

Woodlands ELC Handbook

2025 – 2026



Woodlands ELC
Harburn Avenue
Deans
Livingston
WEST LOTHIAN
EH54 8NQ
Tel: 01506 280331

Mobile: 07787 856 742 (Out with School hours and Holidays only)

Groupcall Absence Number: 07860 049 776

Email: wlwoodlands.ns@westlothian.org.uk

Welcome to Woodlands ELC

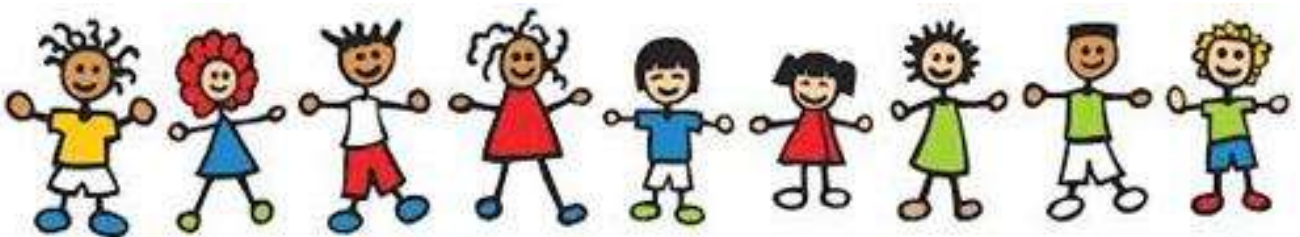
On behalf of the staff at Woodlands ELC, I would like to extend a warm welcome to you and your child. I am pleased that you are sending your child to our Nursery and look forward to working in close partnership with you to support your child's learning and development at this stage of their education. 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 Woodlands. 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. 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.

Mrs McKissack

Head Teacher



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Nursery Information

Contact Details: Woodlands ELC
Harburn Avenue
Deans
Livingston
WEST LOTHIAN
EH54 8NQ
Tel: 01506 280331
Email: wlwoodlands.ns@westlothian.org.uk

Head Teacher: Mrs Joanne McKissack

Session Times

Morning Class

Monday – Thursday 7:47 – 12:30
Friday 7:47 – 11:54
Breakfast Provision is served from 8:15 – 8:45
Lunch is served from 11:30 - 12:00

Afternoon Class

Monday – Thursday 12:30 – 18:14
Lunch is served from 12.30 – 13.00
Late Snack Provision is served from 16:30 – 17:00

Two Full Day provision

Monday – Thursday 8:00 – 18:00
Afternoon short session 12:45 – 16:05
or
Friday Morning short session 8:00 – 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 | Mrs Joanne McKissack |
| Depute Head Teacher | Mrs Frances McLaughlin |
| With ELC Management Responsibility | |
| ELC Area Support Manager | Miss Lynsey McQuade |
| | |
| Early Years Officer | Mrs H Innes |
| | |
| Nursery Practitioner | Mrs T Purves |
| Nursery Practitioner | Ms S Wilson |
| Nursery Practitioner | Mrs J Gilmour |
| Nursery Practitioner | Miss C Fisher |
| Nursery Practitioner | Miss S Kelly |
| | |
| Pupil Support Worker | Mrs E Garvin |
| Pupil Support Worker | Miss L White |
| Pupil Support Worker for lunch provision | Miss S Elliot |
| | |
| Facilities Management | Mr R Montgomery |
| | |
| Clerical assistant | Mrs S Begley |
| Administrator | Mrs D Hislop |

Our Vision

“At Nursery We Play, Learn and Grow Together”

This vision is portrayed in **our settings aim** that you will see and hear:

- Happy and healthy children who have the chance to thrive in a nurturing environment.
- Strong, positive partnerships with our families and extended learning community.
- Confident children, leading their own learning by enjoying opportunities to explore and be naturally curious.
- An environment which promotes equality of opportunity where everyone is respected and valued.

Our **values** guide the way we work.

Together we will:

- Create an environment where **play** is at the centre of everything.
- Provide opportunities for children to develop **friendships** with both adults and their peers.
- Provide stimulating activities that are **fun** and engaging for everyone.

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

Nursery Starting Arrangements

Our Nursery is able to offer morning/afternoon or two full day Nursery places for children from three years to five years.

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.

Attending Nursery is possibly the first time many children have left their parent/carer for any length of time. 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.

Lunch

Children attending full day or morning sessions, they will receive a cooked lunch, served between 11:00 and 12:00. Children who attend in the afternoon will be provided with a cooked lunch, which will be served between 12:30 and 13.00.

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.

[Setting the Table Guidance - gov.scot](#)

<https://hub.careinspectorate.com/media/3241/food-matters-nurturing-happy-healthy-children.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/>

Breakfast Provision – AM Class

Children attending Nursery during the morning session will be provided with breakfast

Breakfast will be provided from 8:15, finishing at 8:45. Children will be provided with 2 items plus a drink. Items may include Yogurt, Cereal, Toast or Chopped Fruit.

Snack Provision – PM Class

Children attending Nursery during the afternoon session will be provided with an afternoon snack which will be provided from 3:30, finishing at 4:00.

Clothing and Footwear

Children should wear suitable clothes for play. We promote independence therefore clothes should be easy for children to fasten/unfasten as we encourage children to dress/undress themselves when going to the toilet or outdoor play. Please avoid belts, buckles or difficult fastenings. Football colours are not encouraged in Nursery.

Please provide your child with a pair of soft shoes for indoor use. Gym shoes with Velcro fastenings are ideal.

Please label all clothing and footwear with your child's name for ease of identification.

We would be grateful if you could provide an extra set of labelled indoor clothing in your child's nursery bag.

We spend most 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.

Your child will be provided with a named coat peg in the cloakroom where they can leave their belongings whilst in the Nursery.

Soothers and dummies are not encouraged in Nursery. To avoid breakages, comforters or special toys should be left at home or placed within your child's change bag in the cloakroom.

Communication

Communication with parents/carers is very important to us at Woodlands ELC. We share information in a number of ways. The whiteboard in the cloakroom is updated on a weekly basis to inform you of the focus for learning throughout the nursery. The notices within the cloakroom notice board and Twitter are updated regularly and will keep you informed of forthcoming events, holidays and general information. You will receive a regular newsletter to give you detailed information about the work of the setting.

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.

Absence from Nursery

Should your child be unable to attend Nursery due to illness please ensure that you contact the setting before 9.15am or 1.15pm 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 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.

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.

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.

<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

Rest Time

In addition to active play and learning experiences our playroom offers your child warm and cosy spaces for quiet times or rest. 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 require 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 an online document that is used to record your child's progress in learning and wider achievements throughout their time at Nursery and onwards into Primary School. Your child and their Key Worker will regularly contribute examples of learning to their Seesaw and will use this to identify next steps in learning. Children and parents/carers are encouraged to contribute details of experiences and wider achievements outside Nursery. You will be allocated access to your child's Seesaw through email and personalised password. The EYO will be able to support you accessing your child's Seesaw.

Stay, Learn and Play

Stay, Learn 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 on a monthly basis throughout the year.

Big Bedtime Read

Sharing books and listening to stories is an activity that can support your child's language and literacy development. Your child will be provided each week with a bag of 5 books to share with you at home. Each child will be encouraged to return their book bag on Wednesday and select a new one.

Policy for Positive Behaviour

We promote positive behaviour at Woodlands Nursery. We encourage children and adults to treat one another with mutual respect and consideration. Our rules 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 Tooth brushing scheme which means our children brush their teeth each day at Nursery.

We work closely with the local Primary Schools. 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:

Joanne McKissack – Head Teacher

Frances McLaughlin- Depute Head Teacher

Laura Callaghan- Principal teacher

Hazel Innes- Early Years Officer

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

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.

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 contact the Head Teacher.

You can also contact;

Customer Care
West Lothian Civic Centre
Howden South Road,
Livingston,
EH54 6FF
Telephone: 01506 281255

and/or

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

Please remember that our aim is to promote good communication and foster good relationships between all our stakeholders. A suggestion tree is placed in the open area for you to add your comments. We hope that you find the content of this handbook helpful. If there is anything you are concerned about or have any unanswered questions, please do not hesitate to speak to a member of staff in the Nursery.

We look forward to welcoming you and your child to Woodlands ELC.