

# EASTERTOUN PRIMARY AND NURSERY SCHOOL

Manse Avenue  
Armadale  
EH48 3HS  
Telephone: 01501 730462



1978 - 2016

**NURSERY HANDBOOK**  
**June 2017**

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# WELCOME

A very warm welcome to Eastertoun Nursery School which is part of Eastertoun Primary School. We look forward to working in partnership with you while your child attends our nursery.

The early years of childrens' lives are ones of rapid growth and development and so your children come to us with lots of learning experiences gained through family life and with friends, relatives and neighbours.

We hope to develop and broaden this learning experience by working in partnership with you, so that when they leave Nursery they will be confident, eager and enthusiastic learners who are looking forward to the next stage of their education.

# NURSERY STAFF TEAM

Head Teacher

Mr. Gerald Cowan

Depute Head Teacher

Mrs. Frances Stewart

Class Teacher

Miss Joanne Finlayson

Early Years Officer

Evelyn Kitchin

Nursery Nurses

Mrs. Deborah Lynch

Mrs. Shirley Gardner

Mrs. Karen Craig

Mrs. Fiona O'Donnell

Admin Assistant

Mr. Jamie Lochrie

Mrs. Tracy Spence

Pupil Support Workers

Mrs. Joanne Pitblado

# NURSERY AIMS



## EASTERTOUN NURSERY SCHOOL

### Our Aims

- To provide a safe, welcoming, supportive, relaxed and stimulating environment where trust, respect and concern for the feelings and views of others are encouraged.
- To have a sense of belonging to the heritage, culture and environment that surrounds us.
- To make the nursery a valued part of the community by developing good communications and positive relationships amongst pupils, staff, parents and other interested members of the community.
- To have clear and agreed learning and teaching goals among staff and parents and be confidently and enthusiastically working towards achieving them.
- To give staff and pupils the opportunities to achieve their maximum potential including health and well-being.
- To provide a variety of approaches and contexts in which learning may take place, taking into account the different experiences and levels of development of the pupils.

# STARTING NURSERY

New entrants will be introduced gradually over the first weeks. Please make arrangements to stay with your child on the first day as you will be able to talk to staff and share information about your child with them.

As each child is very different and has had different experiences, the length of time it takes to introduce them to the nursery is variable. Therefore, we ask that you be guided by nursery staff.

When your child comes to nursery he/she will be placed in a key group. This lets your child get to know one member of staff well. She in turn gets to know your child well and is a good point of contact for you if you have any queries or concerns.

## NURSERY HOURS

Nursery hours changed in August 2014 in line with recommendations made by the Scottish Government and their 600 hours consultation. Your child should attend during CORE TIME detailed below but has the option to attend either BREAKFAST if they are morning pupils or SNACK CLUB if they are afternoon pupils. BREAKFAST and SNACK CLUB are optional for your children. They can attend every day if you wish or just on a few occasions as and when it suits you.

### MORNING CHILDREN

BREAKFAST (optional)	8.06a.m - 8.45a.m For your child to have breakfast during this time they should arrive no later than 8.35a.m.
CORE TIME	<u>Monday to Thursday</u> 8.45a.m - 11.11a.m (doors will open for you to collect your child from 10.55a.m)  <u>Friday</u> 8.45a.m - 11.34a.m (doors will open for you to collect your child from 11.18a.m)

## AFTERNOON CHILDREN

CORE TIME	12.05p.m - 3.13p.m (doors will open for you to collect your child from 2.57p.m)
SNACK CLUB	3.13p.m - 4.02p.m (children can be collected from SNACK CLUB from 3.47p.m)

If you wish to collect your child out-with the above CORE times please let the person doing the register know and can inform your child in plenty of time. If possible, please provide this request in writing.

You will be asked to complete a form listing everyone that you authorise to collect your child. Everyone on the list should be an adult (i.e. over the age of 16).

Please inform the nursery staff if somebody else is collecting your child.

On arrival please hang up your child's outdoor clothes and change his/her footwear. When your child has changed into black gym shoes, please take him/her to the person doing the register for the session. For safety reasons it is very important that you do this every day. At this time you will be asked who is collecting your child that day. If this changes



during the course of a session, please contact the nursery to inform us as we will not allow a child to leave with someone who is not on your emergency contacts list.

- It is important that your child is picked up and out of the nursery building by 11.11a.m Monday to Thursday and 11.34a.m on Friday mornings. This is to allow for Nursery staff to prepare for the afternoon session.
- It is also essential, that if your child is staying for snack club, that they are out of the nursery building by 4.02p.m.

## SECURITY IN THE NURSERY



To make the nursery building a secure place for your children there is a timed security lock in place. Access is gained by pressing a buzzer and speaking to staff. Please try and keep arrivals and departures to the times above as at other times staff are busy with the children and would have to leave them to admit you.

## **PLEASE CHECK THAT THE INTERNAL DOOR IS SECURELY LOCKED WHEN YOU LEAVE THE BUILDING.**

For health and safety reasons we discourage dogs within the school grounds. However, if you bring your dog to the nursery for a walk please tie it up on the fence beside the gate into the car park, not directly outside the front door as some children and babies are frightened by dogs, particularly if they are inclined to bark.

If your child brings a bike or scooter to school it must be kept outside. It would be safer if it had a security chain as we cannot be

responsible for any loss or damage. You may park it in the nursery garden but please make sure the gate is securely locked at all times.

### PARKING AND ACCESS TO THE NURSERY

The Eastertoun nursery building can be accessed by walking down Manse Avenue or along the lane leading from Mill Road. If you are coming by car, please note that Manse Avenue is a private road and **parents/carers are not allowed to use the school car park unless they hold a blue Disabled Badge**. Please inform a member of staff if this is something you have so we can ensure you get access. Unless this is the case for you, please park your car on Mill Road or West Main Street. This is for the safety of all the children within our school and nursery.

### DRESSING FOR NURSERY

It is best to dress children in easy fitting play clothes, which are easily fastened rather than clothes which are "special" or difficult to manage when going to the toilet. Polo shirts, sweatshirts and other items with our nursery logo can be ordered for the children to wear. Please speak to Mrs. Spence in the office for more information about this.

It is very helpful if you mark your child's name on all clothing, especially with the logo on it as items can become mixed up. Please try to make sure that hair clips and ribbons are secure and please avoid jewellery, particularly hoop earrings. Studs are the safest for those with pierced ears.

Please be aware that nursery play can often be very messy. We have regular art activities and own a wonderful Mud Kitchen. Please don't put your child in their best clothes if possible.

## FOOTWEAR

In the interest of safety please bring a change of shoes for your child to wear in nursery. Black slip-on or Velcro fastening gym shoes are recommended for indoor use, no flip-flops, sandals or heavy trainers, please. Please write your child's name on the inside of his/her nursery shoes.

A shoe bag is provided for each child so that soft shoes can be left on pegs in the cloakroom area. We make a special plea that outdoor shoes are easy for your child to put on without adult assistance as children will be encouraged to dress independently to play outside. Velcro fastenings are ideal. Wellington boots are also requested for play in the garden when it is likely to be muddy.

Please note that we recommend that personal toys are left at home, as lost or damaged toys can cause distress and we cannot accept responsibility.

All clothing and footwear should be clearly labelled with your child's name.



## PEGS

Your child will have his/her own peg to hang his/her jacket on. A photograph will be taken and placed above your child's peg to make it easy for him/her to identify. Children will have a nursery shoe bag to leave their indoor shoes in.



## SNACKS



Children are encouraged to have a small snack and a drink of milk or water every day. At snack time, during our CORE TIME NURSERY HOURS, we promote healthy eating by providing fresh fruit and vegetables, wholemeal bread, etc. Owing to the number of children in the nursery we are not able to cater for individual likes and dislikes. However, please let us know if your child has a genuine allergy to a particular food or to milk.

## COUNCIL ATTENDANCE POLICY

It is very important that your child attends regularly so that we can ensure that your child is able to benefit from the educational activities which we plan. However, if your child is unwell please keep him/her at home as infections can spread quickly and unwell children are not able to enjoy the various activities nursery has to offer. The Council Attendance Policy requires you to notify us if your child is unable to attend. You can do this by telephoning 01501730462. You **must** contact us by **10.00 a.m./1.00 p.m.** If you fail to do so, we will need to pursue this by contacting you.

## CHILD PROTECTION

All agencies working with children in playgroups, nurseries and schools have a legal duty to take appropriate action to protect children and to promote their welfare. All staff

are trained to work within the inter-agency Child Protection Procedure developed by Lothian Council.

## PHOTOS IN THE NURSERY

The nursery complies with the following West Lothian Council Policy.

West Lothian schools have a photograph policy which is in accordance with data protection and human rights legislation.

Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose.

### **Publicity**

Photography is helpful in publicising the success of the school and in promoting educational initiatives. From time to time, members of the press and media are invited into schools to cover events celebrating success. However, the views of parents who, for any reason, do not wish their children to appear in such photographs will be respected at all times, as will the views of the senior students, themselves, in secondary schools.

### **School Trips**

Photography by staff on school trips and visits may be used in the curriculum and displayed within the school or at parents' evenings to illustrate the work of the school. Parents may be allowed to purchase a copy of a photograph of their individual child, or as part of a group, if the parents of the other children in the group are in agreement.

### **Concerts/Plays/Prizegivings/Sports Days**

If photography is permitted, parents and guests should take care to avoid distracting pupils and the audience. They should observe any constraints imposed by school staff, Video or sound recording of a copyright musical or theatrical performance is normally forbidden and photography may also be restricted for reasons of child protection or out of respect for the rights and privacy of individuals. If so, photo-opportunities will, instead, be arranged before or after a performance or an event, if possible.

If unsure whether or not permission has been given by staff to record a particular performance or event, parents should ask the Head Teacher.

### **School Photographer**

Class and individual or group photographs are annual school events. Parents are asked in advance whether or not they wish their children to be included in these events. Reputable commercial photographers are involved and the law allows them to retain the copyright in the photographs.

### PREPARATION FOR NURSERY

We encourage the children to be independent and you can help by encouraging your child to go to the toilet on his/her own. (Help is always on hand in the nursery - just in case). Also, please encourage your child to dress him/herself by practising skills like fastening a coat or putting on shoes as there can be 35 children trying to do this at the same time. The more the children can do for themselves, the quicker we get out to play!

It would be most helpful if you could show your child how to blow his/her nose on a clean tissue and then dispose of it in a bin.

## PARENTS, CARERS AND HELPERS IN THE NURSERY

Parents and carers are a child's first and most important teachers. We want to build upon the strong foundation you have laid and to work in partnership with you to provide the best education for your children in these very important early years.

We very much welcome parental / carer involvement and if you have any special interests e.g. cooking, gardening, art & crafts, etc. please let us know.

It is now a requirement that anyone volunteering to help in the nursery on a regular basis applies to join the PVG Scheme organised by Disclosure Scotland. If you are interested in helping regularly, please ask Mr. Lochrie or a member of the nursery team for a form.

Volunteer parent helpers can help in a variety of ways, for example to sustain the teeth cleaning programme or accompany the children and staff on walks in the local area.

We also run a parent group once a month. This involves a short meeting where you can contribute any ideas you have, support the nursery with special events or support development. Last year our helpers supported with our garden development, Easter activities and Halloween activities. The dates of the meetings will be in the Newsletter and on the television in the cloakroom.



## EARLY LEARNING

We plan the childrens' experiences in the nursery in the best interests of children and with an understanding of the ways in which children learn.

We follow the 3-18 curriculum (Curriculum for Excellence) issued by the Scottish Government. Learning is based on a process of growth and experience where children are active learners but where the nursery staff provide the appropriate experiences to allow them to develop the skills and knowledge which will form the basis of later learning. We carefully plan learning activities for all the children.

The purpose of the Curriculum for Excellence is to enable all young people to become:

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

This is achieved through experiences and outcomes set out expectations for learning and development in:

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



- Technologies

There is an annual curriculum event where time is available to learn more about the curriculum.

## PLANNING

Last session, we tried a new type of planning in the nursery, Consultative Planning. This promotes a greater involvement from parents and carers, as well as following the interests of the children.

Every week we will have a Pupil Voice group focus. This gives the children an opportunity to tell us about their learning and what they would like to learn about in the future. Along with the Pupil Voice, we will use what we observe the children saying, making, writing and doing, as well as environmental factors, to plan for their nursery experience.

In the cloakroom you will see our planning wall. On this wall you can see the weekly plan we have created. This space is also an opportunity for parents/carers to tell us about what your child is interested in and any ideas you have for involving the community. On this wall you will also see any Home Learning tasks we would like the children to do. Please feel free to suggest your ideas at any time by adding to the sheets.

At the end of every week, we will evaluate what the children have been saying, making, writing and doing to develop a plan for the following week. Their learning will also be documented within the online Learner's Journey.

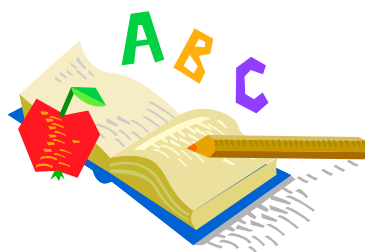
We look forward to working together with you to create exciting learning experiences for your child.

## YOUR CHILD'S PROGRESS

To ensure development and progress a continuous form of assessment is kept. We focus on observing a few children closely every week. These observations help identify what each child's interests are, what his/her stage of development is in a range of skills and any strengths/weaknesses he/she may have. This then informs the next steps needed to ensure progress and to inform the planning of the work of the nursery. This information is collated for each child on an online document called a "Learner's Journey". This "Learner's Journey" is then used for reference during parental consultations. The information it contains also informs an end of nursery report for pre-schoolers. You can access your child's "Learner's Journey" at any time from home. If you do not have facility to do this at home, you may arrange to visit the nursery to access a computer from there. In addition we identify several days when you can visit the nursery as part of our 'Stay and Play' Programme. Additional letters will follow about this.

Any time that you would like to discuss your child's progress, please speak to the Headteacher who will be happy to arrange an appointment with you. Information and observations will be gathered from all the members of the staff team prior to the meeting.

We comply with the local authority policy on "Open Access" which means that you can ask to see any written records regarding your child's progress at any time.



## ECO

Our nursery undertakes eco activities under the headings - litter/water/waste.

We have recycling bags for paper in the nursery and we recycle batteries.

The children are encouraged to take part in looking after the nursery environment. Each child takes part in eco monitor roles on a regular basis.

## LENDING LIBRARY

For some of the session we have a lending library from which your child can borrow a book to take home. This happens on a Wednesday during group time activities. Each child is given a folder with his/her name on to carry the book in. Please return the books on the Monday of the next week.

Parents, not children, are expected to look after the books. When you return a book your child can choose another book to take home. Please take great care of the book and keep it in a safe place so that little brothers and sisters can't get at it! Listening to stories is one of the first steps in learning to read so it is so important that children have plenty of books to enjoy with you.

### Story Sacks and Big Bedtime Read Folders

Everyone knows how important it is to read with children as much as possible to support them in their early literacy development. To support this we have started 'Story Sacks' with our pre-school children where they have the opportunity to take a bag of resources linked to a popular story home with them. The resources really help the story to come alive! For our ante-pre school pupils, we have our 'Big Bedtime Read' folders. These folders contain five interesting and fun story books to be read with your child each day. Story Sacks and Big Bedtime read folders will be given out each week. Each week pupils will be able to return the bags and folders and swap them for a new one!

## IMPROVING OUR SCHOOL

For the beginning of each session priorities are identified and a School Improvement Plan is drawn up. Priorities are then taken forward by staff, sometimes on Friday afternoons or in working groups at other times in the week. Towards the end of the session progress made is written into the annual Standards and Quality Report. A shortened version is sent home to parents/carers.

Eastertoun is part of the Armadale cluster of schools.

The Headteachers and staff from all schools work together with the "Core Team" which includes representatives from Health Services, Social Work, Community Education and Police. The opportunities now offered to your children and yourselves are wider than ever before.

Headteachers work as a team to develop a Cluster Improvement Plan which is available for all to read.



## HEALTH PROFESSIONALS

A range of health professionals come into school and carry out checks - with parental permission. These are checks that you would have previously been invited to attend a clinic for: eyesight check, weight and height measurement.

We also work with the Dental Health Service to promote good oral hygiene and help our children have healthy mouths. The children clean their teeth in nursery every day. Your child will automatically be signed up for teeth brushing unless you advise a member of staff otherwise. If you do not wish your child to take part, please speak to a member of staff within their first week as this will commence early in the first term.

## IF THERE IS A PROBLEM

Staff are always happy to discuss any concerns you may have regarding your child's nursery experience. Please remember you may speak with staff on a day-to-day basis when you are bringing your child to and from nursery. If you need to speak privately, please let a member of staff know. We assure you of confidentiality at all times. Mr. Cowan, Mrs Stewart or Mrs Patience will be happy to speak with you at any time but please try to telephone to arrange a mutually convenient time. We promise to address any concerns or complaints quickly and efficiently.

### Further Action

If you remain dissatisfied, you can make a complaint to West Lothian Council by the following means:

- In person at any Council Office
- By phone on 01506 280000
- By email at [customer.service@westlothian.gov.uk](mailto:customer.service@westlothian.gov.uk)

You may be asked to put your complaint in writing addressed to:

Customer Service Centre

West Lothian Council

Civic Centre

Howden Road South

Livingston

West Lothian

EH54 6FF

Following the investigation of your complaint, a full reply will be sent as soon as possible. This will inform you of the outcome of your complaint. The reply will explain the conclusion, the reason for it, any action taken or proposed and any further action you may take if you remain dissatisfied.

If your concern relates to a matter of care you can complain to the Care Inspectorate. Please refer to: [www.scswis.com](http://www.scswis.com)

- Telephone: 0845 600 9527
- Fax: 01382 207 289
- Web: Online complaints form
- Email: [enquiries@careinspectorate.com](mailto:enquiries@careinspectorate.com)

