

Craigbank Nursery and Primary School

CRAIGBANK



Tel: 01259 452307
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Chief Education Officer's Foreword

Clackmannanshire Council Education Service

The Education Service provides a wide range of services for children, young people, families and communities and is committed to lifelong learning, giving children the best possible start in life as they progress from nursery to school and beyond.

Our mission is to educate, protect, support and promote the achievements, health and wellbeing of every child and young person. Much of our work is undertaken in partnership with other services, agencies, communities, children, young people and their families. Improvement will be supported by collaboration across educational establishments, services and with other regional partners.

With the full support of our Headteachers, Elected Members, Chief Executive, our corporate colleagues and partners, we are committed to achieving Excellence and Equity - raising attainment, tackling inequity and ensuring that high aspirations and positive outcomes are the expected norm for every child in Clackmannanshire.

We are committed to ensuring that the views of our children, families, communities and partners are taken into account when planning and delivering our services. Shared ownership and awareness of the education "big goals" is key.



It is clear that the needs of our children and young people are best met by working effectively with parents and carers. I believe we need to strengthen parental involvement in education and to provide flexible systems to enable parental engagement and representation.

The school your child attends is where it all happens and I encourage you to get involved in whatever way you can, be that via Twitter, Class Dojo, giving a helping hand, taking an interest in your child's learning or buying a ticket for a concert!

Read with your child every day! Ask them what they have learned that day and get them to show you! Look out for opportunities to learn together as a family!

It is our intention to ensure that our relationships are characterised by mutual trust and respect, there is transparency and equity in the use of our resources and we are all ambitious for our children and young people.

Lorraine Sanda
Acting Chief Education Officer
Clackmannanshire Council

Meet the staff team

Craigbank Nursery caters for children aged 2 -5 years and is open to families living within the Clackmannanshire area. The nursery is open term time from 8.45am until 2.45pm for a maximum of 45 children at any one time.

Keyworkers - Your child will be assigned to a key worker. On arrival and collection at the nursery you will be asked to sign your child in/out and name the person who will be collecting him/her. This is an ideal time for passing on or receiving up to date information.

Headteacher	Siobhan Haldane
Depute head	Jacqueline Ferguson
Senior ELCE	Angela Honeyman
ELCE	Shirley Gilmour
ELCE	Megan Roy
ELCE	Gail Reid
ELCE	Adele Watson
Lunch Assistant	Claire Manzie
Cleaner	Stacy Singleton

Photographs of the staff are displayed inside the main door. The entire team are committed to continual professional development and regularly participate in the quality training opportunities. In the team we have qualified First Aiders and Fire Wardens and all staff are trained in Food Hygiene and Child Protection and General Data Protection Regulations (GDPR). Sometimes it is necessary to use supply Early Learning and Childcare Educators to cover within the rooms.

Our Nursery Ethos

We aim to ensure all children and families are welcomed into our nursery and feel safe, secure and nurtured within the setting. In the coming months we will create nursery aims and values.

Bringing Your Child to Nursery

When your child has been given a nursery place, he/she will be allocated a Keyworker. This member of staff will have special responsibility for the care, education and development of your child whilst in nursery, however all nursery staff are very involved with every child's learning and development and can be approached at any time.

Prior to starting nursery you will receive a transition welcome pack and a home visit, providing opportunities to meet your child's keyworker and a member of the management team. During your home visit the keyworker will explain the settling in process.

Care Plans

During your home visit we will complete an individual care plan for your child with you. This plan helps us to know and provide required support for your child and is updated with your child's keyworker every six months.

Personal Information and the General Data Protection Regulations (GDPR)

The General Data Protection Regulations (GDPR) came into force on 25th May 2018. This places new responsibilities on organisations in as to how a person data is used. We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it. We may share your personal information as detailed on page 6 of the care plan. This ensures you consent will be sought to allow us to share information with relevant parties, who may be involved in your child's care. It is important that your personal information is accurate and up to date. Please keep us informed if your personal information changes during the time your child is at nursery.

Arrival and collection arrangements

All children should be brought and collected by an adult over the age of 16 years. Children can be collected by the named family members who have been listed in your child's records. For safety reasons, please sign your child in and out on the group register. Thank you!

You are requested to update names and telephone numbers as appropriate and telephone the nursery 01259 452307 if a member of your family not on your child's list is coming to collect your child.

The beginning and end of the sessions can be a very busy time in the nursery. **When you sign your child out you are then responsible for their safety.** Other children are welcome to come with or to collect nursery children; however **the family member is also responsible for their safety.** We will have a staff member available at the door to greet families and answer any questions.

Please keep your child beside you when arriving or leaving the buildings, especially near parked cars.

Push-chairs are not permitted in the cloakroom area for safety reasons. These cause congestion and can obstruct fire exits.

Cars belonging to parents/carers must not be driven into the school car park.

Please also observe the "No Parking" areas outside the school gates and be mindful of local residents ensuring you are not blocking driveways as you park.

Personal Belongings

Your child has his/her own peg and should have soft shoes with them for changing into. These should remain in the cloakroom. Lost property will be kept and displayed for as long as possible. While educators do their best to ensure that your child's personal belongings are cared for, the nursery holds no responsibility for such belongings being lost, broken or damaged.

Clothing

Most children enjoy "messy" activities and although aprons are provided, please dress your child in comfortable clothing and not "good clothes" in which he/she

may feel inhibited. We also appreciate clothes they can cope with when using the toilet etc. Please provide soft shoes for wearing indoors. These should be labelled with your child's name and be suitable for climbing, e.g. slip on shoes and not slippers. You may wish to leave Wellington boots in the nursery for outdoor play in wet weather. However we have gathered a selection of wellies that your child may borrow and we welcome any further donations for our collection.

Nursery staff will willingly change the clothing of any child who has had a toileting accident, been sick or is wet to minimise their distress. Please advise Angela Honeyman in writing should you not wish staff to help in this way.

For safety reasons, it is better if jewellery is not worn to the nursery.

Outings and celebrations

Groups are taken out in the local areas to learn about their community and use local spaces.

All children's birthdays, which occur during term time, are celebrated by baking a cake, singing happy birthday and sharing the cake.

Christmas is celebrated in a number of ways in the nursery. We always have a Christmas party with Santa visiting.

Where possible we will celebrate other festivals as identified by parents/carers during induction.

All these activities and many more are funded by the voluntary donation you make to the nursery. A donation tin will be available with your Key Worker, your support is much appreciated.

Many Thanks.

If your child is ill

Please telephone 01259 723979 if your child is unable to attend nursery. Should your child become unwell at the nursery, we will contact you or your emergency contact immediately and ask that your child be collected early. If your child is ill, for comfort of your own child and the safety of others please keep your child in the comfort of their own home. If your child is unwell they should not be brought to nursery. We appreciate that this is difficult for parents/ carers who are studying or working, therefore we suggest that back up child care arrangement are in place. Please note that children should be kept off nursery for 48 hours AFTER the last bout of sickness or diarrhoea.

Head Lice

Head lice are spread through head to head contact at home, while playing or in nursery/school. Regular combing of your child's hair using a head lice detection comb is the best way to catch this possible problem at an early stage. The only way to be sure that your child has head lice is to find a live louse. If you find live lice, get the correct lotion from your doctor, health visitor or pharmacist. Shampoos and other treatments are not effective. One treatment requires two applications of treatment lotion seven days apart. If this is not followed correctly then re-infection is likely.

Advise all family members and close friends of your child to check and treat only if live lice are found. Don't be shy about advising others of this possible problem, as you would tell family and friends about other infections, which might affect them. Regular combing of your child's hair with the head lice detector comb is the best protection as it allows you to detect and then treat speedily. Further advice can be obtained from the Health Board Head Lice Leaflet.

Our Positive Behaviour policy reflects our values

In Craigbank nursery we recognise that children communicate their needs via their behaviour. All adults within the nursery are encouraged to look beyond the behaviour and to be curious about the needs of the child. Respect between

staff and children and a consistency of high expectations from all staff members will create a nurturing, predictable environment for children.

Aims

To ensure that all learners are treated fairly and shown respect

To promote positive relationships.

To build a community which values kindness, care, good humour, good temper and empathy for others.

To ensure that excellent behaviour is a minimum expectation for all.

Craigbank Nursery Improvement Plan

We are service guided by the ethos of continuous improvement. We ensure this through regular and robust self-evaluation, which involves parents, children and all staff. This process ensures we as a service are establishing a focused and outcome driven improvement plan. This is completed and planned in detail each academic session. The strategic priorities are incorporated throughout the improvement plan.

In the coming year as we develop our improvement plan we will seek your thoughts and share our plan for future developments with you.

Comments and complaints

If you have any comments, complaints or compliments, please record them in our Compliments & Complaints Folder, located at the front door. You are welcomed to speak to your key worker or any staff member who will ensure correct procedures are followed.

Parent Helpers

We are always keen to welcome helpers. The time they spend helping out is much appreciated. If you have some time to spare and would like to be involved in the life of the nursery, please let us know and we will be happy to guide you through this process.

Recording and Sharing Children's Progress

Every child has an e-learning journal. This is an observational record and identification of your child's progression in learning. Educators' record your child's progress and development during their time in nursery. You will be able to log into your child's learning journal at home and we will notify you by email when an observation has been added to your child's journal. Parents are encouraged to contribute to their child's learning journal by adding in achievements and learning that takes place at home, for example riding a bike or using the potty for the first time. You can add in special occasions such as birthday parties or a new baby in the family. We would also like you to add in any interests or hobbies that your child may have.

Parent/ Carer Link Meetings To Share Progress In Learning

We plan to have two meetings to gather and share information about your child's progress per year. Staff will share your child's learning journal and as your child progresses a brief progress report. A final report will be updated in June before your child goes to school.

Up to date term dates and holidays are available at
<https://www.clacks.gov.uk/learning/schooltermdates/>