

2025-26

Torphichen ELC Handbook



WELCOME TO TORPHICHEN ELC



Torphichen ELC

The Loan

Torphichen

EH48 4NF

01506 284751

Nursery Staff Team	
Head teacher	Marnie Ferguson
Principal Teacher	Louise Johnston
Early years officer	Lisa Alexander
Early Years Practitioner	Leanne McFarlane
Early Years Practitioner	Joy Crompton
Pupil Support Worker	Lynsey Finlayson

Other adults working in the nursery class may be pupil support workers, supply staff, students or other professionals who may see your child during our nursery sessions.

Torphichen ELC

Our Vision

'Together we Nurture and Care'

Our Values

We are KIND

We are INDEPENDENT

We are UNIQUE

Our Aims:

- To create a welcoming, safe, caring and inclusive environment.
- To work in partnership to ensure a holistic approach to the well-being of children.
- To foster curiosity and a desire to learn through play.
- To develop resilience, confidence and independence by encouraging children to embrace challenge.
- To promote enjoyment and nurture of the outdoor environment.



SESSION TIMES

Monday to Thursday - 8.30am-4pm



Starting Nursery

What to expect:

Before your child starts nursery you will be invited to bring them along for an informal visit. Children will be able to meet each other and enjoy playing together. It will also be an opportunity for you to meet our staff and ask any questions.

This will allow everyone to become a bit more familiar with the nursery. Your child may have been to nursery or playgroup before but remember, to them, everything at Torphichen will be new and different. The nursery staff will advise you of the best length of time to stay to begin with if necessary. Everyone is different and we try our best to suit the individual needs of all.

We will provide a safe and stimulating environment in which your child will feel valued and respected as an individual.

At the beginning most children find the nursery an exciting and stimulating experience. However, some children find it quite bewildering. Together we can work out the best approach to help your child to get the most from their experience at nursery.

We welcome your comments and suggestions and will listen to any concerns and treat them confidentially.



Coming to and from nursery

When you enter or leave nursery please remember to check the door is closed behind you. The security door entry system automatically controls entry to the nursery at all times. **Please do not open the door or hold the door open for other people.** We know this may seem rude but we're sure you will appreciate this is for security reasons and to ensure the safety of all our children.

Your child will be given a peg and shoe area with his/her name on and a picture for easy recognition. Outdoor shoes should be put on the bench under their peg. For the children's safety, soft soled shoes (black gym shoes) can be worn indoors and must be clearly labelled with your child's name.

At the start of the session remember to help your child to self-register.

At the end of the session staff will only release your child to a person who has been named by you on the form and who knows your password.

All children must be brought to the nursery and collected by an adult. No person under the age of 16 can do this and under no circumstances can the nursery staff hand over a child to another child.

Please ensure staff are informed as to who is collecting your child if you yourself are unable to do so. Parent/carers are reminded that picking up times are important as staff require time to organise activities for the next session. If, for any reason, you are going to be late, please let us know. It will save your child a great deal of worry.

When you are in the nursery at the start or end of a session please feel free to chat to us so that we can exchange information that will help your child relax and have fun at nursery.



Communication

We have several approaches to communicating news. We use a news board in the cloak room for events and points of interest. We put notes in your child's Seesaw profile and regular Head Teacher updates gives parents/carers information about nursery events and general information too. If you provide your email address we will email information to you and save paper.

Early Years Curriculum and our Pedagogy

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:

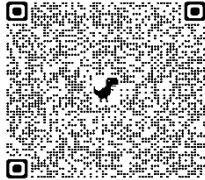
- recognise the need for all children and young people to know themselves as individuals and to develop their relationships with others, in families and in communities
- recognise the knowledge, skills and attributes that children and young people need to acquire to thrive in our interconnected, digital 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.

- The following documentation Curriculum for Excellence, GIRFEC, the Scottish Government 'Realising the Ambition: Being Me' document and the self-evaluation guide "How Good Is Our Early Learning and Childcare" support and guide our aims for learning.
- We also ensure the UNCRC Rights of the Child is evident in all practice within our nursery.

Please scan the QR codes below if you would like to find out more information.

Curriculum for Excellence



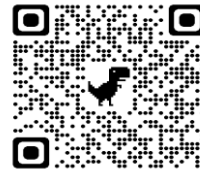
Realising the Ambition Being Me



UNCRC Rights of the Child



Getting it right for every child (GIRFEC)



Risky Play

We also support children to enjoy risky play opportunities, both indoors and outdoors.

Risky play has many advantages to a child's development, including:

- Developing problem solving skills
 - Developing independence
 - Being able to assess risks
 - Hand and eye coordination
- Learning their own capacities'
- Increased academic performance

The Nursery in the Primary School

The nursery is very much part of the primary school and school facilities are available for use. At times the nursery will join in with the school and take part in special events. Your child will also become familiar with the school through routines such as collecting milk from the school, helping an adult collect things from the printer, etc. School children also visit the nursery regularly as parts of the school offerings program.

Outings and Special Visitors

As part of our early years' curriculum, we like to consult with the children and follow up on their interests. This can often take us out and about in the local community and sometimes further afield. For any outings, we require specific permission from parents/carers and we may ask for appropriate payment to cover costs.

We like to take children out for walks in the community. For these local outings, we will ask you to grant permission on a yearly basis, rather than handing out permission slips every week.

We often have visitors from various professional and community agencies (e.g. Police, Health, Educational Psychologist, Doctor, Dentist, Speech and Language Therapist) to help advise us or simply to talk about their jobs with the children as part of our learning.

Child Protection

It is our role as educators to ensure all our children live safely and can reach their full potential. Torphichen ELC and Primary School has a Child Protection policy (copy available in our Parent Information File) which follows National and Local guidance. West Lothian has developed an inter agency approach to Child Protection. This means that schools work with Social Policy, Police Scotland and Lothian Health Board to ensure the care and welfare of each child in school. To protect all children from any form of abuse West Lothian Council has clear procedures and guidelines, which we must follow if any allegation or suspicion of child abuse arises.



Getting it Right for Every Child (GIRFEC)

Getting it Right for Every Child is the "Golden Thread" that connects policy and practice which is aimed at supporting children, young people and their families. It is about improving outcomes for children and young people and making sure public agencies respond well to needs and risks. It is about ensuring children and families get the support they need support at the right time.

The primary aim is to bring together the right services to assist children, young people and families, in order that Scotland becomes the best place in the world for children to grow up. It seeks to ensure that children are **Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible and Included**.

Getting it Right affects every child in Scotland. It affects parents and carers, giving them additional help if they need it and the opportunity to be involved in planning any extra, targeted, support their children may need. However, it also changes the way in which different organisations, including health, education, third sector children services, youth justice and the police in Scotland, work together to ensure the best outcomes for children and young people.

Getting it Right was introduced by the Scottish Government in 2008. All public services were encouraged to become involved in making it work because it was widely known that Getting it Right is a great way of helping children and families.

The main features of GIRFEC include:

- Where a number of services need to cooperate to help support children and their families, a Lead Professional (usually the Health visitor for pupils of nursery age) will be appointed to ensure there is good coordination
- Where needed, supporting agencies and organisations will help assess a child's wellbeing and will work with children and families to ensure good outcomes for the child
- A single planning system for children, aimed at identifying children's wellbeing needs and setting out how services and parents can collaborate to support children and young people
- Ensuring that the expressed views of children, young people and their parents or carers are gathered and considered to ensure these views inform plans for extra, targeted support.

All nursery children will have a **Care Plan** which will be regularly updated and shared with you. This ensures that children's health and well-being needs are being met.

Medication

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. Please click on the QR code below for Procedures for the Management of Pupils with Healthcare Needs



Health and Safety

For health and safety reasons and to help the smooth running of the nursery we ask that:

- Parents leave buggies and prams outside the nursery
- **Parents do not open the security door for other parents/children**

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 handwashing on arrival at nursery, before and after mealtimes, coming in from outdoor play and after 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. Please click on the QR code below for further information



Progress and Seesaw profile

The nursery staff regularly observe and assess progress and development of children and will build up a profile on each of them, and this is recorded on their Seesaw profile. On entering the nursery all children are allocated a Key Worker. This member of staff will be responsible for the upkeep of your child's Seesaw profile, although it should be noted that all children will be working with all members of staff throughout their time in nursery. No other parent will be able to access your child's Seesaw profile.

We are always willing to discuss all aspects of development with you both formally and informally as well as at arranged stay and play/information evenings. There will be opportunities for parents/carers to add to your child's Seesaw profile throughout the year as we celebrate children's achievements both inside and out of school. Children's photographs and voice are a large part of the evidence we gather.

Parents as Partners at Torphichen ELC

All of us as a staff recognise that parents have more influence over their children's education than we do, and that being a parent is the most difficult job in the world, for which few people receive any training. We enjoy working together with parents, to help them to give their children the best possible start in life.

Each child is an individual and will be valued as such. We will work together to build self esteem, self confidence and self worth in your child which will create the best foundation for present and future learning.

Through play, children can make sense of their world and can develop many physical, social, emotional and intellectual skills within the safety of a structured environment.



Your child learns and develops rapidly during the important early years of their life. During this time, the home learning environment has a significant impact on children's development, and their ability and willingness to learn. By making sure you talk, listen and play with your child, involve them in a wide range of activities as part of their daily routine, and help them investigate the world around them, you can help give them the best possible start in life.

You can help your child to learn by playing together and:

- Encouraging them to be independent e.g. toileting, getting dressed and washing-hands
- Giving them opportunities to share and join in with other children
- Going out for walks or visits - talking about what you see
- Helping them develop literacy skills by reading to them every day, learning nursery rhymes together and reading familiar words to them
- Helping them develop number skills by encouraging them to count and use numbers e.g. counting up and down stairs, in counting songs, pairing up/ matching socks or collecting stones and putting them in order of size, looking for patterns in the environment e.g. stripes /spots and making patterns of your own, looking for shapes in the environment- things which are similar and things which are different
- Supporting, encouraging and listening to them as they express themselves, talking about their thoughts and ideas, and how they feel.
- Singing, dancing, painting, messy activities and having fun together indoors and out.
- Giving them opportunities to use their fingers and hands e.g. building with bricks, cutting with scissors, fastening zips and buttons
- Talking about their day at playgroup/ nursery / childcare and think about what **you can do** to build on this
- Talking to the staff working with your child and share information with them
- Asking for extra help if you think your child needs it for any reason



Remember always to praise their efforts.

Parent Helpers

Once the children are settled, we are pleased to welcome helpers into the nursery. These include Mums, Dads, Grans and other members of the family ready, willing and able to help. Some of the tasks you may be asked to help with are:

- Reading stories
- Playing games
- Chatting to children to develop their language
- Simple wood work
- Painting or making and doing other art
- Supporting children on the computer

If you decide you would like to help in the nursery, please complete the form in the induction pack and ask staff about a disclosure form. We are aware that if you have younger children, or go out to work, you may not be able to support the nursery in this way. However there other ways you can help:

- Providing reusable materials for the nursery i.e. empty biscuit and cereal boxes, scraps of material, wool, wood (no toilet roll tubes)
- Coming to parents consultation meetings
- Coming to Stay and Play sessions.
- Providing items for developing topic work

Stay & Play

We have regular 'Stay & Play' sessions where parents/carers/relatives etc. are invited to stay with their child in nursery. You can play with your child and meet their friends. It is also a good chance to find out about what your child has been learning and a bit more about the nursery curriculum. We will inform you of the date of 'Stay & Play' sessions well in advance.

Bringing Toys to Nursery

The nursery is equipped with lots of different toys. To avoid children being upset in the event of their favourite toys being lost or damaged, it is better that personal toys are left at home. However, we do understand that a transitional object may help your child feel settled when separating from main care givers on arrival to nursery and this is something we fully support.



Emotional and Social Development

It is important that we help the children in nursery develop their own personalities while considering the needs and feelings of others. We teach the children how to show respect for one another and how to look after one another through referring to our nursery values in a child friendly way.

We encourage the children to sort out problems by discussing openly their feeling about what has happened and trying to find solutions to their problems. We adopt restorative practise strategies.

Mealtimes

Torphichen ELC is 'Health Promoting'. In line with local and national guidance, we provide a breakfast, morning snack, lunch and afternoon snack. Children will also have access to a drinking station at all times to keep them hydrated.

There are various healthy snacks on offer throughout the day at nursery which follow the NHS Setting the Table Guidance and Food Matters Nurturing happy, healthy children. Please scan the QR code below for further information:



Setting the table



Food Matters

Please scan the QR Code below for the current WLC Nursery Lunch Menu



If your child has specific dietary requirements and/or allergies identified by his/her GP/Consultant please let us know and we will ensure these are catered for.

Due to allergies within the nursery/school please note no nut products are allowed.

You may wish to provide your child with a packed lunch instead of the Nursery Lunch. If this is the case, please let us know. You can find information on healthy choices for packed lunch on the Parentclub link below:



Clothing

Your child should come to nursery wearing clothes which enable them to take part in all activities without worrying about them being spoiled. The outdoor area is a major part of the nursery curriculum and we promote independence, therefore clothes should be easy for children to fasten/unfasten as we encourage children to dress/undress themselves when going to the toilet or outdoor play. Please avoid belts, buckles or difficult fastenings. Football colours are not encouraged in Nursery. We are fortunate to have enough nursery waterproof dungarees and jackets for every child, so there is no obligation to provide these items. However, we would be grateful if you could provide a pair of wellies that can be left in nursery to support your child in accessing outdoor play.

Please provide your child with a pair of soft shoes for indoor use. Gym shoes with Velcro fastenings are ideal.

Please label all clothing and footwear with your child's name for ease of identification.

Your child will be provided with a named coat peg in the cloakroom where they can leave their belongings whilst in the Nursery. We would be grateful if you could provide an extra set of labelled clothing which can be stored in the Nursery cloakroom.

Nursery sweatshirts and T-shirts are not essential but can be ordered from Border Embroideries if you wish. Please scan QR code below for ordering information.



Attendance

Please send your children to nursery regularly but if your child is unwell they may find it difficult to cope and would be better off staying at home.

If your child is absent inform the school by telephone or send a message.

Tel: 01506 284751

In line with West Lothian Council procedures, a nursery child's absence will be reported to the Health Visitor if the Nursery/School is not made aware of the reason for the absence.

Please keep your child off for 48 hours after sickness or diarrhoea.

It is very important that you keep your emergency contact information up to date to ensure we can contact you in the case of an emergency.

Photographs

As mentioned previously, sometimes we take photographs of children at work and play for display purposes. If you have any objections to your child's photograph being taken please let us know when you enrol them.



- **Publicity:** From time to time members of the press / media are invited into schools to cover events celebrating success.
- **School Activities:** Photography by staff of events, outings, activities etc. may be used in the curriculum and will be displayed within the nursery, on our blog, school website, and Twitter. Learners Journeys of children's progress are kept

and these will include photographs taken by staff of children taking part in curricular activities.

- **Special Events:** Parents may wish to record these occasions e.g. Sports day etc. Photography may be restricted for reasons of child protection or out of respect for the rights and privacy of individuals. Please ensure that permission has been given by staff prior to photographs being taken. Parents will be asked to inform the Early Years Officer if they do not wish their child to be photographed in connection with these events.

Summer

In the summer it is very important that your child wears a sun hat and sun cream. Please provide your child with a sun hat and apply sun cream before your child comes to nursery. Please feel free to put your child's sun cream (labelled) inside their bag so we can re-apply the cream if necessary. Alternatively, you can choose to hand in a bottle of suncream for your child for use in nursery. Staff require permission from parents to apply suncream to your child, and this is recorded and reviewed regularly within your child's personal plan.

Our Values Board

Our values board is displayed in nursery and children receive 'shout outs' via notes being added to the board when they demonstrate one of our values. This supports children's understanding of our values and offers praise and recognition for this. We will share these 'shout outs' via your child's Learning Journal.

Policies and Procedures

Please scan the QR code below for information on *education* related *policies* and procedures in *West Lothian*, also including general service information, consultations and service standards.



Complaints Procedures

It is important that the nursery runs smoothly and that we work together in a spirit of co-operation in your child's best interest. In the event of a complaint, we will make every effort to respond quickly and appropriately. All complaints will be dealt with confidentially. If you have any problems or complaints, please come and speak to the nursery staff or a member of the school management team. If you are not happy with the outcome you can register your complaint with:

Customer Services West Lothian Council
West Lothian Civic Centre
Howden South Road
Livingston
West Lothian EH54 6FF

Email: customer.service@westlothian.gov.uk

Telephone: 01506 280000

Or with

Care Inspectorate:

- fill in the complaints form online (www.careinspectorate.com)
- contact them on 0345 600 9527
- write to any of the offices listed online or headquarters at:

Compass House 11 Riverside Drive Dundee DD1 4NY