Ednam ELC (Early Learning and Childcare)

Handbook 2026 / 2027



Welcome to our nursery family! At Ednam Primary School, we believe that every child should have the best chance to be the very best they can be. Each child in our nursery class is an important individual and by providing a rich, stimulating and nurturing environment, we encourage children to explore confidently at their own pace, following their own interests, ensuring that every single child reaches their full, wonderful potential.

We appreciate the important role that parents/carers play as we work together to help your child achieve their full potential and we look forward to partnering with you during these precious early years, with a shared goal of making your child's time in our setting happy and give them the best possible care and learning opportunities.

The purpose of this handbook is to give you an understanding of the life and work of our ELC, as well as acting as a source of reference. We hope our handbook will help you and your little one settle and will answer questions you have. Staff are always available to help, offer support and to answer any questions you may want to ask.

Yours sincerely

Mrs Barbara Shiel

Acting Head Teacher

Our Vision, Values and Aims

At Ednam ELC our vision statement is ‘together in a safe, fun learning environment we nurture happy, confident, curious and creative children who lead their own play and learning.’

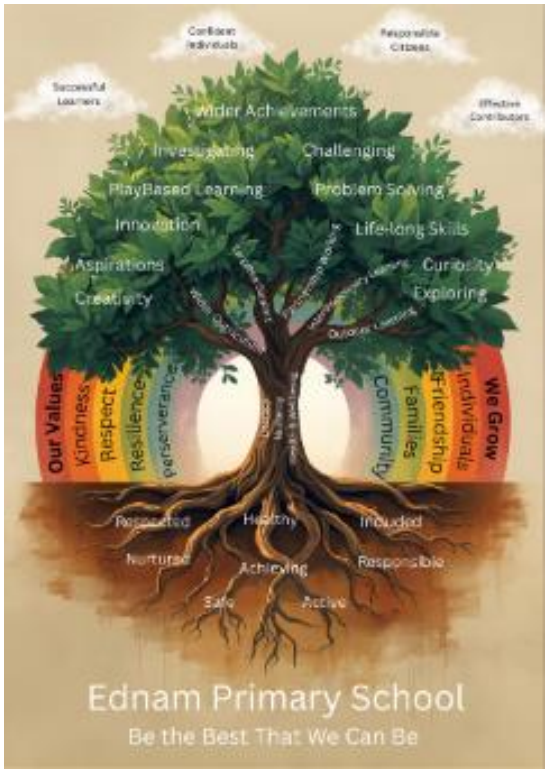
Our shared aims:

- To create a happy, inviting, nurturing environment in which all children are supported to thrive.
- To build strong, trusting partnerships with parents to support every child's growth.
- To provide stimulating and inspiring outdoor and indoor spaces and high quality experiences and interactions that support children to lead their own play and learning.
- To inspire a love for learning and connection with nature through daily outdoor discovery and natural play, making the most of nature's endless learning spaces."
- To develop an inspiring curriculum in which child led planning meets the needs and interests of each child, delivering high-quality learning where everyone can thrive.
- To place children's rights and well-being at the heart of everything we do.

Values

Along with school pupils, staff and parents we developed our key values.

- Respect
- Kindness
- Perseverance
- Inclusion
- Being the best we can be



About our Early Learning and Childcare (ELCC) Setting at Ednam

Our small nursery setting offers a warm, nurturing, family-like environment where children, families and practitioners quickly build positive relationships. Due to the uniqueness of our cozy setting, we truly get to know your child. We watch them grow, follow their interests, and plan responsively for their individual needs and interests.

We are very lucky to be surrounded by beautiful countryside and we make the most of the incredible opportunities right on our doorstep. From exploring local woodland and trails to learning about the changing seasons firsthand, our children benefit from fresh air and open-ended outdoor discovery every day. This close connection to our environment and local area encourages a curiosity, and a connection with the natural world around them.

We offer 1140 hours (30 hours per week during term time) of early learning and childcare. We currently provide 18 places for children aged 3-5 years.

Our nursery is located at the rear of the main school building and has its own entrance. There is a cloakroom area where children hang their coats and belongings.

The ELCC setting at Ednam caters for children aged 3 and 4 and can accommodate 18 children. The ELC (Nursery) Day The ELC is open five days a week. Please see times below.

Day	Start	Finish
Monday to Thursday	8:40 am	3:15 pm
Friday	8:40 am	12:20pm

Children must always be brought to nursery and collected by an adult. If your child is to be collected by a different person, please inform us in advance. We will never allow your child to leave with a different adult if you haven't told us about it.

Please note that there is no parking for parents in the school grounds and you should park in the parking area behind the school, near the village hall.

Lunches
You can order a free hot school lunch for your child on ParentPay or they can bring a packed lunch from home. You will be given information about ParentPay when you enrol your child at nursery.

Snacks
A varied, healthy selection of snacks is provided in the morning and in the afternoon. Fruit or vegetables are offered with every snack. Milk and water are offered to drink.

Pleas see further information about our snack and lunchtime experience within our handbook.

General information

Ednam Primary School
Duns Road
Ednam
Kelso
TD5 7QJ

Telephone: 01573 224 172
Email:ednamps@scotborders.gov.uk

Headteachers: Mrs Barbara Shiel
Principal Teacher: Ms Bethany Jamieson
Earyl Years Officer: Ms Ashley Currie
Early Years Practitioners: Mrs Joanne Pennington and Mrs Sarah Caleja
School Administrator: Mrs Marion Nairn

Child led play



At Ednam ELC, we value the important role of play in promoting children's development and learning. Our playful pedagogy integrates children's play experiences with curricular learning and recognises that children learn best in an environment of quality interactions, inclusive spaces and rich, relevant experiences that enhance their play.

Our daily practice is firmly rooted in child development theory and aligns directly with Scotland's national guidance, *Realising the Ambition*. Through carefully planned spaces and interactions which are responsive to the needs and interests of the children, we support every child's physical movement, communication, emotional well-being, creativity, curiosity, and confidence.

The key documents and policies that guide our understanding as well as our commitment to improvement are;

- Realising the Ambition

- GIRFEC
- Quality Improvement Framework for early learning and childcare (Care Inspectorate and HM Inspectors - Education Scotland).

The Curriculum – what the children do and learn



In the nursery staff plan for children's play and learning through the provision of high-quality spaces, experiences and interactions. We follow the Curriculum for Excellence and use the principles of Realising the Ambition and Getting it Right for every Child to ensure that children experience a broad, relevant and meaningful curriculum. Literacy, numeracy and health and wellbeing are promoted throughout the spaces, experiences and interactions.

Interactions



At our nursery, our interactions are rooted in our belief that warm, responsive and nurturing relationships are central to children's wellbeing and development.

We know that the simple, everyday moments we share with your child matter most. Every conversation, shared laugh, and comfort during play builds a strong foundation for their learning. We focus on genuinely connecting with each child to help them feel safe, happy, and ready to explore.

The children are at the heart of ELC and practitioners allow the children to engage deeply in their interests and play whilst being sensitive, responsive and motivating to their needs.

We value the children's play and take time to observe the children's learning through play in order to deepen and extend their learning. We take time to watch, wait and wonder and use open ended discussions with the children during play to extend their learning further. Our planning is responsive to the needs and interests of the children, and we use our observations of the children to plan for learning and next steps, giving children the opportunity to direct their own learning. Our observations ensure that we build a good picture of each child as a learner and know what they need from us to be able to develop their learning further.



Learning through our spaces & experiences



Our learning environment is filled with real-life, open-ended resources that spark curiosity and that generate excitement and challenge.

Our indoor and outdoor spaces support the development of play and opportunities to develop skills in literacy, numeracy and mathematical thinking are woven throughout.



Creative play

Creative play can involve making, painting, manipulating materials such as loose parts or 'junk', building with block play or other materials, dancing and making music. When children play creatively, they are using their imagination and inventiveness, with materials and ideas and have opportunities to plan and design their own work with the freedom to create their own images. Mastery of fine motor skills and self expression will all be developed. A strong emphasis is put on the process of the learning that is happening during creative play rather than what the end product looks like.







Exploratory play
Our nursery offers a variety of interesting and stimulating experiences to encourage exploratory play. Through exploratory play your child develops skills in thinking, reasoning, problem solving, readiness to encounter new experiences, creativity and self regulation.

Exploratory play might involve physically exploring an environment, testing what happens if…? Manipulating objects and assessing their properties, exploring malleable materials such as sand, water, playdough, clay, mud and puddles.





Physical play
We provide lots of different opportunities for physical play. In the outdoor space the children have lots of opportunities for climbing, jumping, running, balancing and biking. We also make use of the large outdoor space within the school grounds and The Dubby to give the children the chance to simply run around in the open space. They also have the opportunity to explore the playpark which develops lots of different physical skills such as balance, strength and agility. We sometimes use the village hall and use the soft play resources.







Messy play
Opportunities for messy play are available every day, from painting and gluing to playing with playdough or foam. These activities allow children to develop their language skills to describe the different textures they are exploring; their fine motor skills and strengthen their fingers and develop their imagination to create anything they like from the “mess.”



Outdoor play
Our outdoor space includes a large outdoor area which provides children with lots of opportunities for play. It develops their physical play, supports creativity, curiosity and imagination through the provision of a mud kitchen, large loose parts play, small world area, a water wall, music wall, cosy den area and a sand pit. We also have a smaller outdoor area which includes a playhouse, gardening areas and a climbing frame. The variety of outdoor spaces support children to manage and take risks and on a daily basis.

We provide waterproof and cosy clothes so all children can access a wide variety of activities outdoors.





Outdoor play is a vital part of your child's daily learning and development at Ednam nursery and we play outdoors whatever the weather! We make the most of our unique rural location and provide lots of opportunities to explore our local area. We go on regular walks in our local community, using our local woodlands, fields and paths to enhance learning and allow children to make connections in their environment.



Story time/rhyme time/song time
We use daily storytelling to spark imagination, build early language skills, and foster a lifelong love for books and reading. Sitting together for a story creates a warm, shared moment that helps children develop vital listening and attention skills. We also plan for rhyme and song time which are hugely important as they build the foundation for early literacy, language, and physical coordination.

Gather time
Gather time is an opportunity for the children to be together with our practitioners. We carefully plan gather times to align with lunch and home time transitions to ensure that children have all morning and all afternoon to play with minimal interruptions. During group time children are given the opportunity to talk and listen together and take part in games that support the development of a wide array of skills



such as social skills, physical skills and early numeracy and literacy skills.

Snack & lunch time



We love our snack and lunch times at Ednam! We value the opportunity to sit around the table together chatting with one another and enjoying our healthy food! We have snack either in the nursery playroom or outside. Snack and lunch time are important, social moments in our nursery and sitting together around the table helps children develop essential social and life skills in a natural, relaxed setting. We use these moments to encourage:

- Social Interaction: Children practise chatting with friends, listening to others, and sharing stories.
- Independence: Little ones learn to pour their own water, serve food, and clear their plates.
- Table Manners: We gently guide children in saying "please" and "thank you" and using cutlery.
- Healthy Habits: We chat about where our food comes from and how it helps us keep healthy.
- We support children to develop early numeracy and literacy skills by choosing their name to say they have had snack and also looking at numbers and dot patterns to find out how many pieces of each snack type they are allowed.



- We involve children in planning for and preparing their snacks. The daily helper helps to prepare the snack and set the table.

A varied, healthy selection of snacks is provided in the morning and in the afternoon. Fruit or vegetables are offered with every snack and milk and water are offered to drink. We offer an open snack experience where we let the children know when snack is open and when it is about to close, so that they can come to snack when they choose within those times. This promotes independence and choice and ensures that children have the opportunity to wallow in their play. An adult is always there to support and interact during snack times.

Parental partnerships

As parents you know your child best and we want to work in partnership with you to take forward your child's learning and development. Sharing information about your child is very important and you will be asked to complete a Care Plan which helps to inform our knowledge of each child and plan for their interests and needs.
Please keep nursery staff informed of any changes in personal details, contact numbers or information regarding your child's health and feel free to come and talk to us at any time about anything you feel is important.

Most children settle into nursery very quickly and the staff are skilled at supporting them. We will always discuss with you what is best for your child and you are welcome to stay at any time. We also welcome parents as helpers during the course of the year to help on outings, to share skills and as general 'hands on' helpers.

Sharing information
We use Showbie to communicate with you about your child's learning at nursery. They will have an individual learning journey page on Showbie as well as a group learning page where we share shared experiences. We will also set up a 'homelink' chat for you on Showbie which enables us to communicate together regularly. This is a great tool to use if you have anything you want to discuss or highlight to us. We can also use it to communicate how your child has settled should you wish to know this. This is especially reassuring in the first few weeks of nursery as your child settles into nursery life!

We offer planned and informal meetings throughout the year (please see focus child information), but please feel free to discuss anything with us throughout the year out with these planned meetings. Updates will be sent from nursery via Showbie and you will also receive copies of school newsletters and information.

Stay and play
We offer regular Stay and Play sessions when parents are encouraged to come in and play with their child and get a first hand look at how they learn, explore and interact with their peers and our practitioners. We value these sessions as a vital way to involve parents and build strong, meaningful connections between home and our setting. These relaxed gatherings also create a welcoming space for you to connect with other nursery families, share experiences, and chat informally with our team.



Focus child
To give you the opportunity to learn more about your child's learning and development on a more regular basis, we use a 'focus child' system which will ensure that you are kept up to date with your child's progress. This also gives you

the opportunity to share children's interests and development from home.

Each time your child comes to Ednam, we spend time playing, listening, talking and facilitating learning through children's play. Six times a year, your child will be our focus child. During this week, we will write down what your child is demonstrating he/she can do and what interests/learning was explored. Our child centred approach to planning ensures that children's learning is supported and extended through quality interactions with practitioners and during the interactions that are recorded, we will write down the teaching and how each child's next steps are planned for in the moment and the learning that takes place. The learning journey sheet that you will receive at the end of your child's focus week, will demonstrate the learning that your child has explored. Some of these observations will be shared via Showbie, which is the platform we use for sharing your child's experiences at nursery. We will provide you with further information about this once your child starts nursery.

Further information

What your child needs

- Comfortable play clothes with simple fastenings which are easy to manage
- A change of clothes ~ accidents do happen
- Indoor shoes which are easy for them to change into (Velcro fastenings are best)
- A coat and wellies for outside play on wet days
- Aprons are provided in nursery for messy activities
- When hot, sun lotion should be applied at home before nursery. If your child is attending all day please send in a small named sun lotion which staff can reapply, if necessary.
- Please label all items of clothing

Getting it Right for Every Child

We work within the Scottish Government's 'Getting it Right for Every Child' approach which is about how practitioners across all services for children meet the needs of children and young people, working together where necessary. This promotes a shared approach and accountability that builds on the following principles for our children – safe, healthy, achieving, nurtured, active, respected, responsible and included –referred to as "well-being indicators".

Outings

Nursery children regularly explore the local area and you will be asked to complete a yearly permission slip for these local outings. If a longer trip is planned, you will be informed well ahead of time when all arrangements will be explained clearly and your permission sought. A separate permission slip will be given to you to complete for outings that are further away.

Risk assessments

In order to ensure that all activities children are involved in are as safe as possible we have risk assessments in place. These are considered working documents and are reviewed regularly. We include children in these so that they understand and are aware of risks associated with activities.

At the time of admission we ask you to complete a form if you give consent under the Data Protection Act.

Working together with parents

Parent Council

Ednam Parent Council meets regularly and organises events and fundraising throughout the year. You are very welcome to attend meetings and you will be informed of these and organised events through school and nursery newsletters.

Starting Primary One

Nursery children are involved in many school activities and get to know children and staff well. We have a transition calendar and a number of shared events will be held including visits to the Primary 1 class. Information will be shared with you in the summer term prior to children starting school. If a nursery child is enrolled in a different school we will make sure that there are opportunities to share information and for children to make visits.

Absence and Illness

A register of attendance is kept in nursery.

If your child is unwell please keep them at home and phone the school to let us know. If your child becomes unwell at nursery we will contact you. If you are unavailable we will get in touch with emergency contacts on the admission form.

Complaints

If you have any concerns please contact nursery staff in the first instance. If your concerns remain unresolved then contact the Headteacher Catriona Finn. Complaints may be made to the Care Inspectorate on 01896 664400 or enquiries@careinspectorate.com

Health and Safety and First Aid
We do all that is reasonable to prevent personal injury or damage to property and to protect everyone from foreseeable hazards. Minor accidents are treated by nursery staff or other first aiders. You will always be informed. For more serious injuries medical advice will be sought and parents contacted immediately.

Child Protection
All staff have a responsibility to pass on any concerns about children**.**

Road Safety
There is no parking for parents inside the school grounds. We recommend that you park near the village hall and walk your child through the Dubby from there.

School Term and Holiday Dates
Please click on this link to see school term and holiday dates for 2026/2027
School term dates for 2026-27 | Term, holiday and closure dates | Scottish Borders Council

If there is anything else you would like to know or talk about, please get in touch.

Information for Parents – exclusion periods for common illnesses

Virus/Infection	**Impetigo**
How it is passed on	Direct or indirect contact with pus or blister
Incubation Period	1 to 3 days
Infectious Period	As long as pus is present
Exclusion	Until the sores have healed for 48 hours or antibiotics have been taken for 48 hours
	Diarrhoea & Vomiting
How it is passed on	Through poor hygiene e.g., lack of hand washing or virally.
Incubation Period	Usually 3 – 5 days
Infectious Period	Throughout the course of infection, often several days into weeks.
Exclusion	May return after 48 hours from the last episode of vomiting or diarrhoea.
	Influenza
How it is passed on	Respiratory droplets & airborne spread.
Incubation Period	1 – 5 days
Infectious Period	3 to 5 days from the onset
Exclusion	Until clinically well
	Conjunctivitis
How it is passed on	Contact with discharges from infected persons, clothing or other articles
Incubation Period	24 – 72 hours
Infectious Period	During the course of active infection.

Exclusion	In the acute stage and after symptoms are resolving or as directed by your GP
	Scarlet Fever (Scarletina)
Description	Acute tonsillitis, fine reddish rash over most of the body, tongue resembling a strawberry
How passed on	Direct and indirect contact with cases or carriers.
Incubation Period	1 – 3 days

Infectious Period	While the organism is present in the throat or nose
Exclusion	48 hours after antibiotics are started.
	Chicken Pox
Description	Mild fever, rash like for a few hours, blisters for 3 to 4 days and leaves a scab when dry
How passed on	Person to person by direct contact is also airborne. The scabs are not infectious
Incubation Period.	From 2 – 3 weeks, commonly 15 – 18 days
Infectious Period	Can be 5 days, usually 1 - 2 days before the onset of the rash but not more than 5 days after its appearance
Exclusion	For 5 days from the onset of the rash or until vesicles become dry, whichever is longer
	Tonsillitis
	Pain in the throat and trouble swallowing, as this is a viral infection antibiotics are not required except in streptococcal infection where antibiotics are recommended. Symptoms get worse over 2 – 3 days then gradually go within 1 week.
How passed on	Airborne droplets, hand contact or kissing
Incubation Period	Depends on the cause
Infectious Period	Depends on the cause
Exclusion	None, but the child may be too unwell to attend.
	Head Lice (Pediculosis)

Description	Infestation of the head with lice, larvae, and nits (eggs) causing severe itching.
How passed on	Direct contact or indirect contact with shared clothing or combs and brushes
Incubation Period	Eggs hatch in 7 10 days and are sexually mature in 12 days.
Infectious Period	As long as the eggs or lice remain alive
Exclusion	None: treat with an appropriate preparation (chemical)
	German Measles (Rubella)

Description	Mild fever, pinpoint red spots, enlarged lymph nodes behind the ears.
How passed on	Direct person to person contact by respiratory droplets.
	Incubation Period
	Most commonly 16 – 18 days
	Infectious Period
	1 week before onset of rash and at least 4 days after rash appears
	Exclusion
	For 5 days after onset of rash.