



Welcome to
Hecklegirth Early Learning and Childcare Setting



December 2025

Welcome

Dear Parent/Carer

It is with great pleasure that I welcome you to Hecklegirth Nursery, a place where your child can learn and develop in a safe and nurturing environment.

At Hecklegirth Nursery, we are committed to making sure our children receive excellent standards of care and early education. Our children are at the heart of everything we do, and we strive to support your child in exploring their interests in a way that they truly connect with, in order to progress their holistic learning and development. We are very lucky to have a fantastic team here at Hecklegirth who are diversely qualified and experienced.

Modern education is a partnership between pupils, nursery staff and parents and carers and we invite you to join us in making your child's memories at Hecklegirth happy ones, where every dream, no matter how big or small, is achievable.

We look forward to working in complete partnership with you.

Mrs Greiner
Nursery Manager

For more links and detailed information about how we support parents and work with our schools please see our **Authority Handbook**. This includes information for families about financial and wellbeing support, additional support for learning, transport clothing and parental involvement and engagement in your children's learning.

Vision, Values and Aims

Our Vision at Hecklegirth Nursery is to provide a high quality nursery experience in a safe, happy, caring, nurturing, challenging, stimulating and inclusive environment that enables children to develop their capabilities as:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

Our children are at the heart of everything we do; we respect each child as unique and will nurture their health and well-being to enable them to develop confidence, resilience, independence and high aspirations. We believe that children learn best through play.

At Hecklegirth Nursery our number one priority is children's health and well-being. A child needs to feel happy and secure to be able to thrive and learn, and this is achieved through staff taking time to build strong, trusting relationships with all children and their families. We value the child's main caregiver as their first and most important educator, appreciating that they know them best. We celebrate diversity and respect the uniqueness of each child and family. We ensure that the interactions, environment and spaces both inside and out feed our children's curiosity and imagination. At Hecklegirth Nursery we aim to:

- provide a safe, happy, loving, nurturing, challenging, stimulating and inclusive environment where children are at the heart of all that we do
- build secure and trusting relationships with our children and their families

- work in partnership with agencies to promote the well-being of our children
- communicate and work with children's families
- value diversity and celebrate all that makes us unique
- continuously strive to improve the nursery to be the best it can be

Working together with Parents, Carers and Families

Working in partnership with parents and carers is central to everything we do at Hecklegirth Nursery. Consultation with you about your child's early experiences helps us plan for effective learning at the setting based around your child's interests. It will also create a positive partnership between us, enabling us to achieve the best possible outcome for your child.

Our team are always happy to discuss any aspect of their child's progress or indeed any general nursery issues with parents. If you feel there is a matter which needs to be discussed privately, we encourage you to make an appointment with the Nursery Manager or your child's Key Worker.

At Hecklegirth we have fantastic community partnerships, and we make the most of our beautiful local community, on our doorstep!

Information at a Glance

School Address

Hecklegirth Primary School & Nursery
Solway Street, Annan, DG12 6HY

Telephone 01461 202629

Email address:

gw22officenurseryhec@ea.dumgal.sch.uk

Parent Council Chairperson Kerry Nicholson

Parent Council email

Hecklegirthparentcouncil@gmail.com

Head Teacher

Mr Gary Cother

Registered Capacity

110

Start and finish times

8.30am to 3.30pm

Keeping in touch

The Nursey has a dedicated Facebook Page where you can look at all the fun experiences the children have been participating in, just search 'Hecklegirth Nursery'. We also have our online platform, Learning Journals, where you can engage with your child's learning. Alternatively, you can email us or phone us (01461 202629) and ask to be put through to the Nursery.

Parental Involvement information:

www.dumfriesandgalloway.gov.uk

www.parentclub.scot/

Parentzone Scotland:

education.gov.scot/parentzone

School term dates can be found at:

www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates

Care Inspectorate full contact details

www.careinspectorate.com/index.php/contact-us

General enquiries 0345 600 9527



Mrs L Greiner
Nursery Manager



Mrs A Richardson
Senior Clerical
Assistant



Miss E Richards (on
maternity leave)
Senior Clerical
Assistant



Miss E Fleming
Nursery Nurse



Miss C Ritchie
Nursery Nurse



Mrs A M Paul
Nursery Nurse



Mrs R Stott-Knight
Nursery Nurse



Miss Z Awde
Nursery Nurse



**Mrs B Planta-
Sliwiska**
Nursery Nurse



Mrs S Sproat
Nursery Nurse



Miss N Grayson
Nursery Nurse



Mrs G Gemmell
Nursery Nurse



Miss K Dunion
Early Years Support
Assistant



Mrs C Wilson
Early Years Support
Assistant



Miss L Barnfather
Early Years Support
Assistant



Miss G Clark
Early Years Support
Assistant



Miss S Copeland
Learning Assistant

Registration with the Care Inspectorate

Early Learning and Childcare (nursery) settings are registered with Care Inspectorate, the regulatory body for Early Learning and Childcare Services. We are inspected regularly to ensure that we are meeting the appropriate standards and to support us to improve. This helps us to continue to deliver high quality services to you and your child. Our certificate of registration and our most recent inspection report is displayed on our noticeboard.

All Providers must meet **The National Standard** for Early Learning and Childcare. All staff are registered with the Scottish Social Services Council (SSSC) and hold a Protecting Vulnerable Groups (PVG) membership.

ELC Registration Procedure

All three and four year olds and eligible two year old children can receive up to 1140 hours a year of Early Learning and Childcare. That works out at 30 hours per week during school term time.

Nursery registration takes place in January or February each year.

Parents of children due to start nursery will receive a letter and registration form in the term prior to registration. You will be asked to complete the form and return this to your preferred provider with a copy of your child's birth certificate and proof of address. Children moving into their second year of ELC will be provided with an ELC2 registration form from staff to complete and return. If you wish to change your provider you should collect a form from the nursery and take this to your new provider.

As part of Funded ELC offer your child will be also be entitled to one free meal and a snack each day. If you are using more than one provider on any day, you must let the providers know where your child is taking their one free meal/snack and milk.

The Council Webpage provides further information for families:

www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds

Key Worker/Person

Before your child starts nursery, they will be allocated a key worker. This is the person who will be the key contact for you. You and your child will get an opportunity to meet and chat with their keyworker during your initial visit. They will hold a meeting with you to create a Personal Plan for your child either before your child starts nursery or in the first few weeks to ensure that the nursery will be able to meet your child's needs. If you have any concerns or worries regarding your child, please speak to their keyworker. Your key worker is responsible for sharing any information about your child with you throughout their time in nursery. During the session your child will be supported by all members of staff.

Links with other agencies

Early learning and childcare settings work closely with other agencies including Speech and Language Therapy, Occupational Therapy, Health Visitors, Educational Visitors and Educational Psychologists, when appropriate. If you have any concerns or queries, we can help you to make contact with these agencies. Please do not hesitate to speak to a member of staff and we will be happy to help.

Getting It Right for Every Child and Child Protection

Getting it right for every child (GIRFEC) is an approach from Scottish Government that sets out how Early Learning and Childcare settings, schools and other services should work with children and their families. GIRFEC is all about ensuring that children get the help they need when they need it – the right help at the right time.

All children have the right to be protected from harm, abuse and neglect. We believe all children should be safe, healthy, achieving, nurtured, active, respected and responsible and included.. Further information can be found at: www.dumfriesandgalloway.gov.uk and the [Dumfries and Galloway Childrens Services Directory](#). Also on your ELC Noticeboard

ELC Child Protection Coordinator is

Gary Cother

Depute Coordinator – Leigh Greiner

Induction and Transition - Settling In

At Hecklegirth Nursery we recognise that each child is an individual, and the child's needs should be at the centre of how we plan their transition into Nursery. We will offer several stay and play sessions where your child will be welcome to explore the environment and meet the staff in their Nursery class. During these sessions, your child will get to know their peers and both you and your child will get to know your child's Key Worker, enabling you to discuss a tailored plan to develop confidence and acquire the skills to manage change, during their time with us.

Those brand new to early learning and childcare and encouraged to 'start off small' and build up to their 30 hours. This is dependent on how the child copes with change and this will be full discussed and planned for, with your child's Key Worker.

Learning, developing and growing

At Hecklegirth Nursery we aim to provide the highest possible standard of early learning and childcare in an environment where children age two to five years play, learn, and grow. We support children to grow in self-confidence, gain independence and learn new skills. We provide a wealth of opportunities for the children to develop their language, creativity, and co-ordination skills. These all contribute to healthy growth and development, knowledge and understanding, and over all capacity to learn.

We work to provide an environment that is warm, stable and nurturing so that your child can feel emotionally and socially secure. A place where your child is valued and accepted as themselves at all times, where they are free to explore, experiment, discover and learn.

Through play, children learn about the world around them, it allows them to develop the skills to access and manage risk, and to experience personal achievement whilst building confidence. We believe that children need the opportunity to understand their own capabilities and during your child's nursery day, they will be able to access self-selected resources and experiences. We provide a safe and supportive environment, carefully curated to help children develop emotional literacy, resilience, curiosity, and new knowledge, giving our children free rein to develop their wonderful and creative minds, which is a vital part of childhood. With this approach to your child's learning, we can enjoy it, reinforce it, and build on it to help them find a sense of fulfilment, achievement, and progress.



Lunch and Snack Time

Snack is available throughout the nursery session. Your child can decide when they want to have snack, once ready they will wash their hands and collect their cup, plate and cutlery. Snack time is a very sociable time where children chat to their peers and ELC Staff. We follow the nutritional guidance [Setting the Table](#) and the [Eatwell Guide](#) when devising snack menus.

If your child has any dietary requirements, please let us know. There is a choice of milk or water to drink.

Lunch

With the introduction of 1140 hours, children attending all day have the entitlement to have lunch provided. This is a time where children will have the opportunity to develop and learn new skills. They will be able to choose their lunch, self-serve as well as having the opportunity to further develop their social skills between their friends and staff.

Detailed information on school meals is available at www.dumfriesandgalloway.gov.uk

Special Dietary Requirements

Catering provide special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin. Simply ask for a registration form to allow us to inform the catering team who will discuss your child's requirements in full.

It would be beneficial for all children who have an allergen, food intolerance or special diet to register. For more information contact the Solutions Centre on 01387 271 112 or solutionscentre@dumgal.gov.uk to access the Legislation & Nutrition Officer.

Parents/Carers - Please register your child with the catering team as soon as you are aware of any allergens or intolerances to food.

Please visit www.dumfriesandgalloway.gov.uk for more information



Absence/ Illness

If your child is not feeling well please do not send them until they are well feeling better. Please phone if your child will not be attending Nursery for whatever reason. publichealthscotland.scot/media/25008/2024-04-child-off-school-a4.pdf

Accidents

If your child is involved in a serious accident or becomes unwell we will inform you immediately. Therefore, it is essential that your contact details are up to date.

Medical help will be sought if necessary.

We will always inform you about minor incidents and accidents and provide you with a written copy of the incident and what action we have taken.

Administration of Medicines

Parents /carers are responsible for their child's medication.

If possible, it is helpful for you to ask the prescribing doctor if the medication can be prescribed to allow for administration out with of ELC hours or if you can come in to dispense this to your child.

Medication will only be administered by a member of ELC staff once a completed parent/ carer administration of medicines request form has been received.

For medication such as asthma inhalers it is the responsibility of the parent/carers and the ELC staff to check that the medication is not out-of-date, that there is a sufficient quantity, that it is removed as necessary and that any unused supplies are uplifted for disposal.

All information regarding medication will expire at the end of each year, however all medical information will be reviewed on a termly basis. If the administration of medication is to continue, all relevant information must be supplied on a new request form at the start of the next session. Pupil and Parent/Carer confidentiality will be respected in all matters.

Intimate Care

From time-to-time toileting 'accidents' happen. We will discuss how we will support your child's stage of development and intimate care needs at your child's Personal Plan meeting so that we are taking similar approaches in ELC and at home to help your child.



Infection Control

Good hygiene is crucial in controlling the spread of infection and children are encouraged to use disposable tissues to wipe their noses, wash hands before snack/lunch and after going to the toilet, etc.

We are obliged to inform Care Inspectorate and Public Health when there is an outbreak of infectious diseases.

The exclusion times for childhood infections are on display. Should a difference of opinion between the parent and the Nursery Manager/Head Teacher arise about the child's fitness to attend, advice will be sought from the School Nurse. Generally, parents will be advised by their G.P. when a child should remain at home.

Further information can be found at: www.gov.uk/government/publications and page 27 of [Education Authority Handbook](#)



Parent/ Carer and Family Engagement

At Hecklegirth Nursery we value the role parents/ carers have already played in the education of their child. We also realise that your continued involvement is essential if your child is to receive the most from their nursery experience. Therefore, we believe that an effective partnership between home and nursery should be developed as fully as possible.

This means:

- Parents/Carers are always welcome into the nursery
- Parents/Carers expertise is recognised and used
- Parents/Carers are given full access to nursery policies and procedures
- Parents/Carers are given access to information about the nursery curriculum
- Parents/Carers can contribute to and are fully informed of their child's progress and achievements
- Opportunities for learning provided at nursery are continued at home



Open events, Family Learning Sessions, and stay and play sessions will be held throughout the year where parents will have the opportunity to better understand what their child has been doing at nursery, and play alongside them. During these sessions you will be able to catch up with your child's Key Worker to discuss your child's progress in their learning.

Working Together

The most important way to support us at nursery is by caring for your child and being actively involved in what they are participating in at nursery. You can assist the nursery staff by:

- Informing staff if there is someone new picking up your child—this may require a pre-agreed 'password'
- Ensuring that your child brings weather appropriate clothing and footwear
- Naming items of clothing such as sweatshirts and coats and packing plenty of spare
- Letting us know if you have a change of address, phone number or carer
- Letting us know if anything is upsetting or worrying your child

Learning Journals

Each family will also have access to Learning Journals, an online platform designed to share and celebrate your child's learning and development through observations, with accompanying photographs. Learning Journals will be updated weekly with one post minimum, observations are linked to development against Scotland's Curriculum for Excellence and/or national guidance and frameworks, such as Realising the Ambition.

Partner Involvement

We work with a range of partners to ensure that we are providing a family service to the children in our care. This ranges from NHS; Social Work; Speech & Language; Local businesses and the Lifelong Learning Team. www.dumfriesandgalloway.gov.uk

Family Learning

The Lifelong Learning Service offers support to improve life chances for children and families through the delivery of a wide range of family learning programmes. Family Learning offers families the opportunity to learn together during relaxed and 'fun' learning sessions.

For more information please visit Lifelong Learning. This link provides more detail of courses www.dumfriesandgalloway.gov.uk/ and programmes on offer.

ELC Policies and Procedures

A copy of our policies and procedure documents are available in nursery for parents to view at a time that is convenient to them.

Complaints/ Concerns

The first step is to speak to the ELC Manager if a situation arises that you are unhappy with. It is hoped that most concerns can be resolved this way. If however this is not the case, there are a number of ways you can direct your enquiries or requests to the relevant service or you can make a complaint online by visiting Make a complaint online (dumgal.gov.uk) Or by calling 030 33 33 3000

Complaints can also be raised with the Care Inspectorate, Compass House, 11 Riverside Drive, Dundee, DD1 4NY. Telephone: 0345 600 9527

Emergency Contact and Collection Forms

You have completed an 'Emergency Contact and Collection' form. If there are any changes to who is allowed to drop off and pick up your child, then you must let us know so this can be updated. Your child must be dropped off and collected by an appropriate adult (Under 16yr olds are not allowed to collect children).

Emergency Closure

In the event of the nursery/school having to close in an emergency e.g. adverse weather conditions, heating failure we will contact you as soon as possible in the event that the Nursery needs to close.

For more information on Emergency Closure processes please see - Link to Authority Handbook

Transition to Primary 1

As your child approaches school age we will work with your child's school to ensure that transition to Primary One is as smooth as possible. Your child's records will be passed on to school. You have the right to request to see any information held about your child.

Deferred entry to Primary 1

Most children start school when they are between 4 years 6 months and 5 years old but it is possible to start children later depending on the circumstances. This is called deferred entry.

You can choose for your child to start primary school later if they turn five from the school start date in August and before the last day of February.

If you are considering deferring entry to school talk to nursery staff or the head teacher at the school about your concerns.

You'll also need to remember to [apply for a school place](#) even if you are still trying to decide whether your child should start school later or not. Any delays in applying can mean you lose a priority place at your child's catchment school.

Children turning five years old between the start of the school year in August and the end of February have an automatic right to defer entry to school and receive another year of funded Early Learning and Childcare. You can read more about [deferred entry here](#).

Uniform

If you choose, uniform can be purchased for your child with the Hecklegirth Nursery Logo. This can be purchased through Carlisle Embroidery (www.carlisleembroidery.co.uk) or My Clothing (www.myclothing.com).

Uniform is optional, we do ask that children are sent in comfortable, weather appropriate clothes. Please provide comfortable 'indoor' shoes (these can be plimsolls or trainers without laces) that will be kept at Nursery.



We hope that you have found the information contained in our handbook useful. All information contained in our ELC handbook is correct and accurate at the time of printing; we reserve the right to make any changes throughout the ELC session.