Sandwick Early Learning & Childcare

Shetland Islands Council

Sandwick ELC Information Handbook

2026/2027

sandwickelc@shetland.gov.uk



Welcome to Sandwick ELC

Sandwick ELC is registered as a day care of Children's Service with the Care Inspectorate. All staff are registered with the Scottish Social Services Council. We offer early learning and childcare provision for 3-5 year olds. There is the option to register your child for year round or term time provision within the setting depending on the requirements for each individual family. We are located within Sandwick Junior High School.

Our postal address is:

Sandwick ELC
Sandwick Junior High School
Sandwick
Shetland
ZE1 0EQ
Telephone: 01595 745320
Email: sandwickelc@shetland.gov.uk

Staff

Position	Name
Head Teacher	**Christie Ford**
Depute Head Teacher	**Gemma Sjoberg**
ELC Manager	**Vaila Wallace**
ELC Teacher	**Theresa Tate (Tue & Fri)**
Senior Practitioner	**Jay Dutch**
Practitioner	**Shivvy Lee**
Support Worker	**Maisie Robertson**
Support Worker	**Jade Squires**
Learning Support Worker	**Vacant**
Modern Apprentice	**Asha Cape**
Students	**Vaila Jamieson**

Staff Communication Board:

At times, we will have supply staff in the setting. Wherever possible, we aim to use long-term or familiar staff, as building strong relationships with our children is a priority. Each day, the daily staffing sheet can be found in the family space on the whiteboard, as well as in the porch area. This will share each person's name, role, and whether they are supply staff or a student.

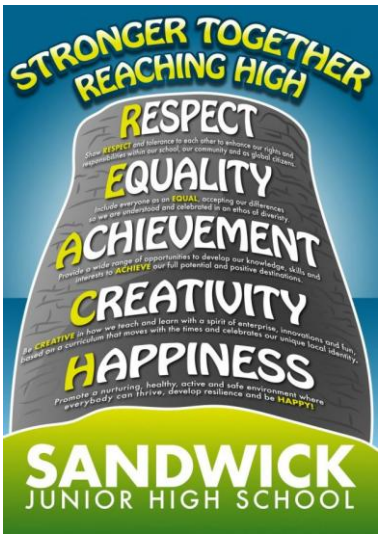
Our Vision

At Sandwick JHS we are passionate about the care, learning and development of all children. We strive to provide rich and nurturing early learning and childcare experiences which enable children and their families to reach their full potential. At the heart of our culture and ethos is the value that we place on children as individuals and the importance of working in partnership with families and other agencies to tailor each child's experiences accordingly across the contexts of both Nursery and home. We are committed to continuous self-evaluation to improve our setting and experiences for our children.

Our Values

Our values align with the school values:

- **Respect**
- **Equality**
- **Achievement**
- **Creativity**
- **Happiness**



Our Aims

- To support wider achievement and the development of skills for learning, life, and work.
- To recognise young people as partners in their learning and support them in engaging with and reflecting on their achievements.
- To build meaningful relationships with young people and their families, involving them in the decision-making process.
- To improve health and wellbeing, thereby supporting confidence, self-esteem, and resilience.

Main School Entrance



Sandwick ELC Entrance



Sandwick ELC Entrance

General Information

Our Setting

Sandwick ELC is part of the Shetland Islands Council Early Learning and Childcare Service. We are located within the Sandwick Junior High School estate. We have a shared understanding of the importance of transitions and the need to address the impact of this on children's lives. We provide term time and year-round provision options for parents for 3 -5 year olds.

We offer an extended learning environment both indoors and outdoors and our continuous provision includes opportunities for:

- Literacy & Numeracy development embedded across the setting.
- Creativity and Message centre for Early Mark Making
- Sensory and Discovery
- Role play and Social Skills
- Construction and Problem Solving
- Outdoors and Exploring Nature
- Family spaces

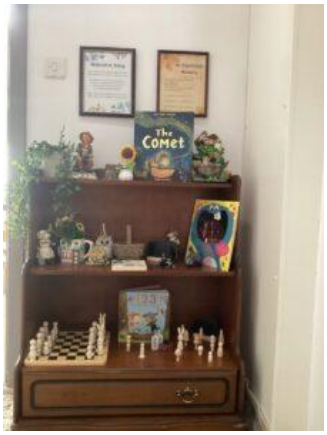


We offer engaging learning spaces with a variety of stimulating and challenging resources. Our aim is to develop the children's ability to think creatively, problem solve, explore their curiosity, to communicate effectively, to interact socially and develop a sense of wonder in nature. Staff take a responsive approach and continually reflect and develop areas to meet the needs of the children.



General Information







Term Dates/Closure days

Information regarding term dates, occasional holidays and in-service training days can be found using the following link: Term Dates – Shetland Islands Council

Opening Hours

Our operating times are **Monday-Friday 8.30am-4.30pm** year round.

What to bring

Each child is allocated a named peg in the cloakroom area and we advise that each child bring a bag to keep on their peg and to ensure that your child has the following:

- Spare clothes (Pants, socks, trousers/leggings, tops)
- Nappies/pull-ups/wipes (If required)
- Suitable outdoor clothing (Wellies, hat, gloves) **We provide all children with a waterproof, outdoor suit.**
- A high factor sunscreen with your child's name on it that can be kept at the setting.



Absences

If your child is not able to attend, please contact the staff to let them know on **01595 745320** or email **sandwickelc@shetland.gov.uk** before 9.30am. If we have not heard from you by this time we will contact you to check if your child will be attending.

Please let us know if your child is likely to be absent for an extended period ie. Family holiday, illness. If your child becomes unwell during the day, we will contact you to collect them. Please ensure we have up to date contact information.

If your child is unwell please keep them at home until they are better. Your caution will ensure you do not put staff or peers at risk. If your child vomits or has diarrhoea they must not return until 48 hours after their last episode.

Snack and Lunch



A mid-morning snack is provided around 10am each day. This includes a selection of fresh fruits, vegetables, crackers/bread and milk/water. We have a 'water station' to allow children access to fresh drinking water at all times. Our snack offerings are in line with the current Scottish healthy snack guidance.

Lunches are funded by the Government and supplied by



School Canteen. Rolling lunches are served at 12pm. We have a **'Protected mealtime'** between 11.45-1.30pm. Children cannot be dropped off/collected during this time.



We use meal times to encourage social skills and develop children's independence alongside encouraging them to try a variety of different foods. Please ensure you make staff aware of any dietary requirements or allergies your child has. Clear procedures are in place to ensure the individual needs of children are met.

Setting the table guidance: Setting the Table Guidance

Clothing

Children are best dressed in easy fitting play clothes. Please be aware that the children have the opportunity to paint, glue, colour, explore sensory play and access the outdoor environment daily, therefor we would advise that you do not put on 'good' clothes. It is also a good idea to put your child in clothing that they can manage independently when going to the toilet or changing.

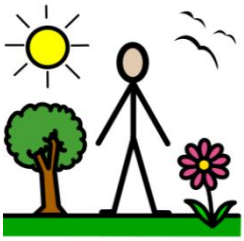


Outdoors

At Sandwick ELC children have daily access to outdoor play experiences.

We know the benefits outdoor play can bring for children in terms of their health and wellbeing and physical and cognitive development. Outdoor play enables them to develop resilience through taking and managing risks in a safe environment and builds on social skills, problem solving and confidence.

The setting benefits from a various outdoor play environments where children have the opportunity for climbing, building, planting and growing, imaginative play and most importantly, to have fun! The children have access to natural, open-ended materials to enhance their curiosity and support their learning and development. We regularly go on outings to explore our local environment.











Independence

We encourage and support children to be as independent as possible. This includes, cutting/spreading and pouring at meal times, toileting, washing their hands, putting on shoes/jackets etc. Staff will always be available to support the children as they develop these skills.

Closure due to Emergency Weather

Information regarding bad weather affecting School/ELC closures will be announced on local radio- Radio Shetland and on SIBC.

In the event that an early morning decision is made to close our setting, an email confirming this will be sent to all parents/carers. If the setting has to close early for any reason we will email this information and also contact all parents/carers by phone to inform you. Parents/Carers are responsible at all times for deciding to send their children to School/ELC as you will be best able to judge the weather and travel conditions in your home area.

Transition to ELC and Settling In

Children are enrolled at Sandwick ELC using the SIC Education Service Admission Policy through the website www.shetland.gov.uk/early-learning-childcare.

For information regarding registration and eligibility please see the SIC Guidance document at www.shetland.gov.uk/downloads/file/2497/elc-shetland-guidance-2021.

When your child's place has been confirmed the setting Manager will contact you and send you an enrolment pack. You and your child, will be invited to visit the setting and meet the staff at a Stay and Play session.

When your child is due to start at the setting we will arrange with parents/carers what type of transition will suit you best. Phased intakes can be organised to help build up your child's time in the setting and allow them to settle in at their own pace.

Funded Entitlement and Additional Hours

When you apply for a place, you will select a weekly pattern of hours for your child's funded placement. This can be term time or year round. If your child is on a term time placement, they will have access to **30 funded hours per week**. If you choose a year round placement, your child will have **23 funded hours per week.** If you require any **additional hours (over and above the Scottish Governments entitlement)**, this can be discussed directly with the setting. The current rate is £5.10 per hour for additional hours.

Curriculum

ELC is great fun! Children at this stage learn through being active and engaged in their surroundings. All children love to play and the ELC day reflects this approach. ELC is underpinned by *Curriculum for Excellence, which* covers children throughout their time at early years and school from age 3 to 18.

There are eight curricular areas in *Curriculum for Excellence*:

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





To see how we plan for play, learning and skill development at Sandwick, see our Planning Overview: Play-Learning-at-Sandwick-ELC.pdf

Stay & Play and Partnerships with Families

As part of our commitment to reporting to parents and linking their learning to home we observe your child's progress and development and regularly share this through our *observations*. This process provides families with the opportunity to discuss their child's development and share learning from home.



Families will have the opportunity to visit the setting over the course of the year to get involved in 'Stay and Play' sessions. In addition to these sessions parents can support the children on outings to special events.

Our formal reporting to families' calendar is outlined as:

Term 1	Stay & Play
Term 2	Optional Parent/Carer Appointments Christmas Sing-a-long, Stay & Play
Term 3	Optional Deferral Discussions Stay & Play
Term 4	Stay & Play Learner Led Journey Primary – Transition Opportunity for pre-school children ELC Graduation

As part of our ongoing self-evaluation and improvement priorities, we encourage parents and carers to contribute through questionnaires during the year, the 'Stay and Play' sessions and our ongoing open door ethos. We value your key role as a parent and your input in improving the standards and quality of your child's learning.

Information Sharing/Children's Experiences – Blog



We share photos, comments from children and play opportunities on our ELC Facebook page and the school blog which you can find using the following link: ELC Contact Us | Sandwick Junior High School

Regular Information letters are also sent out to keep you up to date on upcoming events. Your child will also have their own named tray where they can store any items they have created that they wish to take home. The staff will encourage the children to empty these at home time.

Learning Story/Personal Plan



It is a requirement set out by the Care Inspectorate, our regulatory body, that every child has a personal plan in place within the ELC setting. A personal plan is information we hold about individual children which enables us to best meet their needs with a focus on wellbeing, learning and development. Personal plans are developed in partnership with parents/carers and will include their personal details, contact information, medical information, interests and preferences. It will also outline any identified needs and support strategies to ensure the child's needs are safely and consistently met. These will be updated regularly and reviewed with parents/carers 3 times per school year.

At Sandwick ELC, we have a personal plan vision which was developed with staff, families and Care Inspectorate Guidance: Personal-Plan-Vision.pdf

Your child will also have a Learning story which will document your child's learning throughout their ELC journey. Staff will add meaningful, informative observations into each child's learning story. This is located on their pegs.

The children also have ownership over these and can freely add to them giving them a huge sense of pride. We encourage parents/carers to contribute to these also by commenting on their child's observations and adding any wider achievements.

Planning & Family Feedback

We encourage families to share in our learning and play journey. Planning is available in the family area and feedback is ongoing with prompts and post its always available.



GIRFEC and Child Protection

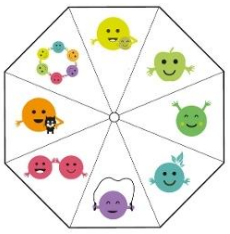
Our approach to the care, learning and development of each child is underpinned by the Scottish GIRFEC approach. This is the national approach to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people. The GIRFEC approach is based on values and principles that reflect the United Nations Convention on the Rights of the Child (UNCRC).

GIRFEC Indicators (SHANARRI – Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included) are used across your child's Personal Plan and Learning Story to ensure that their needs are met and they meet their full potential across the setting.





GIRFEC is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people. It supports them and their parent(s) to work in partnership with the services that can help them.



Allergies and Medication

Within your child's personal plan, detailed information will be recorded in collaboration with staff, families, and relevant agencies, including healthcare professionals. If your child has an allergy, the setting will ensure that all necessary requirements are met. Should your child require medication while attending the setting, please refer to our medication administration procedure. All policies and procedures are available on the ELC Glow Blog. We adhere to care inspectorate guidance, see below:

Sandwick ELC Policies and Procedures: ELC Information – For Parents/Carers | Sandwick Junior High School

Medication Administration Guidance Care Inspectorate: management-of-medication-in-daycare-of-children-and-childminding-services_july25.pdf

Food Standards Allergens: food-standards-scotland-top-tips-for-food-safety.pdf

Accidents & Incidents

At Sandwick ELC we are committed to providing a safe and nurturing environment for children to learn and play. While every effort is made to prevent accident through supervision, risk assessment and safe practices, accidents and incidents may still occur. If your child has an accident or incident whilst at the ELC, we will follow the procedure as set out here: ELC Information – For Parents/Carers | Sandwick Junior High School

We record using incident recording sheets and keep these in secure storage in the setting, parents will be contact via phone to inform them and if your child is ok to stay at nursery you will be asked to sign the accident and incident form at pick up time.

Care Inspection Reports

Care inspection reports can be accessed via the Care Inspectorate website, where all inspection reports for registered services are published. In line with Care Inspectorate requirements, our service is regularly inspected to ensure standards of care are met.

Inspection Reports: Inspection Reports

At Sandwick ELC we use the Care Inspectorate Quality Framework for Quality Assurance of our setting: Quality improvement framework for early learning and childcare sectors

Child Protection

If we are concerned that a child is at risk, we **must** follow Shetland Island Council's Child Protection Procedures. http://www.safershetland.com/child-protection

Staff have full training in the Shetland Interagency Child Protection Procedures, and will follow clear procedures and contact the relevant agency in the event of a child protection concern.

The Child Protection Officer for Sandwick Junior High School is **Christie Ford, Head Teacher** In the absence of the Head Teacher the Child Protection Officer is **Gemma Sjoberg - Depute Head Teacher**

If neither is present, please speak to a member of the Extended Leadership Team who will contact Quality Improvement on 01595 744000

Any Policies and Procedures can be made available on request to the ELC Manger.

Complaints Procedure

Should you have any concerns or complaints regarding Sandwick JHS and specifically the ELC and its work, please speak to the setting Manger Vaila Wallace and we will make time to discuss and work to resolve any issues with you.

If we have not addressed your issue, please take it in the first instance to:

Vaila Wallace	ELC Manager	01595745320

If you are still not satisfied, please contact either of the following:

Gemma Sjoberg	Depute Head Teacher	01595 745320
Christie Ford	Head Teacher	01595 745320

The Care Inspectorate Complaints Services can be contacted via the following link: Complaints

The Shetland Islands Council complaints procedure: Make a Complaint – Shetland Islands Council