

Bellsquarry Nursery Class

Information Handbook





Dear Parents/Carers

Welcome to Bellsquarry Nursery School. We hope that your child's time at nursery school is happy and productive. We look forward to getting to know you and your child.

This handbook will give you an idea of what goes on at Bellsquarry Nursery School as well as providing information which you may need during the year. The staff and I are always available and willing to answer any questions you may have.

As parents play a big part in the life of our nursery school, we encourage your involvement and invite you to join us as often as possible.

Ruth McMaster
Head Teacher

NURSERY STAFF

Head Teacher	Ms Ruth McMaster
ELC Area Support Manager	Mrs Allannah Cook
Early Year's Officer	Mrs Shona Todd
Early Years Practitioners	Mrs Fiona Anthonye Mrs Debbie Welsh Mrs Carol Mann Miss Lynn Mackie Miss Sarah Hunter
Pupil Support Workers	Mrs Vicky Walker Mrs Liz Barrett

SCHOOL STAFF

Please do not hesitate to contact the school office if you have any questions or enquiries (01506 410777). We can also pass a message on to the nursery class or put you through to their extension.

Head Teacher	Ms Ruth McMaster
Principal Teacher	Mr Colin Hunter
Admin Assistants	Mrs Jackie Marra and Mrs Lorraine Pow

NURSERY SESSION TIMES

Morning group
Monday - Thursday 8am - 12:45pm
Afternoon group
1:15pm - 6PM
Full Days - specific Two days
Monday - Thursday 8am- 6pm



OUR VISION

We are very proud of Bellsquarry Primary School and Nursery Class. We aim to provide education of the highest quality for all pupils which will meet their educational, personal, social, emotional and physical needs enabling them to be successful learners, confident individuals, responsible citizens who make healthy lifestyle choices and make an effective contribution to society in their present and future lives.

Core Values

Through kindness and friendship, Bellsquarry Primary School and Nursery class core values are:

- Commitment
- Achieving
- Respect
- Equity
- Support

SETTLING CHILDREN

At the beginning of the session we welcome many new children. All children respond differently to the new experience of attending nursery. Some are confident and excited and settle quickly, others are more apprehensive and require more support.

At Bellsquarry, our settling in procedures are very personal to each individual child. Our staff will work with you to decide what is best for your own child. Some may be ready to stay for the full session on their first day; others might need to take the process at a slower pace.

The nursery staff are experienced in supporting children and parents during the settling time. Please speak with a staff member regarding individual settling in arrangements.

Working closely with you, we aim to make your child's start at nursery a happy and memorable experience.



COLLECTING CHILDREN

- A designated, responsible adult must collect children.
- Under no circumstances can we allow a child to be collected by anyone other than the adult indicated as responsible by you on a given day or designated as an emergency contact on your enrolment form.
- You must notify staff if someone different is to collect your child. If arrangements change at short notice, call us on 01506 410777.



SNACK

Children will have snack once they attend a full session. There will be a choice of three or four healthy alternatives including fruit or vegetables every day. Milk or water will be served with snack. Children are encouraged to help in the preparation of snack, serving themselves and "washing up" their own dishes afterwards. We believe, you're never too young to start learning those life skills.

Parents of full day children can bring in a healthy packed lunch from home for their child or order a school packed lunch at additional cost. Parents of children attending an AM session can bring in a packed lunch if they wish and facilities are provided in the nursery for the eating of a packed lunch. Lunch will be served at around 12noon for those wishing to have it. Packed lunches will require to have a cool pack in them as these will not be stored in a fridge.

Bellsquarry Nursery and school is a Health Promoting School therefore we encourage healthy packed lunches. **Please be aware that the nursery and school is a NUT FREE zone due to allergies.**

The price of snack is £1.50 weekly and can be paid termly. Most of this goes to pay for the snack foods. Some of the amount helps to top up nursery funds for special menu items, recipe ingredients, small games and books purchased throughout the nursery year.



Bellsquarry Primary School and Nursery use I-Pay Impact which allows parents to pay online. Your child will receive a unique account number when they begin nursery which allows parents to register and make payment. Parents who do not have access to the internet can make payments at the school office.

CLOTHING - PLEASE LABEL ALL ITEMS OF CLOTHING

- Black gym rubbers with non-marking soles are ideal for indoor wear.
- Children should wear easily washed clothes. Nursery is hard work!
- Children should not wear jewellery or bring toys, money or sweets.
- Children should always have suitable clothes for having fun in the nursery garden. They will get dirty and sometimes extremely wet!
- We ask that parents provide a change of clothes, kept in a bag and hung on the child's peg.
- We also ask that parents provide a pair of wellies so that their child can enjoy 'messy' outdoor play.



FIRST AID AND MEDICINE

We are only allowed to administer basic first aid in the nursery. Nursery staff and Mrs Marra are trained first aiders and will manage first aid if required

Please ensure that we have an up to date address and telephone number where we can reach you at all times. Please keep us informed of any allergies or ongoing medical conditions. Our records which are kept on SEEMIS will be updated every 3 months.



ABSENCES

If your child is absent from nursery, please contact our school office by 9.30 am at the latest. This needs to be repeated **each day that your child is absent**. Please leave a message on our school answer machine if no one is available to take your call. Our answer machine is checked on a regular basis throughout the day. Any unreported absence will be followed by a group call text message requesting parents to contact the school office on 01506 410777. Should we receive no response and are unable to contact parents/carers, information will be passed to appropriate authorities who will then pursue the reason for absence. Continued absences are monitored in school on a regular basis.

Please inform us if your child has an infectious illness such as

- Chicken Pox
- Measles
- Mumps
- Rubella
- Whooping cough
- Hepatitis
- Allergies



INJURIES

Minor injuries do happen are recorded in our 'bump book', which parents are asked to sign. Nursery staff will always inform you of any bumps or bruises during a session. Any more serious injuries will be logged in our health and safety system called Spheracloud. Parents will be contacted immediately.

PERSONAL CARE

We have a code of practice for changing children who need assistance with toileting. Parents will be informed if their child has needed supervision or a change of clothes. We ask that you complete a permission form.

Personal Plan

All children in within the nursery settings will receive a Personal Plan when they start. This plan will be completed by the parents/carers to providing the nursery staff information about their child as an individual, allowing staff to support them according to their age and stage of development and abilities. This plan will be updated every 6 months or earlier if required.

BIRTHDAYS

Birthdays are a big part of nursery life and are celebrated in the nursery class by sharing special news and birthday wishes. As we are a Health Promoting School, unfortunately we cannot accept cakes or sweets on these occasions.

This is highlighted in the NHS Health Scotland document "Setting the Table. Nutritional guidance and food standards for early years childcare providers in Scotland" 2018.

Big Bedtime Read

Why is bedtime reading so beneficial for children and parents?

As well as national and international research, our own findings show that by reading a story to your child at bedtime it helps support them to become a confident learner, establishes a good bedtime routine, improves behaviour and concentration, helps your child develop decision making skills, improves attachment and bonding between parents and children as well as being great fun for all the family!

How does 'Big Bedtime Read' work?



Bedtime read packs will be issued each week and returned the following week to the bookstand in the cloakroom. Parent volunteers help with the distribution of these packs, if you would like to help with this please speak to the nursery staff.

PARTNERSHIP WITH PARENTS

Parents are always welcome in our nursery. When your child is enrolled at Bellsquarry Nursery and Primary School, you automatically become a member of the Parent Forum. We also have a Parent Teacher Action Group (Parent Council) who meet regularly, and you are very welcome to attend. If you have a special talent, we would be grateful for your help.

Parent helpers are required to operate the lending library, help with the Story Sacks and to assist within the nursery.

Please note, that it is West Lothian policy that parent helpers in school are PVG Disclosure Scotland checked - we can organise this for you.

There is a Nursery Parent Focus group which all parents are most welcome to join.

We ask parents to observe and listen to their children at home and help the nursery with planning and extending the children's learning in a way which is inclusive. This can be by sharing hobbies or interests and any little happening in a child's life.

TRANSITION TO PRIMARY

There are many links between the nursery class and primary school. The children go to gym in the school hall and regularly accompany staff on errands around the school. We have a system of buddying within the school. Our Primary One teacher(s) will visit the nursery prior to the children starting in August - and nursery children make several visits to the school and the playground. Nursery children also regularly attend and contribute to assemblies in school.

PROMOTING POSITIVE BEHAVIOUR

Our aim is to provide a supportive environment that encourages positive relationships, social skills and effective communication. This takes place in a warm, caring environment of mutual respect between staff, children and parents. We encourage development of self-esteem through praise and encouragement, sharing news and newsletters.

We are a Rights Respecting Nursery.

CHILD PROTECTION

West Lothian Council has developed an inter-agency approach to Child Protection. This means that our school works together with police, health and social work on child protection issues. We follow established "Child Protection Procedures" provided by West Lothian Council. These procedures make it clear that any allegation or suspicion of child abuse must be investigated. Guidance on this is displayed within the cloakroom area.

PARKING AND ROAD SAFETY

As our school has grown, this has become more of an issue and a concern for all. In our school, we have a policy of encouraging walking wherever possible or parking away from the school and walking the final distance. We know that this is not always possible, especially with small children. Can we ask for your consideration when parking by ensuring that you park in a responsible and safe way.

Also, when you have collected your child from nursery, we ask that you are vigilant of their whereabouts until you are away from the traffic. We have had some 'near misses' where children have been running around close to the road.

COMPLAINTS PROCEDURE

If you are unhappy about any aspect of our provision, we would ask that in the first instance you discuss this with a member of the nursery staff. Any unresolved issues can then be discussed with Ms McMaster, Head Teacher of the school. If you still remain dissatisfied, you can contact West Lothian Council and/or the Care Inspectorate. Information and addresses for these bodies are on display in the cloakroom.

CARE STANDARD INSPECTION

It is now a statutory requirement for all Care Services to be inspected against Health and Social Care Standards. For further information on Care Standards, please ask Nursery Staff or visit the website

<http://www.careinspectorate.com>

THE CURRICULUM

As we continue to develop the curriculum in line with the principles and practices of the Early Level of Curriculum for Excellence and Building the Ambition, we will continue to maintain the good practices already in place within the nursery.

In addition to the core subjects of Health and Wellbeing, Literacy and Language, Numeracy and Maths, your child will be exploring the following curriculum areas - Social Studies, Sciences, Religious and Moral Education, Technologies (including ICT) and Expressive Arts.

Throughout your child's time at nursery you will be updated on their progress. This may be in written form or through staff consultations.



ONLINE LEARNERS' JOURNALS

At nursery, every child is treated as an individual, developing and learning at his/her own pace. Staff continually observe the children to ensure that they provide stimulating and interesting activities as well as challenge and assistance when required.

Each child has an online Learner's Journal which contains examples of drawings, photographs and additional achievements from home or school. These Journals can be accessed by both parents and children at any time. Parents and other family members are encouraged to contribute to these. A separate letter detailing how to access your child's online journey will be issued.

ADVENTURE TED

Over the coming session, the children will get the opportunity to take Ted home. Children are encouraged to share their weekends with this little bear and take photographs and write in the diary all their news of their time spent with him.



OUTDOOR LEARNING

At Bellsquarry we recognise the huge benefits of outdoor play and contact with nature. The nursery visits the local woodland and orchard each week. Days and times will be confirmed at the beginning of the new school session. We will provide each child with the appropriate outdoor clothing; we do ask that each child is provided with their own wellie boots.

If you are able to offer your help, and you don't mind getting wet and muddy with these outdoor sessions, please let us know and you will be made very welcome.



We look forward to working in close partnership with you - so that we can provide a happy, secure, rewarding learning environment for your child.

Bellsquarry Nursery Staff