



**Bellsbank Early Childhood Centre**

**Craigelea Crescent,**

**Dalmellington**

**KA6 7UA**

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<b>Email:</b>	donald.currie@east-ayrshire.gov.uk
<b>Centre Blog:</b>	<a href="https://blogs.glowscotland.org.uk/ea/bellbankecc/">https://blogs.glowscotland.org.uk/ea/bellbankecc/</a>
<b>Twitter:</b>	
<b>Centre App:</b>	
<b>Denominational Status (if any):</b>	Non-Denominational
<b>Centre Roll:</b>	The role of pupils within the Centre is 65.



Welcome to Bellsbank Early Childhood Centre. You will be made to feel most welcome in our centre of early learning & childcare.

We are very proud of all the work we do to ensure that each and every child receives the best possible support as they develop through nursery into school. We hope you quickly sense the calm, supportive and caring ethos throughout the early childhood centre as you enter the building and gain a sense of the work we undertake on a daily basis. We firmly believe that we can help the children achieve their full potential when they feel safe and secure both physically and emotionally in an environment which supports, challenges and recognises achievements and successes.

Donald Currie  
Head Teacher

## SECTION 1

### Our Vision:

“To be a centre of excellence for learning which is a driving force for positive change across the community.”

### Our Values:

- Compassion
- Honesty
- Inclusion
- Fairness
- Equality
- Respect
- Responsibility

### Our Aims:

- Provide challenging & inspiring opportunities that enable our children to maximise their potential in life.
- Provide a safe, secure & nurturing learning environment.
- Provide high quality learning experiences that engage children fully in their learning.
- Provide a well-planned progressive curriculum that meets all children’s needs.
- Value and develop strong trusting relationships with parents from an early stage.
- Develop a sense of pride which is a positive impact on our community.

Bellsbank Early Childhood Centre is a nurturing centre, with a focus on building relationships with Parents/Carers and the wider community.

- Parents are invited to ‘Stay & Play’ events throughout the year where they can come in and experience a play session their child.
- Children from our 3-5 room enjoy visits to local nursing homes as part of our community and inter-generational relationships.
- We also hold 2 annual ‘Fun Nights’ in the spring and at Christmas time. Anyone is welcome to come along to these events and participate in a range of fun games!

- Our annual Summer Trip is a chance for families to enjoy a day out at a venue together. Previous trips have included Heads of Ayr Farm Park, Kay Park and Calderglen Country Park.

At Bellsbank Early Childhood Centre, we use Class Dojo, Facebook, text messaging and written correspondence to communicate with parents/carers. We hold regular meetings where parents can come and discuss children's progress and wellbeing with key workers. Parents/carers are also encouraged to speak to key workers on a regular basis when dropping off and picking up children.

## **SECTION 2**

### **Transitions**

Bellsbank Early Childhood Centre organises transition events throughout the year, both for children moving from different nursery stages and for pre-school children moving on to Primary School. More information on these events will be available throughout the year. Successful transition links have been made with not only Bellsbank Primary School, but with schools and Early Childhood Centres throughout the authority.

Bellsbank Early Childhood Centre is part of the Doon Learning Group and the Doon Valley Early Years Network. We work collaboratively with all establishments within these groups to share good practice.

### **Associated Primary Schools & ECC's:**

- **Bellsbank Primary School**

Head Teacher: Donald Currie

Address: Craiglea Crescent, Bellsbank, Dalmellington, KA6 7UA

Telephone No.: 01292 550305

- **Dalmellington Primary School & ECC**

Head Teacher: Claire McPhail

Address: Ayr Road, Dalmellington, KA6 7RW

Telephone No: 01292 550364

- **Dalrymple Primary School & ECC**

Head Teacher: Cindy O'Driscoll

Address: Hillview, Dalrymple, KA6 6PZ

Telephone No.: 01292 560368

- **Drongan Primary School & ECC**

Head Teacher: Sean Maddocks

Address: Coronation Road, Drongan, KA6 7DA

Telephone No.: 01292 591291

- **Littlemill Primary School & ECC**

Head Teacher: Cindy O'Driscoll

Address: Littlemill, Rankinston, KA6 7HJ

Telephone Number: 01292 590221

- **Patna Primary School, Supported Learning Centre & ECC**

Head Teacher: Sharon Yorston

Address: Whitehill Avenue, Patna, KA6 7LY

Telephone No.: 01292 531271

- **St Xaviers Primary School**

Head Teacher: Amanda Rooney

Address: Whitehill Avenue, Patna, KA6 7LY

Telephone No.: 01292 531279

### **Associated Secondary School**

- **Doon Academy**

Head Teacher: Kenneth Reilly

Address: Ayr Road, Dalmellington, KA6 7RW

Telephone No.: 01292 550521

**Senior Management Team:**

Donald Currie: Head of Centre

Denise McCaffery: Depute Manager



Dianne Miller: Depute Manager



**Leadership Team:**

Claire Taylor: Senior Early Learning & Childcare Practitioner



Kazimiera Higgins: Senior Early Learning & Childcare Practitioner



Stephanie Green: Equity and Excellence Lead



### **Early Learning & Childcare Practitioners**

Mary Brown

Margaret Coughtrie (p/t)

Julie Ewan (p/t)

Louisa Ferris

Alison Hutton

Siobhan Kennedy

Ruth Maybury

Kirsty McTaggart

Shirley Morrison

Gillian Slater

Ashley Smith (p/t)

### **Community Practitioners**

Helen Currie

Gail Rooney

### **Support Staff**

Katie Davis: Early Years Support Assistant

Ryan McKnight: Clerical Assistant

Janice Mitchell: Senior Clerical Assistant

Parents/Carers are encouraged to speak to their child's key worker about any concerns regarding their child's learning, progress and wellbeing. Our Depute Managers and Senior Early Learning & Childcare Practitioners are also happy to speak to Parents/Carers about any concerns they may have.

Donald Currie is our Safeguarder. If Parents/Carers have any concerns regarding Child Protection they can talk to the Safeguarder in a confidence.

If Parents/Carers wish to make a formal complaint they can do so either to East Ayrshire Council or The Care Commission. (See Section 3 for details)

Children and young people who have been identified as having additional support needs will be supported through an Action Plan (AP), Individual Learning Plan (ILP) or in some cases a Coordinated Support Plan (CSP).

You and your child will be fully involved in developing these plans at all stages.

Additional and more specific information on Additional Support Needs can be found on the East Ayrshire Council website:

[www.east-ayrshire.gov.uk/EducationAndLearning/SupportForPupils/AdditionalSupportforLearning.aspx](http://www.east-ayrshire.gov.uk/EducationAndLearning/SupportForPupils/AdditionalSupportforLearning.aspx)

Bellsbank Early Childhood Centre is the base for 2 Community Practitioners who work with children and families across the Doon Valley. For more information on the work they do please visit our website.

We also work with several agencies to provide support for children with additional support needs, including Speech and Language Therapy, Educational Psychologists and Health Visitors.

## **SECTION 3**

### **The School/Centre Day and Year**

Bellsbank Early Childhood Centre is a 52 week establishment and is open Monday - Friday. We are now providing 1,140 hours of Childcare to children aged 2 and above, in line with the Scottish Government's 'A Blueprint for 2020: The Expansion of Early Learning and Childcare in Scotland'. Roll out for the expansion at Bellsbank Early Childhood Centre began in October 2018. We offer various types of session, please contact the centre for more information on what we can offer.

### **Opening Hours**

*3 -5 Room*

8:00am – 6:00pm



2 – 3 Room

8:00am – 4:00pm

0-2 Room

9:00am – 3:00pm

(Please note these are core opening hours, session times may vary).

### **The School/Centre Holidays and In-Service Days**

We are closed on the following dates for 2019/2020

- Friday 16<sup>th</sup> August 2019 (In-Service)
- Friday 20<sup>th</sup> September 2019
- Monday 23<sup>rd</sup> September 2019
- Wednesday 25<sup>th</sup> December 2019 until Friday 3<sup>rd</sup> January 2020 (Re-open Monday 6<sup>th</sup> January 2020)
- Tuesday 20<sup>th</sup> February 2020 & Wednesday 21<sup>st</sup> February 2020 (In-Service)
- Monday 4<sup>th</sup> May 2020
- Tuesday 26<sup>th</sup> May 2020 (In-Service)

### **Attendance and Timekeeping**

We encourage parents/carers to bring their child to the centre in time for the beginning of their sessions. The door to the playrooms are open for the first ten minutes of each session, after which parents/carers will have to ring the doorbell to gain access.

Children arriving on time is important as it reduces disruption to sessions and prevents your child missing out in their learning and play experiences.

### **Reporting an absence**

Please call the centre at least 10 minutes before the start of session if your child is going to be absent for any reason. Failure to do so means your child will be marked as an unauthorised absence.

### **Dress Code**

Children in Bellsbank Early Childhood Centre are not required to wear a uniform however we do sell t-shirts, polo shirts and sweatshirts with our logo on them in a variety of colours if you wish to purchase one for your child.

### **Security and Visitors**

All visitors to the Centre should report to the Main Office and sign our visitor's book. Visitors will be provided with a badge and lanyard which details our Child Protection

Policy. The entrance to the playrooms is secured by an electronic lock and only staff have access.

### **School Canteen Facilities, including use of Parentpay (*we will provide links to Free School Meal entitlement etc.*)**

Snacks and meals are provided by our on-site kitchen. All children receive at least one snack per day, and may also receive a second snack and/or a meal dependant on their sessions.

### **Complaints Handling**

We encourage Parents/Carers to speak directly to the management team if they have any complaints about any element of the services we provide.

If you are unhappy with our response, you can make a formal complaint to East Ayrshire Council or Care Inspectorate. Please see the links below for more details.

East Ayrshire Council:

<https://www.east-ayrshire.gov.uk/CouncilAndGovernment/Contact-us/ComplaintsProcedure/Howtomakeacomplaint>

Care Inspectorate:

<http://www.careinspectorate.com/index.php/complaint>

### **Emergency Procedures / Medical matters**

In the event of an emergency or severe weather closures, we have well-established procedures in place to cope with almost all situations:

- Group Texts are sent out to parents to advise of an emergency. Parents should provide the centre office with an up to date mobile phone number to enable automatic contact via text messaging.
- In the event of an emergency, the Council's Communications Team work quickly to update the Council website, Facebook and Twitter with the latest developments and advice on what to do.
- The team also work closely with WestSound Radio (DAB 11B, MW 1035) and West FM (96.7, 97.5 and 106.7) and statements and updates are issued frequently.

We understand an emergency can be a very stressful time and phone lines are often used by emergency services, so it's important that we try and keep lines clear.

As parents, you are advised that before telephoning the Early Childhood Centre, you should first check the Council webpage, for news and announcements: [www.east-ayrshire.gov.uk](http://www.east-ayrshire.gov.uk)

You can also check the Facebook page: [www.facebook.com/eastayrshire](http://www.facebook.com/eastayrshire) or Twitter: @EastAyrshire

It's essential that you let us know of any particular medical conditions or requirement(s) your child might have. Written parental consent is also required for the administration of medicines.

Please let the school/centre know of any change in your contact information, any change in a child's medical condition and of arrangements we should make should your child become ill, or need to be taken home.

## **Data Protection**

We operate under the General Data Protection Regulations 2018 legislation.

For some activities, we may need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process more sensitive personal information for a number of reasons, these include:

- to carry out key functions as set out in law.
- in order to meet our legal obligations in relation to child protection.
- in order to protect your vital interests or the vital interests of others in circumstances where we will not be able to seek your consent.
- where this is necessary for the establishment, exercise or defence of legal claims.

## **SECTION 4**

### **The Curriculum**

Learning and teaching are at the heart of an effective curriculum. How children learn is as important as what they learn. High quality interactions and experiences are a key factor in successful learning and in raising attainment. Our Learning, Teaching and Assessment Policy sets out our expectations for a consistent 'whole school' approach to learning, teaching and assessment. As an ECC we strive to evaluate and improve our practice so that the education and care we provide grows and changes to meet the needs of the children in our care. Staff are creative in the ways they encourage children to participate in planning and reflecting on their experiences and developing their next steps in learning.

In line with Building the Ambition, Curriculum of Excellence and Pre-Birth to Three documents, we ensure that we have a holistic approach to children's learning and development which includes a stimulating environment, warm responsive relationships and developmentally appropriate experiences.

Family engagement is at the heart of the Centre. Through strong relationships with pupils, parents/carers and staff we have established a loving and nurturing Centre, where children feel safe and secure. Staff ensure regular contact with parents allowing families to share children's achievement, interests and progression. This the bases of planning for children's learning experiences.

Our 0-5 years olds benefit from exposure to a wide range of learning and teaching approaches and methodologies, including: learning through play; active learning; collaborative learning; problem solving approaches; effective and creative use of ICT; outdoor learning; nurture and partnership working, and intergenerational and community learning. Our learners are challenged, engaged and motivated. They are active in their learning and given opportunities to develop and demonstrate creativity. Our learners develop the skills and knowledge needed to transition successfully into Primary 1.

## **SECTION 5**

### **Achievement and Improvement**

During the last year we have seen a number of changes due to the expansion of hours. The care and wellbeing of children has continued to be at the heart of our provision. An important part of this is the practitioner's use of the GIRFEC wellbeing indicators to establish positive meaningful relationships with parents, carers and children. This is continued through a variety of activities which encourage family engagement for children 0-5 years.

We offer a range of activities to families with young children within the local community from the earliest stages of the child's life.

Our community practitioners have been surveying parents on new and innovative ways to involve them in the life of the centre.

Changes to our management structure has allowed for greater focus on developing our 2 year old provision in line with the Scottish Government's study on the quality of early learning and childcare.

We will continue to develop our provision as we move to expansion to 1140 hrs in 2020.

Our communication champion has successfully ran a number of workshops to provide families with strategies to support their child's language and communication skills.

Continue to be a significant member of the 'Get Doon to Chat' initiative which supports children's communication throughout the Doon Valley.

Our main focus has been the development of our environment both indoors and outdoors. This has enabled practitioners to offer children access to quality experiences which promote the different ways in which they learn. This has included making links within the community to expand children's real-life experiences.

We are currently preparing to move in to our brand new building, which will enhance our current learning provision and experiences. We are expecting to transfer to the new building in early 2020.

The publication of the report from our recent joint HMIE and Care Inspectorate inspection will influence our future improvement agenda. We will continue to focus on building nurturing relationships and developing holistic approaches to securing children's progress.

## **SECTION 6**

### **Assessment**

Staff employ a range of approaches for tracking and assessing children's progress with a focus on literacy, numeracy and health and wellbeing. Information is gathered from a variety of sources including observation, samples of children's work and conversations with parents and is evidenced within children's individual profiles of learning. This information is used to plan next steps in learning.

Assessment information is shared with parents; daily on an informal basis when key workers are in contact with parents, termly at individual plan meetings where next steps are agreed, twice a year at formal parent's evening's and at times of transition between rooms and on to other establishments or Primary 1.

## **SECTION 7**

### **Further information**

For further information on any of our services please visit our website.

<https://blogs.glowscotland.org.uk/ea/bellbankecc/>

Helpful contact details and websites

Care Inspectorate:

<http://www.careinspectorate.com/>

Parent Club Scotland:

<https://www.parentclub.scot/>

Child Smile:

<http://www.child-smile.org.uk/parents-and-carers/index.aspx>

Education Scotland:

<https://education.gov.scot/scottish-education-system/Earlylearningandchildcare>