

2018-19

Torphichen Nursery Class Handbook



WELCOME TO TORPHICHEN NURSERY CLASS



Torphichen Nursery Class
The Loan
Torphichen
EH48 4NF
01506 652246

Nursery Staff Team	
Head teacher	Mrs Angus
Early years officer	Mrs Cairns
Nursery nurses	Mrs Alexander, Miss Young

Other adults working in the nursery class may be pupil support workers, supply staff, students or other professionals who may see your child during our nursery sessions.

TORPHICHEN NURSERY CLASS AIMS

SESSION 2018-2019

'Our children are capable, responsible and unique '

Our Values:

We want all of our children to feel:

Included Safe Respected Challenged Supported Valued Nurtured

Our Aims:

1. To create a stimulating, caring and safe environment for all the children in our care.
2. To actively develop confidence and self-esteem.
3. To work in partnership with parents, carers and other professionals.
4. To provide quality child centred education to meet the needs of each child.
5. To promote equal opportunities for both children and adults.
6. To be actively involved in our local community.
7. To continue to develop our approaches and provide the highest quality education for all children.



SESSION TIMES

Monday to Thursday



8.00-4.00 for full day sessions

8.00-12.00 for am sessions

12.00-4.00 for pm sessions

Starting Nursery

What to expect:

Before your child starts nursery you will be invited to bring them along for an informal visit. Children will be able to meet each other and enjoy playing together. It will also be an opportunity for you to meet our staff, ask any questions, and, in line with West Lothian Policy, to arrange for a home visit to take place prior to your child starting nursery if you wish.



This will allow everyone to become a bit more familiar with the nursery. Your child may have been to nursery or playgroup before but remember, to them, everything at Torphichen will be new and different. The nursery staff will advise you of the best length of time to stay to begin with if necessary. Everyone is different and we try our best to suit the individual needs of all.

We will provide a safe and stimulating environment in which your child will feel valued and respected as an individual.

At the beginning most children find the nursery an exciting and stimulating experience. However, a few children find it quite bewildering. Together we can work out the best approach to help your child to get the most from their experience at nursery.

We welcome your comments and suggestions and will listen to any concerns and treat them confidentially.



Coming to and from nursery

When you enter or leave nursery please remember to check the door is closed behind you. The security door entry system automatically controls entry to the nursery at all times. Please do not open the door or hold the door open for other people. We know this may seem rude but we're sure you will appreciate this is for security reasons and to ensure the safety of all our children.

Your child will be given a peg and shoe bag with his/her name on and a picture for easy recognition. Outdoor shoes should be put on the bench under their peg. For the children's safety, soft soled shoes (black gym shoes) must be worn indoors and must be clearly labelled with your child's name.

At the start of the session remember to help your child to self-register.

At the end of the session staff will only release your child to a person who has been named by you on the form and who knows your password.

All children must be brought to the nursery and collected by an adult. No person under the age of 16 can do this and under no circumstances can the nursery staff hand over a child to another child.

Please ensure staff are informed as to who is collecting your child if you yourself are unable to do so. Parent/carers are reminded that picking up times are important as staff require time to organise activities for the next session. If, for any reason, you are going to be late, please let us know. It will save your child a great deal of worry.

When you are in the nursery at the start or end of a session please feel free to chat to us so that we can exchange information that will help your child relax and have fun at the nursery.



Communication

We have several approaches to communicating news. We use a news board in the cloak room for events and points of interest. We put notes in your child's home link folder and the regular newsletter gives parents/carers information about nursery events and general information too. If you provide your email address we will email information to you and save paper.

The Nursery Curriculum

In line with National Guidelines our curriculum is based on the Early Level experiences and outcomes of Curriculum for Excellence. We aim to ensure that your child's education has good breadth and depth which enables him/her to develop skills for learning and life. We place emphasis on literacy, numeracy and promoting a healthy lifestyle. There are eight main areas in the curriculum, all of which the children will experience during their time in nursery:

Languages, Mathematics, Religious and moral education, Social studies, Expressive arts, Science, Technologies and Health and well-being.

We also refer to the guidelines set out in Building the Ambition as well as "Pre-birth to Three" guidance which focuses on four key principles- Rights of the Child, Relationships, Responsive Care and Respect.



The Nursery in the Primary School

The nursery is very much part of the primary school and school facilities are available for use. At times the nursery will join in with the school and take part in special events, attend assemblies etc. Your child will also become familiar with the school through routines such as taking money to the office, collecting resources etc. School children may also visit the nursery for individual projects or to help.

Outings and Special Visitors

As part of our early years' curriculum, we like to consult with the children and follow up on their interests. This can often take us out and about in the local community and sometimes further afield. For any outings, we require specific permission from parents/carers and we may ask for appropriate payment to cover costs.

We like to take children out for walks in the community. For these local outings, we will ask you to grant permission on a termly basis, rather than handing out permission slips every week.

We often have visitors from various professional and community agencies (e.g. Police, Health, Educational Psychologist, Doctor, Dentist, Speech and Language Therapist) to help advise us or simply to talk about their jobs with the children as part of our learning.

Child Protection

It is our role as educators to ensure all our children live safely and can reach their full potential. Torphichen Nursery and Primary School has a Child Protection policy (copy available in our Parent Information File) which follows National and Local guidance. West Lothian has developed an inter agency approach to Child Protection. This means that schools work with Social Policy, Police Scotland and Lothian Health Board to ensure the care and welfare of each child in school. To protect all children from any form of abuse West Lothian Council has clear procedures and guidelines, which we must follow if any allegation or suspicion of child abuse arises.





Getting it Right for Every Child (GIRFEC)

Getting it Right for Every Child is the "Golden Thread" that connects policy and practice which is aimed at supporting children, young people and their families. It is about improving outcomes for children and young people and making sure public agencies respond well to needs and risks. It is about ensuring children and families get the support they need support at the right time.

The primary aim is to bring together the right services to assist children, young people and families, in order that Scotland becomes the best place in the world for children to grow up. It seeks to ensure that children are **Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible and Included**.

Getting it Right affects every child in Scotland. It affects parents and carers, giving them additional help if they need it and the opportunity to be involved in planning any extra, targeted, support their children may need. However, it also changes the way in which different organisations, including health, education, third sector children services, youth justice and the police in Scotland, work together to ensure the best outcomes for children and young people.

Getting it Right was introduced by the Scottish Government in 2008. All public services were encouraged to become involved in making it work because it was widely known that Getting it Right is a great way of helping children and families.

The main features of GIRFEC include:

- Where a number of services need to cooperate to help support children and their families, a Lead Professional (usually the Health visitor for pupils of nursery age) will be appointed to ensure there is good coordination
- Where needed, supporting agencies and organisations will help assess a child's wellbeing and will work with children and families to ensure good outcomes for the child
- A single planning system for children, aimed at identifying children's wellbeing needs and setting out how services and parents can collaborate to support children and young people
- Ensuring that the expressed views of children, young people and their parents or carers are gathered and considered to ensure these views inform plans for extra, targeted support.

Medication

Staff must be informed of any medical condition that your child has and a form needs to be completed if they require medication to be administered during the nursery session.

Please note, all medication must be provided in its original container/packaging and children must have been given the first dose of the medication by the parent prior to the nursery administering any further doses. This is to ensure that both parents and nursery staff are made aware of any reactions.



Health and Safety

For health and safety reasons and to help the smooth running of the nursery we ask that:

- Parents leave buggies and prams outside the nursery
- Parents do not open the security door for other parents/children

Progress and Learner's Journey

The nursery staff regularly observe and assess progress and development of children and will build up a profile on each of them, this is called the Learner's Journey. On entering the nursery all children are allocated a Key Worker. This member of staff will be responsible for the upkeep of your child's Journey although it should be noted that all children will be working with all members of staff throughout their time in nursery. No other parent will be able to access your child's learner's journey.

We are always willing to discuss all aspects of development with you both formally and informally as well as at arranged parents days / evenings. There will be opportunities for parents/carers to add to journeys throughout the year as we celebrate children's achievements both inside and out of school. Children's photographs are a large part of the evidence we gather.

Parents as Partners at Torphichen Nursery

All of us as a staff recognise that parents have more influence over their children's education than we do, and that being a parent is the most difficult job in the world, for which few people receive any training. We enjoy working together with parents, to help them to give their children the best possible start in life.

Each child is an individual and will be valued as such. We will work together to build self esteem, self confidence and self worth in your child which will create the best foundation for present and future learning.

Through play, children can make sense of their world and can develop many physical, social, emotional and intellectual skills within the safety of a structured environment.



Your child learns and develops rapidly during the important early years of their life. During this time, the home learning environment has a significant impact on children's development, and their ability and willingness to learn. By making sure you talk, listen and play with your child, involve them in a wide range of activities as part of their daily routine, and help them investigate the world around them, you can help give them the best possible start in life.

You can help your child to learn by playing together and:

- Encouraging them to be independent e.g. toileting, getting dressed and washing-hands
- Giving them opportunities to share and join in with other children
- Going out for walks or visits - talking about what you see
- Helping them develop literacy skills by reading to them every day, learning nursery rhymes together and reading familiar words to them
- Helping them develop number skills by encouraging them to count and use numbers e.g. counting up and down stairs, in counting songs, pairing up/ matching socks or collecting stones and putting them in order of size , looking for patterns in the environment e.g. stripes /spots and making patterns of your own, looking for shapes in the environment- things which are similar and things which are different
- Supporting, encouraging and listening to them as they express themselves, talking about their thoughts and ideas, and how they feel.
- Singing, dancing, painting, messy activities and having fun together indoors and out.

- Giving them opportunities to use their fingers and hands e.g. building with bricks, cutting with scissors, fastening zips and buttons
- Talking about their day at playgroup/ nursery / childcare and think about what **you can do** to build on this
- Talking to the staff working with your child and share information with them
- Asking for extra help if you think your child needs it for any reason



Remember always to praise their efforts.

Parent Helpers

Once the children are settled, we are pleased to welcome helpers into the nursery. These include Mums, Dads, Grans and other members of the family ready, willing and able to help. Some of the tasks you may be asked to help with are:

- Reading stories
- Playing games
- Chatting to children to develop their language
- Simple wood work
- Painting or making and doing other art
- Supporting children on the computer

If you decide you would like to help in the nursery, please complete the form in the induction pack and ask staff about a disclosure form. We are aware that if you have younger children, or go out to work, you may not be able to support the nursery in this way. However there other ways you can help:

- Providing reusable materials for the nursery i.e. empty biscuit and cereal boxes, scraps of material, wool, wood (no toilet roll tubes or egg boxes please)
- Coming to parents evenings
- Coming to parents workshops
- Providing items for developing topic work

Stay & Play

We have regular 'Stay & Play' sessions where parents/carers/relatives etc. are invited to stay with their child in nursery. You can play with your child and meet their friends. It is also a good chance to have a quick informal word with your child's key worker about your child's progress in nursery. We will inform you of the date of the 'Stay & Play' sessions well in advance.

Bringing Toys to Nursery

The nursery is equipped with lots of different toys. To avoid children being upset in the event of their favourite toys being lost or damaged, it is better that personal toys are left at home. However, from time to time the nursery will ask your child to bring in a favourite toy or book and this gives children the opportunity to discuss and share something special to them with their friends. We will let you know when these sessions are. If your child wants to bring in something particularly precious or valuable please talk to a member of staff about this.



Emotional and Social Development and Behaviour Management

It is important that we help the children in nursery develop their own personalities while considering the needs and feelings of others. We teach the children how to show respect for one another and how to look after one another.

We encourage the children to sort out problems by discussing openly their feeling about what has happened and trying to find solutions to their problems. We adopt restorative practise strategies.

A copy of our Positive Behaviour Policy can be found in the Parent Information File.

Snack and Weekly Running Costs

Free milk is provided for all nursery pupils but there is a small charge of £2 per week for snack. We ask parents to pay for this termly using the ipay system. Our snacks normally take the form of fresh fruit and a healthy snack option.

We ask an individual child to choose and plan the menu each week from a limited healthy selection of items encouraging them to think about variety and trying new foods.

Occasionally we have special foods to taste eg shortbread to celebrate Robert Burn's birthday, examples of Chinese food for the Chinese New Year.

Please advise if your child has any food allergies or food intolerance.

Due to strict Health and Safety regulations we are unable to accept donations of home baking.

After eating their snack, we encourage children to brush their teeth.



Clothes

Your child should come to nursery wearing clothes which enable him / her to take part in all activities without worrying about them being spoiled. Children are able to play with paint, water, glue and explore outside every day so it is likely that they will be less than spotless by the end of the nursery session!

We would therefore encourage you to purchase a nursery sweatshirt, order forms are available from the nursery. We would recommend that a spare change of clothes is kept in your child's nursery bag in case your child needs to be changed. Please remember that it is essential that these items are clearly labelled to avoid confusion for children, staff and parents/carers.

Outdoor shoes must be changed as soon as your child comes into nursery. Please write your child's name on them and they can be kept in nursery. To develop independence, we ask that children wear clothes and shoes which they can easily take off and put on again, on their own, when going to the toilet. In the interests of safety, jewellery should not be worn in the nursery.

Attendance

Please send your children to nursery regularly but if your child is unwell they will find it difficult to cope and would be better off at home with you.

If your child is absent inform the school by telephone or send a message.

Tel : 01506 652246.

In line with West Lothian Council procedures, a nursery child's absence will be reported to the Health Visitor if the Nursery/School is not made aware of the reason for the absence. Please keep your child off for 48 hours after sickness or diarrhoea.

It is important that we can contact you in an emergency so make sure that you keep your emergency contact information up to date.

Photographs

As mentioned previously, sometimes we take photographs of children at work and play for display purposes. If you have any objections to your child's photograph being taken please let us know when you enrol them.



- **Publicity:** From time to time members of the press / media are invited into schools to cover events celebrating success.
- **School Activities:** Photography by staff of events, outings, activities etc. may be used in the curriculum and will be displayed within the nursery, on our blog, school website, and Dojo. Learners Journeys of children's progress are kept and these will include photographs taken by staff of children taking part in curricular activities.
- **Special Events:** Parents may wish to record these occasions e.g. Sports day etc. Photography may be restricted for reasons of child protection or out of respect for the rights and privacy of individuals. Please ensure that permission has been given by staff prior to photographs being taken. Parents will be asked to inform the early years officer if they do not wish their child to be photographed in connection with these events.

Complaints Procedures

It is important that the nursery runs smoothly and that we work together in a spirit of co-operation in your child's best interest. In the event of complaints we will make every effort to respond quickly and appropriately. All complaints will be dealt with confidentially. If you have any problems or complaints, please come and speak to the nursery staff or a member of the school management team. If you are not happy with the outcome you can register your complaint with:

Customer Services West Lothian Council
West Lothian Civic Centre
Howden South Road
Livingston
West Lothian EH54 6FF

Email: customer.service@westlothian.gov.uk

Telephone: 01506 280000

Or with

Care Inspectorate:

- fill in the complaints form online (www.careinspectorate.com)
- contact them on 0345 600 9527
- write to any of the offices listed online or headquarters at:

Compass House 11 Riverside Drive Dundee DD1 4NY