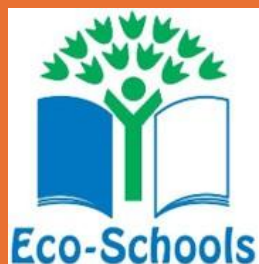


Baljaffray Early Years Centre

Handbook

2026-2027





Welcome to Baljaffray Early Years Centre



Dear Parent, Carers, and Friends of Baljaffray Primary School and Early Years Centre,

It is with great pleasure that I welcome you to our School Community.

At Baljaffray we are proud of our welcoming and nurturing environment, where every child is known, valued, celebrated and supported to achieve. Our dedicated staff work hard to provide fun, high quality learning and play experiences.

We have high aspirations of all of our children as is reflected in our motto "Be the best you can."

This year our Early Years Centre and School will be working closely to review our vision and values; ensuring that your child's journey through our setting is consistent and streamlined.

We recognise that the strongest settings are built on positive partnerships. We place great importance on the support and involvement of parents, carers and the wider community and we look forward to working together to ensure that our children enjoy a coherent approach to their learning journey.

I hope that you find our handbook helpful and answers any questions that you may have. Please do not hesitate to contact our Early Years Centre for further information.

Kindest regards,

Mrs Michelle Manson
Headteacher



Welcome to Baljaffray Early Years Centre



Dear Parents & Carers,

A very warm welcome to Baljaffray Early Years Centre. We are delighted to welcome you and your child and look forward to sharing their early learning journey with you.

At Baljaffray, our ethos is built around nurture, belonging and learning through play. We believe that children learn best when they feel safe, valued, listened to and encouraged to be themselves. Through positive relationships and rich play experiences, we support children to become confident, curious, independent and enthusiastic learners.

We value our families as important partners in their child's learning and development and hope you feel part of our welcoming and inclusive community.

I hope you find this handbook helpful in gaining an insight into what our centre has to offer you and your child.

We hope your child's time at Baljaffray is filled with happy memories, meaningful experiences, friendships, discovery and a love of learning that continues long after they leave us.

We look forward to working together with you and your child.

Warmest wishes,

*Michelle Brown
Depute Head of Centre
Baljaffray Early Years Centre*



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
- Children and Young People with Additional Support Needs

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



Our Early Years Centre Vision, Values & Aims



Vision

Our team is committed to delivering 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**

Centre Information

Name of Centre:	Baljaffray Early Years Centre
Address:	Grampian Way Bearsden Glasgow G61 4RA
Telephone:	0141 955 2243
Email :	eyc@baljaffray.e-dunbarton.sch.uk

Service Delivery

At Baljaffray Early Years Centre, children can attend five funded blocks of 4 hours and 45 minutes per week over 48 weeks of the year, which equates to 1140 hours. In our Early Years Centre, we can accommodate 63 children in the morning and 63 in the afternoon. All children in our Early Years Centre are aged 3 to 5 years.

Session Times

- 8am-12.45pm
- 1.15pm-6pm
- 8am-5pm
- 8am-5.30pm
- 8am-6pm

Extended Day Care Provision

Our Early Years Centre is open 48 weeks of the year from 8am – 6pm (excluding public holidays and in service days and between Christmas and New Year). Please always collect your child on time, as our centre operates on a strict adult/child ratio. Additional time can be purchased outwith the core sessional times.

Holidays for Session 2026-2027

In Service Days	Thursday 13th August 2026 and Friday 14th August 2026
September Weekend	Friday 25th September 2026 and Monday 28th September 2026
In Service Day	Friday 9th October 2026
Christmas/New Year	Friday 25th December 2026 to Monday 4th January 2027 (both dates inclusive)
In Service Day	Wednesday 17th February 2027
Easter Holidays	Friday 26th March 2027 and Monday 29th March 2027
May Day	Monday 3rd May 2027
In Service Day	Thursday 6th May 2027
Bank Holidays	Friday 28th May 2027 and Monday 31st May 2027
Holiday	Monday 19th July 2027

*** NOTE - Friday 30th July 2027 – last day for preschoolers**

Meet the Baljaffray EYC Staff Team	
Senior Leadership Team	
Head Teacher	Michelle Manson
Depute Head of Centre	Michelle Brown
Senior Early Years Worker	Lauren Goldie
Early Years Teacher	
Early Years Teacher	Lucine Techer
Our Early Years Workers	
Sian Holmes	Ashleigh Kerr
Jodie Dunn	Joshua Brown
Jillian Mooney	Breda Houston
Lynda Sandford	Sophie Livingstone (Temporary)
Amy Kerr	Anna Pignatelli
Lauren Goldie	Gillian Dunn
Kirsty McLeod	Cherie Boyd
Gabrielle McGinty	
Supporting Staff	
Support Worker	Vacant
Clerical Assistant	Anastasia Delichristou
Building Manager	Pat McMahon
Housekeeper	Maria Stark



Non-denominational policy of the Centre

The EYC is non-denominational. We welcome children and families of all religious faiths and beliefs.

Transition to Primary School

Most of our EYC children will attend Baljaffray Primary, however other children may move to Mosshead Primary, St Nicholas Primary, or one of the primary schools in the surrounding area. Information will be passed to the receiving primary school.

Working together

There will be various opportunities throughout the year when parents/carers are formally invited to the Centre, e.g. Curriculum Information Evenings and Parents' Meetings to discuss individual children's progress at all ages and stages of development. There are opportunities for parents to attend workshops with staff, family support officers and family champions. Your children are very important to us and we value parent/carer participation and open communication. We rely on parents and carers maintaining close contact and good relationships to ensure a partnership of mutual trust and respect. We acknowledge parents and carers are the prime educators of their children and so the link between home and centre is extremely important for children's health and wellbeing. This emotional stability will ensure all children can be successful learners, confident individuals, responsible citizens and effective contributors to society.

Our Equal Opportunities and Social Inclusion policy

In East Dunbartonshire, all children and young people are entitled to participate fully in a learning community which promotes equality of opportunity and seeks to protect against all forms of discrimination. We believe that children and staff have the right to learn in a caring and safe environment. Staff will not tolerate any behaviour or attitudes which lead to staff or children being humiliated or harmed because of their age, race, language, nationality, ethnic origin, cultural and religious beliefs, sexual orientation, gender, marital status or disability.

Admissions Policy

All early years' places are allocated in line with East Dunbartonshire Council's admissions policy, and the Head Teacher/ Depute Head of Centre will be happy to advise you how this policy operates when you apply for a place for your child. Guidance notes and admissions policy can be accessed on the East Dunbartonshire website.

It is important that you make an application by the end of February for children aged three to five for places for the forthcoming school year.

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

Funded places for children turning three between 1st March 2026 and the 31st July will commence from the term after their third birthday. Funding is allocated over 48 weeks.

An admissions panel will meet to allocate places across the locality using the set criteria which can be found in the admissions policy.

It is important to note a placement within an East Dunbartonshire EYC/Partnership Centre does not give children an automatic place within an East Dunbartonshire Primary School.

The panel will consist of a representative, Head of Centre or Depute Head of Centre, Representatives from the Council's education service 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

Parents applying for a place at Baljaffray EYC must register online at: www.eastdunbartonshire.gov.uk

You will need to upload:

- Your child's birth certificate
- Proof of residency (council tax statement)
- Utility bill

The Education Officer will hold a register of all applicants centrally 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 your application, please speak to the Depute Head of Centre, who will in turn pass on your information to the Early Years' Service.

Storage and retention of information will be in line with GDPR regulations.

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 Early Years Centre 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 Early Years 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 1.30pm 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 Home Link 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 aged 16 or over 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

It is very important that all clothes are labelled as a number of children have the same or similar items of clothing. Children will be accessing our garden spaces regularly throughout their sessions therefore, we ask that you please send your child suitably dressed for outdoor play as the centre promotes free flow access from indoors to outdoors for everyone. See guide below for clothing to suit the centre and ensure your child is warm and comfortable.

What to wear in Summer

1. Waterproofs preferably trousers and a jacket for ease of toileting/changing
2. One pair of comfortable trousers, jogging bottoms or leggings
3. One light, long sleeved T-shirt
4. One pair of socks
5. Wellies
6. A sun hat for sunny days
7. Spare trousers and socks to be left in their drawstring bag (more than one set of each plus underwear).

What to wear in Spring/Autumn

1. Waterproofs preferably trousers and a jacket for ease of toileting/changing
2. One pair of comfortable trousers (jogging bottoms or leggings)
3. One thick jumper
4. Two pairs of socks - on the bottom, one thin cotton sock, and the top, a thick wool or fluffy bed sock
5. Wellies
6. Spare trousers & socks in their bag (more than one set of each plus underwear).

What to wear in Winter

1. Warm fleece lined waterproofs preferably trousers and a jacket for ease of toileting/changing
2. Base layer – thermals top and leggings (merino wool recommended)
3. Next bottom layer - fleece or other warm tracksuit bottoms
4. First top layer - long sleeve t-shirt or thin jumper
5. Second top layer - fleece jumper
6. Third top layer - fleece jacket
7. Neck scarf & hat and waterproof fleece lined mittens plus spare mittens
8. Four pairs of socks. Two pairs to wear on the bottom, one thin sock, and the top, a thick wool or fluffy bed sock and two spare pairs to be packed in the backpack plus underwear.
9. Waterproof fleece lined snow boots with Velcro fastening

Essentials items that children will require:

- Outdoor shoes
- Wellies
- Puddle suit
- Hats/ Gloves Sunhat (for warm weather)
- Change of clothes.



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.

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 Head Teacher/ Depute Head of Centre 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

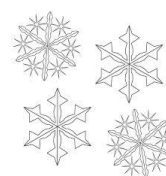
Transport is not normally provided for children attending pre-five establishments. The Council may, however, provide transport to and from Early Years Centre for children with special needs who may require travelling some distance to take up their placement. Generally, parents are expected to make their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

Emergency Closure Arrangements

The Early Years Centre will be opened at the times already outlined, but on some occasions, circumstances arise which means the Early Years Centre must 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 to provide the establishment with the names, addresses and telephone numbers of two contact people 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. Every parent will be asked to complete permission forms for internal and external photographs and electronic learning journals (including use of photos on our website). The Centre will analyse the returns and provide the EYC staff with a reference sheet. We hope all parents will agree to the internal use of photographs and use of photography and videos for the electronic journals and centre website.

School Photographer

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

Medication

If your child needs medication during his/her time at Early Years Centre, you should discuss his/her requirements with the Depute Head of Centre. 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 medication 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 cause an attack.

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

Sickness / diarrhea – 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.

Learning through play

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 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. Every single teacher and practitioner will be responsible for literacy and numeracy – the language and numbers skills that unlock other subjects which are vital to everyday life.

It 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 classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. 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 church 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 is 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 can 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 our play they find out about different materials and forces.

Technologies

In technology, not only do children have the opportunity to use a variety of realistic and programmable equipment such as; cameras 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 your child's needs, i.e. physical, social, emotional, emotional, aesthetic and educational development.

Our assessment is a continuous process, which is carried out by observing, listening and talking to your child during everyday learning experiences.

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.



Children and Young People with Additional Support Needs

East Dunbartonshire Council's policies, procedures and practices relating to children and young people with additional support needs are in line with the Education (Additional Support for Learning) (Scotland) Act 2004 which place duties on education authorities and provide rights for parents of children with additional support needs and young people with additional support needs. All children require support to help them learn. However, there are some children and young people who need some extra support or support which is a bit different from the support provided for all children to make sure they benefit from early years and school education. That support may come from education services but can also be provided by an NHS Board, Social Work, Skills Development Scotland, or independent and voluntary organisations. Children and young people in school who need extra support or a different sort of support from what is generally available have additional support needs.

Additional support needs can vary. They might include:

- Difficulties regulating their emotions and/or communicating
- Hearing or visual impairments
- Diagnosed health need
- Parental substance misuse
- English as an additional language

Some additional support needs may only last for a short period of time while other additional support needs will be lifelong. If you think your child may have additional support needs, you should talk to us about this.

All children and young people have their needs continuously assessed and reviewed. Baljaffray EYC will show you their assessment of your child's needs and will send you copies of reports on how your child is progressing in the centre. All schools and early years' establishments in East Dunbartonshire look at children's needs through a wellbeing pathway that ensures a continuum of support from Universal to Targeted in line with the National Getting It Right for Every approach. This process allows practitioners and others to:

- identify those children who may need additional support
- make plans to support those children identified
- deliver the support the child requires
- regularly review the support provided.

It is important that parents/carers, 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

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 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 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 in the classroom at school events.
- In a more formal way – deciding what kind of parent representation the schools should have.

Supporting Families Service

The core purpose of this service is to provide support to families in developing their skills and confidence in their parenting and to provide services to children to enhance their development and learning. Examples of the services available include parenting workshops, individual support following the Triple P programme. Services also include a holiday play scheme provision for children and young people with additional support needs.

If you wish to access any of the services, please contact the team on 0300 1234510.

Family Champion

At Baljaffray Early Years Centre we have a Family Champion in place who is our Senior Early Years Worker. The Family Champion is a first point of contact for parents, who can provide positive support, advice and strategies.

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.

The Chairperson of the Parent Council at Baljaffray Primary School is **Mrs Linden Fradet**.

The email address of the Parent Council is lindencarol@hotmail.co.uk

Minutes of the Parent Council meetings can be accessed on our school website.

Parent Teacher Association - PTA

The PTA is mainly responsible for arranging events for parents/carers and raising funds for the school. Volunteers are welcome - please contact the PTA if you want to join in.

The Chairperson of the PTA at Baljaffray Primary School is **Mr Craig Barratt**.

The email address of the PTA is craigtbarratt@gmail.com

The Scottish Parent Teacher Council (now known as Connect) is the national organisation for PTAs in Scotland and runs an independent helpline service for all parents. They can be contacted by phone on 0131 474 6199, or email on info@connect.scot or write to Connect, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh EH3 6BB.

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 any allegations or concerns about child abuse secret, even if a child or adult requests this. Information or concerns that a child may be at risk of harm must be passed on to protect the child. Staff will treat the matter sensitively, and information will only be passed on to those who need to know to protect and support the child.

If parents or others have concerns about any child, they can speak to the Head Teacher or Depute Head of Centre about this. They can also contact social 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 Michelle Manson– Head Teacher

Mrs Elaine Paterson – Depute Head Teacher

Mrs Michelle Brown – Depute Head 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 further with the parents/carers and look for a way forward. If there continues to be no improvement, the Head Teacher and Depute Head of Centre 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.

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

Our children have access to our school facilities, including the gym hall and outdoor spaces. We also provide opportunities for our children to work and play alongside primary pupils, taking part in group activities, projects and special events.

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.

Primary Transition



Our transition programme begins in October of each year.

Our transition calendar includes pre school children meeting Primary 6 children who will become their buddies in Primary 1. Activities include story time, rhyme time, games etc.

Time is also protected for staff in both settings to work together to hand over information about each child ensuring that the 'starting school' process is fun and enjoyable for everyone.

Our induction days are set for May and June each year.

A small number of our children will attend a different Primary School to Baljaffray. Those schools will normally hold induction day events. We encourage parents/carers to attend those days as lots of important information is usually shared.

Suggestions and Concerns

We are always striving to improve our service. If you have any suggestions or concerns please contact the Headteacher or Depute Head of Centre in the first instance.

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

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/ Depute Head of Centre will advise you of any important changes to the information.