

# Broomlands Primary School/



## *Early Learning and Childcare* **Handbook** **Session 2025 - 2026**



## **CONTENTS**

Contents page	2
Welcome to Broomlands Primary School	3-4
Our Vision & Values	4
Contact information and staff	5
When will my child start Nursery? / Session times	6 - 7
P1 enrolment/ Placing requests/ N-P1 transition/ Deferred entry to P1	7
What will my child learn at Nursery?	7-8
Reporting to parents	8
Your involvement as a parent	9
Clothing	10
Snack / Birthdays / Personal Possessions	10
Attendance	11
Health	11
Promoting positive behaviour	12
School Policies	13-14

# **ABOUT BROOMLANDS PRIMARY SCHOOL**

## **A School that values 'Courage, Compassion & Connection'**

Our staff extend a warm welcome to you here at Broomlands. Here we work in positive partnership to give your child the best possible education. Starting school is an exciting experience and we like to give every child a confident start to their school career, offering continuing help and encouragement. We aim to develop effective partnerships with parents/carers. Together we can ensure that school life is happy, interesting, challenging and promotes a sense of personal achievement.

Our positive ethos shines through. Post-pandemic, it focuses on supporting the needs of our children and families. We want all children to make the best of themselves, recognising that we need to first support their health and wellbeing, physically, socially and emotionally, equipping them to play an active, positive part in the life and work of the school and wider community. We support this with a relentless focus on the skills and strategies which help build and practice resilience. We are a compassionate school community who recognise that children have varied life experience. We help every child strive towards becoming a confident individual, fulfilling their potential and want everyone in the Broomlands family to know they are valued, accepted and respected.

At Broomlands we take a dual approach. We help children build connection with their local area, learning about, enjoying, valuing and being actively responsible citizens of a town with rich history, celebrating its place in the Borders, it's rural location on the banks of the Tweed, celebrated through Civic week and other 'uniquely Kelso' traditions. We also want our children to be globally aware, mindful of the bigger picture in an ever-changing world, encouraging them to take an active role in the wider-world and see their place in it.

Our curriculum is challenging and stimulating, based on high expectations of every individual in the school, building on their skills and achievements. As we implement 'A Curriculum for Excellence' we want members of our school community to be:

- Successful Learners
- Confident Individuals
- Effective Contributors
- Responsible Citizens

To achieve this, we promote learning that is active, collaborative, relevant and enjoyable so that children will experience a coherent curriculum suited to their needs and achieve the highest standards possible.

Our school ensures that everyone: - children, school staff, parents and other members of our community, work co-operatively and collaboratively to enable the achievement of all. We are here for your children. If you have a concern about your child, or you would like to contribute to the work of the school in any way, please do not hesitate to contact me.

**Mr Adam Lindsay - Headteacher**

## **Our Early Learning & Childcare Provision**

Welcome to our child-centred and inclusive ELC. Here is where our journey will begin together within the heart of Broomlands Primary School. We take pride in working closely with our families to ensure everyone feels that important connection of being valued, respected and supported at every point of our journey together. We provide a warm, welcoming and compassionate provision, where children feel nurtured, safe and included.

We provide a developmentally appropriate, play-based learning journey for all our children, ensuring our ELC is ready to welcome children each day. Each Practitioner is committed to Listening to our children, Observing them, Valuing them and Empowering them to reach their full potential. We respond to our children's interests, engaging them deeply and building on their knowledge, understanding and skills to develop their learning. As parents & carers you are the prime educators of your children. Their daily lives offer a curriculum that encompasses all the experiences they encounter with you at home, at clubs, group gatherings and in the wider community. These activities give opportunities for lifelong learning, with the support and interactions of you and other children in their lives. This helps equip each child with courage, supporting them to develop new skills and experiences with confidence.

Your child is at the heart of everything we do. We spend time getting to know your child as an individual, discovering what is important to them, finding out about any particular interests or skills, needs and history. This will help to build up a trusting relationship, allowing us to build on what the child already knows and can do. We offer opportunities and experiences that develop skills freely through play. We offer opportunities which are safe, enriching and stimulating, but encourage age-appropriate risk taking. We ensure that our resources, environment and opportunities are well planned and equitable for all of our children. We take pride in supporting communication, self-esteem and social skills, as well as giving our children time and space to develop at their own pace. Furthermore, we work with all our families to support any needs wholeheartedly and sensitively, to help ensure the best possible outcomes for all of our children. Cultural backgrounds are respected and valued so that we can meet the diverse needs of every child. Every one of our children will feel valued and that they belong in our Broomlands family, with warm, friendly relationships that encourage and support them in our nurturing environment. We want to ensure that our children can learn self-regulation, develop resilience and are empowered to learn to the very best of their ability.

Our ELC is ever evolving and we always strive to engage parents and families in your child's learning journey.

**Mrs Agnes Anderson - Senior Early Years Officer**

### **Our Vision & Values**

A vision is a clear, inspirational hope for our children:

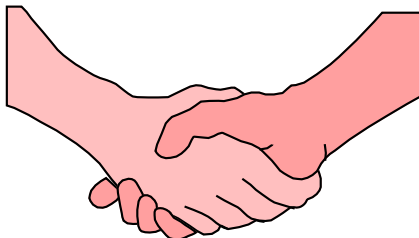
Our vision is to be a school of Courage, Compassion and Connection.

We do this:

- In our Learning
- Through our Relationships
- In our Behaviour

## Our ELC Setting

We are delighted to welcome you and your child to our ELC. As Practitioners— we will work closely with you and your child throughout your child's learning journey with us. We are always available for support and answer any questions you may have. We hope this booklet will answer most of these questions and tell you about the activities and experiences we provide in ELC.



### *Contact information and staff*

Broomlands Primary School  
Ednam Road  
Kelso  
TD5 7SW

ELC Tel: 01573 227452  
School Tel: 01573 227477

## The Staff

Headteacher  
Depute Headteacher  
Principal Teacher  
[Early Years Teacher](#)  
Senior Early Years Officer  
Early Years Officer  
Early Years Practitioner

Mr A Lindsay  
Mrs A Gibson  
Ms K Scott  
Mrs N Cessford  
Mrs A Anderson  
Ms Miller  
Mrs J Abbott  
Mrs Burns  
Mrs Cheyne  
Miss T Wilson  
Mrs V Laing  
Mrs C Portsmouth  
Mrs T Simpson  
Mrs S Mitchell  
Miss N Luke  
Mrs L Andrews  
Miss H Forbes

Janitor  
Primary School Administrator

Mr J Dryden  
Miss Murray



Mrs Gibson, Depute Teacher and Mrs Liddle has responsibility for our ELC —and the staff. They are available in the main school building and can be contacted through the school office. Our Early Years staff are available to meet with parents each day after the end of each session.

## When will my child start?

### ELC enrolment

ELC enrolment usually takes places between November and January each year.  
(ELC2) eligible children start after their second birthday if they meet criteria for a place.  
(ELC 3) start the term after their third birthday.

May: Places are allocated.  
June: Meeting for all new parents.  
June: Pupils visit the ELC environment.

### When will my child start full time?

Children are entitled to start their placement as follows: <b>Month of Child's 2nd/ 3rd Birthday</b>	<b>Placement Starts In...</b>	<b>Pre-Placement Visit in...</b>
March to the end of August	August	June
September to end of December	January	December
January to the end of February	April	March

Prior to starting with us full time, you and your child will be invited to visit our ELC to meet our Early Years Team and get to see ELC routines experiences opportunities and activities. You will be notified in writing of these arrangements prior to your child starting in ELC (see pre placement visit arrangements above). We aim to be very flexible to meet each child's needs so as to ensure a warm welcoming beginning of our children's journey here with us at Broomlands.

### **Opening Times**                      **8.00 – 18.00 hrs**

Children **must always** be brought to nursery, and collected, by an adult (over 16). If your child is to be collected by a different adult please inform us in advance.

Here at Broomlands ELC we provide a Hub facility. This will mean that the provision is open from 8-6pm, 5 days per week for up to 50 weeks of the year. If you choose to use the year round service, we take this opportunity to remind you that children like us need rest, so therefore you will be expected to take your child out throughout the year for holidays, to support their well-being. For further details please refer to the information on your enrolment form or ask staff for details.

### Primary 1 Enrolment

P1 entrants are currently enrolled at the end of November each year. For enrolment, children must reach the age of five on or before 28th or 29th February of the following year.

June: Meeting for parents.  
Pupils visit the school.  
August: Pupils start the school.  
September: Meeting to help parents support their children's learning.

### Placing Requests

If you wish to enrol your child in Primary 1 at Broomlands but do not live in the school's catchment area, a placing request form must be completed. You must also complete an enrolment form for your catchment area school in case the placing request is not granted. The placing request form

should be completed at your catchment area school.

### **ELC/P1 Transition**

ELC Practitioner's work closely with Primary 1 staff in school to ensure smooth transition into Primary 1. This occurs throughout the year both in the ELC and the P1 setting. We have planned opportunities for shared learning experiences. Primary 6 pupils become Buddies of the new Primary 1 children to help them in the playground as they start Primary 7 and 1 respectively. ELC pupils are included in "whole school" opportunities such as performances or visitors regularly. We also have close links with Castlegate Nursery and Edenside Primary so that any children moving into Primary 1 can be included in our transition activities too.

### **Deferred entry to Primary 1**

Parents whose children have a January or February birthday may currently choose to defer their child's enrolment into Primary 1.

If any parent has any concerns about their child's readiness to move to Primary 1 he/she should raise them as early as November with ELC Practitioners. A meeting can then be arranged to discuss parental concerns and how to support the child with these.

Should it be felt that the school cannot support the child appropriately in Primary 1, then meetings need to be logged and details sent to the Early Years team at Scottish Borders Council, who will then advise on the best provision for the child.

### **What will my child learn in ELC?**

#### *PLAY IS THE BRAINS WAY OF LEARNING*

Play is at the heart to your child's learning.

It provides opportunities for the children to:

- Make sense of real life situations
- Develop awareness of themselves and others in a variety of social interactions
- Explore, investigate, experiment and be challenged in active learning approaches
- Develop self-confidence and practice skills
- Express their ideas and feelings in many ways.

The starting point for us in your child's learning is getting to know your child and build on what they already know and can do. We follow guidance from Birth – three matters and Curriculum for Excellence (CFE). Early Learning and Childcare focuses on the 'Early' level within the (CFE) framework to provide a coherent, flexible and enriched curriculum from 3 years and beyond.

Our main focus is to develop the areas of literacy, numeracy and health and well being throughout all the educational experiences we provide to our pupils. It is through these curricular areas that we plan our themes and weekly provision for the Nursery, ensuring a balance.

When your child arrives each day, he/she will find the ELC environment set up to build on what you child knows and can do. We respond to the children's interests' as this engages them deeply in their learning giving them the opportunity to experience a wide range of equipment and develop new skills in the process.

Within the following provision we make adaptations to suit the stages of all our children. All the provision is chosen on the basis of the knowledge we have of the children's needs, based on our continual observation and assessment and to support our theme work.

### **Early Literacy and Numeracy**

Numeracy and Literacy are built into many aspects of Nursery life and are extremely important in laying the foundations for later learning. Literacy is approached in 4 ways – many of which overlap. These are reading, writing, listening and talking. An awareness of mathematical concepts such as counting, size, length, weight, are built into very many of our activities. All the work with shapes, colours, patterns, sorting and matching, threading, jigsaws, baking, and experimenting with sand and water play, give a sound base on which to build early Numeracy. We also ensure, within our provision, that these concepts are re-visited in a more focused way as your child gains more experience.



### **Local Community**

The nursery makes use of opportunities to explore and develop their learning about the world around them in the local community. Visits include singing to the residents at Grove House and Queens House, local woodland walks, the Fire Station and visits from local ministers.

### **Reporting to Parents**

Parents will be given regular feedback on their child's progress. There are opportunities for staff to talk with parents at the end of each session.

### **Recording, reporting and reviewing**

This will concentrate on what is significant in children's learning rather than attempt to record everything that happens. Links will be made with the transition document to inform assessment. Reporting is a means of promoting partnership with parents and of sharing information with children, colleagues and other professionals, and determining the next steps in learning.

### **Feedback**

Parents may be asked to complete questionnaires to give us feedback or ask for suggestions as to how we can improve our Nursery provision.

Staff will evaluate practice and form a basis for agreeing areas for improvement. These agreed areas will be included in the School/Nursery Improvement Plan. This policy will be reviewed and amended to meet the changing needs of Early Learning and Childcare Education.



## **Your Involvement as a Parent**

### **Parents as partners**

We believe there should be a partnership between parents and teachers. You are the biggest influence on your child. It is essential that we should be working together to give your child a good start in life. We encourage parents to become involved in school life on a number of different levels.

We use our noticeboard and letters to keep parents updated about what is happening in nursery on a daily basis as well as any changes or other important information.

### **Sharing information with us**

Nursery staff will talk about your child with you to learn about their interests, likes and dislikes. They may ask you to provide information so that they can build up a profile on your child. Staff may ask for photographs or objects to be used for displays and topic related work.

Sharing information about your child with us is very important. Remember to inform staff about things which are happening at home and which may affect your child e.g. an addition to the family, bereavement, moving house etc.

### **Consent for photos and videos**

When your child starts Nursery the enrolment form asks for your consent to take photos of your child for use in Nursery (i.e. in displays, year books etc), use in school or press. Please complete and return accordingly.

We often have performances for parents of songs throughout the year. While parents may take photos or videos for personal use, these should NOT be shared on social networking sites or with other parents. Failure to comply with these rules breaks the Data Protection Act.

### **Opportunities for Parental Communication**

You have the opportunity to talk with staff freely at the end of each session or you can arrange a confidential meeting if there is something which you wish to discuss in private. If you are unable to meet in person because of work commitments please feel able to make an appointment to speak by telephone.

#### *School Website*

The school website is [www.broomlandsprimary.co.uk](http://www.broomlandsprimary.co.uk)



### **Things you can do to help your child:**

- Bring and collect your child on time
- Encourage your child to put on his/her coat and shoes and become independent in changing
- Read information on the notice board about activities/ snack and share with your child
- Ask your child about nursery
- Read, sing and play games with your child
- Send in junk for modelling/ resources relevant to our topic

### **Parent Helpers**

We are very keen to have parents involved with our nursery and school. There are several regular activities, which need helpers, as well as individual activities and excursions. All kinds of help are useful from baking, gardening, playing games to passing on certain skills that a particular parent, or even grandparent, may have. Please contact the nursery if you have some spare time. We do however have an Adult Helpers Protocol that we would ask you to sign. You may also like to become involved in the school by joining the Parent Council.

## **Clothing**

Your child should be dressed in comfortable, practical clothes which are easy to wash and easy for him/her to manage e.g. jogging bottoms.

- Nursery sweatshirt (optional)
- Gym shoes for wearing indoors/ PE in school hall (in a named bag, which can be left on his/her coat peg)
- Jacket for outdoor play and hat, scarf and gloves for colder weather.
- A change of clothing i.e. pants and trousers (in case of accidents)
- Change of shorts/ joggers and T-shirt for PE (usually post Feb/April)



Please label all your children's belongings clearly with your child's name.

Uniform can be ordered online from Border Embroideries. [www.border-embroideries.co.uk](http://www.border-embroideries.co.uk).

## **Snack**

Children will be offered a small snack within each session. They are offered a choice of milk or water and a healthy variety of snacks, which include fruit. Should your child have an allergy please notify staff in advance and they will do their best to offer your child an alternative.

Children are encouraged to try new foods and become independent in pouring skills and tidying up their dishes as well as sitting and eating together.

## **Birthdays**

Please do NOT send birthday cakes in to Nursery as some children may have allergies, which mean they cannot eat certain foodstuffs. We celebrate birthdays by singing and the birthday child talking and sharing their news with the group. This also ensures that all children are treated the same.

## **Personal possessions**



Children should be discouraged from bringing in toys unless they are relevant to our Nursery topic. To ensure that they do not become lost any toys that the children bring in shall be placed in their tray until the end of the session.

Children have a tray, which is used to store their pictures, letters to go home etc, and he/she will be responsible for emptying this each day.

## **Attendance**

Pupils are expected to attend ELC regularly and punctually. Regular attendance is vital to a child's progress. If your child is absent please contact the nursery (**227452**) as soon as possible, but always before 9.00am with an explanation of absence. If this action is not taken the school office will send a Group call to parents' mobile/landline. Group call is a service used by most schools in Scottish Borders; the school office sends a text to your mobile/landline to ask you to contact the school. It can also be used to give parents information about things happening in school. Group call Messenger can only work if the information held on the school computer is correct and if parents regularly check their mobile phones.

## **Emergency closure**

In the very unlikely event of having to close the school, e.g. heating/ electricity failure or adverse weather conditions, an Action Plan is implemented. Parents of all pupils will be contacted before pupils are sent home. Information will also be given out on Radio Borders. It is now possible to receive immediate updates on emergency situations on Lothian and Borders Alert Website which the school will also use. The link is [www.lbalert.info](http://www.lbalert.info). If it is not possible to contact parents or the designated emergency contacts, then pupils will be kept in school until they can be collected.

Please ensure that all mobile phone numbers are kept up-to-date.

## **Appointments**

If a child has to be absent for an appointment, please notify the Nursery in advance.

## **Health**

## **Illness**

If your child is unwell, or suffering from infectious illnesses, e.g. Chicken pox, conjunctivitis, then please keep your child at home. If your child suffers from sickness and diarrhoea please keep them at home for at least 2 days following the last bout of sickness or diarrhoea.

If your child becomes unwell or has a serious accident while with us at the nursery, we will send for you straight away. If we cannot contact you we will get in touch with the person named on your entry form as your emergency contact.

## **Allergies**

If your child has any allergies or asthma, please notify staff. We cannot administer medication without parental consent. Forms (available from the school office) need to be completed and medication handed in and staff can agree to administer medication as necessary.

## **Head Lice**

Outbreaks of head lice occur from time to time in all schools. If you find head lice, please ask at the school or local chemists for 'bug busting' information.

## **Accidents**

If a child is involved in an accident or incident where the child is hurt, an accident/incident record will be filled in by a member of staff supervising at the time of the accident/incident. The record will be shared with the child's parent or carer who will be asked to sign it.

## **Promoting Positive Behaviour**

All staff use a positive behaviour script to promote positive interactions in ELC.

### **Supporting Self-Regulation Script**

- "Stop" with gesture. "I wonder if you might be upset/cross/angry... because I can see you.... You look/sound..."
- "I wonder what will help you feel better.... X or Y?"
- If behaviour/distress is escalating... "We are going to have some quiet time"
- While in this space, use only a few words to reassure there when needed/wanted
- Stay where child can see you while giving space needed
- "Are you ready to..."
- If not... "That is ok when you are ready. I am here for you."
- "I see you are not quite ready."
- "That's ok. Let's stay a bit longer"
- When ready support in moving back into the shared space.

### **Supporting Restoration Script**

- "Remember, in our nursery we need to keep all of us safe/happy/thinks fair for everybody"
- "I wonder if XYZ felt ....sad/shocked/upset... when..."
- "I wonder how you felt? Did you feel...sad/upset/left out?"
- "I wonder if we can make things safer/fairer/feel better?"
- "I wonder if we might...?"
- Child moves forward with strategy/option/action (with adult support as needed)
- "So, before you were feeling... sad/upset/left out..." "How are you feeling now?"
- "How do you think... feels now?"
- "Thank you for..." "You have been very... responsible, respectful, kind."

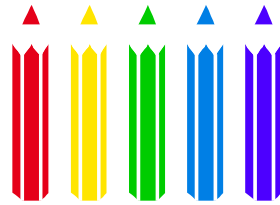
## **ELC Expectations**

We are kind to each other  
We use walking feet indoors  
We respect each other's space  
We use a quiet voice indoors  
We help and support each other  
We put things back where they belong  
We wash our hands after using the toilet  
We wash our hands before snack  
We brush our teeth after snack

## **School Policies**

Broomlands ELC is a Scottish Borders Council Nursery and as such policies regarding Health and Safety and Complaints procedures apply, as do school policies and organisation.

## **Equal Opportunities**



Each child under the care of staff at Broomlands Nursery will be:

- Valued as an individual without discrimination on the basis of gender, race or ability
- Encouraged to participate in all areas of educational experience to the full extent of his or her ability
- Encouraged to recognise the value and attributes of both his or her own culture as well as those of other cultures
- Assured of the experience of success through appropriate activities for his or her stage of development

### **Child Protection Policy**

Any concerns regarding Child Protection are reported to the Head Teacher or Depute Headteacher and shall be handled in a sensitive and confidential manner. If deemed appropriate the concern is reported to the Duty Social Worker or Child Protection Unit, who have a statutory responsibility for the protection of children.



## **Health and Safety Policy**

It is the policy of Broomlands ELC to do all that is reasonable to prevent personal injury or damage to property and to protect everyone from foreseeable hazards.

In line with Scottish Borders Council policy and that of the Care Inspectorate, there will be two members of staff on duty within the premises and one adult to every three children on trips and outings.

The First Aid box will be available to staff at all times and is taken on outings. Nursery staff are first aid trained should a minor incident/accident arise.

## **Policy on Confidential Information**

All children's records are treated as confidential and are stored in a secure place.

Parents have the right not to have their personal details passed to other people without their prior knowledge and consent. However in Child Protection situations it may be necessary to pass on

information about a child to the main investigating agencies i.e. Police or Social Work Department of Scottish Borders Council, without parental consent.

Parents have the right to know what information is recorded about their child and to ensure its accuracy.

## Complaints Procedure

It is our policy to work in partnership with parents at all times. We aim to foster open communication between staff and parents to ensure that the needs of the child are put first. Should a parent wish to raise a concern they should approach nursery staff or the Depute Headteacher and discuss this with them. Staff will make every effort to listen and resolve the situation to a mutually agreeable end. If you are still dissatisfied with the response a complaint can be made to the Headteacher by phone, in writing or via the complaints form on the council website. [www.scotborders.gov.uk](http://www.scotborders.gov.uk)

Complaints can be also be made direct to The Care Inspectorate [www.scswis.com](http://www.scswis.com)