



# Welcome to Baljaffray Early Years Centre



Dear Parents

I hope that you will enjoy reading our handbook and find it interesting and helpful.

In it we have tried to paint a picture of life at Baljaffray Early Years Centre. We like to think that within our Centre we have created a caring, secure community for children, parents and staff.

Our aims are to provide an enjoyable, stimulating and challenging learning environment, to encourage each of our children to develop their full potential, to respect themselves and others.

We look forward to working closely with parents and carers to fulfil these aims. We believe that education involves a close partnership between the home and Early Years Centre and take great care to encourage this bond.

We hope that you will enjoy getting to know us better and look forward to having you and your family join us at Baljaffray.

Yours sincerely

*Lesley Rodden*

Lesley Rodden  
Head Teacher



0141 955 2243



**Be the best you can!**

## **Contents**

### **General Information**

- Our Early Years Centre Vision, Values & Aims
- Hours of Opening
- Holiday Dates
- Our Staff
- Admissions Policy
- Attendance
- Excursions and Consent Forms
- Snacks and the Promotion of Healthy Eating

### **Medical Information**

- Medication
- Minor Accidents and Upsets

### **The Early Years Centre Curriculum**

- Curriculum for Excellence
- How We Promote Learning
- Supporting Children with Difficulties

### **Parental Partnership**

- Partnership with Parents
- Child Protection
- Working Together to Promote Positive Behaviour
- Fund Raising

### **The Wider Community**

- The Local Community

### **Other Information**

- Suggestions and Concerns
- The Care Inspectorate Complaints Procedure
- Useful Addresses

# Our Early Years Centre Vision, Values & Aims

## Vision

Our team is committed to deliver high quality learning experiences for our children and to build positive relationships with our families ensuring their children will achieve their full potential.

## Values

- Be happy
- Be kind
- Be caring
- Be responsible
- Be respectful

## Aims

We aim to support our children's wellbeing and place great value on their views, opinions, listening to them and acting upon them, whilst embedding the nurture principles throughout our practice.

We aim to provide child centered play promoting equity and equality, with a balance of curricular learning both indoors and outdoors.

We aim to provide a safe, secure, fun environment while being responsive to children's needs and interests.

We aim to maintain local community links and encourage our stakeholders to become part of the community.



## **Our School and Early Years Centre Values**

Our School and Early Years Centre Values were devised in consultation with our pupils, parents/carers and staff. The Baljaffray Values underpin our School and Early Years Centre ethos and philosophy.

- **Respect**
- **Honesty**
- **Kindness**
- **Resilience**
- **Effort**

### **Early Years Centre Information**

Name of Early Years Centre:      Baljaffray

Address:                                  Grampian Way  
   Bearsden  
   Glasgow  
   G61 4RA

Telephone:                              0141 955 2243

In our Early Years Centre, we are able to accommodate 63 children in the morning and 63 in the afternoon. All children in our Early Years Centre are aged 3 to 5 years, with priority to children in their pre-school year.

## **Early Years Centre Hours**

We have two sessions daily:

**Morning Session:** 8.00am – 12.45pm

**Afternoon Session:** 1.15pm – 6.00pm

**All day Sessions:** 8.00am – 5.00pm, 5.30pm or 6.00pm

*Please try to collect your child on time, if you are going to be delayed please let us know so that we can tell your child what's happening.*

### **Extended Day Care Provision**

Our Early Years Centre is open all year round from 8.00 am – 6.00 pm (excluding public holidays and in-service days and between Christmas and New Year). Additional time can be purchased outwith the core sessional times.

## **Our Equal Opportunities Policy**

All pre-five services should reflect the Council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work and care for children. Provision should take account of the needs of children with special needs, disabilities or chronic illnesses. These principles are reflected in the criteria used to admit children to our Early Years Centre and in the curriculum of all East Dunbartonshire pre-five establishments.

The Early Years Centre is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.

## Holidays for Session 2025-2026

In Service Days	Tuesday 12 August 2025 and Wednesday, 13 August 2025
September Weekend	Friday 26 September 2025 and Monday 29 September 2025 (Both dates inclusive)
In Service Day	Friday 10 October 2025
Christmas/New Year	Thursday 25 December 2025 to Friday 2 January 2026 (Both dates inclusive)
In Service Day	Wednesday 18 February 2026
Easter Holidays	Friday 3 April 2026 and Monday 6 April 2026
May Day	Monday 4 May 2026
In Service Day	Thursday 7 May 2026
May Weekend	Friday 22 May 2026 and Monday 25 May 2026
Holiday	Monday 20 July 2026

**\* NOTE - Thursday 31 July 2026 - last day for preschoolers**

# Our Staff

Head Teacher

Lesley Rodden

Depute Heads of Centre

Susan Lyons  
Michelle Brown

Early Years Centre Teacher

Paula Orr/Elaine Hepburn

Senior Early Years Workers

Michelle Brown  
Lauren Goldie

Early Years Workers:

Cherie Boyd  
Keira Boyle  
Joshua Brown  
Jodie Dunn  
Gillian Dunn  
Lauren Goldie  
Sian Holmes  
Ashleigh Kerr  
Kirsty McLeod  
Jillian Mooney  
Anna Pignatelli  
Lynda Sandford  
Amy Stevenson

Early Years Support Workers

Vacancy

Clerical Assistants

Shirley Gordon  
Christine Nelis

Housekeeper

Maria Stark



## Admissions Policy

All Early Years Centre places are allocated in line with the East Dunbartonshire Council's admissions policy and the Head Teacher will be happy to advise you how this policy operates when you apply for a place for your child. A leaflet detailing the Council's policy is available from the Early Years Centre and the school office. If you wish a copy, please contact the school office.

An admissions panel will meet at intervals throughout the year to decide how Early Years Centre places will be allocated.

The panel will consist of representative Head Teachers, the Principal Early Years Officer and representatives of the other agencies involved in supporting children and their families e.g. Social Work Department, Health Board.

## Registering for Early Years Centre

Early years registration for children starting or continuing their early learning and childcare place should be completed online at [www.eastdunbarton.gov.uk](http://www.eastdunbarton.gov.uk) throughout January and February. The date for registration of new school entrants is advertised in all local nurseries, the local press and on the council's website.

***Parents/carers must re-register for each year their child attends nursery (this includes March to July birthdays AND also deferred children).***

The Early Years' Education Officer will hold a central register of all applicants and the admissions panel will consider the information contained in the applications where necessary to assist in the allocation of places.

**Please note that the length of time a child's name has been on the register will not affect the child's priority for admission.**

Parents can ask to see their application form at any time. If circumstances change which affect the application, you should speak to the Head Teacher who will in turn pass on your information to the Principal Early Years Officer.

## Enrolment Procedures

When you are allocated a place in our Early Years Centre you will be informed by letter from East Dunbartonshire Council.

When the school receives this information you will be contacted by the Depute Head of Centre who will give you a starting date and details of enrolment procedures.



## Deferred Entry



Arrangements for entry to primary schools in East Dunbartonshire are on a yearly basis at the start of the new session in August each year. All parents and carers have the legal right to defer their child's entry to primary school if they are not yet 5 years old at the beginning of the school year.

## Attendance

Although there is no statutory attendance procedure in pre-five establishments, you are asked to ensure that your child attends Early Years Centre regularly. If your child is absent, please telephone and let us know the reason for his/her absence. We follow East Dunbartonshire's policy and it is the responsibility of every parent to contact the Early Years Centre before 9.30am and 1pm and inform the staff why your child is not in attendance. If this does not happen a member of staff will phone the home or emergency contact if necessary. If there is no response, then the Head Teacher will involve the Attendance Officer. These measures have been put in place under the Child Protection Policy.

## Arrival and Collection of Children

It is expected that a responsible adult will bring your child to and from the Early Years Centre.

In the interests of your child's safety you should make a point of telling the staff members if he/she is to be collected by someone known to them. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff

We have a sign in/out system in the Early Years Centre. On arrival with your child the parent/carer signs in at the start of the day's session and signs out at the end.



## **Suitable Clothing**

Children have the best fun when they are doing messy work. We will always try to make sure they wear aprons, but accidents happen, so please dress your child in suitable clothes.

Please, also make sure that your child has suitable outdoor clothing as we are outdoors every day and in all weathers.



Please ensure that all clothes are labeled, as a number of children have the same or similar items of clothing.

Your child should have soft shoes, which he/she will wear while in the Early Years Centre. Again, these should have your child's name on them. It is also helpful if a pair of wellingtons could be left at the Early Years Centre.

## **Insurance**

Sometimes children like to bring something special or new to Early Years Centre for their friends to see. However, parents should ensure that valuable items are not left at Early Years Centre, particularly as the Authority has no insurance to cover the loss of such personal items. Claims submitted are likely to be met only where the Authority can be shown to have been negligent.

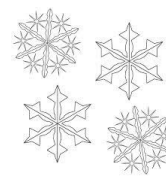
## **Excursions and Consent Forms**

When outings or excursions for children are planned, the Depute Head of Centre or a member of staff will advise you in advance. You will be asked to complete consent forms, which give your permission for your child's participation. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/guardian.

## **Transport**

Transport is not normally provided for children attending pre-five establishments. The Council may, however, provide transport to and from Early Years Centre for children with special needs who may require travelling some distance to take up their placement. Generally parents are expected to make their own travel arrangements.

## Emergency Closure Arrangements



The Early Years Centre will be opened on the times already outlined, but on some occasions circumstances arise which mean the Early Years Centre has to close.

Establishments may be affected by, for example, severe weather, transport problems, power failures or difficulties with fuel supplies. If this happens, we will let you know about the details of closure and re-opening via the school website.

Please ensure that the school and Early Years Centre have been informed of any change in phone numbers as we may need to contact you by telephone.

## Emergency Contacts

Parents whose children are in the Early Years Centre are asked where possible, to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in case of an emergency.



You are also asked to keep the Early Years Centre up-to-date with any changes in this information.

## Meals

East Dunbartonshire Council provides hot and cold lunches for children who attend an Early Years Centre. The menu can be found on the website and within the Early Years Centre foyer. All families are eligible for free nursery meals for children attending extended day/year.



## Snack and the Promotion of Healthy Eating

Your child will be provided with a daily snack. It is our aim to promote healthy eating by encouraging children to eat this type of food rather than sweets.

If your child has any allergies or requires a special diet, please inform the Early Years Centre staff of this on your child's **first day** at Early Years Centre. Children may be involved in baking activities which we try to make as healthy as possible.

## Treat/Toy Fund

The treat/toy fund helps provide additional healthy snacks and gives the children the opportunity to try foods from other countries and cultures. The fund also allows us to provide individual birthday cards and gifts for the children and helps fund bigger parties such as Halloween and Christmas. The remainder is used for new resources and toys which regularly need renewing and replacing.

**The treat/toy fund donation is £2 per week.** This is payable at the start of each term. You will be advised of the exact amount when the payment is due.

## Smoking Policy

Smoking is not permitted in the Early Years Centre or in the surrounding environment. Parents are asked to respect this rule.

## Photographs/Videos

Photographic and/or video recordings are made for educational purposes. Procedures have been put in place by East Dunbartonshire Council asking parents to complete permission forms for internal and external photographs (including use of photos on our website). The school will collate information and pass to Early Years Centre staff.



## School Photographer

Parents will be informed when a photographer will be at the Early Years Centre.

## Pre-School Medical

Your health visitor or GP will contact you to arrange a pre-school year medical.

## Medication

If your child is in need of medication during his/her time at Early Years Centre, you should discuss his/her requirements with the Depute Head of Centre or Senior EYW. Prescribed drugs will be given at the discretion of the Depute Head of Centre and you will be required to fill in a form, which authorises Early Years Centre staff to administer the drugs to your child. These forms are available from the Early Years Centre or the school office.

If your child suffers from asthma, you must tell the Early Years Centre staff if there are any activities or specific circumstances, which are likely to bring on an attack.

If your child suffers from, e.g. epileptic seizures, diabetes, etc., you must tell the Depute Head of Centre and Early Years Centre staff what emergency procedures are to be followed.

**Sickness / diarrhoea** - Please note that there is a 48 hours' exclusion period from the child's last episode.

## **If Your Child Becomes Unwell**

If your child becomes ill while at Early Years Centre, contact will be made with you or your emergency contact. If we cannot make contact with anyone, your child will be looked after, by a member of staff until the end of the session.



We will obtain the best medical attention as appropriate, e.g. call an ambulance if necessary.

## **Minor Accidents and Upsets**

Although we hope that these will be few and far between, realistically there will be occasions when they do occur.

Our Early Years Centre staff are highly trained and extremely sympathetic. They will comfort your child and deal with each incident as they see it. You will be informed of the occurrence of any minor accident. There is a trained first aider available.

## **Dental Inspections**

Dental inspections may be carried out during the course of the session. Parents will be informed of the dates of these inspections in advance. All children take part in toothbrushing. This is an opt out programme. Please let us know if you do not want your child to take part.



## **The Early Years Centre Curriculum**

It is our aim in Baljaffray Early Years Centre to ensure that each child has access to a relevant, broad and balanced pre-five curriculum.

In order to achieve this, we use the 'Curriculum for Excellence' guidelines, which is a curriculum designed for ages 3-18. We plan learner's experiences using 'Curriculum for Excellence' experiences and outcomes and promote all aspects of the curriculum both indoors and outdoors

The key aspects of the curriculum are:

- Languages
- Mathematics
- Health and Wellbeing
- Expressive Arts
- Religious & Moral Education
- Sciences
- Social Studies
- Technologies



### **Bringing learning to life and life to learning**

Curriculum for Excellence balances the importance of knowledge and skills.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from Early Years Centre to primary, primary to secondary and beyond, ensuring the change is smooth. They will ensure children continue to work at a pace they can cope with and, with challenge, they can thrive on.

Every child is entitled to a broad and deep general education, whatever their level and ability. Teachers and practitioners will be responsible for literacy and numeracy – the language and numbers skills that unlock other subjects which are vital to everyday life.

The Curriculum for Excellence develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the playroom and classroom, making learning relevant and helps young people apply lessons to their life beyond school. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

### **Health and Wellbeing**

This area of the curriculum is quite extensive as it covers social and emotional development as well as physical development.



Early Years Centre children have to learn how to develop friendships, how to deal with people and situations out with the family setting and get to know the people who can help them and look after them in school and the community. The children are also taught about what they need to do to help them grow and keep themselves healthy.

An important element of their learning is the awareness of the need for cleanliness, hygiene and safety, including washing hands and tooth brushing.



Opportunities for physical play will be provided both inside and outside. The children will have access to the gym hall on a weekly basis thus allowing for energetic play in a very safe environment no matter what the weather. Physical play activities include: balancing, throwing and catching, running, jumping, skipping, playing games and riding bikes. During this type of activity children must learn about the use of space, how to play with others and, most importantly, how to play safely.



### **Literacy and English**

The development of children's skills in Literacy and English are central to their abilities to communicate with others and to understand ideas and explore their own thoughts and feelings. We provide opportunities to listen and enjoy stories, rhymes, music and songs as well as listening to instructions and information from staff. Children are also encouraged to ask questions, describe their needs and experiences and to take part in conversations. An enthusiasm for books is a very important factor in developing language. Books provide a vehicle to promote children's understanding of print, curiosity about words and the sound of words.

Early writing is encouraged through drawings and mark writing where children are able to express their own thoughts and ideas. Lots of opportunities to have fun with words and to enjoy familiar songs, finger play and rhymes, as well as 'reading' books, talking about pictures and retelling stories will be provided.

### **Numeracy and Mathematics**

This area is closely linked with other aspects of learning. Children's natural curiosity drives them to explore and investigate their environment by observing shapes, colour, patterns and sequences of events by asking questions. They are constantly involved in matching, sorting, counting and comparing and learning about quantities by exploring and experimenting. Money is also explored through use in role play scenarios and children are encouraged to recognise coins.



### **Expressive Arts**

Expressing and creating ideas, feelings and imagination as well as having opportunities to enjoy all manner of sounds, sights and textures are vital parts of the young child's development. In developing expressive and aesthetic experiences the emphasis is on enjoyment, expression and learning during an activity. Children will be given opportunities and freedom to choose, explore and to investigate using a variety of materials and techniques. They are encouraged to create their own pictures, paintings and constructions; to sing, play instruments and create their own music; to use movements, gestures and facial expression through role play.



### **Science**

Science activities are very varied. The children become aware of their senses and use them to explore the world around them. They are given the opportunity to taste healthy foods and develop an understanding of how to keep healthy. Through play they find out about different materials and forces.



### **Technologies**

In technology, not only do children have the opportunity to use a variety of programmable toys, ipads and computers, they are also involved in learning about construction and enjoy building and making many objects.

### **Social Subjects**

In this area, we explore the world around us, the local area, the weather and seasons.

### **Religious and Moral Education**

This area deals with children recognising what is fair/unfair and the importance of caring for others and sharing with others. We look at various festivals and customs.

Learning  
Through  
Play





# How We Promote Learning

We promote learning in our Early Years Centre by:

- 1 Planning clear goals for the children's learning.**  
These are designed to match the needs and achievements of all children.
- 2 Through observing children at play.**  
By using this procedure our staff become aware of how and what your child is learning.
- 3 Keeping day-to-day records of observations and assessments.**  
This enables us to plan learning experiences, which take account of our children's needs and developments.
- 4 Using reporting as a means of promoting partnership with parents.**  
You may discuss your child's progress formally or informally with any member of staff. We encourage you to ask questions relating to your child's progress and to share any information, which you feel is relevant, with us.
- 5 Assessing children's development and progress.**  
In doing this we aim to take account of all of your child's needs, ie, physical, social, emotional, aesthetic and educational development.

Our assessment is a continuous process, which is carried out by observing, listening and talking to your child in the course of every day activities.

You will be invited to take part in the assessment of your child by means of informal chats and if necessary in more formal circumstances.

We wish to emphasise that your child's own progress is the basis of our assessment, rather than his/her progress in relation to other children.



# Supporting Children with Difficulties

Many children experience difficulties at some point during their school life, often these difficulties are temporary and are resolved as the child develops.

Some difficulties are related to specific aspects of learning, e.g. speech and language development. In circumstances such as these, in consultation with parents, we often seek advice and support from external agencies such as speech and language therapists and Psychological Services.

If your child requires additional support the Early Years Centre staff will monitor his/her progress very carefully and ensure that an individual educational programme is in place. You will be consulted about this and asked to work in partnership with us.

Regular reviews of your child's progress will take place and all interested parties will participate in the discussion about the progress being made, the targets to be set and the next steps in your child's learning.

A small proportion of children have long-term difficulties, which require regular reviews with parents, Early Years Centre staff and other professionals in order to monitor progress. This may lead to Staged Intervention or Coordinated Support Plan. If this is the case your child may be discussed at a Pupil Support Group. The school and the Early Years Centre run a Pupil Support Group (PSG). These meetings provide a forum for discussion relating to children's learning and development. Parents will be informed of the intervention process and be fully involved as it progresses.

**It is important that parents, Early Years Centre staff and other professional bodies work together to support children's learning. By doing this we are ensuring that each child has the opportunity to achieve his/her potential.**



# Partnership with Parents/Carers

We value your role in your child's learning. As parents, you are the prime educator in your child's early years and we hope you will continue to play a major role in your child's learning when he/she comes to Early Years Centre.

Our staff will always be happy to discuss your child's progress with you and you are welcome in our Early Years Centre at any time. We aim to:

- Involve parents/carers in decisions which are taken about their children's education.
- Establish and maintain a two-way channel of communication with parents.
- Share experiences and keep parents/carers informed of developments within the Early Years Centre.

We welcome any contributions you may wish to make and look forward to establishing a positive relationship with you.

## Parental Involvement Act

The Scottish Schools (Parental Involvement Act) 2006 aims to improve the quality and extent of parents' involvement in their own child's learning and in the education the school provides. It modernises and strengthens the framework for supporting parental involvement. It also establishes a structure and process to replace School Boards with Parent Councils.

The Act outlines three areas where parents should be supported and encouraged to be more involved in their child's learning.

- At home - providing parents with information on what their children are learning at school and how this can be supported at home.
- Through school - providing parents with opportunities to contribute to the life of the school e.g. by helping out in the classroom at school events.
- In a more formal way - deciding what kind of parent representation the schools should have.

### Parent Forum

Every parent in the school and Early Years Centre is known as a member of the parent forum and as a member can expect to:

- Get information about what their child is learning.
- Get information about events and activities in the school.
- Get advice/help on how they can be supported in their child's learning.
- Be told about opportunities to become involved in the school.
- Have a say in selecting a Parent Council to work on behalf of all parents at the school.

## **Parent Council**

From August 2007 Parent Councils are recognised as the representative body of the parent forum. The role of the council is to:

- Work in partnership with the head teacher and staff to support the school.
- Represent the views of all parents.
- Encourage links between the school parents, pupils, pre school groups and the wider community.
- Report back to the Parent Forum.

Baljaffray Primary and EYC has formed a Parent Forum and elected a Parent Council. The Parent Council Constitution is available on request.

Parent Councils will play an active role in supporting parental involvement in the work and life of the school, while also providing opportunities for parents to express their views on their children's education and learning. The Parent Council, as a statutory body, will have the right to information and advice on matters which affect children's education. The school and the education authority will consult with the Parent Council and take their views into account wherever decisions are being taken on the education provided by the school.

### **Chairperson**

Mrs Linden Fradet

Parent Member

Mrs Hazel Lauchlan

Parent Member

Mrs Emily Dewar

Parent Member

Mr Gavin Ross

Parent Member

Mr Graeme Glen

Parent Member

Dr Sreenu Vattipally

Parent Member

Mr Craig Barratt

Parent Member

Mr Gary Granger

Parent Member

Mrs Indrani Manoharan

Parent Member

Mrs Fernanda McLintock

Parent Member

Mr Sandeep Pandya

Parent Member

### **Staff Members**

Mrs Lesley Rodden, Head Teacher

Mrs Elaine Paterson, Depute Head Teacher

Mrs Jane Cowan, Principal Teacher

# Child Protection

East Dunbartonshire Council has issued Child Protection Procedures and Guidance which all staff must follow to promote the welfare of children and to protect them from harm.

All adults must share the responsibility for promoting children's health and safety and ensuring, as far as possible, that all children are protected from abuse, neglect and exploitation. Children cannot be expected to take full responsibility for keeping themselves safe. Professional staff must work together and in co-operation with families and carers to enable children to grow up in a warm, stimulating and safe environment.

Education staff are required to assist in protection of children by:

- creating and maintaining a positive and caring ethos
- developing health and personal safety programmes
- being observant of children's needs, views and concerns
- reporting and recording concerns about the welfare or safety of children
- monitoring and supporting children in co-operation with relevant professionals, parents and carers.

Education staff cannot keep secret any allegations or concerns about child abuse, even if a child or adult requests this. Information or concerns that a child may be at risk of harm must be passed on in order to protect the child. Staff will treat the matter sensitively, and information will only be passed to those who need to know in order to protect and support the child.

**If parents or others have concerns for any child, they can speak to the head teacher about this. They can also contact social work services and/or the police.**

When a member of staff, a child or another individual provides information and the head teacher considers that there is a possibility that a child has been harmed or is at risk of harm, the Head Teacher is required to immediately contact social work services to discuss the circumstances and agree the immediate action to be taken. School staff are then required to co-operate with any subsequent enquiries or support plans.

Every education establishment or service has copies of the East Dunbartonshire Council Child Protection Procedures and Guidance. These are available for reference from the Head Teacher. **The Child Protection Co-ordinators are:**

**Mrs Lesley Rodden – Head Teacher**

**Mrs Elaine Paterson – Depute Head Teacher**

**Mrs Susan Lyons / Mrs Michelle Brown – Depute Heads of Centre**

# CHILD PROTECTION STATEMENT

Parents/carers, please note, that as employees of East Dunbartonshire Council, the welfare of children is paramount to us. In this Early Years Centre we follow East Dunbartonshire Council's Child Protection Guidelines which aim to deliver the outcomes contained within the document.

**Protecting Children and Young People: Framework for Standards in Child Protection** produced by the Scottish Executive (copy available to view from the manager of the Early Years Centre). This document contains 8 Standards.

**Standard 2 - Professionals take timely and effective action to protect children**

This standard requires us to pass on any concerns about the child's welfare to the relevant professionals.



# Working Together to Promote Positive Behaviour

It is our policy in Baljaffray Early Years Centre to promote positive behaviour.

This is achieved by:

- Use of praise and positive reinforcement.
- Encouraging our children to respect other children and adults.
- Encouraging our children to respect the property of others.
- Establishing routines and practices as part of the Early Years Centre programme.



Very occasionally a child has difficulty settling into the Early Years Centre routine and this is manifested in inappropriate behaviour.

If this occurs, a member of staff will discuss the problem with the parents and look for a way forward. If there continues to be no improvement, the Depute Head Teacher or Head Teacher will become involved in the discussions. In some circumstances Psychological Services may be consulted, after consultation with parents.

All of this will involve joint decision-making with parents involved at every stage.

## Change in Circumstances

It is helpful if you keep the Early Years Centre staff informed of anything happening at home that might affect the child's manner or behaviour in class, e.g. birth of a baby, death of a relative, etc. It will help us understand what is going on and enable us to give suitable support. Anything you tell us is of course, treated with complete confidentiality.

## School and Community Information

Information will be posted on our notice board in the entrance hall.

If you require additional information on any subject, please do not hesitate to contact a member of the Early Years Centre staff, Depute Head Teacher or Head Teacher.

Baljaffray Primary School 3-12 PTA will welcome the involvement of any of our Early Years Centre parents. An invitation to attend meetings is extended to all Early Years Centre parents/carers and information on these meetings will be included in our newsletters.

## Fund Raising

With the exception of our annual budget allocated to us by East Dunbartonshire Council, our main source of funding will be our Early Years Centre Fund.

At certain times in the year we may organise other fund raising activities working in partnership with the 3-12 PTA. The Early Years Centre also joins in the support given by the school to charities e.g. MacMillan Cancer Support and Comic Relief.

## **The Local Community**

In Baljaffray Early Years Centre we place a great deal of importance on our children having access to the local community.

Visits to locations within the local area will be organised and members of the community may be invited into the Early Years Centre to meet the children.

## **Baljaffray Primary School**

The Early Years Centre is part of Baljaffray Primary School and the children attending our Early Years Centre will have access to many of the resources available in the school.

The school hall is timetabled to allow the Early Years Centre staff to use it for physical activities and drama whenever possible.

The children will be invited to take part in some of our whole school assemblies. We aim to encourage our Early Years Centre children to feel at ease within the primary school.

## **Pre-five/Primary Liaison**

In Baljaffray Primary School, we will be establishing strong links with all of the nurseries in our local area. These links will continue but the focus of our pre-five/primary liaison will now be on the link between our Early Years Centre staff and our Primary 1 class teachers in our associated primaries.



Throughout the year there will be organised meetings between these staff groups and these will have the purpose of sharing information and creating curriculum links.

We are very aware of the fact that we have a number of children who will not attend Baljaffray Primary School. These pupils may move on to one of the primary schools in the Bearsden/Milngavie area. With parents' consent, information about these children will be passed on to the receiving school and staff who wish to visit the Early Years Centre will be most welcome.

## **Suggestions and Concerns**

We are always anxious to maintain and improve our service. If you have any suggestions to make about the service, please contact the Depute Head of Centre / Depute Head Teacher / Head Teacher, in the first instance. Similarly, if you have a concern about any aspect of the service, you should contact the Depute Head of Centre / Depute Head Teacher / Head Teacher.



If you feel your concern has not been satisfactorily resolved please contact The Care Inspectorate.

## The Care Inspectorate Complaints Procedure

The Scottish Commission for the Regulation of Care, known as the Care Inspectorate, has been set up to improve the quality of care services in Scotland. One of the most important ways for us to achieve this is by listening to your concerns. These may be about a care service or about the way the Care Inspectorate works.

If you make a complaint, you can be sure that:

- All complaints are taken seriously and handled thoroughly. All complaints are dealt with on an individual basis.
- The Care Inspectorate will decide how your complaint will be investigated, depending on what the complaint is about.
- If we think there will be a delay, we will let you know and give you the reasons for the delay.
- The Care Inspectorate always tries to resolve complaints locally. If your complaint is about a care service, the member of staff who investigates your concerns will know that service.

### How to make a Complaint

If you wish to make a complaint about a care service which is regulated by the Care Inspectorate or about the Care Inspectorate itself, you can:

- Telephone the Regional Office or Headquarters.
- Write to the Regional Office or Headquarters.
- Go to the Regional Office.
- E-mail the office by logging on to our website at [www.careinspectorate.com](http://www.careinspectorate.com)

<b>Headquarters: -</b>  Care Inspectorate  0345 600 9527 Monday to Friday, between 09:00 - 16:00	<b>Headquarters: -</b>  Care Inspectorate Compass House 11 Riverside Drive Dundee DD1 4NY  Tel: 0345 600 9527  Email: <a href="mailto:enquiries@careinspectorate.gov.uk">enquiries@careinspectorate.gov.uk</a>
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# Useful Addresses

You may wish to be aware of the following names, addresses and telephone numbers.

## **East Dunbartonshire Council**

12 Strathkelvin Place  
Kirkintilloch G66 1TJ  
Tel: 0300 123 4510

## **Community Services**

Evonne Bauer  
Chief Officer - Community Services  
East Dunbartonshire Council  
12 Strathkelvin Place  
Kirkintilloch G66 1TJ  
Tel: 0300 123 4510

## **Early Years and Childcare**

Greg Bremner  
Chief Officer - Education  
East Dunbartonshire Council  
12 Strathkelvin Place  
Kirkintilloch G66 1TJ  
Tel: 0300 123 4510

## ***Please note:***

*Although the information in this handbook is correct at the time of printing there could be changes affecting any of the matters dealt within it, either before your child's placement begins or during the course of their placement. The Head Teacher will advise you of any important changes to the information.*