

# Torrance Early Years Centre



Handbook 2025/26

## Section 1: Our Aims

At Torrance Early Years Centre, our vision is “Growing together to be all we can be.”

Our values lie at the heart of all we do and are Love, Honesty, Respect, Kindness.

To achieve our vision, we have the following aims:

**T** Trust: a safe, trusting learning environment where families, children, staff and other professionals work together to meet the needs of all our children.

**O** Opportunities: providing opportunities for children to grow and learn about themselves and the world we live in.

**R** Right to play: providing quality learning experiences, both indoors and out, developing children’s interests and needs.

**R** Responsibility: fostering children’s rights and responsibilities for themselves, each other and our environment.

**A** Aspirations: Aiming high and empowering our staff and children to reach their full potential.

**N** Nurture: creating an ethos in which all staff, families and the wider community are nurtured, respected, valued and empowered.

**C** Creativity: celebrating children’s individuality by building on their interests, personalities, talents and abilities.

**E** Equality and Equity: ensuring all our children are supported to grow and be all they can be.





## Section 2: General Information

Nursery: Torrance Early Years Centre  
Address: West Road  
Torrance, G64 4DE  
Email: [eyc@torrance.e-dunbarton.sch.uk](mailto:eyc@torrance.e-dunbarton.sch.uk)  
Telephone No: 0141 955 2229  
School telephone no: 0141 955 2228  
Website: [www.torrance.e-dunbarton.sch.uk](http://www.torrance.e-dunbarton.sch.uk)

### **Nursery hours/sessions:**

Our nursery is open between the hours of 8am and 6pm and we operate 50 weeks of the year. We are able to accommodate 40 children, aged 3 to 5 years per session, with a ratio of 1 adult to 8 children. We can offer 1140 hours of funding per year and this can be used weekly as follows:

- 5 morning sessions 8am – 12.45pm
- 5 afternoon sessions 1.15pm – 6pm
- 2 full days 8am – 5.30pm plus 1 am or pm session
- 1 full day plus 3 am or pm sessions

Every family's circumstances are different and if you require further childcare, you are welcome to purchase additional hours.

All children are eligible for lunch provision from August 2021. For those children attending additional days for childcare purposes, lunches can be purchased and will be calculated with your fees from East Dunbartonshire Council.

Transitions are important in our lives and we aim to build relationships with you and your child so they feel safe and secure at points of transition. Routine can help to build stability therefore we ask that you aim to arrive on time for your child's session and collect them on time at the end of their session.

**Holidays:** We are open throughout the year except from Bank Holidays and In-service Days. We close between Christmas and New Year.

## Nursery Staff



Head Teacher:	Gillian Bonar
Depute Head of Centre:	Jen Henderson
Senior Early Years Workers:	Rachel
Nursery Teachers:	Karen & Lori
Early Years Workers:	Carla
	Monica
	Claire
	Ellie
	Heather
	Cheryl
	Ashley
	Fiona
	Holly M
Early Years Support Worker:	Laura & Nicola
Clerical Assistant:	Holly W
Housekeeper:	Catherine
Day Cleaner:	Jim



## **Admissions Procedure**

All Early Years places are allocated online with the East Dunbartonshire Council's admissions policy. A copy of this policy can be found at [Early years - how to apply - East Dunbartonshire Council](#)

### **Registering for an Early Years Centre**

Parents should refer to the East Dunbartonshire Council website and follow appropriate steps for applications. Please note that East Dunbartonshire's admissions policy is also available to view on the website which can be found at [Early years admissions policy - East Dunbartonshire Council](#)

Parents applying for place must upload the following items to the website:

- The Child's birth certificate
- Proof of residency (council tax bill)
- Recent utility bill (within past 3 months)

When you are allocated a place at our Early Years Centre, you will be informed by letter from East Dunbartonshire Council. You will then be contacted by a member of the Senior Leadership Team who will arrange Home Visit and Settling sessions.

Parents can ask to see their application form at any time. Every family is entitled to one alteration per term, if required the alteration request form can be found on the East Dunbartonshire website. Please speak with Depute Head of Centre to discuss any potential alterations.

### **Arrival and Collection of Children**

It is expected that a responsible adult will bring your child to and from the nursery. You are required to sign your child in at the start of the session and sign to say who will collect your child at the end of the session. Please inform a member of staff if there is going to be a change in adult collecting. Children are given the opportunity to 'sign in' on arrival.

### **Attendance**

Although there is no statutory attendance procedure in pre-five establishments, you are asked to ensure that your child attends nursery class regularly. If your child is absent, please telephone on the first day of absence and let us know the reason for their absence. We follow East Dunbartonshire's policy and it is the responsibility of every parent to contact the centre and inform the staff why your child is not in attendance. If this does not happen, the office staff will phone the home and emergency contact. If this fails, the Head Teacher may have to involve the Attendance Officer. These measures are put in place under the Child Protection Policy.



## Suitable Clothing

As we are a child led centre, children lead their learning and have access to a variety of learning opportunities including messy play. We always encourage children to wear protective aprons in nursery but accidents can happen, so please dress your child in suitable play clothes.

We play outside in all weathers, please ensure that your child has suitable outdoor clothing. Our nursery have a selection of waterproof jackets, dungarees and wellies to borrow.

Parents can provide a pair of wellies and soft indoor shoes which they can wear while in the centre.

## Personal belongings

While we support children bringing transitional objects from home to help them feel safe and secure we must make you aware that we cannot be held responsible if any items go missing. We will endeavour to look after all belongings from home to the best of our ability.

## Excursions and Consent Forms

When outings or excursions for children are planned, staff will advise you in advance. At the beginning of each year, you will be asked to complete a consent form which will give your permission for your child's participation. These consent forms cover any trips taken that are local and travelled to on foot. For excursions that require transport, a separate consent form will be sent out prior to the trip.

## Snack and the Promotion of Healthy Eating

Your child will be provided with a daily healthy snack. It is our aim to promote healthy eating to encourage children to try a wide variety of food. We also try to make our baking products as healthy as possible.

However, when there is a celebration i.e. Christmas party, graduation etc. there may be a change from the normal snack. **If your child has any allergies or requires a special diet, this will be discussed during your child's home visit or care plan update meeting.**

We follow the guidance from 'Setting the Table' aim to ensure all ingredients used fall in line with this.



## **Treat Fund**

You are invited to contribute £2.50 per week (50p per session) to our Treat Fund. This is a voluntary contribution which can be handed into the office.

This fund is used to buy snacks, baking items, groceries, and treats for the children such as Christmas gifts, Graduation gifts, nursery outings, our fun day and pantomime shows.

## **Fundraising**

At certain points throughout the year, we may organise fundraising activities which will be communicated with parents through our newsletters, group call and learning journals

## **No Smoking Policy**

Smoking is not permitted in the nursery or in the surrounding environments.

## **Emergency Closure Arrangements**

East Dunbartonshire Council strive to offer a quality service, however in the unlikely event our centre has to close due to an emergency, we will follow the relevant protocols and inform parents, ensuring as much notice as possible is given.

## **Emergency Contacts**

Parents are asked to complete care plans at enrolment which will include emergency contacts. We also ask that you keep the nursery up-to-date of any changes in this information.

## **Photography and Videography**

Photographs & videos are used within EYC to display and record learning that happens within our centre. During enrolment parents are asked to complete consent regarding this. Please speak to staff if you have any concerns or changes regarding this.



## **Section 3: Medical Information**

### **Medication**

If your child requires either long term or short term medication during their time at nursery, please discuss with a member of our senior leadership team. Please note only prescribed medication will be given and all appropriate paperwork must be completed before staff will take medication. It is important to highlight that EYC will NOT give the first doses of any medication- this should be done at home to ensure the wellbeing of child.

We will complete all appropriate paperwork at settle or when any changes to child's health may occur. Please ensure to communicate any changes with our staff team.

We follow guidelines set out by care inspectorate.

### **Accident and Incidents**

We communicate and record any accidents and incidents in line with care inspectorate guidelines. This is communicated through paperwork and verbal communications with our families.

Within our centre we have first aiders who check and support any accidents.

### **Tooth Brushing**

We encourage tooth brushing daily tooth brushing with in Torrance EYC. If you do not wish your child to participate please let us know.

### **Emergency Evacuation of the building**

In the event of an emergency which resulted in children being evacuated from the building we would gather in Torrance Community Centre and notify parents as quickly as possible.



## Section 4: The Early Years Curriculum

### Curriculum for Excellence

It is our aim at Torrance Early Years Centre to ensure that each child has access to a relevant, broad, general and balanced education. In order to achieve this, we follow the 'Curriculum for Excellence'.

The purpose of the curriculum is encapsulated in four capacities - to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor.

At Torrance Early Years Centre we aim to provide depth, breadth, challenge and enjoyment in all we teach. This is planned through a variety child-initiated and adult-initiated themes and activities.

### Health & Wellbeing

This area of the curriculum encompasses social, emotional and physical development. Through a variety of activities, our children will learn how to acquire the skills to live healthy, happy lives.

Our children are encouraged to engage in physical play where they are able to investigate, explore and follow their interests. Children will have daily access to the garden and regular access to our school gym.

### Literacy

Literacy is covered through a wide range of activities in our centre and we are committed to creating a literacy rich environment through meaningful interactions, engaging experiences and purposeful spaces. Our literacy is cross curricular and children have access to these opportunities throughout the setting and their sessions within Torrance.

### Numeracy & Mathematics

Driven by their natural curiosity, children explore the world around them by noticing shapes, colours, patterns and sequences. They deepen their understanding of early numeracy as they ask questions, match, sort, count and experiment with quantities through meaningful, hands on play.

Opportunities such as role play scenarios help children begin to recognise and use coins, supporting their early awareness of money and real life numeracy.

Literacy, Numeracy and Health & Wellbeing are the core curricular areas, our early year's workers and teachers track all children individually across these areas

### How we promote learning



We promote learning in Torrance Early Years Centre by:

- Staff planning responsively to children's individual needs and interests.
- Through continuous consultations with children and families.
- Working collaboratively with all of our families, setting next steps for their child's individual learning.
- Sharing learning through our online learning journals and monthly newsletters.

### **Supporting Children**

Torrance EYC prioritise relationships and have a child centred approach. We recognise that children may require support at different stages of their learning journey.

The Early Years Centre can offer 'Support for All' sessions where EYC staff, Head teacher and Educational Psychologists work collaboratively to implement strategies to support children's needs. This is always communicated with our families. Please note, no child will be discussed at 'Support for All' without the families consent.

Families can contact or speak with staff at any time if you feel your child needs some extra support, or if you need any advice. This could include Support for All, PPP or other relevant sessions.

### **Section 5: Partnerships with Parents**

Our staff are always happy to discuss your child's progress with you and you are welcome into our centre at any time.

At Torrance Early Years Centre, we aim to:

- Work collaboratively to ensure we are getting it right for every child.
- Establish and maintain open communication with our parent's families.

At Torrance Early Years Centre, our Family Champion is the first point of contact for parents, offering positive parenting support and advice. They build trusting relationships, encourage participation, and promote inclusion. The family champion can meet with parents/carers to share practical strategies on routines, behaviour, and other developmental topics, helping families make small but meaningful changes. They also provide information about local groups and services and, when appropriate, can signpost families to the Supporting Families Team for tailored support.

There are several opportunities for parents to be involved in the life of our centre and these include:

- Home visits & settling into EYC



- Next Steps for children's individual learning journey
- Curriculum Evening
- Stay and Play sessions
- Parent Meetings
- Learning Journals – online profiles
- Initial Assessments
- Transition Paperwork (preschool)
- Questionnaires
- Lending Libraries
- Home link learning bags
- Newsletters – nursery and primary school
- Displays
- Group Call emails
- Induction to Primary One Meeting and Workshop

### **Torrance Primary Parent Council**

The Parent Council is composed of parents, staff and co-opted members, with the Head Teacher as professional advisor. A copy of the constitution is available on the school website, on request from the chair of The Parent Council or from the Head Teacher. The Parent Council meets approximately five times per year.

### **Parent Teacher Association (PTA)**

The PTA is mainly responsible for arranging events throughout the year for parents / children and raising funds for the school.

The PTA will welcome the involvement of any of our Early Years parents - please contact the PTA if you want to join in. An invitation to attend meetings is extended to all nursery parents and information will dates will appear in newsletters.

### **Change in Circumstances**

It is helpful if you keep us informed of anything happening at home which might impact your child such as home move, baby news or a bereavement. This allows us understand and support your child responsively and effectively.

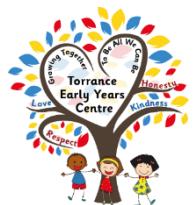
## **Section 6: The Wider Community**

## **The Local Community**

At Torrance Early Years Centre, we place a great deal of importance in our children having access to the local community. Visits to locations within the local area may be organised.

We use a range of communication methods to share information about nursery, school and community events.

- Information will be displayed in the nursery foyer e.g. poster, notice board message
- Groupcall emails
- You can follow us on our private facebook page JenGillian TorranceEYC.



## **Links with Torrance Primary School**

Our Early Years Centre is part of Torrance Primary School and the children attending our setting will have access to many of the resources available in the school, such as the gym hall, library, dining hall etc.

We have developed excellent nursery/primary liaison to ease the transition for the nursery pupils into the primary school. Children will be invited to take part in some of our infant assemblies. Our older pupils organise various events throughout the session for the nursery pupils, such as storytelling and a Teddy Bears Picnic.

We will also take part in concerts and visiting theatre companies and performances as we aim to encourage them to feel at ease within the Primary School.

## **Transition into Primary One**

At Torrance Primary School, we have well established links with all of the Early Years Centres in our local area. Throughout the year, nursery and primary staff meet to share information and create curriculum links. We are very aware of the fact that we have a small number of children who will not attend Torrance Primary School. These pupils usually move on to one of the primary schools in the surrounding area. With parents' consent, information about these children will be passed on to the receiving school and staff who wish to visit the nursery will be most welcome.

## **Section 7: Child Protection**

## **Child Protection Statement**

All East Dunbartonshire Establishments have a duty of care and welfare to the children attending. All adults promote children's health and safety and ensure, that all children are protected from abuse, neglect and exploitation. Professional staff must work together 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 the 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 has been harmed or is at risk or 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. 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 the Social Work department 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.

If you have a concern about a child, please do not keep it to yourself. You may wish to alert us or pass the information to the Advice and Response Team on 0141 777 3000.



## Suggestions, Concerns and Complaints

We are always eager to maintain and improve our service. If you have any suggestions about our service if you have any concerns, please contact the Depute Head of Centre or Head Teacher in the first instance.

If you feel your concern has not been satisfactorily resolved at this stage, please contact the Education Officer with responsibility for pre-five education or the Care Inspectorate.

**East Dunbartonshire Council Headquarters**  
**1 Strathkelvin Place**  
**Kirkintilloch**  
**G66 1XQ**

**11 Riverside Drive**  
**Dundee**  
**DD14NY**

All complaints will be dealt with promptly and details of action to be taken will be communicated to the plaintiff within 28 days. The school follows the local authority complaints procedure and as such, you can be assured that any complaint will be investigated thoroughly.

## Useful contacts

Jen Henderson – Depute Head of Centre

0141 955 2229

Gillian Bonar – Head Teacher

0141 955 2228

Email EDC early years team

[earlyyears@eastdunbarton.gov.uk](mailto:earlyyears@eastdunbarton.gov.uk)

Although the information in this handbook is correct at the time of processing, there could be changes affecting any of the matters within it, either before or during your child's placement. You will be informed of any changes to important information.