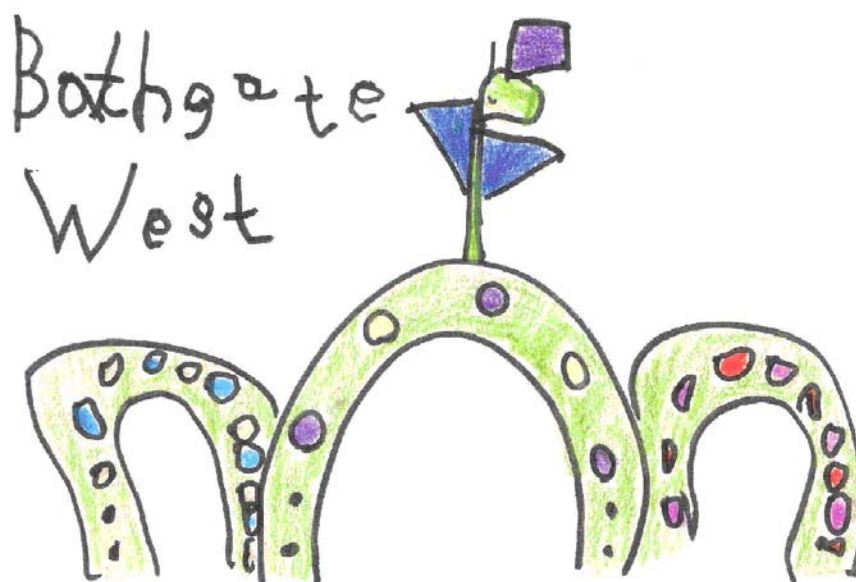


Starting Nursery at Bathgate West



HANDBOOK 2013-2014

**63 Millburn Road
Bathgate
EH48 1AF**

**Telephone No:
01506 652004**

E-mail

bathgatewest.ns@wled.org.uk

Council webpage:

www.westlothian.gov.uk/sitecontent/schools/BathgateWest

Nursery Blog:

<https://blogs.glowscotland.org.uk/wl/NurseryNatter/>

Present school roll:

60 children in the morning session
50 children in the afternoon session

Head Teacher

Mr Greg Welsh (Balbardie Primary School)

Depute

Miss Lesley Henderson (Balbardie Primary School)

Principal Teacher (Acting)

Mrs Carene Hay

Nursery Teacher

Miss Katherine McAllister

Nursery Nurses

Mrs Claire Bett - Senior Nursery Nurse

Miss Samantha Wilkins - Senior Nursery Nurse

Mrs Eileen Orr – Nursery Nurse

Miss Suzanne Prentice – Nursery Nurse

Mr Gary Marsden – Nursery Nurse

Mrs Lorna Drummond (part-time) – Nursery Nurse

Mrs Yvonne Young (part-time) – Nursery Nurse

Pupil Support Worker

Mrs Julie Gauld

Clerical Assistant

Mrs Denise Murray

Caretaker/Cleaner

Mrs Marian Shrouder

Nursery hours – effective from August 2012



Morning children - Monday to Friday: 9am – 11.33am

- Doors open at 9.00 am and children must be collected by 11.33am at the latest.
(drop-off between 9.00am – 9.15am / collection between 11.18am and 11.33am)

Afternoon children - Monday to Thursday: 12.20pm – 3.31pm

- Doors open at 12.20pm and children must be collected by 3.31pm at the latest.
(drop-off between 12.20pm – 12.35pm / collection between 3.00pm and 3.31pm, to allow parents to collect siblings from local schools)

Parents/carers are reminded that picking up times are important as the staff require time to plan and organise activities for the next session

Nursery Access

You can access the Nursery by Muir Rd or Millburn Rd.

The staff car park is for staff use only.

For reasons of health and safety, parents/carers should not use the staff car park as a means of access to the nursery.

Please be considerate when you park at the nursery, or if possible, come by foot!

Welcome



Welcome to Bathgate West Nursery School. The nursery is a non-denominational nursery, and provides for children aged 3-5 years. The nursery serves the children and families in Bathgate and the surrounding areas, and admits children of both sexes.

The nursery does not provide teaching by means of the Gaelic language. A primary aged child, whose parents wish him/her to be taught by means of the Gaelic language, will be educated at Tollcross Primary School in Edinburgh.

The nursery school is line managed by the Head Teacher, who also manages Balbardie Primary School. The Principal Teacher will be willing to answer any questions or concerns you may have if the Headteacher is not in school.

This school handbook contains lots of information about your child's time in Nursery. Please read it over carefully and keep it in a safe place for future reference.

The staff are, of course, happy to talk to you about your child and the Nursery, and to answer any questions you may have.

We hope you and your child will find coming to Bathgate West a happy and rewarding experience.

Confidentiality Statement

Information, both verbal and written, given to school by families is treated as confidential to the school.

Bathgate West Nursery School

'Growing great thinkers'

Our Vision

Our vision is to provide a learning environment where our children are given the opportunity to **achieve** to their fullest potential. We instil a **belief** in our children to give of their best and **celebrate** their achievements with the school and wider community.

We are **passionate** about our school, and hope to make you feel welcome at all times by fostering a positive atmosphere of good relationships between staff, children and families. We have high expectations of behaviour, which we maintain by praising our children's efforts and commitment to school and to each other. We expect all relationships to be based on **trust, equality** and **fairness**.

Aims

- To create a safe and enjoyable learning environment where children and staff can thrive and succeed, and each individual's uniqueness is celebrated.
- To develop a progressive and challenging curriculum, which develops skills for life-long learning, which is meaningful, relevant and enjoyable.
- To foster an ethos of effective partnership working with school, home, partner agencies and the wider community to empower our children.
- To promote a climate of creativity and innovation, resulting in children having a positive and resilient approach to learning and challenge.

Starting Nursery

At Bathgate West, we aim to provide a warm and friendly atmosphere to make you and your child feel welcomed and relaxed.

Following notification by West Lothian Council of the allocation of a nursery place, the nursery will contact you by post to make arrangements for enrolment.

You will receive a starter pack, which includes information about the nursery and enrolment forms to be completed. You should return the completed forms to the Nursery at the times indicated in your child's starter pack. When you return the completed forms, the nursery will allocate a starting date for your child. You will also be offered the choice between a home-visit by two members of nursery staff, or a drop-in session to the nursery. This allows you and your child to meet the nursery staff prior to starting, and provides the opportunity to share any relevant information and/or concerns.



At the start of the new session in August, all new starts and their parents are welcomed to an Open Day in the Nursery. You will receive information regarding this in your starter pack.

To allow for a smooth and less traumatic settling-in period, the children are usually admitted in small groups over a period of a few weeks, we call this our "staggered intake". On the starting day, children and parents will be welcomed, written details checked and procedures for daily registration and collection of children explained. Each child will be allocated to a group for purposes of monitoring progress and development at nursery. Your child will remain in the same colour group with the same key worker all year.

At the beginning of each session you will register your child's attendance with the member of staff on duty at the front door. Once you have helped your child to change into indoor shoes and take their outdoor jacket off, you can seek out your child's key worker in the nursery to say hello and settle him/her to an activity of his/her choice before you leave the building.

Some children will settle more quickly than others - there are various reasons for this. Remember to be patient and take the advice of the very experienced staff on these matters - each situation is different and the staff will offer individual strategies for settling children.

Absence from Nursery

The nursery implements the Council's Absence In School Policy. If your child is going to be absent from nursery, you must notify the school on the first day of absence. If no communication has been received from parent/carer by 9.15am/1.15pm the nursery may contact the Health Visitor, or other agencies, regarding the unexplained absence.

Again for Health and Safety reasons if you are picking up your child early due to an appointment, etc you must sign them out on the daily register.

Illness and Accidents



Please keep your child at home until he/she is fully recovered even if he/she really wants to come. This is particularly important in the case of sickness and/or diarrhoea when your child must not return **until 48 hours after the symptoms have ceased.**

Bumps and bruises are a common occurrence with young children. If your child has a bump or accident during their time in Nursery you will be given an accident slip which will give you details of what has happened and how staff dealt with it. Staff will follow WLC First Aid procedures and may contact you if a plaster is required. A copy of the slip will be retained at the nursery.

If staff have to change children in the case of a wetting/soiling accident, we will inform you and record the incident and who changed the child and note that you have been informed.

If your child requires medication during their time at Nursery please speak to our Principal Teacher and she will advise you of Council procedures in such cases.

Nursery Contribution

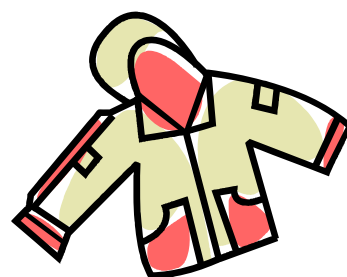
£1.00 is collected weekly from parents of all children for snack and a contribution towards the “toy fund”. If a child is absent without prior notice, this money should always be paid as the food for snack is ordered in advance. Part of the weekly contribution is used to replace and maintain equipment and develop resources. Parents can opt to pay this contribution as a lump sum at the beginning of each term. Please speak to our Clerical Assistant if you wish to make payments this way.

In addition to toy fund and snack money, we are always grateful for donations of clean, washed-out junk, eg washed-out yoghurt pots, corks, ribbon, material, beads, pasta, plastic bottle tops – no packaging from food which contains nuts – AND no toilet roll tubes or egg boxes please! The junk is then recycled and used for various craft and technology activities in the Nursery.

Clothing and Footwear

Please think carefully about how your child is dressed for Nursery. All clothing must be labelled clearly with your child's name! Tight jeans, belts and dungarees can cause a problem when children go to the toilet. Elasticated waistbands help your child to be independent.

For indoor play your child needs soft shoes (gym shoes or trainers are safest – NO SLIPPERS please). A change of shoes is necessary for outdoor play. Please ensure that outdoor shoes are easy to change into eg Velcro fastenings.



Please remember to provide suitable outdoor coats, etc for your child each day - whatever the weather, we hope to make regular use of the outside area and go for walks in the surrounding district.

Accidents do happen and your child may need to change wet or soiled clothes in Nursery. If this is necessary, the staff follow "*Child Protection and WLC Personal Care guidelines*". We have a small supply of clothes and use these as necessary. We are always grateful for any donations of outgrown children's clothing to add to our emergency stock.

Children are changed in the Nursery toilets either in or out of a cubicle depending on the situation and how your child feels (eg if a child is soiled and needs washed an adult and the child will go in a toilet cubicle, if a child has a wet t-shirt from playing in the water and is not the least bit shy he/she will be changed in the main toilet area).

Although only one adult will change your child, another adult will be informed that this is happening. A Personal Care slip will be issued to you when you collect your child that day.

There are many messy things, which the children work with, such as paint, glue; dough, etc so please ensure that your child does not wear anything which cannot be easily washed. We cannot guarantee that all the materials we use are stain free.

Dress Code



In line with West Lothian Policy, we promote a dress code. Our own logo shows the Bathgate Arches, which are used to decorate the town for Newlands Day. John Newlands was the benefactor who gifted money for education in Bathgate many years ago.

Please remember it is essential that all items of clothing are marked clearly with your child's name to prevent confusion for staff and loss for parents! (Fabric nametapes have proved to be the most effective method of labelling!)

FOOTBALL COLOURS MUST NOT BE WORN IN ANY FORM in Bathgate West, eg hats; jackets; t-shirts; jewellery; scarves etc.

Again, this is in line with policy in all West Lothian schools. It is also advisable not to bring personal toys and special belongings to Nursery, as loss and damage can cause great distress.



Birthdays at Bathgate West

When your child celebrates their birthday we mark the occasion in the Nursery by celebrating their birthday at Group Time. Parents/ carers are asked not to bring birthday cakes/treats as many of our children have special dietary requirements.

The Curriculum

The Curriculum covers many of the Early Level experiences that your child will encounter during his/her time in the nursery. The curriculum is designed using the Experiences and Outcomes outlined in Curriculum for Excellence. Nursery staff plan learning opportunities

for children, based on the principles of the Curriculum for Excellence. These include: *Challenge and enjoyment; Breadth; Progression; Depth; Personalisation and choice; Coherence and Relevance.*

The purpose of Curriculum for Excellence is to ensure that all children develop the attributes, knowledge and skills they need, if they are to flourish in life, learning and work, now and in the future.

Curriculum for Excellence aims to develop the following four capacities in all children:

Successful Learners Confident Individuals
Responsible Citizens Effective Contributors

In order to develop these capacities, a wide range of learning and teaching strategies are used. Learning in the nursery is based on free-play and focussed teaching time during group sessions. Nursery staff consult the children, plan responsively and provide experiences in order to meet the needs of every child.

You will also be asked to offer your expertise and experiences, in order to enhance the children's learning where appropriate. A topic note can be found on our learning wall, providing you with information on what the children are learning, and how you can become involved.

The curriculum is organised under the following areas:

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

In the nursery, there is a particular emphasis on Literacy, Numeracy and Health and Wellbeing, as part of our whole-school development focus. Areas and activities are carefully set up in order to provide the children with the best possible experiences as they learn about the world around them.

Parental Consultation

The Nursery is staffed on a ratio of 1 adult to 10 children and all teachers and nursery nurses possess a recognised professional qualification. They are experienced early year's practitioners and will guide and direct your children in making appropriate choices for their learning. Some children do take longer to settle at nursery, so initially with these children, we will concentrate on building their self-esteem and confidence within the nursery environment. Over a short period of time they will be ready to make independent choices and sustain concentration for learning.

To ensure development and progress, we observe and record each child's progress during his/her time at nursery. The information we gather is used by the staff to alter future planning of the environment to meet children's learning needs. Some of it may also be used to collate personal information for your child's pre-school report during their time at Nursery.

Towards the end of your child's first year at Nursery you will be given an opportunity to discuss their progress with the staff during an allocated session.

As your child moves into his/her pre-school year, another formal opportunity will be offered for you to discuss your child's progress to date at nursery. The staff will also discuss recommendations for your child's development and learning as they prepare to move into Primary One. At the end of the pre-school year, a copy of your child's report will be given to you and a duplicate sent to the Primary School where your child will attend. If you wish to discuss your child's report prior to him/her moving on to Primary School, another meeting can be organised to meet with the nursery staff during the summer term.



As mentioned above, opportunities for parental consultation will be offered during the year. This gives parents a more formal opportunity to discuss their child's progress in the Nursery with the teaching staff. However, if you feel that there is anything you wish to discuss with the Principal Teacher during the school year, please do not hesitate to contact her and an appointment time will be arranged.

Admission to Primary School

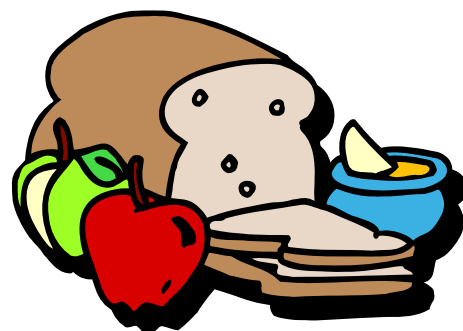
Application for admission of pupils to Primary 1 for the August intake, usually takes place in November and December of the preceding year. Details appear in local papers and Council Information Centres. Children will be invited to spend some time in school, usually in June, to meet their teacher and see their classroom.

For details of the policy and procedure, please visit

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/preschooladmission>

Bathgate West Nursery School – A Health Promoting School

We are a Health Promoting School. This includes the issues of healthy living and healthy eating. In line with local and national guidance, all children are offered a healthy snack every day at nursery along with a drink of milk and/or fresh



water. Fresh drinking water is very important for all children, parents and staff and a water cooler is installed to ensure that everyone has access to this.

We follow local and national advice on nutrition. Healthy snacks include a daily choice of fruit or raw vegetables along with other little snacks, eg biscuit, cheese, yoghurts, etc. There is a statutory snack charge which is included in the donation of £1.00 per week.

If your child has specific dietary requirements, identified by your GP/ Consultant, please let us know and we will take these into consideration when preparing our menu for the week.

Snack time also provides valuable and enjoyable learning experiences, which develop many important social and manipulative skills.

Road Safety at Bathgate West Nursery School

At Bathgate West Nursery School we promote good practice in Road Safety with our children, their families and the nursery staff.

When we go out on local outings, we will encourage the children to be highly aware of traffic and how to cope safely outside. This includes the important message of “Always hold hands with an adult when you are outside”. This will be reinforced in the nursery in role-play, tabletop games, discussions, displays, and visits from relevant people in our community. Lothian and Borders Road Safety Unit also plays a very important supporting role and has already assisted with advice about pedestrian and car access to the nursery.

Please remember that you are your child’s first educator. It is your responsibility to make sure your child is safe when they are in your care both at home and travelling to and from school.

Access to the nursery has already been mentioned earlier in the handbook. If at all possible, please walk to nursery and try to take the safest route. Be aware of the dangers of parked cars and moving traffic around the nursery at all times.

The Staff Car Park is for staff use only and should not be used as a quick access route to the nursery.



Any parent/carer who wishes to use a space in the car park, eg for reason of disability, etc should put this request directly in writing to the Headteacher who will consider any requests on priority of need.

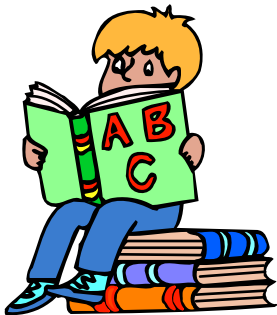
Bathgate West Nursery School in the Community and Fundraising

Each year we welcome many parents of present pupils, who attended the nursery as children themselves or before that when there was an infant school known locally as “The Wee Mair”.

Newlands Day is a very important day in Bathgate and the tradition of participating in the “Procession” will continue. In previous years, all the Nurseries and Primary Schools in Bathgate have taken part. There has always been a super turnout on these occasions from children, parents, staff and many friends - we hope you will join us in next year’s “Procession”!

During the year, we hope to raise funds for different projects and events, (eg - Christmas parties, outings, special visitors, our developing nursery garden and centres of interest) in the Nursery. This takes the form of voluntary donations, Sponsored Events, Book Fairs, Bingo Evenings and Christmas Fairs.

We also try to support various charitable causes through a range of activities and these have included Acredale Centre; Sports Relief; Children In Need and Red Nose Day.



Lending Resources

The Lending Library was established in 1998 as part of our early intervention in literacy/parent support initiatives. Sponsorship was obtained from parents/carers and local businesses to purchase the initial book stock. Since then we have extended our lending resources to include Storysacks and Adventure Ted.

As a new parent at Bathgate West, you will be asked to make a one off payment towards the cost of our lending resources when your child starts. This money goes directly into our resource fund and will help to replace old stock and add new titles to the library.

At Bathgate West, we encourage parents/carers to be involved in their children's learning. This wonderful facility enables you to borrow good quality resources to support nursery activities in the comfort of your own home.

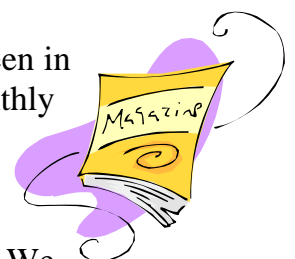
Outings

As part of our curriculum, we like, where possible, to support children's interests and extend learning by offering outings in our local community. When the children are going on an outing you will receive an information slip with a consent form attached. As transport by buses is very costly we may also ask for a donation to cover costs and perhaps request parental help.

Communication with Parents/Carers and Parental Involvement

In the nursery, staff are fortunate to have daily contact with most parents/carers. We value this communication greatly and use it to ensure that we take the needs of our children into consideration when planning activities, etc.

Written communication with parents is also important, eg the plasma screen in the hall provides a weekly overview of nursery activities and our monthly newsletter gives parents/carers a more general picture of dates, events, etc.



Our parents' information bookcase is located in the entrance area. We continually add materials to this area which we think you will find interesting and helpful. Documents available include Bathgate West Nursery and WLC policies and procedures; Scottish government Early Years Policy. Community information is also available for your perusal in the area. If you have any ideas for additional resources for parents please put these in the parents' suggestion box or e-mail them to the school at bathgatemw.ns@wled.org.uk.

We also like to encourage "Parent/Carer Helpers" in the Nursery. On completion of a Parent Helper Induction, an invitation will be issued to you to place your name on a rota which will enable you to come into the nursery on specific days.

Sometimes helpers have specific skills they wish to share and at other times activities which require an extra pair of hands are organised by the staff, eg Lending Library; woodwork; sewing; craft; storytelling, etc.

Please refer to the Council's Parental Involvement Strategy for further information.

[http://www.westlothian.gov.uk/sitecontent/domcumentlist/educationpolicy/parental involvementstrategy.pdf](http://www.westlothian.gov.uk/sitecontent/domcumentlist/educationpolicy/parental%20involvementstrategy.pdf)

Parent Groups

Thanks to additional funding in the past, we have been in a position to offer various groups, to continue our work with parent/carers to support children's learning and experiences. Hopefully this will continue on during next session.

The Parent Focus/Enterprise Group

The Parent Focus/Enterprise Group is part of Bathgate West Nursery School's partnership with parents/carers to support children's learning and nursery experiences. Successful enterprising projects have included various fundraising events, bingo night, Christmas fair, Bathgate Procession and lots more.

PEEP 4's (Parents Early Educators Partnership)

PEEP is a programme that aims to work in partnership with parents and carers to promote awareness of children's early learning and development through making the most of everyday activities and interactions.

Video Interaction Guidance

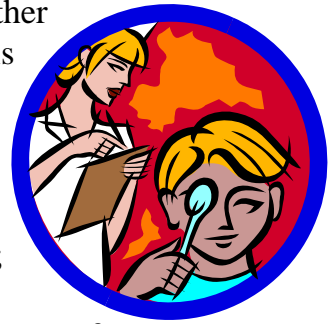
VIG is a method of allowing trained staff to support parents and children experiencing difficulties with relationships, which sometimes result in behavioural difficulties. VIG helps all parties to feel more positive about themselves in the process.

Parent Council

Given that the management team of the school also manage the nursery, anyone interested in becoming involved in the life of the school, is welcome to attend meetings and become members of the group. Dates of meetings are posted in our newsletter and are also displayed on the plasma screen in the nursery entrance.

Working with other Professionals to Support Families and Children

When appropriate, the staff work with you and professionals from other agencies to support your child during their time at nursery – we call this “Multi Agency” or “Joint Working”. These professionals include Health Visitors; Primary School staff; Speech and Language Therapists; Educational Psychologist; Occupational Therapist; Specialist Nurses; School Dentist; School Doctor/Nurse; School Orthoptist; Social Work; SURESTART and Family Support Workers; Community Police, etc.



These professionals are trained to support children in specific areas of development or health. Apart from matters of Child Protection, where the safety of a child may be at risk, no approach is made to any of these agencies/professionals without your consent.

If you wish to find out more about multi agency or joint working please speak to the Principal Teacher, Deputy Head Teacher or Head Teacher.

School Improvement

A full copy of the combined School Improvement Plan and Standards and Quality Report for Bathgate West Nursery School and Balbardie Primary School, which details achievements, developments and future improvements planned, can be accessed on the school blog, The Balbardie Blether (a link is provided on the nursery blog), the West Lothian Council website and from the school office.

As a means to further involve parents in the nursery and school’s improvement agenda, Parent Focus Group sessions will take place throughout the session. All parents will be invited via the newsletter, which is issued monthly.

Additional Support Needs National Advocacy Service and Sources of Information

The Additional Support Needs Advocacy Service has been awarded to a partnership between Barnardo’s and The Scottish Child Law Centre. This service is available to all parents and young people who have grounds to make a reference to the Additional Support Needs Tribunal.

Parents of children having additional support needs, and young persons having such needs, can seek further advice from the following sources

- Children in Scotland Working for Children and Their families, trading as Enquire – the Scottish national advice service for additional support. Click this link – <http://enquire.org.uk/> and
- The Scottish Independent Advocacy Alliance Limited. Click this link – http://www.siaa.org.uk/component/option.com_frontpage/Itemid.1/

Ongoing Staff Training

Staff development time on Friday afternoons and staff in-service training days (INSET), provide opportunities for all staff at Bathgate West (and all other educational establishments

in West Lothian) to review and update current practices and policies within the Nursery and keep abreast of new developments in Early Years Education.

Equality & Fairness

Bathgate West Nursery promotes, and ensures, a strong sense of equality and fairness, through the curriculum and across all aspects of its work. It focuses on the roles undertaken by staff in the nursery to ensure that all children are included and that diversity in the nursery and beyond is valued.

We will do our best to ensure children, parents/carers, staff and all visitors to the nursery are treated equally, with respect and in a fair and just manner.

Culture and language, disability, gender, race, religion and additional support needs are not barriers to participation and achievement. Everyone in our nursery should feel valued, safe and secure. Parents/carers are enabled to participate as equal partners in their child's care and education through a range of multi-disciplinary support services that work in partnership with the nursery, children, parents and staff.

Policies, Documents and Complaints

These documents provide guidance for parents and staff as to how we plan and implement the nursery curriculum within local educational establishments.

As detailed previously, we have a duty of care to the children who attend the nursery. All staff are trained in Child Protection, have Enhanced Disclosure checks and implement the Child Protection procedures as set down by Scottish Government and West Lothian Council.

Copies of all nursery policies and documents e.g. Health and Safety; Child Protection Procedures; Complaints; Improvement Plans; Standards and Quality reports etc can be found in the bookcase in the entrance area.

Education Services policies can be accessed online at:

<http://westlothian.gov.uk/sitecontent/documentlist/educationpolicy/?key=1778580>

Hard copies of council policies are available from school, West Lothian libraries and from the civic Centre upon request.

Complaints Procedures

If you do have a complaint regarding the Nursery please speak to Mr Welsh or the Principal Teacher in the first instance. Detailed procedures for making a complaint are given in our leaflet "Making a Complaint". This can also be found on the Parents' Information Bookcase in the front entrance area.

If you are still not satisfied you can complain to;

Education and Cultural Service
West Lothian Civic Centre
Howden Road South
Livingston
EH546FF

and/or DATA LABEL: PUBLIC

Care Inspectorate
Stuart House
Eskmill
Musselburgh
EH21 7PB

Telephone: (0131)6534100

For further advice, please refer to the Comments and complaints Procedure for Education:
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/ComplaintsEducationPolicy>

Child Protection Procedures

'It's Everyone's Job to Make Sure I'm Alright'

This document produced by the Scottish Executive 2002 reinforces that all children and young people in Scotland have the right to be cared for and protected from harm and we (staff, parents, community) have an important role in preventing the abuse and neglect of children.

Some young people who had experienced the need to be protected and supported were asked what children should expect from adults.

The clear message from the children was expressed in the form of:

The Charter (Scottish Executive 2002)

Get to know us	Think carefully about how you use information about us
Speak with us	
Listen to us	Put us in touch with the right people
Take us seriously	
Involve us	Use your power to help make things happen when they should
Respect our privacy	
Be responsible for us	elp us be safe
Think about our lives as a whole	

Annual training in Child Protection has been established and has happened for a number of years in West Lothian schools. In June 2007, Edinburgh, Lothian and Borders Child Protection Office produced new Inter-Agency Child Protection Procedures. All teachers and non teaching staff in school have been trained in these new procedures. It is our job to follow them when there is concern, ensuring that the protection and the wellbeing of our children are at the heart of all considerations and decisions taken. Posters outlining Child Protection procedures for staff are displayed on our Parents' Notice boards. The Designated Members of Staff for Child Protection in our school are:

- **Mr Greg Welsh - Head Teacher**
- **Miss Lesley Henderson - Depute Head Teacher**
- **Mrs Carene Hay - Principal Teacher**

Our children have regular opportunities to discuss personal safety issues as part of their curricular experience and are encouraged to speak to the nursery staff if they have any worries or concerns. A poster giving a safety message for children and designed by children in West Lothian is displayed in school and the leaflet 'What to do if someone is hurting me' is also available.

Remember 'its Everyone's Job to Make Sure I'm Alright' and if you have concerns about any child please contact:

	(Bathgate 01506 777600
Social Work	(Broxburn 01506 775666
	(Livingston 01506 777777
Police Family Protection Unit		01506 652615

If you wish further information about Child Protection, please contact Mr Welsh, Head Teacher, on 01506 652155.