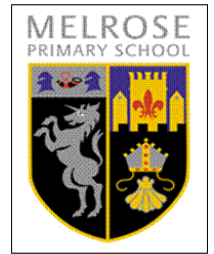


**Melrose Primary School
Early Learning and Childcare (ELC)
Newsletter
Term 3
January to March 2018**



Welcome back! Happy New Year, we hope that you all had a restful holiday!

Welcome to all our new children who started ELC this term. We look forward to getting to know you and your families.

Early Learning and Childcare Staff

Mrs Patterson leads the Early Learning and Childcare (ELC) team as Early Years Officer.
Mrs Brown, Mrs Hall, Mrs Scott are Early Years practitioners.
Mrs Patterson, Mrs Hall, Mrs Brown all work full days in the ELC.
Mrs Scott works a full day on a Monday and a Tuesday morning.

Curriculum for Excellence in Early Learning Childcare

The ELC team will be planning the learning environment around the children's interests, enquiries and observations of their play. This enables practitioners to be responsive to individual learning.

The ELC team would like to emphasise the importance placed on the information shared with us from parents/carers. This enables us to work together in partnership to plan responsively for the children, through sharing experiences, achievements and enquiries from home.

Parent involvement in Child's Learning

The ELC responsive floor plans are continuously on display on the wall next to the snack area. Parents/carers are welcome to come in and look at them at the beginning or end of a session.

The talking and thinking tree will display all interests, discussions, experiences and photos shared from home. ELC staff will then discuss and provide active opportunities to explore and extend these interests and enquiries within the ELC learning environment. Comment sheets will be available next to the talking and thinking tree for parents to take away to scribe or document children's enquiries etc.

The display boards within the ELC have been divided up so that each child has an interactive square where they can choose to display and share something special they have made or discovered with others. Any personal achievements from home will also be displayed in your child's gallery. The children will be encouraged to share their creativity and enquiries with you, so please make yourself familiar with your child's individual area and enjoy looking at your child's achievements with them.

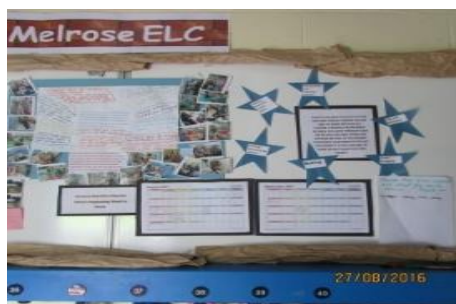
The children's learning journey's (PLP) are located at the talking and thinking tree. The children interact with their learning journeys throughout the year by adding their achievements, experiences and learning, they add these with their keyworker during the ELC sessions. The Learning journeys go home four times a year, once a term to give your child an opportunity to share their learning with you.

The floorbook is an interactive book where the adults write observations and add photos of the child led learning that takes place through discoveries, investigations and enquiries during their play. The children's floorbook is located at the talking and thinking tree, please have a look at the end or beginning of a session.

Parent/Carer Stay and Play

The ELC offer an open invitation throughout the year to parents/carers to stay and play with their child during the ELC session. This is an opportunity for you to explore the environment with your child, to look at the ways in which your child's learning is being developed and talk to your child about their ELC experiences.

The information board situated in the cloakroom area will feature a monthly calendar where we will add any additional experiences or visits the children will be involved in. If you would like to come and help please add your name to the calendar on that date. Alternatively if parent/carers find themselves with a free hour or a free morning/afternoon and would like to join us in ELC, please place your name up on the calendar.



If Parent/Carers have any special talents/skills that you are able to share with us e.g. playing a musical instrument, have a pet, baking or skills through your job such as a doctor, nurse, vet etc, please add your name to the list stating what you would like to share with the children. A member of staff will then organise a date that's suitable for you to attend the ELC.

Care Plan Review

The children's individual care plans need to be reviewed 6 monthly; therefore the children who started the ELC in August 2017 are due a review. This should only take a short discussion with your child's keyworker. The review requires a parent/carer to read over the documents you have already submitted and update any details that may have changed or add any additional information. Your child's keyworker will organise a time either at the beginning or end of a session that suits you to be able discuss the plan. If you are unable to come in to ELC we will send you a copy home for you to look over, sign and hand back in to a member of staff.

Letters and Information

All the letters and information for the children can be collected each day from their pocket on the hanger inside the ELC setting door.

Please keep checking for new information.

Future Newsletters

In line with our Eco School policy and for financial reasons, future newsletters will be sent out to parents electronically using the email addresses stated on each child's enrolment form. Please ensure you inform the school of any changes to email addresses during the year. A copy of the newsletter will be displayed in the entrance hall of the ELC setting and posted on the school website. Paper copies of our newsletter are available by request.

Opening and Pick Up Times

The ELC sessions are three hours and ten minutes. The **cloakroom door** opens **five minutes** before the session begins to allow the children to change shoes and be ready to come in. Please ensure your child arrives on time, late arrivals should go to the main school office where office staff will facilitate entrance to the ELC.

Morning sessions start at **8.30 am until 11.40 am**; doors will be closed and alarmed at **8.40 am**.

Afternoon sessions start at **12.30 pm until 3.40 pm**; doors will be closed and alarmed at **12.40 pm**.

The doors are opened at **11.35 am and 3.35 pm** to allow time for parents to pick up children.

Please come straight into the ELC when the doors are opened. We ask **parents/carers** to be **prompt at pick up times** due to staff being involved in team meetings at the end of each session.

If your child is being collected by anyone other than yourselves, please fill in the "**PickUp**" **sheet** which can be found on a clipboard in the **cloak-room area**. Should your child's collection arrangements change during ELC session, please inform the school office. Please remember to inform the designated person of the password you have written on the collection policy, they will be asked for the password on arrival at ELC, it will be checked against the one the ELC hold on record to clarify they match before your child will be able to leave.

Parent Help

We will be continuing our lending library this term. If any parent/carer would be able to support with the library, please add your name to the calendar on the designated library day. Helpers would be required to support children to select a book to enjoy at home, and on return to ELC discuss their likes and dislikes of book they have borrowed. All help is gratefully received!

Melrose ELC is always looking to develop the learning environment and provide engaging experiences for the children. To enable us to achieve this goal we have a wish list of resources that we require. Please could you take time to read the list on the information board in the cloakroom and on the board above the children's registration area, any contributions would be much appreciated.

The children use recycled packaging to create their own models/pictures. ELC would be very grateful if any suitable plastic pots, yoghurt containers and cardboard boxes could be collected to add to our junk modelling collection area.

Dates for your diary

Enrolment Week for ELC3 or ELC4

Enrolment week for children due to start **ELC3 or ELC4** from **August 2018 will take place 5th - 9th March 2018**, parents/carers can collect an application pack from Melrose Primary School reception.

Application packs will be issued to our existing ELC children nearer the time. A copy of your child's birth certificate and proof of residence e.g. a driving licence, utility bill is required to be presented at the time of enrolment.

Parent/Carer Consultations for ELC

Parent/Carer consultations for ELC will be taking place on **Monday 26th February** and **Monday 5th March 2018**. Parent/Carers will be consulted about appointments nearer the time.

School Class Photos

School class photos will take place on **Monday 29th January 2018**. Children will be taken through for a class photo during the normal ELC session.

Fly on the wall session

Parents/Carers of children who will be starting school in **August 2018** are invited to attend a fly on the wall session on **Monday 19th February 2018** to observe how the children interact with the active learning environment within Primary One. Information on how to attend these sessions will be sent out separately.

Resilient Schools

Resilient Schools is a system set up by SBC which aims to keep as many schools as possible open in bad weather. Resilient Schools is activated in the event of severe weather affecting the whole of the Scottish Borders. The decision is made centrally, usually when the conditions are such that it is not advisable to drive. Parents/carers will receive a text message to tell them that Resilient Schools has been activated. Information will also be available on the SBC website, SBC Facebook, SBC twitter and Radio Borders. Melrose Primary School will have enough teachers and support staff to safely meet the needs of pupils in Primaries 1 to 7, the ELC provision **will not be open during Resilient Schools**.

ELC Christmas Cookie Jar Enterprise Project

Thank you to all who helped to make our cookie jars and to those who purchased them. We raised **£258.48** which will be used to purchase new resources. The children were involved in choosing some of these resources and are currently enjoying playing with them in the ELC environment.

- Tools for tinkering area
- Wooden number set
- Potion making coloured bottle and bowl set.
- Potion making test tubes
- Wooden pestle and mortar
- Giant chalks for outdoor mark making
- Wooden Geo rounds
- Jumbo droppers
- Wooden washing line, number and letter wooden rounds
- Piping frame for water play and discovery
- Instant powder snow
- Messy tray for light table
- Wooden Cars

Christmas Gift Boxes

Thank you to all who donated items to place in our Christmas gift boxes for the care home and special care baby unit. The recipients of our boxes were very appreciative of the kind gesture.

Clothing

The outdoors is regularly used for learning. Please ensure that your child has suitable clothes, a coat and outdoor shoes. On wet days please send your child to ELC with wellies. Children are encouraged to be independent and, where possible, should be sent with shoes they can fasten and unfasten independently.

Melrose ELC would like to offer parents/carers an opportunity to order an ELC jumper and t-shirt for the children to wear when they are busy learning through play. If you would like to place an order please ask a member of staff for details.

Snack Money

The children have snack every day through which healthy eating is promoted. In the cloakroom there is a snack menu for the week and a list of snack costs. Children are given the opportunity to suggest healthy snack ideas and try new foods. Snack is priced at £0.40 per day. You will be informed of the total cost of snack for your child each term (holidays and in-service days will be taken into account). Payment should be given to a member of staff. Cheques should be made payable to "Melrose Primary School" and cash in an envelope marked with the child's name. A receipt will be written and placed in your child's pocket.

Snack money for this term is now due.

'Star Moments'

Achievements in Early Learning Childcare are celebrated in children's Personal Learning Plans, and on their individual interactive wall gallery. As part of celebrating success out of ELC, we are sending home a 'Star Moment' sheet for you to fill in with your child. Please share any successes your child has had, whether it be a certificate or award, or something they have learned to do that they couldn't do before. These can be written on or have a photograph or drawing attached. When completed, hand the 'Star Moment' sheet to a member of staff to display in the child's personal gallery in ELC. A pocket with blank 'Star Moment' sheets is in the entrance hall.

Sickness and Diarrhoea.

Children should NOT return to the ELC setting for 48 hours after the last bout of sickness and/or diarrhoea. Your support is appreciated in order to avoid the spread of infection.

Dates for your diary

- **Monday 29 Jan 2018** - School Photographer for class photos
- **Friday 9 Feb 2018** - Staff In-Service Training Day - School/ELC closed for pupils
- **Monday 12 Feb – Wednesday 14 Feb 2018** - School Holidays
- **Monday 19th Feb** – Fly on the wall sessions in Primary One
- **Monday 26th February** - Parent/Carer Consultations for ELC
- **Thursday 1 March 2018** - World Book Day
- **Monday 5th March** - Parent/Carer Consultations for ELC
- **Mon 5th March – Fri 9th March 2018** - Enrolment week for ELC (nursery) – please note change of date
- **Friday 30 Mar – Friday 13 Apr 2018** - School Holidays
- **Friday 4 May 2018 Staff In-Service Training Day** – School/ELC closed for pupils
- **Monday 7 May 2018 School Closed** – May Day Holiday
- **Thursday 31 May 2018** - Summer Fundraiser
- **Monday 4 June 2018 School closed** – Local Holiday
- **Thursday 28 June – Friday 17 Aug 2018** - School Holidays
- **Monday 20 Aug 2018 - Staff In-Service Training Day** – School/ELC closed for pupils
- **Tuesday 21 Aug 2018** - School opens for new session