



Riverbank ELC



Learn Together, Play Together, Achieve Together

Riverbank School & ELC

Coningham Gardens Aberdeen

AB24 2TU

Tel : 01224 455435

E-mail : Riverbank.enquiries@ab-ed.org

Website: <http://riverbank.aberdeen.sch.uk>

About the Service



Riverbank ELC is accommodated within Riverbank School in the Tillydrone community of Aberdeen. The service provides a day care of children service to a maximum of 46 children at any one time, aged two years to an age to attend primary school, of whom no more than six are aged two to three years. The service will have access to areas of the premises as designated by the head teacher. Children are cared for in a spacious purpose-built nursery with direct access to an enclosed outdoor play area. The service is well situated close to local amenities and easy bus travel.

Within the ELC setting we have 1 Nursery Manager, 1 Senior Early Years Practitioner, 5 Early Years Practitioners and 3 Early Years Support Workers.

We operate 9am-3pm, Monday- Friday, Term Time.

The ELC manages its budget in accordance with authority guidelines.

Riverbank ELC Staff Details

Senior Leadership

Mrs Susan Ironside – Head Teacher/ ELC Manager

Miss Carol Main- Locality Lead Officer

Mrs Rachael Smith – Senior Early Years Practitioner

Early Years Practitioners

Ms Laura Fettes

Mrs Karen Fergusson

Mrs Claire Robertson

Mrs Eilidh McFie

Mrs Cherry Middleton

Support Workers

Miss Bailey Park

Miss Karen McDonald

Miss Alison Fong

Opening Procedures

Children and their families arrive via the school main reception area, Children and carers should not enter before 09.00, following safety procedures. We offer a flexible drop off time between 09.00- 09.30. All children must be collected by 15.00, we offer a flexible collection period from 14.30-15.00.

Riverbank ELC has the following security measures:

The internal front door is locked at all times and visitors are admitted into ELC by a member of staff using the security system.

All visitors are required to sign in, parents entering the school or ELC during the school day must be accompanied by a member of staff.

Registration Procedures

A class register is completed electronically at the beginning of each day. Parents, on arrival will be greeted by a member of staff who will sign in their child and ask who will be responsible for collecting their child later that day. We operate a security password system that parents will be made aware of on their initial visit.

Parents are asked to notify the school by telephone if their child(ren) are absent. Parents who do not notify an absence will receive a Groupcall text advising them that their child is not in school, and asking them to contact the school.

Lunchtime Procedures

ELC children are offered lunch at approximately 11.30 daily, the children are able to independently order their lunch in the morning electronically.

We operate a 'rolling' system so that children have the time to prepare for their lunch, with little disruption to their play and learning.

Mealtimes are appropriately supervised by staff at all times.

Children have access to fresh fruit and water throughout the day.

Termly menu's can be found following the below link

<https://www.aberdeencity.gov.uk/services/education-and-childcare/view-school-meals-menu>



School term and holiday dates 2026-27

Term 1: 17 August 2026 to 9 October 2026

- In-service day - Friday 14 August 2026
- Term starts - Monday 17 August 2026
- September holiday - Friday 18 September to Monday 21 September 2026
- Term ends - Friday 9 October 2026
- October holiday - Monday 12 October to Friday 23 October 2026

Term 2: 26 October 2026 to 18 December 2026

- Term starts - Monday 26 October 2026
- In-service day - Friday 13 November 2026
- Term ends - Friday 18 December 2026
- Christmas holiday - Monday 21 December 2026 to Monday 4 January 2027

Term 3: 5 January 2027 to 26 March 2027

- Term starts - Tuesday 5 January 2027
- Mid term holiday - Monday 8 February 2027
- In-service day - Tuesday 9 February 2027
- In-service day - Wednesday 10 February 2027
- Term ends - Thursday 25 March 2027
- Spring holiday - Friday 26 March to Friday 9 April 2027

Term 4: 12 April 2027 to 2 July 2027

- Term starts - Monday 12 April 2027
- May Day holiday - Monday 3 May 2027
- In-service day - Tuesday 4 May 2027
- Term ends - Friday 2 July 2027

Riverbank Vision, Values and Aims

Our Motto

Learn Together, Play Together, Achieve Together

Our Vision

At Riverbank School our vision is to promote creativity and curiosity which will support all our children to become independent, resilient learners, who have high ambitions for themselves. We will achieve this by working cooperatively with 'Friends of Riverbank'



Values

- Respect
- Nurture
- Honesty
- Inclusion
- Equity

Aims

- to create and provide a safe, stimulating environment
- to deliver an engaging, exciting curriculum unique to Riverbank School that meets the needs of all learners
- to be aspirational in all we do
- to work in close partnership with our families to achieve the best outcomes for everyone



Communication

Parents and carers can contact the school office between 8.30 am and 3.30pm, Monday to Friday on 0122455435. Please note the office is particularly busy between 8.30 -10.00 so if your contact is of a non urgent matter we would appreciate you avoiding these hours.

Alternatively, you can call or message ELC staff directly on 07557191763.

You can also contact the office via the school email address, which is, riverbank.enquiries@ab-ed.org

We issue monthly newsletters and other information via groupcall email, these are also published on the school website.

We also use an online system called SEESAW for the majority of our communications with parents. If you do not have a log in for SEESAW please contact Rachael Smith who will be able to provide you with one.

Please ensure that we have your most up to date email address and mobile phone numbers as these are the ones we will use to communicate with you.

Medicines in School

Children are not permitted to carry their own medicines in ELC. If your child needs medication during the ELC session, whether this is regular or infrequent we cannot administer this without the appropriate permission forms. These can be obtained from Rachael Smith. All medications we have in ELC must have a pharmacy label which clearly displays your child's name and the instructions for use.

Parent Council

Riverbank School has an active Parent Council, which relies on the support of every parent in the school. You are a member of the Parent Forum and will receive regular updates on its activities. Please try to help by becoming involved and supporting organised events. The Parent Council can be contacted by emailing Riverbank Parent Council at pcriverbank@aberdeen.npfs.org.uk Further information for parents can be found at the link below

<https://education.gov.scot/parentzone/my-school/school-information-dashboard>



Riverbank School Curriculum

Curriculum for Excellence places learners at the heart of education. At its centre are four fundamental capacities. These capacities reflect and recognise the lifelong nature of education and learning. The four capacities are aimed at helping children and young people to become:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors

Curriculum is defined as the totality of all that is planned for children and young people from early learning and childcare, through school and beyond. That totality can be planned for and experienced by learners across four contexts:

- Curriculum areas and subjects
- Interdisciplinary learning
- Ethos and life of the school
- Opportunities for personal achievement

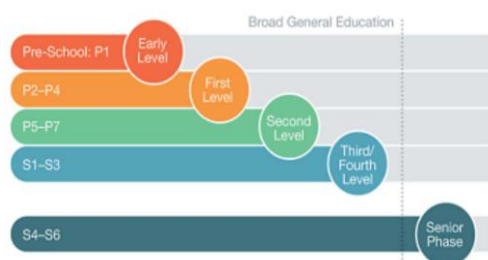
Curriculum areas

There are eight curriculum areas:

- Expressive arts
- Health and wellbeing
- Literacy
- Numeracy
- Religious and moral education
- Sciences
- Social studies
- Technologies.

Assessment and Learning

Curriculum for Excellence is planned and assessed across 5 levels as detailed in the diagram below.



In our ELC, children's progress and development are assessed through play-based learning and ongoing observations. Staff regularly observe, record, and reflect on children's experiences to monitor their development, celebrate achievements, and plan for their next steps in learning. This progress will be shared with parents via SEESAW.

Parents receive two written reports per school session, one report in November / December which is an interim report with information regarding your child's progress within Curriculum for Excellence and a final report in June which includes more detail about your child as a learner.

Parents are also invited to two parent interviews per session to discuss their child's progress with the child's keyworker. Parents may request an appointment to meet with their keyworker at any point throughout the school year, however we aim to informally talk with parents on a daily basis.

Indoor Shoes

For health, safety & hygiene reason we ask that all children have 'indoor shoes' these should be either gym shoes or trainers. Slippers/sliders are **not** suitable for this purpose.

Positive Relationships

At Riverbank ELC, we promote positive, respectful relationships between children, families, and staff. We encourage kindness, cooperation, and good communication to create a nurturing learning environment where every child feels valued and supported. We ask parents and carers to work in partnership with us by modelling positive behaviour, supporting our values, and helping children develop respectful relationships both at home and within the setting.



Outdoor Learning and Community Visits

At Riverbank ELC, we promote outdoor learning as an important part of children's play and development. Children have access to free-flow outdoor play throughout the day, allowing them to choose where they learn and play, except during adverse weather conditions when it may be unsafe to do so.

Outdoor learning provides many benefits, including supporting children's physical health and wellbeing, developing confidence, encouraging creativity and problem-solving, and helping children build an understanding of the natural world.

We regularly take children on walks within the local community and visit nearby parks, green spaces, and other places of interest to enrich their learning experiences. To ensure children can fully participate in all outdoor activities, we ask families to provide suitable clothing and footwear for all weather conditions.

At the beginning of each academic year, parents and carers will be asked to sign a consent form to allow their child to take part in local outings and community visits organised by the ELC.



Inclusion and Additional Support

At Riverbank ELC, we are committed to providing an inclusive environment where every child is valued, supported, and encouraged to reach their full potential. We work closely with families and can access support from a range of specialist services when needed, including Educational Psychology, Speech and Language Therapy, Sensory Support, English as an Additional Language (EAL) services, and Autism Outreach.

We recognise that some children may require additional support to help them participate fully in their learning and development. Parents and carers are key partners in this process, and your knowledge and understanding of your child are invaluable in helping us plan the most appropriate support.

Riverbank ELC follows a staged approach to supporting children. This framework helps us identify strengths, recognise any barriers to learning or development, and plan effective support strategies. If a child requires additional support, a personalised plan may be developed in partnership with families and any relevant professionals.

Support is provided through three levels:

Universal Support

This is the support available to all children through high-quality play experiences, nurturing relationships, and staff who respond to individual needs and interests.

Targeted Support

Some children may benefit from additional strategies or interventions within the ELC setting. This support is planned by ELC staff and may involve advice from other professionals.

Specialist or Multi-Agency Support

A small number of children may require more individualised support from a range of services working together. Where appropriate, a coordinated plan will be developed with families and partner agencies to ensure children receive the support they need.

All support arrangements are reviewed regularly to ensure they continue to meet the child's needs and promote positive progress in their learning and development.

GIRFEC

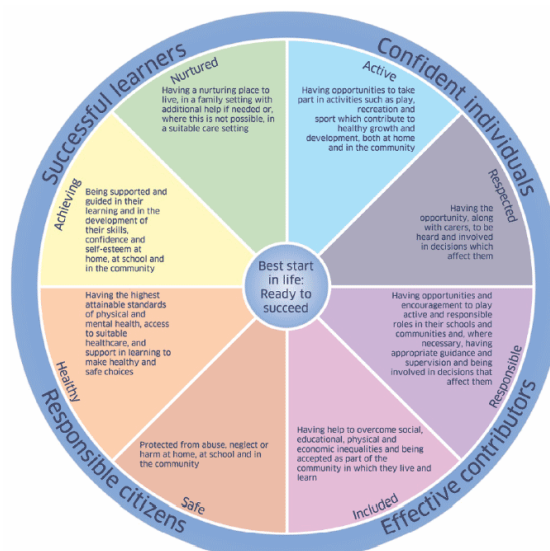
GIRFEC stands for 'Getting It Right for Every Child'. It is the Scottish Government led approach to making sure that our children and young people – and their parents or carers – can get all the help and support they need from birth right through to age 18.

The wellbeing of children and young people is at the heart of the GIRFEC approach. Wellbeing is about how things are going for children in their lives. The GIRFEC approach uses eight words to describe what it looks like when things are going well –

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected
- Responsible
- Included

These words can be used to find out where a child's strengths lie and also, if there are concerns, to see where some advice, help or support might be needed. They help everyone to understand wellbeing in the same way and use the same language to talk about it.

You can expect to hear wellbeing referred to when your child's health visitor or school contacts you. These wellbeing words are often known as the SHANARRI indicators and illustrated in the SHANARRI wheel, which you may see dotted around the school and medical centres, etc.



Insurance

Aberdeen City Council does hold third party liability insurance which indemnifies the Council for claims from third parties (e.g. parents and pupils) who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees. However, if there is no negligence, no claim would be accepted by the Council.

Personal Belongings

To help keep belongings organised, we ask that all children's clothing, shoes, and personal items are clearly labelled with their name. Each child will be provided with a named peg and a labelled bag to store spare clothing and other personal belongings. We recommend that families provide a change of clothes that can be kept at the ELC for use when needed.

Addressing Concerns and Complaints

Riverbank recognises the vital role that parents play in supporting their child's learning and we are committed to building positive relationships with parents. No matter how strong partnerships are, or how good our policies are sometimes things can still go wrong and there may be occasions when you as a parent wish to express unhappiness or dissatisfaction with Council services, policies or staff behaviour.

Please give us the opportunity to put things right first by contacting the Head teacher or any member of senior leadership team by telephone, email or in person.

If you are not satisfied that your issue has been resolved, you can then make a complaint using our online form: <https://www.aberdeencity.gov.uk/services/have-your-say/make-complaint>

You can also make a complaint in person at any council office or by contacting our Customer Feedback Team by telephone or in writing:

Customer Feedback Team Telephone 01224 523058

Business Hub 6 First Floor South Marischal College Broad Street Aberdeen AB10 1AB

Our Customer Feedback team follows a complaint handling procedure to make sure that every complaint is dealt consistently and quickly as possible.