

Starting Early Learning and Childcare at Jedburgh Grammar Campus



Jedburgh
Grammar
Campus

2021 – 2022

‘Learning without Limits’

Dear Parents/carers

Welcome to Jedburgh Grammar Campus ELC. We are looking forward to you starting your time with us and we hope that you will be very happy here. We hope you find this booklet helpful in introducing you and your child to our setting. We hope it will answer most of your questions. However if you wish any further information please do not hesitate to contact the school.

The school telephone number is: 01835 863273

The school address **Jedburgh Grammar Campus, Priors Road, Jedburgh, TD8 6HH.**



Our ELC Team

There will be many other children for you to make friends with in the nursery. Some of them will be children you may know and there will be new friends for you to meet too.

Meet our Nursery Staff



Miss Law
Early Years Practitioner



Miss Yourston
Early Years Practitioner



Mrs Cook
Early Years Practitioner



Mrs Fisher
Early Years Practitioner



Mrs Cockburn
Early Years Practitioner



Mrs Oliver
Early Years Practitioner



Miss Currie
Early Years Practitioner



Mrs Stenhouse
Early Years Practitioner



Miss Ewart
Early Years Practitioner



Miss Ferguson
Early Years Practitioner



Miss Yeung
Early Years Practitioner



Miss Wright
Early Years Practitioner



Miss Wild
Early Years Practitioner



Mrs McNulty
Early Years Practitioner



Mrs Blair
Early Years Practitioner



Miss Comley
Early Years Practitioner



Mrs Allan
Early Years Officer



Miss Street
Early Years Officer



Miss Lindores
Senior Early Years Officer

In August our team will be expanding, Miss Watson and Miss Shiell will be joining us as Early Years practitioners and Miss Fojick will be joining us as Early Years Officer.

People who can help:

There are lots of other people to help you in nursery. Here are some of the people who will help you.



Mrs Oliver
Head Teacher



Mrs Warnock
Deputy Head Teacher



Ms Monteith
Deputy Head Teacher

We have our Admin Team who help us with important jobs like answering phone calls and ordering snack and new toys.

We have a team of janitors who help us as well. They are busy doing jobs around the school and outdoors, keeping things clean and safe.

Induction

When you are due to first start Jedburgh ELC, we would usually ask your parents to fill in some forms about you. This is to help us learn as many important things as we can about you. This year we may have to do things a little differently after the Covid-19 pandemic.

We plan to send the form out to your parents via email ask would like them to fill in as much as they can before you start. We will also send an appointment time to your parents for some time on Monday 9th August and Monday 16th August 2021. During this time your parents will bring you into our nursery to see what it is like. Your key worker will talk to your parents about the form and learn lots of new things about you. Your parents can also ask questions about the nursery and your learning.

Our ELC day

Jedburgh ELC will open on **Wednesday 18th August 2021.**

We may have to **stagger the start and collect times**, so that you are not arriving all together, but we will tell you nearer the time.

We are a childcare hub and are open from 8.00am to 6.00pm.

Usually, your child is entitled to 1140 hours of Early Learning and Childcare throughout the year.

On your enrolment form, you were able to choose how many weeks per year you would like to attend (based on 1140 hours entitlement). If you have chosen to attend during the school term (38 weeks), you will have 30 hours per week to use. If you have chosen to attend all year round (50 weeks), you will have 22 hours 45 minutes per week to use. Other options are available and can be discussed with our SEYO, Miss Lindores.

When you arrive at the ELC each morning, we will come in the entrance for your colour group, these will be shown to you at your visit. Currently, you will need to socially distance and use hand sanitizer on entry. You may have to enter the nursery one at a time. An adult will come to collect you and bring you in to play.

Collection at the end of a session

You must only be collected from the setting by a responsible adult (over 16 years of age.) **Parents must inform staff** if an adult other than the usual one is collecting you child. During your induction you will be asked to set a password; that the adult **must**

be able to tell staff the password when collecting. We will not allow you to leave with a stranger. Please can we also ask that parents arrive promptly to collect you.

Session routine:

Rolling snack is offered between 9.45am – 10:30am and 1.45-2.15pm

Lunch is at 11.30am

Snack - you will be offered water and milk and a tasty bite to eat. There will be a wide range of healthy snacks offered daily alongside a variety of fruit.

Water station – we have a water station where fresh water is available throughout the day

Please make sure the ELC staff are informed about any **food allergies** you may have. We have paperwork to fill in detailing your allergy and it will be shared with ELC and catering staff.

If you require any medication, we will also ask your parent to complete a form with details. This will be shared with ELC staff.

Parents are asked to pay 50p per day to cover the cost of the daily snack as well as ingredients for baking activities. This can be paid weekly, monthly or termly. Money should be handed to a member of staff in **an envelope**, with your **name on it**. Thank you.

Settling in

The first few days may be rather daunting for you. At this time (Covid 19) parents will not be allowed into the ELC so your key person will endeavour to comfort and help you.

Each family will have a key person. Your key person will generally be the person who settles your child into the nursery. They will also be the main practitioner carrying out the child's care needs, such as putting to sleep and nappy changing.

Learning experiences

Within our ELC setting, we have lots of areas where your child can play and learn. The setting is well equipped and set out in a stimulating and safe way. We have opportunities in all the groups so your child can experience lots of different learning to help them discover things about themselves, each other and the world around them. We organise our young people into groups in our ELC. In each of our groups, the children have the opportunity to access these different types of learning through play opportunities:

Communication & Literacy Areas

In the Communication and Literacy areas, your child will find activities such as our story telling area, jigsaws, games, songs and rhymes, malleable and mark making resources. Within this zone, you will also find our role play area/ house corner.

This area can be a dentists, a shop, a doctors etc, depending on what the child's interests are.

The activities in this area are chosen to help your child develop their hand eye coordination, their fine motor skills and their language skills.

This area is great for developing your child's social skills through language and sharing resources.



Exploration and Investigation Areas



In the Exploration and Investigation areas, your child will be able to access water and sand play including filling, pouring, scooping and measuring. This is where many of our numeracy activities take place such as counting, patterns, playing number games, threading, sorting by colour or size. This is also where technologies can be used, e.g.

programmable toys, torches to discover light and dark and activities which promote problem solving.

Our construction area is found in this zone, it has a range of resources for your child to build and create such as large and small blocks, lego and stickle bricks. Children playing in this area can also access train tracks and trains and cars and trucks.

This area helps develop your child's numeracy skills, their fine motor skills and their problem solving and enquiry skills.

Imagination and Creative Areas

In the Imagination and Creative areas we have our small world area. This is resourced with loose parts that can be used to build whatever world they want to create, whether it's a farm, a castle for knights or fairies. This zone is also where you will find our painting area where there will be a wide range of colours and brushes for painting or sponges for printing. We also have a creation station in this zone, where the children can access paper, scissors, glue and junk they can use to make models.

The resources and activities in this area help develop your child's imaginative skills, their cognitive skills and their problem-solving skills. It also develops their fine motor skills.





Quiet Areas

We have created a Quiet Areas in our new nursery which is where your child can access quiet games, painting and mark making. They can enjoy some stories, listen to music and relax. There is a designated sleep area, if children require it.

This area will help children to develop self regulation skills.

Outdoor Area

We have an outdoor area to the front of our nursery setting; the area is safe and designed with children in mind. There is free flow access through the double doors with separate access to one of our toilet areas. The outdoor area is surrounded by fencing and includes different surfaces and a sand pit. All learning activities can be delivered in this area.



This area will help to develop the children's social skills, it will enhance their physical development, help to develop resilience and encourage problem solving skills.

The cloakroom

In the ELC we have a cloakroom area for each colour group where you will have your own peg with your name on it. You can hang up your jacket and your change of clothes bag. Underneath there is a small shelf for you to store any of your other belongings.

You don't need a separate pair of indoor shoes. It would be very helpful though, if you could bring a pair of wellies for messy play outdoors. They can be kept safely in our new welly store.

What to wear in our ELC

We do not have a uniform for you to wear to nursery. However, there is an optional red ELC sweatshirt which you can purchase from Middlemiss Embroidery online.

We do ask that you do not wear clothes that are special to you or are expensive. Nursery is fun but can be very messy and although you have access to aprons etc it is inevitable that some clothes will get stained. You should also wear practical and comfortable play clothes which you can manage independently when going to the toilet. Please avoid braces, belts and too many buttons.

We would like you to wear practical, comfortable shoes or trainers to nursery each day that again you can manage independently.

You have access to the garden area every day and we are often outside for learning activities throughout the week, so we ask that parents provide a pair of wellington

boots to keep at nursery, as the garden becomes wet and muddy over the winter months. We will also be up in the woods exploring throughout the year.

What do I need to bring to ELC?

We ask that you bring a small bag to nursery containing a full change of clothes. Any dirty or soiled clothes will be double bagged and put back into your bag to go home.

Please remember to bring a jacket every day and your hat, scarf and gloves on cold days and sun hats on sunny days.

We know you have lots of special things you would like to bring into nursery to share with us. **However, please can we ask that these are kept safe at home** as the nursery has lots of activities to keep you busy.

Don't forget....

Please ask someone to put your name on **everything** you bring to nursery, because we don't want you to lose anything. Staff will help you to look after your belongings when you first start nursery and will teach you to be responsible for your own belongings. If you lose something, things with names on can be returned to you very quickly.

Lunchtime

Your child will be provided with a lunch each day from the school canteen. Lunchtime is a very sociable time in the ELC and each group eats together. Parents will be issued with a login for the "Parent pay" website, the website which lunches are ordered through. Your child's account will have a balance that will allow you to order lunches. Please note that nursery children will have the choice of two hot meals (soup & sandwich option is not available for ELC children.)

Please discuss with your child and order in advance.

If you need any help with Parent Pay please speak to our SEYO, Miss Lindores.

What to do if I can't go to nursery?

If you are not well, you might need to stay at home. The grown up who looks after you will need to phone the School Office by 9:00am to let us know that you are not coming.



Please remember for any episodes of sickness or diarrhoea you must be symptom free for 48 hours before coming back to join us.

When you come back to the ELC, we will be very pleased to see you.

Visitors to the ELC

The Health Visitor and the Childsmile (Dental workers) all visit the ELC throughout the year. We sometimes have visitors from other NHS services too.

At times, we invite other people into the ELC to teach us about their work or to show us interesting things.



Sometimes we have parents and carers to help with activities. We would love it if your parent or carer would like to help in our ELC too. There are lots of different ways that they can volunteer in the ELC. They should let a staff member know if they would like to become an ELC volunteer.

(But during these uncertain times we will have to wait until it is safe for this to happen).

Getting Ready

You could try practising these things at home which will help you at the ELC:

- Remembering to wash your hands with soap and water, then dry them well afterwards.
- Using a hankie to blow your nose and putting the hankie in the bin
- Looking after your toys and games.
- Tidying up once you are finished with them.
- Putting on your own jacket and shoes.
- Using the toilet properly (not all children come to nursery potty trained so please do not let this worry you). Remembering to wash your hands with soap and water, then dry them well afterwards.
- Having fun at home playing games and taking turns
- Practise using a knife, fork and spoon correctly at the dinner table and clearing my plate and cutlery away afterwards.



We are all here to help you learn and support you with new things.

Will I get to play with my friends?

Yes! There will be lots of times when you can play with your friends.



Did you know that when you are playing, you are discovering new things about colours, shapes, numbers, reading, writing and much, much more.

Parents and Carers

Our ELC team hope that you will feel welcome and that you will enjoy a valuable experience. Our job in the ELC is to build on the learning and existing knowledge that your child already has by being at home with you or that has taken place in their nursery. For this to be successful, we need to work together with you and your child.

If you have any concerns regarding your child. Please speak to your child's key worker, one of the ELC team or contact the School Office to arrange an appointment to speak to a member of our Senior Leadership Team; Mrs Oliver (Head Teacher) or Mrs Warnock (Depute Head Teacher). We are all here to support you and your child on their learning journey at Jedburgh Grammar Campus ELC.

We hope that this booklet has been helpful for you and your child. We look forward to you joining us at Jedburgh ELC.

From everyone at Jedburgh ELC.