

Riccarton Early Childhood Centre

Campbell Street

Kilmarnock

KA1 4DY

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| Email: | teresa.porter@east-ayrshire.gov.uk |
| Centre Blog: | |
| Twitter: | |
| Centrel App: | |
| Denominational Status (if any): | Non-Denominational |
| Centre Roll: | Co-educational centre with a roll of 64 full Time places Stages Covered – Age 3 - 5 |

SECTION 1

Dear Parents/Carers,

We realise that starting nursery is a whole new experience and this may be your child's first encounter with adults and children outside their own family circle.

Therefore we strive to make Riccarton Early Childhood Centre a welcoming, happy place for your child. We will build upon the valuable learning that you have been providing for your child at home and like you, we will value and care for your child as an individual and encourage them to give of their very best in all situations.

We hope that the information in this handbook is helpful but if you require any additional information – please do not hesitate to contact myself or a member of staff at any time.

We look forward to welcoming you and your child to Riccarton Early Childhood Centre.

Yours sincerely

Teresa Porter
(Head Teacher)

Our Vision

At Riccarton E.C.C we strive for Excellence. We seek to provide a safe, welcoming centre where all our children are nurtured, respected, included and motivated to learn. A place where children's rights are central and every child is encouraged to reach their full potential.

Our Aims

We will seek to:-

- Provide a safe, happy, nurturing and stimulating environment in which every child and all involved in their development will feel welcome, respected, valued and confident.
- Provide a relevant, progressive and balanced curriculum indoors and out with high quality learning experiences that supports and challenges children.
- Ensure children are at the centre of their learning, consulted in decision making and experiences take account of their individual interests and needs.
- Create an environment that encourages respectful relationships. Children will be supported to understand their feelings and become emotionally resilient and recognise that everyone has equal status and equal opportunities.
- Establish and nurture strong partnership links with parents and the wider community to work productively together to encourage innovative and forward thinking ideas to continually improve the service we provide.

Our aims and objectives reflect key principles of the Health and social care standards- Dignity and respect, Compassion, Inclusion, Responsive care and support and Wellbeing

Hours of Opening

8.45am- 2.45 pm

At Riccarton E.C.C, strive to provide a warm, friendly, fun environment and parents and visitors often comment on the excellent ethos within the establishment. It is important that every individual is treated with equal respect and can learn and work in the knowledge that his/her contribution is valued irrespective of race, gender or disability.

We seek to do this by:-

- Treating each child, parent, staff member as an individual.
- Listening and talking to children, parents, community and each other as a staff team.
- Planning curriculum activities to meet the needs of each individual child.
- Promoting self esteem through Circle Time, celebrating birthdays, the arrival of new babies, ensuring that each child has his/her work displayed throughout the year.
- Keeping parents and visiting adults informed about further education opportunities, through the notice board.
- Providing Work Experience placements for school pupils and Further Education Students.

We celebrate children's achievements through our weekly 'Achievers of the week' award. This includes wider achievements from outside the nursery and displayed for parents and visitors to see. The centre has an important part to play in the community. We visit elderly residents at the local nursing home as part of the intergenerational programme. Our Annual Easter parade allows the children to show off their beautiful bonnets to the surrounding neighbours and has been a popular event in our calendar.

Transitions

At Riccarton ECC we believe that transitions into and out of the centre should be handled sensitively, inclusively and positively. Transitions are carefully planned with clear communication and effective partnership with parents and all concerned with the child.

Prior to the children starting the centre, we offer home visits and PEEP (parental engagement) sessions. We also provide bump up group days for 3 year old children transferring into their pre-school year.

Some children attend two childcare settings. In these incidences, we organise for the key worker to visit the child within their other establishment.

At the point of transitioning to primary school, we invite Primary 1 teachers to visit and we organise trips to the school to allow the children to participate in playmaker sessions with the active schools co-ordinator.

Associated Primary Schools

Here at Riccarton we have strong links with all local Primary Schools. Every year children go off to many different schools with our main feeder primary schools being –

Whatriggs Primary School, Whatriggs Road, Kilmarnock Tel 546776

St. Andrew's Primary School, Grassyards Road, Kilmarnock Tel. 549549

Loanhead Primary School, Dick Road Kilmarnock Tel. 522938

Shortlees Primary School, Blacksyke Avenue, Kilmarnock Tel 523817

Support for children and parents/ carers

Staff Team 2019-2020

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| Teresa Porter | Head Teacher |
| Lorna Smith | Senior Early Learning and Childcare Practitioner |
| Lynsey Murray | Equity and Excellence lead |
| Christine Hutchison | Early Learning and Childcare Practitioner |
| Sarah Shanks | Early Learning and Childcare Practitioner |
| Lyndsay Laird | Early Learning and Childcare Practitioner |
| Chelsea McLean | Early Learning and Childcare Practitioner |
| Rachel Johnston | Early Learning and Childcare Practitioner |
| Adele Clark | Early Learning and Childcare Practitioner |
| Louise Messer | Early Learning and childcare practitioner |
| Shirrell Ginns | Early Learning and Childcare Practitioner (20hrs) |
| Lorna Gilmour | Early Learning and Childcare Practitioner (20hrs) |
| Susan McLean | Clerical Assistant |
| Elaine Rae & Stevie MCGowan | Janitor / Cleaner |

If you have an enquiry or concern, please contact the Head Teacher who will be more than happy to assist.

At Riccarton ECC our priority is to Get it Right for every Child. We work in very close partnership with other agencies such as educational psychologist and health professionals. When concerns are raised, relevant assessments are carried out and a Team around the child meeting may be convened. Parents will be fully informed throughout.

SECTION 2

Holidays and In-service Days

[School Holidays 2019-20](#)

Attendance

If your child is not able to attend nursery, in the interests of safety could you please notify the nursery as soon as possible. Failure to do this will result in the nursery contacting parents to ascertain the reason for their child's absence.

Security and visitors

We are very conscious of security in the nursery.

During sessional times our doors are locked and alarmed. Visitors must ring the bell before being admitted by a member of staff.

Before entering the establishment a visitor who is unknown to the member of staff must first show proof of identity. They then sign in to the visitor's book in the office.

It is expected that a responsible adult will bring a child to and from the nursery – and sign the child in and out each day. In the interests of your child's safety, it is essential you should make a point of telling a member of staff if he or she is to be collected by someone not known to the Head of establishment or staff members. This is then written down in the Parent Information folder in the playrooms. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff.

Complaints handling

Should you wish to comment on or make a complaint about any aspect of provision made by the establishment, you should contact the establishment in the first instance. Our aim is to resolve as many complaints as possible at the first point of contact. If you remain dissatisfied, leaflets are available outlining stage 2 of EAC "complaints handling procedure"

SECTION 3

THE CURRICULUM

At Riccarton Early Childhood Centre we ensure that we provide a Curriculum which is broad and balanced. We work with the experiences, outcomes and principles of 'A Curriculum for Excellence'.

We develop and educate our children to become successful learners, confident individuals, responsible citizens and effective contributors.

Every month staff plan the learning experiences for the children based on observations and tracking information gathered in the playrooms. Parents have the opportunity to contribute to our plans on parent planning boards and children are consulted regularly

through our wish board, floor books, group time and mind maps. This ensures they have choice and their needs and interests are catered for.

We have two playrooms and a fantastic outdoor playground. We ensure that we make best use of space to provide play opportunities in designated areas within the eight curriculum areas. We ensure that there is a good balance between free choice and planned group activities and slick transitions. Our timetable also ensures that children can freely access the outdoor play daily throughout free play time.

Through our varied programme, our children develop skills for learning, life and work. We encourage all our children to become independent and responsible through following daily routines assisting as snack helpers or 'buddies' to the new children. Our enterprise activities develop the children's self esteem, confidence and entrepreneurial skills. They take on leadership roles and play an active part in clubs and committees.

Our children have opportunities for active, physical play both indoors and outdoors daily using a variety of equipment. Many show good fine and gross motor skills as a result.

The children have opportunities to develop early reading and writing skills both indoors and out. They are surrounded by a literacy rich environment through labels, wall displays, and environmental print, and fact and fiction books. They are encouraged to recognise their name at welcome time, snack and art area. We provide book bug sessions for parents and children to attend. We have a writing wall and a writing table as well as a quiet reading corner/ nurture area

Through planned play activities the children have opportunities to understand maths in our daily lives. They learn to count, recognise numbers, colours and shape. They develop an understanding of time, money and measure. We also make charts throughout the year to measure rainfall, height and look at least/most popular choices.

Our Science boxes and home link science bags encourage the children to observe natural changes in seasons and to appreciate the world we live in.

The introduction of our persona doll has developed an interest and knowledge of other countries and cultures and we celebrate festivals such as Burn's Day, Diwali and Chinese New Year.

We explore natural materials inside, in our playground and on our weekly woodland adventures. We enjoy planting herbs, fruits and vegetables in our designated areas and explore insects and their habitats in our garden area.

As part as our commitment to Eco School we have achieved our fifth green flag. We take part in energy saving and re-cycling initiatives throughout the year. The children learn about life cycles and animals through the living egg programme and visits from Kirsty's Kritters.

The children have many opportunities to express themselves through art, music and drama activities both inside and outside daily. We invite in real artists and dance specialists to motivate and inspire the children.

SECTION 4

Achievement and Improvement

In June 2018, Education Scotland carried out an inspection of the centre and reported that:-

“Riccarton ECC offers an exemplary early learning childcare experience for children and their families. The outstanding leadership of the head teacher ensures that the setting continues to develop and improve over time. Securing the best possible outcomes for children and their families lies at the heart of the work of the whole staff team and underpins the strong, positive ethos of the setting. Highly effective approaches to learning, teaching and assessment, complimented by skilful use of data, support children to make excellent progress across their learning. Commendably, the head teacher is proactive in sharing the highly effective practice out with the setting supporting wider improvement. “

The full report can be found on the education Scotland website on the following link:

<https://education.gov.scot/inspection-reports/east-ayrshire/8225710>

SECTION 5

Assessment

At Riccarton Early Childhood centre we ensure that there is a good balance between free and planned group time activities. Throughout the day, staff write observations to track and assess children’s progress. This information is taken to a staff meeting and three weekly planning sheets drawn up to ensure children’s interests and next steps in learning are catered for.

Every child has a Learning Journal and a “Care Plan” which details their personal learning plan and celebrates their achievements. Transition profile reports are written, shared with parents and kept inside this folder and then transferred to the associated primary school for transition purposes.

Over the past year, we have been trialling out digital portfolios and sought the views of parents on their preference for the year ahead. Overwhelmingly, parents have chosen e-portfolios as a way of evidencing each child’s learning journal.