

Welcome to Menstrie ELC



2024/25

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Menstrie Early Learning and Childcare (ELC) is a, 'Stand Alone' provision meaning that it has its own leadership and management structure, it is not managed by a school or head teacher. Menstrie ELC has a leadership and management structure consisting of a head of establishment, a deputy head of establishment and two senior early learning and childcare educators. All senior leaders are qualified to a degree level (B.A.), and the head is also qualified for a master's in education (M.Ed.).

Menstrie ELC is the stand-alone provision for the Hillfoots area of Clackmannanshire, the setting can also take children from any surrounding area in the local authority and beyond as Scottish Government funding for 1140 hours of eligible childcare now follows the child i.e., there are no traditional catchment areas.

We are open all year round, (except for closure between Christmas and New Year, public holidays, one week at October, and staff development days.) from 8.00 am to 5.30 pm.

We offer term time or extended year places.

Term time places are

Monday to Friday 8.50 am until 2.50 pm.

Extended Year places are

Monday and Tuesday 8am until 5.30pm and Wednesday 8am until 12.45pm

or

Wednesday 12.45pm until 5.30pm, Thursday and Friday 8am until 5.30pm

or

5 mornings – 8am -12.45pm

Or

5 afternoons 12.45pm-5.30pm

We have the capacity to take 107 children from the age of two years (eligible two's only) to children aged five years going to school.

We currently do not offer any paid places. We only offer 1140 hours funded entitlement.

We strive to be at the heart of every child's community and socio-cultural family background, who access our establishment. Menstrie ELC is situated in the village of Menstrie where we access a wide variety of learning opportunities and areas e.g. the local library, the village shops, the cycle track to Cambus, the river Devon and at the foot of the Ochil Hills.

We are committed to continuous improvement and regularly gather data to inform our self-evaluation. This data comes from a range of evidence consisting of stakeholder surveys, given to families, staff and partners. We consistently gather parent/carer views before, during and after family learning and social events. As a result, we can tailor our approach and offer a more bespoke experience for families.

We communicate daily with families during drop-off and pick up times, we post regular updates on communication and children's learning on Dojo where families can message too. We meet with all families three times a year to report on progress, and ongoing target setting for next steps is encouraged weekly through the key worker approach.

Our theoretical and pedagogical approach to, Documentation: a pedagogical approach to making children's learning visible' embeds children's rights, specifically having the right to be heard and be consulted with on matters that affect them, at the heart of our curriculum. The design of our curriculum planning is based on inquiry led learning through play. Children's voice is the 'golden thread' throughout our curriculum where, as a result, democracy is alive in action. We 'tune in,' and truly listen to children's many communications through a '100 languages (languages of behavior, play, learning) and consult with children every day through this approach as well as specific times in the year where we have a more structured consultation. As a result, children understand and can articulate the importance of listening to each other (peers), and that educators listen and respond.

Meet the Team

Lorna Willows – Head of Establishment



Gemma Kotrys – Deputy Head of Establishment



Sheona Conner – Senior Early Learning and Childcare Educator



Michelle Mackie – Senior Early Learning and Childcare Educator



Lyndsay Carlin – Nursery Administrator



Early Learning and Childcare Educators-

Wendy Brown



Arlene Davidson



Melissa Docherty



Lesley Kettrick



Nia Hutchison



Romy Masterson



Danielle Johnston



Lauren McGill



Chloe McKenzie



Malcolm McLachlan



Emma McLean



Stacey Harrower



Amanda Smith



Kerry Stanners



Catriona Wear



Claire Wyllie



Abbi McCann



Nicola Ballantyne



Learning Assistants –



Christine Griffiths

Abbi McCann



Catering staff –



Karen Fyall

Outdoor Learning

- We use the outdoor area every day giving children the choice to play outside if they wish.
- We have rain jackets, trousers and wellies within the nursery to use for cold and rainy weather.
- We also make use of our school grounds, regularly visiting the trim trail and planting area.
- We also enjoy walks in the local community.
- **Although we have clothing for the weather accidents can still happen and we ask if you can provide a change of clothes in your child's bag clearly labelled with their name.**
- **Sun Cream - We kindly ask that you apply this before your child comes to nursery. If they have allergies and require their own sun cream then this should be provided.**

Snack

- Children have a daily snack.
- Children are supported in preparing the snack which helps develop their fine motor skills.
- Milk or water is provided daily. We ask that water bottles **are not provided** as we have water stations available throughout the day.
- We also try a variety of other foods at snack depending on the children's interests and learning focus.
- Children are encouraged to clear their dishes away after they have eaten. The nursery promotes healthy eating following Clackmannanshire Nutritional Guidelines and "Setting the Table" document.
- Please let us know if you have any healthy ideas or suggestions for snack. We only have sweet foods on special occasions such as parties and celebrations. Please do not send in sweets from holidays for other children. In line with local guidelines we are unable to accept food cooked at home for the children's snack.

Lunch

- A 2 course lunch is provided.
- Lunch is a social time where all children sit together.
- Packed lunches can be provided in line with local guidelines. Please ensure you include a cold pack in your child's lunch box.
- Grapes, sausages, cherry tomatoes must be cut in half lengthways, no boiled sweets, no nut products including peanut butter. No popcorn or raw carrot.
- **A copy of the lunch menu is displayed on the notice board and can also be found on clacks.gov.uk. If you know that your child does not like something on the menu we kindly ask you provide a packed lunch for these days as there is no alternative provided.**

Curriculum

We follow the Curriculum for Excellence guidelines focusing on the Early Level which covers nursery to the end of P1. We track their progress in learning throughout their time in nursery, ensuring that this is passed on as the children transition into Primary 1.

Parents and carers are the biggest influence on a child's development particularly in the early years and staff and parents sharing information is key to the best possible start for children. Staff form a relationship with your child, getting to know their strengths and preferences and will consult with you regularly both informally as well as at parent's meetings and reports at the end of the school session. Children's learning journeys are tracked in their personal learning journals as well as in the group floor books and you have access to these at any time. Class Do-Jo is also used to communicate with families and learning will be shared by key workers using the app.

We follow the 'Building the Ambition' guidance on early learning and childcare which builds upon Pre-Birth to Three and Curriculum for Excellence early level from 3 years to 6 years. The guidance promotes experiences and interactions necessary to deliver the learning journey at the most important developmental stage for babies, toddlers and young children. It describes good practice in creating caring and nurturing settings that allow wellbeing, communication, curiosity, inquiry and creativity to flourish. This can be seen in our approach to outdoor learning, loose parts play, risky play and free flow learning through play in a variety of contexts and the real world.

Communication and Parental Involvement

All parents/families are encouraged to be a part of their child's nursery experience. There are lots of opportunities throughout the year to have both formal and informal meetings with your child's key worker. It is important that you share in your child's learning experiences and we communicate with families in a variety of ways to ensure information is passed on and your child's learning is shared with you.

Home Visit

- We offer a home visit before your child starts nursery which allows us to meet yourself and your child in a familiar place. At this home visit we will bring along some paperwork and information for you as well as some toys to engage with your child. We will also make a plan together for your child's transition into nursery and arrange a visit for your child.

Progress reports

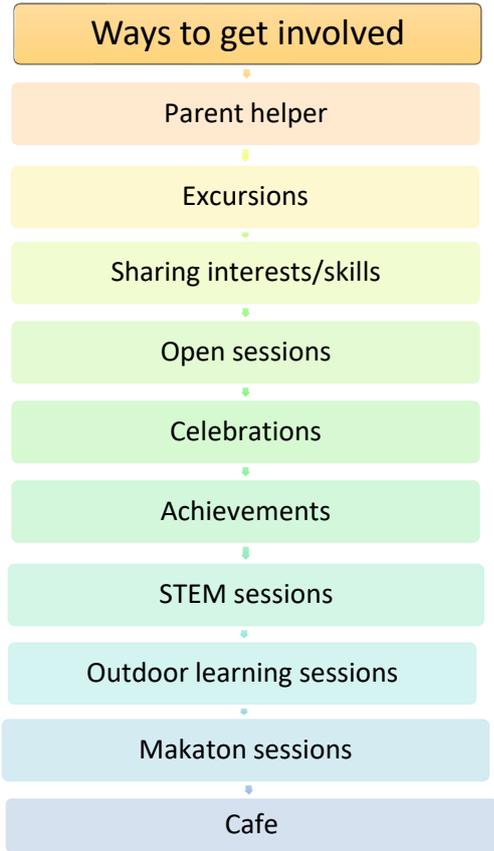
- Once your child has started nursery you will have regular updates from their key worker and have a 6 week settling in meeting to discuss your child's progress. This allows us to share your child's experiences so far as well as have an informal chat about how your child has settled in.
- We have four impact tracking meetings a year where key workers (educators with responsibilities for a group of learners) report to the senior leadership team on the progress of their children through the early level pathways for literacy, numeracy, health, and wellbeing. This means we have regular dialogue about children's progress, pace, and depth of learning, which is moderated. Educators are responsible for ensuring identified gaps and required challenges are prioritised that session. We also track our 2-year old's developmental milestones and have similar impact meetings to ensure next steps are followed through. We also participate in moderation across our Cluster (Geographical working group of head teachers, schools and nurseries) this year we have a focus on improving learning and teaching across writing experiences for children.

Remember you can arrange a meeting with staff at any time if you wish to discuss your child's needs.

Parents, carers and families are by far the most important influences in a child's life. Their support can play a vital role at all stages of education.

The Scottish Schools (Parental Involvement) Act 2006 recognises the vital role that parents play in supporting their children's learning by strengthening the framework for supporting parental involvement in education.

We actively encourage parental engagement at Menstrie ELC and there are many ways for you, and other family members, to get involved and share in your child's learning.



Menstrie ELC Guinea pigs



Meet our Menstrie ELC guinea pigs Choc Choc and Oreo!!

They live with us here at nursery and we help to take care of them by grooming them, feeding them and playing with them.

They like to eat fresh vegetables and their favourite is cucumber!

Breastfeeding Friendly Scotland Award



We are proud to be part of the Breastfeeding Friendly scheme and we have now received our Breastfeeding Friendly Award. Menstrie ELC welcomes and supports breastfeeding families. If you need a comfortable space to breast feed please just ask a member of staff.

ICT

- Within the nursery we have excellent resources for developing early level ICT. The children have access to an interactive whiteboard and iPads as well as the use of cameras. We follow the ICT policy to ensure safety when using a variety of technology.

Transition

- In preparation for moving into Primary 1 there are opportunities throughout the year for children to access different areas of the school building, to meet different members of staff and familiarise themselves with the P1 classrooms.
- Weekly Makaton groups take place in the school throughout the year.
- As part of the initial settling in process we are happy for children to bring comforters or transitional objects but we kindly ask that after this period that no toys are brought in to nursery, we cannot accept responsibility for lost or damaged toys.

Child Protection

- As part of the ELC's concern for pupil safety and well-being, we follow the Child Protection Guidelines provided by Clackmannanshire Education and Community Services. Please contact the Head of Establishment if you would like to see or discuss these guidelines.
- The child protection officer for Menstrie ELC is Lorna Willows - Head of establishment.

Equal Opportunities

- Children in the nursery will be given the same opportunities and attention by staff regardless of gender, race, religion, disability or family circumstance.

Safety

- At all times staff are vigilant about the safety of children in the nursery, however if accidents do occur, these will be reported to you by a member of staff and you will be asked to sign an accident form.

Illness

- Children who are ill or have infections must remain at home, (48 hours for sickness and diarrhoea). Please inform the nursery if your child is absent using the absence line, even if this is for a parental holiday. If we do not know the reason your child is absent we may phone to find out. If your child becomes ill at nursery the school administrator will contact you, or the emergency contact you named at registration if you are unavailable. Please inform us as to any change of phone number or emergency contact details.

Car Parking

- Please be aware that the car park within the school grounds is strictly for authorised vehicles only. For the safety of the children and to alleviate congestion, we kindly request that you do not use this car park to drop off or collect your child from nursery. The Dumyat centre car park can be used to park and stride. We ask if you can be respectful to our neighbours when parking and think about the safety of our children and families.

Complaints Procedure

- There are 2 ways in which you can make a complaint, by contacting the Care Inspectorate or through the Local Authority complaints procedure. Please follow the links below for further details.
- Care Inspectorate complaints procedure:
http://www.careinspectorate.com/index.php?option=com_docman&task=doc_details&gid=827&Itemid=378
- Local Authority complaints procedure:
<http://www.clacksweb.org.uk/document/3838.pdf>

Finally, we have an open-door policy and value partnership working with children, parents and families. Staff are friendly and approachable and will be pleased to discuss any suggestions/concerns/ideas you may have.

We look forward to getting to know you and your child in a specifically designed indoor and outdoor environment that will enhance your child's early learning experiences.

Thank You,
Nursery Team