorate, 48 Huntly Street, Aberdeen, AB10 1SH or filling in a complaint form online at <http://www.careinspectorate.com/index.php/scswis-complaint-form>. You will receive a written reply within 20 days.

## **Child Protection**

Given on-going concern on the subject of child abuse, and the changes in the law, schools are now required to report if we think any child has come to harm as a consequence of possible abuse.

Each school has a Designated Officer (Head Teachers, Mrs Sutherland/Mrs Robertson) appointed to be responsible for Child Protection matters and specially trained for the task. The procedures are clearly displayed in the ELC setting.

Should anyone wish to talk further about Child Protection and the safety of children, they are welcome to contact the Early Years Senior Practitioner or the Head Teachers.

Where there is a possibility that a child could be at risk of abuse or neglect, the school is required to refer the child to Social Work, the Police, or the Reporter and under these circumstances, the parent would not normally be consulted first.

## **Equality and Fairness**

We are committed to providing and maintaining equality of opportunity for all children, parents and carers within the group. If anyone wishes further details about this policy, please speak to ELC staff.

## **Access to Personal Records**

On admission to ELC, parents / carers are asked to complete a form asking for information about the child, next of kin, nationality, name, address, and telephone number of GP. (Admission Form)

This information is held on computer by the school. It is shared with Aberdeenshire Council and the Scottish Government and is held in the pupil file in the head teacher's office.

Pupil files also hold Pupil Progress Records and records of assessment to track pupils' progress in learning.

Parents/ Carers may see their child's records if a request to see the file could be put in writing to the head teacher, giving 24-hour notice.

## **Confidentiality**

In the course of their work staff will have access to information that is confidential. This will include:

- Medical details
- Marital status
- Parents' employment situation
- Court orders - concerning child's residence or contact with family members, including foster children and Social Work Department placements.
- Child Protection - where there is cause for concern, staff can pass on relevant information following the set procedures without parental knowledge. This is the only exception to the policy of open information to the parent.
- Religion
- Addresses and phone numbers
- Child development records - shared with parents, staff and relevant professionals and schools at appropriate times

Staff are always reminded that this information is strictly confidential and not to be shared.

\*Further information about St Fergus School and ELC can be found in the school handbook.

## Appendix

Terminology you might hear at the ELC -

**PVG** - **Protecting Vulnerable Groups**. Membership of this scheme ensures people whose behaviour makes them unsuitable to work with children cannot do 'regulated work' with these vulnerable groups. Your school can give you an application form.

**GIRFEC** - **Getting It Right for Every Child**. **GIRFEC** is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people. It supports them and their parent (s) to work in partnership with the services that can help them.

**Well-being indicators** - There are eight wellbeing indicators in the Curriculum for Excellence Health and Wellbeing curriculum. It stands for **Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included**.

**UNCRC** - The **United Nations Convention on the Rights of the Child** is an international human rights treaty which sets out the civil, political, economic, social, health and cultural rights of children.

**CI** - The **Care Inspectorate** is the regulatory body for care services in Scotland. It regulates a range of care and support services including child minding/child daycare.

**Education Scotland** - Education Scotland is a Scottish Government executive agency charged with supporting quality and improvement in Scottish education.

**HGIOELC** - **How Good Is Our Early Learning and Childcare** is a framework for self-evaluation in nurseries.

**Parent Forum** - The Parent Forum or Parent Body is the name given to all parents (including guardians and carers) of all children attending the school.

**Parent Council** - Parent Councils are the recognised way for schools and local authorities to consult with parents. It is the role of the Parent Council to gather and represent the views of all parents.