

# **Welcome**

# **Hopefield Nursery School**

Hopefield Nursery School  
Hopefield Road  
Blackburn  
West Lothian  
EH47 7HZ  
Tel/Fax No. 01506 630944

We hope that this booklet will give you some information about the Nursery and its value in your child's education.

Please keep it for future reference and feel free to ask any member of staff to help with any queries you may have.

Please pass on the enclosed information to anyone else who may bring your child to nursery.

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## Staff

Head Teacher:	Mrs Irene McCrystal
Nursery Nurses:	Mrs Mary Reid (Wraparound Care Team Leader) Mrs Linda McFarlane Mrs Iona Harrow (On Secondment) Mrs Karen Sinnott Miss Rona Anderson
Wraparound Care Assistant:	Mrs Lorna Boyle
Support Assistants:	Mrs Denise Glen
Secretary (part-time):	Mrs Janice Welsh
Caretaker/Cleaner:	Mrs Margaret Boules

We also have other people working in the nursery from time to time – students and others gaining work experience. We have access to other resources such as School Doctor, Speech Therapist, etc. so, if anything about your child is worrying you, speak to the Head Teacher and we can agree if any specialist help is required.

**Remember** you are welcome into the Nursery at any time, to visit, chat, lend a hand. We enjoy your company and appreciate your comments about the nursery and the service we offer.

## Nursery Hours

<b>Monday - Friday</b>	<b>Morning Nursery</b>	<b>Opens 8.45</b>
	Group time	8.45-9.00
	Pick up times	11.15-11.20
	<b>Morning Nursery</b>	<b>Closes 11.20</b>
<b>Monday-Wednesday</b>	<b>Afternoon Nursery</b>	<b>Opens 12.00</b>
	Group time	12.00-12.15
	Pick up times	3.05- 3.10
	<b>Afternoon Nursery</b>	<b>Closes 3.10</b>
<b>Thursday</b>	<b>Afternoon Nursery</b>	<b>Opens 12.00</b>
	Group time	12.10-12.25
	Pick up times	3.05- 3.10
	<b>Afternoon Nursery</b>	<b>Closes 3.10</b>
<b>There is NO Afternoon Nursery session on a Friday</b>		

**ENTRY TO THE CAR PARK BY MOTOR VEHICLE IS STRICTLY PROHIBITED BETWEEN THE HOURS OF 8.30AM AND 4.00PM. THIS IS TO ENSURE THE SAFETY OF YOUR CHILDREN.**

**A security door entry system allows free access at arrival and pick up times – at other times please use the buzzer.**

## **Bringing/Collecting Children**

Children must be brought and collected by a responsible adult (16years or older). We cannot allow a child to go home with an older brother or sister.

On arrival at the Nursery – **bring him/her to their group leader. This is an important feature of emergency arrangements for your child** – and it also lets the member of staff tell you how he/she is progressing.

**Make sure you bring your child right into the nursery, do not leave him/her at the door area where supervision is difficult.**

**Tell a member of staff if anyone different is coming to collect him/her and sign the book if needed. No adult can collect someone else's child without the knowledge and approval of that child's parent.**

This is especially important in the first few weeks as we get to know all the new faces of mums, dads, grans etc.

**NO CHILD WILL BE ALLOWED HOME WITH A STRANGER IF WE ARE UNSURE OF WHO THAT PERSON IS.**

**Try to establish a regular routine of good time keeping and attendance – this sets the pattern for school. Arrival on time is important, as your child will miss group time if he/she is late.**

### **Absence**

If your child is absent from nursery, please inform the nursery by phone or on return, the reason why they were absent. The Nursery, like other schools, has to keep accurate records for daily attendance. If the reason for absence is sickness, diarrhoea or any contagious illnesses, please allow **a full 48 hours after the symptoms have gone before they return to the nursery.**

## **Complaints Procedure**

If you wish to raise a concern, the first person to approach should be the Head Teacher. If the matter is unresolved you should contact the following departments.

### **Education Services**

**Support Services Manager**

**Lindsay House**

**South Bridge Street**

**BATHGATE**

**EH48 1TS Helpline number: 01506 776005**

**OR**

### **Care Commission**

**Stuart House**

**Eskmills**

**MUSSELBURGH**

**EH21 7PB Helpline number: 0131 653 4100**

## Starting Nursery

Before enrolment you and your child will be invited for a short visit to the Nursery. On enrolment your child will be introduced gradually into the Nursery. **On the first day you will be expected to stay with him/her for about an hour.** On the second and following days after he/she has settled in, we will suggest a short time to leave him/her. This will get longer each day until the full session is reached. Please be guided by the staff in this and **return at the time asked.**

This process usually only takes one week but some children may need a little longer. If you can take the time and have patience your child will settle. **We will help.**

Children 'work' hard in the Nursery and are often tired by the end of the full session. For the first few weeks it may be advisable to collect him/her a little early, especially in the afternoons. **Again, please be guided by the staff**

## Wraparound Care

Wraparound Care is a new Childcare Service being developed by West Lothian Council. Wraparound Care will be provided alongside pre-school education so that children can attend from 8am until 5.30pm or for part of that time, depending on your childcare needs. **Wraparound is open all year except for the two weeks over Christmas and New Year.** The cost is £2.30 per hour.

**For more information please contact:**

Mary Reid, Wraparound Team Leader at Hopefield or Cath Boyle, Childcare Co-ordinator. Tel. 01506 776124, E-mail: [cath.boyle@westlothian.org.uk](mailto:cath.boyle@westlothian.org.uk)

## Clothing/Shoes

**Outdoor shoes are not worn in the nursery.**

**Children must change into slippers or plimsolls with rubber soles – NO laces or buckles.** This allows the children independence to change for dressing up shoes or going out to play, it also avoids possible accidents with hard soles or buckles in floor play.

Soft-shoes may be left in the nursery in the peg bag provided or taken home each day if preferred. **Please put your child's name on all clothing and footwear to prevent any mix-ups with the other children.**

Aprons are provided for "messy" play but accidents do happen. **"Good clothes" are best kept for wearing at home. All clothes and shoes should have your child's name on it. Belts, braces, dungarees and jeans with tight buttons, which your child cannot manage on his/her own, are not suitable for the nursery.**

Help your child to become independent by allowing him/her to hang up his/her own clothes when you arrive at the nursery.

**Outdoor play** is an important part of the nursery day, whenever possible, so, please leave your child a jacket/coat and suitable outdoor shoes. eg. Wellieboots on damp days.

## Charges

Snack charges are £1 per week and we would be grateful if this could be paid at the **beginning** of the nursery week. This money also helps pay for extras such as birthday parties, Halloween, Christmas etc.

## Accidents

These do happen! We have a small supply of pants socks etc, in the nursery to change children. If your child has been changed please wash and return the clothes as soon as possible.

## Emergencies

Please keep all contact addresses and telephone numbers (on the enrolment form) up to date. This is **very important** in case of an emergency closure or accident when we may need to contact you or your representative quickly.

## Lost Property

Please ask any member of staff about lost property. To minimise risks please leave any unnecessary toys etc. at home. If your child brings home any toy or parts of toys, please don't worry, it happens – **just return them to the nursery.**

## Outings

We take the children for walks locally eg. to the shops.

We use a minibus that allows us to take the children on short local outings. However **you must have signed the permission slip before we can take your child on an outing.** This should be done at the same time as enrolment.

Extra help on outings is greatly appreciated.

## Road Safety

At Hopefield we are very conscious of the importance of keeping our children safe on the roads and in a car.

Although we will be continually reinforcing road safety, the most important person to do this is **you.**

We would like you to remember the following golden rules about keeping your child safe:

1. Set a good example to your child by wearing a seat belt in the car.
2. Insist on your child either being strapped in a car seat or wearing a seat belt. On minibus outings children are taught the safest ways to travel in a moving vehicle ie. Sitting back in their seats – **standing is not allowed** – safety belts are always used.
3. Whenever possible, walk rather than drive to nursery, choosing the safest route, even though this might not be the shortest.
4. Always walk, holding your child by the hand.
5. Whenever you are out with your child, if possible, cross the road at a pedestrian crossing.
6. Before crossing the road, get into the habit of reminding your child to **STOP LOOK AND LISTEN** before stepping off the pavement.
7. Encourage your child to wear a cycle helmet when riding a bike or scooter.

**Please park considerately in parking bays provided and please do not park in from of Nursery gate or in the KEEP CLEAR sign.**

If your child is under three and a half years old you may enrol them in the Children's Traffic Club. This is completely free and your child will receive free books, which you can use to promote road safety. When a road safety project is being done in the nursery, we will be using the Traffic Club teaching material so your child will be familiar with it. **We are aiming to get all our three-year-old children enrolled in the Traffic Club so please help us by calling today.** The number is 0845 7325 325 during normal working hours. When your child becomes a member or if he/she is already a member, please let us know.

## **School/Nursery Liaison**

Before going to school, children will visit their classroom to meet their new teacher and try out some activities. Transition from Nursery to Primary School is made as easy as possible. Children visit their Primary School and primary school staff visit the nursery to meet the children.

## **Topstart**

The children have the opportunity to take part in gym activities, using Topstart materials. The children go over to the gym hall at Our Lady of Lourdes Primary School once a week along with their group teacher.

**Adult help is always appreciated.**

## **Storysacks**

We have more than 30 lovely storysacks. The children can borrow one every other week. (Annual £1 registration fee) The sacks are taken home on a Wednesday. Please remember to return them on the following Tuesday.

**Again – help with taking in and checking the sacks on a Tuesday is greatly appreciated. Thank you.**

## **List of Story Sacks**

- Sack 1 - Aliens
- Sack 2 - Witch
- Sack 3 - Pirates
- Sack 4 - Owl
- Sack 5 - Spider
- Sack 6 - Dragon
- Sack 7 - Caveman (1)
- Sack 8 - Road Safety
- Sack 9 - Fairy Tales

- Sack10 - Dinosaur
- Sack 11 - Castle
- Sack 12 - Bus
- Sack 13 - Mrs Rainbow
- Sack 14 - Goldilocks & the Three Bears
- Sack 15 - Jack & the Beanstalk
- Sack 16 - Quiet Night In
- Sack 17 - Rumble in the Jungle
- Sack 18 - Rainbow Fish
- Sack 19 - Can't you Sleep?
- Sack 20 - Mrs Honey's Hat (1)
- Sack 21 - Suddenly
- Sack 22 - The Bad Tempered Ladybird
- Sack 23 - Come on Daisy
- Sack 24 - Elmer
- Sack 25 - Train Ride
- Sack 26 - Bob the Builder
- Sack 27 - This Old Man
- Sack 28 - Healthy Eating
- Sack 29 - Old Macdonald
- Sack 30 - Postman
- Sack 31 - Bear
- Sack 32 - Seasons
- Sack 33 - Mouse
- Sack 34 - Wild West
- Sack 35 - Top Tots
- Sack 36 - Top Tots
- Sack 37 - Cavemen (2)
- Sack 38 - Mrs Honey's Hat (2)

- Sack 39 - The Snowman
- Sack 40 - Handa's Surprise
- Sack 41 - Big Hungry Bear
- Sack 42 - Ringo the Flamingo
- Sack 43 - Polar Bear
- Sack 44 - Rescue Party
- Sack 45 - Old Lady & Fly
- Sack 46 - Night Before Christmas
- Sack 47 - Little Red Riding Hood
- Sack 48 - Peace at Last
- Sack 49 - Owls Babies

## **Photographs**

The council has a Photography policy. You should have received a copy of this when you enrolled your child and also signed a photography form, as we need your permission to take and display photographs/videos in the nursery.

## **How you can help your child to get the most from their time at Nursery School:**

- Encourage independence eg. Let your child find his/her own peg and get ready for nursery and for going home. Remind your child to empty his/her tray.
- Give your child lots of praise for the work they take home. Instead of asking, "what is it?" ask him/her to tell you about what he/she has made.
- If you have any questions/concerns, please share these with your child's group teacher in the first instance.
- Read with your child every day and use the storysacks regularly.
- Always use small letters when writing their name etc.
- Get involved in what's happening in the nursery. Your help is always appreciated and your child (once settled) will also enjoy you being here.

## **Improvement Plan for 2004/2005:-**

This includes:

- Communication & Language
- ICT (computers and other technology)
- Equality & Fairness
- Quality Assurance

(Our **School Policies** can be found on the noticeboard.)

## **The aims of the Nursery:**

1. **Ethos** To provide a welcoming safe environment in which pupils, staff and families are valued and supported.
2. **Curriculum** To ensure a broad and balanced curriculum that provide young people with the best possible learning opportunities and experiences.
3. **Attainment** To ensure that all pupils are able to realise their potential through the promotion and recognition of achievement and success.
4. **Management and Leadership** To ensure that the school's promoted staff provide high quality leadership, management and support.
5. **Professional Development** To improve the quality of educational experiences through a programme of continuing professional development for all staff.
6. **Partnership** To build and maintain partnerships between the school and families, external support agencies and the wider community.
7. **Inclusion** To ensure that every pupil enjoys equality of access to educational opportunities.

## **Behaviour Policy – summary**

We aim to provide a caring and organised learning environment, which encourages positive behaviour. Eg we encourage the children: -

- To treat adults and each other with respect.
- To be aware of their own safety and that of others.
- To care for their own and other people's property.
- To be considerate of other people's feelings and physical comfort.
- To develop a sense of self esteem.

The full policy on Behaviour as well as our other school policies can be found in a folder on the noticeboard.

## **Child Protection**

Please be aware that Hopefield Nursery School follows the guidelines for Child Protection as recommended by West Lothian Education Services and The Children (Scotland) Act 1995.

## **Head Lice**

We follow the Council Policy regarding head lice. It is no longer policy to issue letters or notices if there is an outbreak of head lice. However we will remind you from time to time. It is the parent's responsibility to check their child's head regularly. We recommend once a week using the wet combing method. Staff can advise you but we are not allowed to check heads.

## Confidentiality

Children's records are stored securely but in such a way that staff have easy access to information regarding.

- Contact numbers
- Emergency contacts
- Health information

Staff are aware that any information gained in the course of their work is confidential and must not be discussed outside the workplace.

All staff are aware of the line management structure, so that they have a colleague to whom to turn, when the need arises to discuss confidential information.

All staff are aware of the Council's Whistle Blowing policy.

## Open Access

Parents are able to access all information regarding their children on request to the Head Teacher.

**At any time, please feel free to discuss with any member of nursery staff any worry or concern that you may have.**

## Holiday dates for session 2004/2005:

### Term 1

Staff resume	Monday 16 August 2004
Pupils resume	Wednesday 18 August 2004
<b>Autumn Holiday</b>	
All break	Monday 20 September 2004
Staff resume	Tuesday 21 September 2004
Pupils resume	Wednesday 22 September 2004
<b>Mid-term</b>	
All break	Friday 15 October 2004
Staff resume	Monday 25 October 2004
Pupils resume	Tuesday 26 October 2004
Term Ends	Wednesday 22 December 2004

### Term 2

All resume	Wednesday 5 January 2005
<b>Mid term</b>	
All break	Thursday 10 February 2005
Staff resume	Tuesday 15 February 2005
Pupils resume	Wednesday 16 February 2005
Term ends	Thursday 24 March 2005

