

Woodburn Primary Nursery Handbook



2019/2020

**Growing Community
Creating Success**

Introduction

I would like to offer you a warm welcome to Woodburn Primary and Nursery Class. This is an exciting time for you and your child and I hope that you find this booklet helpful.

Here in Woodburn we aim to create a welcoming and safe nursery environment based upon caring, trust and mutual respect. We look forward to working with you closely to ensure your child has the best possible start to school life.

If you have any questions or concerns about your child, please do not hesitate to speak to one of our Nursery staff.

Warm wishes

Elsbeth McNeil
Depute Head Teacher



Information about the School (*Information about staff is subject to changes*)



Woodburn Primary School
5 Cousland Road
Dalkeith
EH22 2PS

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Head Teacher
Depute Head Teacher
Acting Depute Head Teacher
Depute Head Teacher

Mrs Joanna Findlay
Mrs Elspeth McNeil (*maternity leave*)
Mrs Jen Faulds
Mrs Susan Welsh

Principal Teacher
Principal Teacher
Principal Teacher
Principal Teacher
Principal Teacher

Mr Scott Borthwick
Miss Helen Gordon
Mrs Sarah Corrieri
Mrs Victoria Ormiston
Ms Lynne Gillies

Admin Assistant
Support Assistants
School Janitor

Ms Susan Shanks
Mrs Pam Whitehead & Mrs Debra Lang
Mr Paul Roe & Mr Jim Haig

Nursery Team

Early Years Community Manager
Equity and Excellence Lead
Home Link Early Years Worker

Mrs Audrey Lenaghan
Mrs Janine Stewart
Mrs Angela Welsh

Miss Kirsty Murdoch (SCCDW)
Miss Louisa Fallon (CCDW)
Mrs Denise Dickson (CCDW)
Mrs Ruth Morrison (CCDW)
Mrs Sandra Winning (CCDW)
Ms Caroline Ramsay (CCDW)

Mrs Liz Doig (SCCDW)
Mrs Edelle Steven (CCDW)
Mrs Angela Murphy (CCDW)
Miss Lauren Smith (CCDW)
Ms Keyleigh Smith (CCDW)
Ms Kimberley Torrance (CCDW)

Mrs Julie Eddleston (Learning Assistant)
Mrs Donna Thayne (Learning Assistant)

Mrs Sheree MacAurthur (Learning Assistant)

Nursery Hours

From August 2019 Woodburn Nursery Class is piloting the Expansion to 1140 funded hours of Early Learning and Childcare. From August 2020 all 3/4 year olds will be entitled to these hours.

From August 2019 we will have a full time room (Little Acorns) as well as a part time room (Little Seedlings). Following a family consultation in May 2019, we will operate on an asymmetric model. Please see timings below.

Full time places

Monday -Thursday 8.30am - 3.00pm
Friday 8.30am - 12.20pm

Full time children will be given a lunch Monday - Thursday.

*Drop off times Monday - Friday will be between 8.30am - 8.50am
Pick up times Monday - Thursday will be between 2.45pm -3.00pm.
Pick up time on a Friday will be between 12.05pm -12.20pm*

Part time AM class

Monday - Thursday 8.30am - 12.30pm
No session on a Friday

*Drop off times Monday - Thursday will be between 8.30am -8.50am
Pick up time Monday - Thursday will be 12.15pm -12.30pm*

Part time PM class

Monday - Thursday 1.00pm - 4.00pm
Friday 8.30am - 12.20pm

*Drop off times Monday - Thursday will be between 1.00pm - 1.15pm
Drop off time on a Friday will be 8.30am - 8.50am*

*Pick up time Monday - Thursday will be 3.45pm - 4.00pm
Pick up on a Friday will be between 12.05pm - 12.20pm*

It is important that your child is in nursery for their allocated nursery hours. This allows your child to experience the full range of activities and routines within nursery. In exceptional circumstances you may need to collect your child early. If so you should speak to your child's key worker at drop off time.

Please be punctual when collecting your child - they can get anxious if they are left late; also staff are busy either planning or setting up for the next group of children.

The aims of our nursery are:

Ethos

- To create a welcoming and safe nursery environment based upon caring, trust and a developing partnership with parents/carers.
- To have high expectations of children's behaviour and encourage this in all children with praise and positive behaviour strategies.
- To acknowledge parents/carers as their child's first educators and value their knowledge of their child.

Children's Development and Progress

- To ensure our nursery is a stimulating, interesting and challenging learning environment for all children, both indoors and out.
- To provide opportunities for children to make choices about their activities, creating a balance between free-play and adult-directed activities.



Development and Learning through Play

- To provide opportunities for learning through play which are developed through staff interaction and knowledge of individual children's developmental level and interests.
- To record assessment information within individual children's profiles to provide up-to-date reports about progress for discussion with parents/carers and other professionals who may be involved with an individual child's development.

Support for children and families

- To be responsive to the needs of children and families and be sensitive to individual circumstances.
- To plan and organise appropriate support making good use of external or partner agencies where appropriate.

Resources

- To plan a stimulating, safe and secure learning environment, where interest and motivation are encouraged through the variety of high quality resources available both indoors and out

Management, Leadership and Quality Assurance

- To implement strategies to monitor and evaluate systematically the quality and effectiveness of the nursery's provision and practice, in line with national and local authority advice.

Curriculum for Excellence provides guidance on planned learning experiences for children in the areas of:

Health and Wellbeing

Literacy

Numeracy

Expressive Arts

Religious and Moral Education

Sciences

Social Studies

Technologies

Staff also take into account the children's own interests and ideas when planning a wide variety of activities within the different areas in nursery both indoors and outdoors.



Helping Your Child Settle Happily Into the Nursery Routine

This may be your first experience of nursery education and it may be helpful for you to know how we will help you and your child settle into the nursery routine.

It is a good idea to keep the first week in which your child starts nursery as free as possible as you may be needed to help your child through this transition. If you are working please arrange for a carer to be available in your place. We ask all parents / carers to follow this attendance pattern:

- Day 1: Parent / carer and child will visit nursery for one hour. During this time your child will play and you will have the opportunity to share information with your child's key worker. If your child has settled well and is engaged in a task or in play, we encourage parents to leave their child in the nursery play room and go to the Parents' Room to sit and relax and help themselves to tea/coffee.
- Day 2: The nursery team will meet you and your child and bring you through to the nursery. Please be available to stay in nursery for a short time in order to settle your child. If your child settles, we suggest that you leave your child in nursery for 1 hour and 30 minutes. You may wish to stay at school, a room will be available for you to use at this time. If you are happy that your child is settled please feel free to leave the nursery. We do ask that we have a contact number to reach you on if your child becomes upset.
- Day 3: Parents are asked to take their children into the cloakroom area, hang up their coat and then take them into their key worker group. We ask that parents leave their child once they have dropped them and they have chosen an activity. We understand that this can be upsetting for both parent and child but we will contact you if your child does not settle.
- Day 4: This is your child's first whole nursery session. Please arrive into nursery between Take your child into the cloakroom area and then supported to self select an activity. At the end of the nursery session we ask that parents/carers to go to the allocated story group to collect their child from there.

Please see the table below for drop off and pick up times over this four day settling in period:

	Part Time (AM)	Part Time (PM)	Full Time
Day 1	9.15am - 10.15am	1.40pm - 2.40pm	9.15am - 10.15am
Day 2	9.15am - 10.45am	1.40pm - 3.10pm.	9.15am - 10.45am
Day 3	8.30am - 10.45am	1.00pm - 3.10pm	8.30 - 1.00pm
Day 4	Full session	Full session	Full session

We are providing your child with their first experience of school and we want to make sure that this time is as happy a time as possible. It can be a bewildering and tiring experience for children as they learn to cope with new faces, different surroundings and routines. This is why we ask you to visit and stay with your child. The settling in period will give you the opportunity to observe the nursery in action and see all the learning opportunities for your child. At first when you leave your child, it is important to ensure that your child understands when you are leaving and reassure them that you are coming back to collect them. Consistent and punctual attendance is very important in your child's daily routine and this helps them to feel settled into nursery life.

Starting nursery is an exciting and challenging experience for your child, but it can also be a little overwhelming. Your child may:

- find it difficult to mix with so many different children,
- be worried about using the toilets,
- not find it easy to part from you.

How you can help

- Try to keep any worries that you may have about your child settling to yourself. Let your child know that you expect them to enjoy themselves.
- Reassure your child that you will stay with them at first and that when you leave it will only be for a short while.
- Talk about the things you will do whilst your child is at nursery.
- Always leave straight away after saying goodbye to your child.
- Always be on time to collect your child.
- Be patient with your child. Time spent settling them in at the beginning means that they will be less likely to want you to stay later.

How We Will Help

- You and your child will have a 'key worker' who will spend time helping your child settle into the nursery.
- We will observe your child closely during their first few weeks and support their interests.
- We will support your child through any difficulties.



Nursery Routine

At the start of each nursery session, your child should self register with their key worker. They should then self register before some 'free play' before small group time begins.

Each group spends time together near the start of each session. This is a very important time where key workers can get to know your child, further develop positive relationships as well as exploring the children's interests.

After the group session, the children can play, explore and learn in the nursery's rich learning environment.

At the end of the nursery session, all children are involved in returning the resources that have been used to their correct place before joining a short, interactive adult led activity of story and singing time.



Curriculum for Excellence

There is a close connection between play and learning. Children should be given the opportunity to explore and play in their own way and in their own time. It is through play that children gain knowledge, skills and attitudes - they learn to play cooperatively, share and consider other people's feelings, making sense of everyday situations and happenings.

Play provides us with a learning situation in which a child's needs can be met. Through play equipment in the Nursery we offer a wide range of opportunities to meet the needs, interests and concerns of the children. The Nursery provides a setting where constructive play, planned by staff working as a team is enhanced with the aid of carefully selected materials. We also follow the natural calendar, looking at different seasons and celebrate any appropriate festivals. We follow the Government's guidelines on curriculum and planning as set out in 'Curriculum for Excellence'.

Nursery staff discretely develop children's knowledge and skills in language and maths through informal ways. Children become used to seeing their names, for example, printed on their paintings. This and other types of labelling, together with the presence of books for reference and storytelling, enable children to become familiar with the printed word.

The development of early numeracy is fostered within our nursery. Opportunities arise naturally in the daily routine for children to sort, match, select and order as they play with the materials such as sand, water, bricks and gluing substances.

The nursery teaches children practical life skills in the course of domestic and toilet routines and in the care of equipment.

The ability to get on with other children and to learn to share are important skills for young children. Nursery staff support the development of these social skills and other needs such as children's growing social awareness and feelings of independence.

Play also offers us a means of observing the children 'at work' so that we can comment upon their development. We keep observations so we can complete a profile of your child's progress in Nursery.

Other Important Information

Partnership with Parents and Carers

Working with Parents and Carers plays an important part in your child's time at Nursery. There are many ways you can get involved in your child's learning. Initiatives such as The Big Bedtime Read, Welly Walks, Messy Play and Shared Learning throughout the year. Details of all events will be sent out via newsletters and through the Nursery Noticeboards.

Parents and Carers will also be invited to attend Parental Consultations at specific times each year. Ante pre-school children have a consultation in January. All pre-school children Parental Consultations are in September and May.

Communication with Home - A termly newsletter is distributed giving details of all nursery activities. Letters concerning individual groups or special events are sent out on an ad hoc basis. If you have any concerns at all please feel free to speak to any member of staff.

Parent Partnership

Our Parent Partnership plays a vital role within the life of our school. Parental participation is actively encouraged. Parent Partnership meetings are held regularly through the year. The Chair of the Parent Partnership is Jaclyn Marrant, who would be delighted to hear from you.

Safety and Security

Please, please, please ...

1. Make sure you hold your child's hand when you come in and out of the nursery - be watchful of unattended children slipping out - it could be your child.
2. Remember only adults over 16 years of age can bring or collect children. Let us know of any changes to collecting arrangements.
3. Please be aware of the parking restrictions outside the nursery and school and do not park in the disabled zone unless you have a blue badge.
4. If the adult who has brought your child to nursery is **not collecting** your child please inform the child's key worker when they are dropped off.
5. If you intend to pick your child up early can you please make a member of staff aware when they arrive for their nursery session.

There is always a member of staff supervising the entrance door. Should you have any questions or concerns please approach the staff who will be happy to help.

Health & Safety

Accidents sometimes do occur in our nursery and in the event of a minor accident all trained staff will give First Aid treatment. We will inform you when you collect your child from nursery and give you a copy of the accident report.

If the accident appears to be more serious, we would contact you immediately and suggest that you take your child to the doctor/hospital. If we were unable to contact you, medical advice would be sought and appropriate action taken.

Please inform us of any change of address, contact telephone number, or change of emergency contact. In the event of an emergency e.g. an electricity failure or extreme weather conditions it may be necessary to close the school. It is **essential** that our records are kept up to date and accurate.

Clothing

The Nursery is a working environment therefore practical, easily washable clothes should be worn. We do provide aprons but despite our best efforts children sometimes get paint, glue or clay on their clothes! If children are anxious about getting dirty they may be reluctant to participate in valuable learning experiences.

Children should be able to go to the toilet by themselves as much as possible. Belts, braces and dungarees can be difficult - elasticated waists are ideal. In the event of a child having an accident, spare clothing is available. However, we would recommend that each child keeps a clean spare set of clothes on their peg. Wet clothes will be placed in a plastic bag on your child's peg.

Suitable shoes are essential, as children will be working on apparatus both inside and outside the Nursery. An anorak or coat is necessary every day for outdoor play and walks. It would be helpful if any article of clothing that can be taken off is named, as many children have clothes that have been purchased from the same shops.

Sweatshirts and polo-shirts embroidered with the School logo are available to order.

Snack Fund

A small snack and drink is provided for the children each day and this is payable at the start of each term. Full time children will also receive a lunch from Monday - Thursday and an afternoon snack.

Snack letters will be sent home at the start of every term.



You are not required to provide anything for your child's snack unless there are medical circumstances that you have discussed with staff.

Please make sure your child has finished eating their breakfast or lunch before coming to Nursery - this applies particularly to children who have been attending other childcare facilities in the morning and come straight to Nursery.

Health Promoting Schools

As a health promoting school we provide healthy options for your children and we would appreciate your support with this. Please do not allow your child to bring any other food or drinks into the nursery.

Toys

Please discourage your child from bringing their own toys to Nursery. Staff cannot take responsibility for these items. If they want to show staff something special - please bring it in but take it away with you once shown.

Summer Sun

When the weather is hot please make sure that your child has suitable protection from the sun by providing them with a sun hat and appropriate clothing. Whilst it is the responsibility of the child's parent/carer to apply sun screen before attending nursery, a SPF 50 Sun Cream will be re-applied to children as appropriate. Thank you.

Illness

Please let us know if your child is going to be absent. If the illness is contagious eg, chickenpox, measles, etc, it is useful to be informed. Please keep children at home if they are unwell, they cannot cope with a busy nursery if they do not feel well. If your child has been absent and we have not been informed of the reason, then you will be contacted by the school to check all is well.

N.B. In the case of your child having sickness or diarrhoea please keep your child at home until they have been symptom free for at least 48 hours in the interests of reducing the risk of spreading infection to other children and staff.

Head Lice

In an attempt to prevent the frequent recurrence of head lice, we ask you to carry out a weekly check of your child's head. If treatment is necessary, please speak to your pharmacist for advice on the most up-to-date treatment.

Child Protection

In circumstances where a school has a significant concern that a child or young person has, or is at risk of harm, the school is required to pass information to the Police, Social Work Department and Health colleagues who have a legal duty to investigate further. While we always endeavour to work in an open manner with parents and guardians, there are some circumstances when it may not be appropriate to inform the parent or guardian that a Child Protection referral has been made or that information has been passed on to these agencies. Under these circumstances, the decision as to when and how parents and guardians will be informed is the responsibility of the Police, Social Work and Health Services as part of their investigation and the school will be informed by these services of the action that they have taken.

Should you wish to discuss this or any associated matter further, please contact the Head Teacher, the school's designated Child Protection Coordinator.

Complaints Procedure

The Education Committee has approved the following statement of principles and procedures:-

Parents and the School

Parents and schools separately can do a great deal to assist children's educational development but together, they can achieve even more. We will keep you informed of your child's progress and we will deal confidentially with any information, which will help us in planning their education. We will keep you informed of our policies and procedures and will consult you whenever a significant change is contemplated. We rely on your support and we welcome your feedback about our nursery and school.

1. If you are concerned about a particular aspect of our work, please arrange an appointment to discuss the matter with your child's key worker or Senior Child Care Development Worker (SCCDW). Where appropriate, the SCCDW may nominate the Depute Head Teacher to act on their behalf. We will listen carefully to what you have to say, establishing clearly the issue(s) of concern and, if appropriate, providing you with any relevant information. In some cases, your concerns can be dealt with immediately; other matters may require more extended investigation. In any event the SCCDW or Depute Head Teacher will notify you, normally within five working days, of the school's response. It is anticipated that, in most cases, the above steps will result in a satisfactory solution for all concerned.
2. If you are dissatisfied with the school's response - please notify the Head Teacher that you wish to pursue the matter further. They will either review the proposed action or notify you of the appropriate officer of the Education Authority whom you should contact. Contact the named officer by telephone or by letter at Education Division Headquarters. The officer will investigate the matter and endeavour to resolve any difficulties. They will report the outcome to you, normally within five working days of being contacted.
3. Nearly all matters of concern are resolved through the above procedures. If you remain dissatisfied, please contact again the officer involved at stage 2; they will review the situation and/or indicate what other avenues are open to you.
4. In all cases, final appeal can be sought through the Chief Executive's office.

If you remain dissatisfied Care Inspectorate are a regulatory body and can be contacted. Our local office is:

Care Inspectorate
South East Region
Stuart House
Eskmills
MUSSELBURGH
EH21 7PB

Telephone 0131 653 4100 or website www.careinspectorate.com.

We hope that you have found this booklet helpful and that it has answered most of your questions about your child's first years at Nursery. Home and School working in partnership is the best way to ensure the best start for your child.

Further details about the school can be found in the School Prospectus and on our school website <http://woodburn.mgfl.net>

We also have a school app which is available by searching 'PSA primaryschoolapp' in Apple and Google Play Stores. Alternatively you can scan the QR code below.



Finally, we have an active Twitter account [@woodburnps](https://twitter.com/woodburnps) which will help to keep you up to date with messages, news and events.

Thank you.

