



Kirkhill Primary School
Early Learning and Childcare Setting
Handbook
2026 - 2027



Rashierig

Broxburn

West Lothian

EH52 6AW

Tel: 01506 280925

Email: wlkirkhill-ps@westlothian.org.uk

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Welcome to Kirkhill Primary ELC

On behalf of the staff at Kirkhill Primary ELC, I would like to extend a warm welcome to you and your child. I am pleased that you are sending your child to our Nursery and look forward to working in close partnership with you to support your child's learning and development at this stage of his/her education. We pride ourselves in providing a safe and happy environment where children are encouraged to achieve their personal best through meaningful play experiences and to develop an interest in learning which will remain with them throughout their lives.

Home and school are a key influence on a young child's life and I know we can work effectively together to ensure your child has the best opportunities and learning experiences during their time at Kirkhill Primary ELC. As your support is vital to this process, we will regularly keep you informed of your child's development and progress. The Nursery operates an open door policy and parents/carers are most welcome to arrange an appointment to visit the setting to discuss their child's progress.

I hope that this handbook will be both useful and informative. For any further information, please contact the Nursery staff in the first instance who will be pleased to answer your questions. Most especially, I hope that you will keep in the forefront of your mind the vital role you have already played and must continue to play in your child's learning and development. We look forward to happy, successful partnership working with you and your child.

Jennifer Russell

Head Teacher



Nursery Information

Kirkhill Primary School is non denominational and provides for stages Nursery - P7.

AM and PM Nursery class can have 72 children in the morning and 72 in the afternoon correct as of August 2025. There is also provision for children to attend for full days.

We are staffed by a Head Teacher, Depute Head Teacher, Principal Teacher, Class Teachers for 11 classes and a Support for Learning Teacher. The nursery is part of the school structure. The Nursery is staffed on a 1:8 ratio for 3-5 year olds and 1:5 for 2 year olds with an Early Years Officer, Early Years Practitioners and Pupil Support Staff. An Administrative Assistant, Clerical Assistant, Pupil Support Workers, Facilities Management Assistants, Kitchen Staff and Cleaning Staff make up the range of support staff in school, which provides vital services to the pupils.

Contact Details: Kirkhill Primary School ELC
Rashierig
Broxburn
West Lothian
EH52 6AW
Tel: 01506 280920 (school office)
Tel: 01506 280925 (ELC direct line)
Email: wlkirkhill-ps@westlothian.org.uk
Twitter: @wlkirkhill_elc

Session Times

Morning Class

Monday - Thursday	7.47am - 12.30pm
Friday	8.00am - 11.54am

Afternoon Class

Monday - Thursday	12.30pm - 6.14pm
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Two Full Day provision

Monday - Thursday	8.00am - 6.00pm
	Afternoon short session 12.45pm - 4.05pm
	or Friday Morning short session 8.00am - 11.20am

Children can only be collected by a named adult or by prior arrangement with office staff. Please note that anyone 16 years old or younger cannot collect your child.

Staffing 2025 - 2026

Head Teacher	Jennifer Russell
Depute Head Teacher	Sandra Shankland
Principal Teacher	Rachael McCann
ELC Area support manager	Allanah Cook

Early Years Officer	Hollie Scott
Nursery Practitioner-Purple Group	Karen Galbraith
Nursery Practitioner-Red Group	Debbie McGrogan
Nursery Practitioner-Blue Group	Fiona Beattie
Nursery Practitioner - Orange Group	Vicky Sobota
Nursery Practitioner- Yellow Group	Karen Todd
Pupil Support Worker	Margaret Paul

Our Vision

"Playing, Growing, Learning Together"

This vision is portrayed in **our settings aims** to:

- Be Well (Health and Wellbeing)
- Learn Well (Broad General Education, Skills for Life, Learning and Work)
- Live Well (Developing the Young Workforce)

Values are driven by each **CHILD** in our care.

Creativity & Curiosity

Health & Happiness

Independence

Love of learning

Determination



Early Years Curriculum and our Pedagogy

Scotland's curriculum places learners at the heart of education. At its centre are four fundamental capacities. These capacities reflect and recognise the lifelong nature of education and learning. They:

- recognise the need for all children and young people to know themselves as individuals and to develop their relationships with others, in families and in communities
- recognise the knowledge, skills and attributes that children and young people need to acquire to thrive in our interconnected, digital and rapidly changing world
- enable children and young people to be democratic citizens and active shapers of that world



Child-centred play pedagogy starts from the children. Child-centred play pedagogy requires us to take the lead from the children. This approach actively responds to the individual and constantly changing needs of a young child. A young child's voice is interpreted by our observations of their actions, emotions and words. These observations are central to assessment and inform us what children need.

Scottish Government (2020) Realising the Ambition, p.46

Curriculum for Excellence (CfE)

"Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18".

CfE is designed to help our pupils develop as:

Successful Learners with • enthusiasm and motivation for learning • determination to reach high standards of achievement • openness to new thinking and ideas and able to • use literacy, communication and numeracy skills • use technology for learning • think creatively and independently • learn independently and as part of a group • make reasoned evaluations • link and apply different kinds of learning in new situations	Confident Individuals with • self-respect • a sense of physical, mental and emotional wellbeing • secure values and beliefs • ambition and able to • relate to others and manage themselves • pursue a healthy and active lifestyle • be self-aware • develop and communicate their own beliefs and view of the world • live as independently as they can • assess risk and take informed decisions • achieve success in different areas of activity
Responsible Citizens with • respect for others • commitment to participate responsibly in political, economic, social and cultural life and able to • develop knowledge and understanding of the world and Scotland's place in it • understand different beliefs and cultures • make informed choices and decisions • evaluate environmental, scientific and technological issues • develop informed, ethical views of complex issues	Effective Contributors with • an enterprising attitude • resilience • self-reliance and able to • communicate in different ways and in different settings • work in partnership and in teams • take the initiative and lead • apply critical thinking in new contexts • create and develop • solve problems

"The 3-18 Curriculum aims to ensure that all children and young people in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work. The knowledge and skills and attributes learning will develop will allow them to demonstrate four key capabilities - to be successful learners, confident individuals, responsible citizens and effective contributors."

Staff will plan experiences based on active learning approaches to meet your child's emotional, social and intellectual development and pupils will be consulted through a range of strategies and contribute to what, how and why they are learning.

A Nursery Day - Example

Morning Class

7.47am - 8.30am	Self-Registration and Child Initiated Play
7:47am - 8:30am	Breakfast
9.30am - 10.00am	Morning snack
10.00am - 11.00am	Child Initiated and Structured Play
11.15am - 11.30am	Invitation to Story and Skills Session
11.30am - 12.00pm	Lunch
12.00pm - 12.30pm	Home Time

Afternoon Class

12.30pm - 12.45pm	Welcome and Self-Registration
12.30pm - 1.00pm	Lunch
1.30pm - 2.30pm	Child Initiated and Structured Play
2:15pm - 2.30pm	Invitation to Story and Skills Session
2.30pm - 3.00pm	Light meal
3.00pm - 5.00pm	Child Initiated and Structured Play
4.30pm - 5.00pm	Late snack
5.45pm - 6.14pm	Home Time

Nursery Starting Arrangements

Attending nursery is possibly the first time that some children have left both the home and parent/carer for any length of time. The Nursery staff will support your child to ensure that this transition is as smooth as possible and to begin to build a positive relationship.

Your child will be invited to stay for one hour on his/her first visit prior to starting nursery. We will observe and assess the child's confidence in separating from the parent and discuss the next steps. We are flexible and responsive to the individual needs of each child and therefore set the settling in period to best support the needs of your child.

Each child will be introduced to a key worker for their time in Nursery. A key worker is responsible for a group of children and will organise skills sessions for these children. Skills session times include focused learning activities that are carefully planned to develop and extend learning for all children. The key worker will be available for any questions that you may have concerning your child's time in Nursery.

Taking Your Child To And From Nursery Class

Your child must be brought in and collected from the Nursery by an adult. If someone other than you is to collect the child, please inform the staff in advance. Doors will be open 5/10 minutes before the end of the session. Please collect your child promptly to allow time for setting up the Nursery for the next session and to allow for appropriate staff breaks.

If circumstances change and you, or the named person, is unable to collect your child please phone the nursery to avoid confusion.

N.B. NO ONE UNDER THE AGE OF 16 CAN LEGALLY BRING OR COLLECT A NURSERY CHILD.

Road Safety

If walking to Nursery, encourage your child to hold your hand at all times and to use the crossing patrol to cross the road. Sharing cars to come to Nursery is a good idea but remember that seat belts and booster seats are legal requirements. If you park on the main road, please do not park on the yellow zig zag lines.

When travelling by car, please do not use the school car park or playground area.

Attendance

Should your child be unable to attend Nursery due to illness please ensure that you contact the setting directly on 01506 280925 before 9.30am or 1.30pm on each day that your child is absent. We are required to contact any parent/carer whose child is absent without any explanation. This will happen on the first day of absence. If no contact is made with the Nursery to state the reason for absence then the Head Teacher will follow the West Lothian Council reporting Unexplained Absence Policy.

Although nursery education is not compulsory, there can be little progress made if your child is persistently absent and absences can also be unsettling for your child.

Anyone bringing and collecting a child should ensure the register has been marked. This procedure ensures that staff can make a check of the children present in the event of any emergency and it also assists in the completion of the weekly attendance register.

Lunch

All children receive a cooked lunch, served in the nursery between 11.30am-12.00pm or 12.30pm-1.00pm depending on which session they attend.

All children will also be offered a snack during the session, and all meals will be served with milk and water, following nutritional guidance from Setting the Table and Food Matters

<https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2024/10/setting-table-guidance/documents/setting-table-guidance/setting-table-guidance/govscot%3Adocument/setting-table-guidance.pdf>

Please inform us of any dietary requirements or allergies that your child has.

You may wish to provide your child with a packed lunch. If this is the case, please let us know. You can find information on healthy choices for packed lunch on the Parentclub website:

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

Snack Provision

Children attending Nursery during the morning session will be provided with breakfast / morning snack. This will be provided from 8.30am, finishing at 10.00am. Children will be provided with 2 items plus a drink. Items may include Yogurt, Cereal, Toast or Chopped Fruit.

Children attending Nursery during the afternoon session will be provided with an afternoon snack from 2.30pm and a late afternoon snack which will be provided from 4.30pm, finishing at 5.00pm.

Clothing and Footwear

At Nursery your child will always need:

- Comfortable clothes, which are easily washed
- A warm jacket and suitable shoes for outside play
- Sun cream and a hat depending on weather.

Children should wear suitable clothes for play. Ideally, clothing should be easily fastened, as children are encouraged to dress/undress themselves when going to the toilet or taking part in outdoor play. Please avoid belts, laces, buckles or other difficult fastenings. Football colours are not encouraged in Nursery.

We have a limited supply of clothing for emergencies. If these are borrowed, please wash and return as soon as possible. It would be advisable if you could send your child with a bag containing a change of clothes.

Please mark all items of clothing, including footwear with your child's name.

We spend lots of each day outdoors therefore it would be helpful if you could ensure that your child has suitable outdoor clothing for both sunny and wet weather.

Comforters or special toys should be left at home or placed within your child's change bag in the cloakroom.

Please note:

When your child celebrates a birthday we mark the occasion in the Nursery. Parents are **not** required to provide a birthday cake.

What Your Child Will Do At Nursery

At Nursery we value and build on the children's previous learning experiences within their family. A variety of stimulating learning activities will be provided daily. Your child, through play will have the opportunities to explore different activities and in doing so will learn to become independent and confident, learn to share and become aware of others. They will be actively involved in their learning.

The development of early literacy, early numeracy and Health and Wellbeing skills permeates each nursery session. Staff will provide both structured learning and extensions to child centred learning.

Communication

Communication with parents/carers is very important to us at Kirkhill Primary ELC. We share information in a number of ways. You will receive a regular newsletter to give you detailed information about the work of the setting and updates regarding events and information are shared through the Groupcall system. Home learning links are shared in paper copy and also on Seesaw. Our nursery floorbook, which documents the learning in the nursery, is regularly available to view in our outdoor library area.

Partnership with Parents/Carers

Parents and carers of Nursery children are invited to attend Kirkhill Primary School Parent Council meetings, which cover a wide range of activities. There are also opportunities throughout the year for Stay and Play sessions.

Social Media

We like to share news and updates with parents and carers, and you can follow us on Twitter @wlkirkhill_elc

Confidentiality

If you have anything to discuss of a confidential nature, please be assured that we will deal with information in a discrete manner and only share information which is necessary for the well-being of your child.

Accidents

Bumps and bruises are a common occurrence with young children. If your child has a bump or accident during their time in Nursery you will be given an accident slip which will give you details of what has happened and how the staff dealt with it. All staff will follow West Lothian Council First Aid procedures and may contact you if they feel the injury is more serious and medical help should be sought from your GP surgery.

If your child becomes ill whilst in Nursery, we will make every effort to contact you or your nominated emergency contacts. It is important that you keep us informed of any changes of address and/or telephone number.

Medication

The "Procedures for the Management of Pupils with Healthcare Needs" is a West Lothian Council guide that provides a structure to assist all learning establishments in meeting the healthcare needs of children the measures detailed in the procedures enable practitioners to efficiently support children with healthcare requirements.

Practitioners will work continually with families to ensure that children's health conditions and care requirements are clearly and accurately recorded and that there is full knowledge and understanding of the medication and care interventions required whilst your child is in nursery.

In the interest of health and safety it is advised to keep your child at home if they are unwell. Please speak to staff regarding allocated times for recovery from particular illnesses.

If your child requires to be given medication during the Nursery session an "Administration of Medication" form must be completed and discussed with a member of staff before any medication can be administered. Please ask the Nursery staff for these forms.

<https://www.westlothian.gov.uk/article/68000/Procedures-for-the-Management-of-Pupils-with-Healthcare-Needs>

Infection Control

Help and support is offered to children to promote independence in good hand hygiene practices. We actively promote good hand hygiene through frequent handwashing on arrival at nursery, before and after mealtimes and on using the toilet. We encourage children to avoid touching their faces including mouth, eyes and nose, using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste. To minimise the spread of infection we follow Public Health Scotland Infection Prevention and Control guidelines.

https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf

Sleep and Rest Time

In addition to active play and learning experiences our playroom offers your child warm and cosy spaces for quiet times, rest or sleep. Your child can choose when to access these areas. If you feel your child will need a period of rest during the nursery day please discuss with your child's keyworker. This will be reflected in your child's personal plan.

Learning in Partnership

Personal Plan

Every child attending the nursery will have a personal plan which sets out how the child's health, welfare and safety needs are to be met. This is a legal requirement in line with The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011.

The personal plan is included in the welcome pack to be completed by parents/carers when a child starts nursery. Staff are available to support the completion of this document.

The personal plan will be reviewed with your child's key worker, at least once every 6 months.

Seesaw

Seesaw is a secure online journal where we record the children's learning and achievements throughout their nursery career in a variety of ways including using photographic evidence. At times this may include taking photographs or short video clips of children working co-operatively in a group to complete a task. This online record is available for parents and carers to view at any time as long as you have an internet connection. You will also be able to comment on your child's learning and share wider achievements from home.

Stay and Play

Stay and Play sessions allow the children to share and celebrate their learning experiences with their parent and carers. Parents, carers and children engage in a variety of activities and learning experiences which provide parents/carers with a wonderful opportunity to support their child's learning in the Nursery environment. Stay, Learn and Play sessions are held throughout the year.

Lending Library

Sharing books and listening to stories is an activity that can support your child's language and literacy development. Our lending library is in our cloakroom area. Please help yourself to a book and return when finished.

Family Learning

Parents and carers play an important role in supporting their children to learn. Throughout the year, we offer small group learning opportunities for children and their parent/carer. These sessions last around 45 minutes and take place in the school building. Each session includes a story time, singing and rhyme time and fun play activities which help your child to learn.

Policy for Positive Behaviour

We promote positive behaviour at Kirkhill Primary ELC. We encourage children and adults to treat one another with mutual respect and consideration. Our expectations are consistent, meaningful and understood by the children. We work in partnership with parents to support and encourage strategies to improve and maintain positive behaviour.

Community Partnership

Our Early Learning and Childcare setting prides itself in working in partnership with local community services.

We work together with local Health and Social Work services to support our children and families. Our Nursery benefits from the services of a Speech and Language Therapist. The Nursery participates in the National Childsmile Toothbrushing scheme which means our children brush their teeth each day at Nursery.

We work closely with Kirkhill Primary School. Primary 1 staff and Nursery staff meet regularly to implement smooth transition experiences for children starting Primary School.

We provide a variety of study placements for students. We welcome student Teachers from various Universities and Childcare Students from Further Education colleges as part of their training. We provide placements for Work Experience Students from local Secondary Schools, particularly for those exploring a possible career in childcare and education.

Child Protection

"It's Everyone's Job to Make Sure I'm Alright" - This document produced by the Scottish Government in 2002 reinforces that all children and young people in Scotland have the right to be cared for and protected from harm and we (staff, parents, carers, community) have an important role in preventing the abuse and neglect of children.

All members of staff in the Early Years Centre have been trained in West Lothian Council's Child Protection procedures. It is our job to follow them when there is concern, ensuring that the protection and the wellbeing of our children is at the heart of all considerations and decisions taken. Posters outlining Child Protection procedures for staff are displayed in prominent places within the Centre. The Designated Members of Staff for Child Protection in our Centre are Jennifer Russell (Acting Head Teacher), Sandra Shankland (Depute Head Teacher), Rachael McCann (Principal Teacher) and Lisa Mushet, ELC Area Support Manager.

Our children have regular opportunities to discuss personal safety issues as part of their curricular experiences and are encouraged to speak to the Nursery staff if they have any worries or concerns.

Remember "It's Everyone's Job to Make Sure I'm Alright" and if you have concerns about any child please contact:

Social Work Livingston 01506 282252

Police Public Protection Unit Livingston 01506 282255

Care Standards / Care Inspectorate

It is now statutory requirement for all services to be inspected against National Care Standards for their type of service.

A Care Standard Inspection will take place in the Nursery every two years.

For further information on the National Care Standards visit the website
<https://www.careinspectorate.com/>

Customer Care

All staff in the Nursery are committed to providing high quality experiences for all our children and their families and want the very best for all users of the setting.

Whilst we strive to ensure the very best care provision, if you do have a complaint regarding any service we provide in the Nursery, please speak to any member of the staff in the first instance. If you require to take your concerns further please do not hesitate to discuss these with either:

Early Years Officer
Head Teacher
Depute Head Teacher
ELC Area Support Manager

If you are still unhappy your next point of call is West Lothian Council Customer Care based at the Civic Centre or Care Inspectorate.

West Lothian Council
Customer Care
West Lothian Civic Centre
Howden Road South
Livingston
EH54 6FF
01506 280000
Customer.service@westlothian.gov.uk

Care Inspectorate
Compass House
11 Riverside Drive
Dundee
DD1 4NIY
Telephone: 0845 9527



Please be assured that all complaints raised will be treated confidentially.

We hope that you and your child enjoy your Nursery experience with us and we are here to help and support your child as they grow and develop.

