

ROSLIN PRIMARY SCHOOL

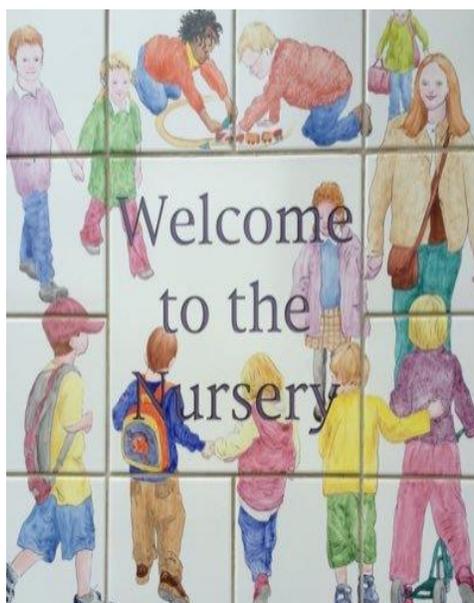


LEARNING AND GROWING

*to Achieve Success*



# Roslin Nursery



## Handbook

Session 2020-21

## Contents

- Nursery Team Welcome
  - Our Team
- Vision, Values and Aims
  - General Information
    - Session Time
- Partnership with Parents/Carers
  - Clothing and Toys
    - Snack
- Illness, Medication & Accidents
  - The Curriculum
- Complaints Procedure & The Care Inspectorate

## Roslin Nursery Class

A very warm welcome to children and families!

The Nursery Class is part of Roslin Primary School, opened in August 2017. We have a purpose built playroom and our own nursery gardens providing us with free access to the outdoors throughout the sessions. As part of the Primary School, nursery children also use the school facilities: gym hall, library, expressive arts room and nurture room. The Nursery Class takes an active part in joining any relevant school events that may be running throughout the year.

Our Nursery Class will provide 48 full time places for children aged between 3-5 years old.

We would like to take this opportunity to welcome you and your child to our nursery class and hope that you soon feel part of our whole school family here at Roslin.

The Nursery Team

# The Nursery Team

## Head Teacher

Mrs. Jo Wilson

## Senior Early Years Practitioners

Mrs. Frances Goodfellow (Monday/Tuesday)

Mrs. Louise Clark (Tuesday/Wednesday/Thursday/Friday)

## Early Years Practitioners

Mrs Jaci Curran

Miss. Laura Baxter

Miss. Alison Shaw

Miss Phoebe Middleton

Mrs. Emma Lang (Monday/Tuesday/Wednesday)

Miss Katie O'Hara (Thursday/Friday)

Mrs. Adelle Steven (Tuesday/Wednesday/Friday)

## Modern Apprentices

Mr. Scott Leslie

Miss Laura Hogan

From time to time we may have additional members of staff to help with children who have additional needs in the nursery. We may also have Student teachers and Student Early Years Practitioners on placement in the nursery.

# Learning and Growing to Achieve Success

## Our School Vision Statement

Our overall vision for Roslin Primary School is that everyone in our community will learn and grow as individuals, achieving success in different ways

## Our School Values

At Roslin, we value:

- Respect
- Trust and relationships
- Support
- Individuals
- Learning through Play

## Our School Aims

Every day at Roslin Primary, we aim:

- for everyone in our Learning Community to have high expectations
- to foster a culture that recognises and nurtures attitudes and behaviour that have the greatest impact on learning
- to create a Learning Community that is welcoming, caring and helpful to all
- to promote an ethos of inclusion and celebration of individuality
- for the school to be safe place for all

Our nursery motto is:  
Inspiring. Playful. Learning.

## General Information

### School Address

Roslin Primary School

8 Pentland View Place

Roslin

Midlothian

EH25 9ND

### Phone Numbers:

**School Office:** 0131 271 4660

Closed Friday afternoon

**Nursery Office:** 0131 271 4661

We also publish lots of information on our website and encourage everyone to refer to it for the most up to date information:

<http://roslin.mgfl.net>

Take a look at our nursery Twitter page for snap shots of nursery life:

@RoslinNursery

If you do not want photographs of your child to be used on our webpage or Twitter please let nursery staff know

## Session Times



Monday –Thursday

8.30am-3pm (2.40 – 3pm)

Friday

8.30 – 12.20pm (12-12.20pm)

The first and last 20 minutes of each session will be drop off and collection times, this eases congestion at the garden gate and allows Primary School parents/carers to manage their arrangements more easily.

Please ensure that your child arrives on time- it is also important that your child is collected on time as staff need to prepare for the subsequent session. To accommodate this, we would ask that your child is collected at the times noted above. We do appreciate that unforeseen circumstances arise that may prevent you from picking up on time, but we would ask that you contact us to let us know if you are delayed.

We also wish to ensure the safety of your child at all times and so would request that you inform staff in the morning or by phone of anyone different who may collect your child. In addition to this, please give a member of staff a temporary password that the person collecting will use.

## Partnership with Parents

We welcome parents/carers and other family members to our school.

If you have time to support the work in the nursery please let a member of the nursery staff know. We are always delighted to welcome parents into the nursery class whether on a regular or one off basis.

We value the many skills you have. You can help us in a number of ways:

- joining us on outings
- helping in our outdoor garden area
- reading stories
- supporting baking and cooking activities
- adding an extra element to the learning through sharing parent/carer skills
- providing musical / drama experiences
- supporting introductions to additional languages

If you are interested in helping out on a regular basis, you will need to complete a 'Protecting Vulnerable Groups (PVG)' Form. These are available from the nursery office.

Within the foyer of our nursery, we have a parent/carer and community notice board. Please take time to read these and keep yourself updated on current events.

We have a suggestions box in the entrance area and would value any ideas you have. Please write your thoughts on a piece of paper and pop it into the box.

**Unfortunately due to COVID-19 this has been suspended for the foreseeable and hope to reinstate in the future.**

## Clothing

Children need to be comfortably dressed. We advise you not to dress them in good clothes as there are always a few unexpected spillages at the snack table or water tray. As we encourage children to be as independent as possible, please remember that some fastenings are tricky for little fingers: dungarees or belts can be difficult to undo when children go to the toilet and laces can be tricky when children may be changing into wellies for the outdoors.

As part of our curriculum we offer outdoor play throughout the changing seasons. Please ensure your child is suitably dressed for all weather conditions. Flip-flops and Crocs are unsuitable for outside, we recommend sturdy shoes such as trainers.

To allow us to enjoy learning outdoors on a daily basis please can you provide waterproofs and wellies for your child each day. These should be kept in their bag and taken home every day.

If there are any problems please speak to Mrs Clark or Mrs Goodfellow who can provide nursery set.

We ask if all parents can provide a spare set of clothing in their child's nursery bag that must be taken home on a daily basis.



## Toys

Please do not bring in any toys from home. If your child requires a comforter please speak to a member of staff.

## Snack

As part of Roslin Primary School, we are a health promoting nursery. We aim to encourage a positive attitude towards healthy eating and offer the children a selection of fresh fruit or vegetables each day with a choice of milk or water to drink.

Children are actively involved in planning for their healthy snacks. Along with staff, they will choose order and purchase items for the week's snack. As deliveries arrive, the children will help to receive and unpack the shopping. Where possible we will build links with local food stores.

Children are encouraged to develop their independence at snack times. Each child is responsible for taking their own allocation of snack and sitting in a social group to enjoy this time. The children are supported in washing their own cups and plates.

Children are free to have snack throughout most of the session.

(Due to COVID-19 snack is plated up for the children at the moment)



It is the parents/carers responsibility to notify the Nursery Team of any allergies or special dietary requirements your child may have. We would ask that you complete the necessary medical forms providing full details.

Please ask for a form at the Nursery Office.

# Illness, Medication & Accidents



Nursery staff have the responsibility to ensure the health and wellbeing of all children by creating an environment that is caring, safe and secure.

## Medication

If your child has medical needs, it is your responsibility to bring this to the attention of the nursery team. Parents will be asked to complete and sign the appropriate medical forms to ensure correct provision is in place.

Should medicine need to be administered by nursery staff, it must be prescribed by a doctor, in date and in the named original container **Parents/carers must give the first dose of any medication to ensure there is no allergic reaction.**

## Illness

If your child has been sick or had diarrhoea they should remain at home for **48 hours** after recovery so that the risk of infection does not spread. Do please let us know if your child has an infectious illness e.g. chickenpox, measles, slaps cheek etc. so that we can inform other parents/carers to look out for these illnesses.

If your child is absent and this was not planned, please call to let us know before the nursery session begins. If we don't hear from you, school reception will text to check if your child is coming to nursery that day.

**If your child has COVID-19 symptoms please book a test and inform the school as soon as possible.**

## Accidents

The nursery class and outdoor space are busy places and unfortunately accidents do happen. If your child has an accident, basic first aid will be administered by a member of the nursery staff. If your child has an accident which requires the attention of a doctor we will contact you immediately. **It is vitally important that you keep the nursery staff informed of any changes to your emergency contact numbers** The nursery has an Accident and Incident Log where we will record all incidents.

## The Curriculum

The Curriculum for Excellence is the basis for our planning, teaching and assessment. It enables staff to plan with the children, experiences which promote effective learning and teaching through:

- purposeful play
- investigation and exploration
- events and life experiences
- problem solving activities

The Early Stage Experiences and Outcomes of Curriculum for Excellence are covered by children in Nursery and Primary 1. There are eight areas of the curriculum and these are:

- Language
- Mathematics
- Health and Wellbeing (which includes PE)
- Expressive Arts (Drama, Music, Art and Dance)
- Social Studies
- Sciences
- Technologies
- Religious and Moral Education

Within the nursery setting, we recognise and value the knowledge, the interests and the experiences children bring from home. These are used as a starting point and through focused observations, interactions and exploration we strive to extend the learning.

Staff must remain responsive to the questions and intrigue of our young children. Planning for learning is best done in collaboration with our pupils thus enabling them to direct their own learning. This is done through floorbooks. We encourage parents/carers to look at the floorbooks, and should you feel that you are able to offer an extra dimension to the interest being investigated, please let staff know.

## Complaints Procedure

We hope that you will be completely satisfied with your child's education and be happy with the service our nursery provides. If you have any concerns or worries about your child, these should be raised with Frances Goodfellow or Louise Clark.

If you are still concerned please contact Mrs. Jo Wilson, Head Teacher. It is better that concerns are shared openly and resolved at school level, please be assured that your complaint will be dealt with in confidence.

## Care Inspectorate

The National Care Standards for child care cover services for children and young people up to the age of 16 years, which are regulated under the Regulation of Care (Scotland) Act 2001.

The Care Inspectorate regularly inspects our nursery class and produces a report which is available to all parents. This report acknowledges good practice and provides next steps for improving our service.

If you have any concerns then you may contact the Care Inspectorate at the address below:

Care Inspectorate  
South East Region  
Stuart House  
Eskmills  
Musselburgh  
EH21 7PB  
0131 653 4100