

Welcome to

Cargenbridge Nursery Class

Early Learning and Childcare (ELC)

Handbook



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Welcome to Cargenbridge Nursery

The purpose of this booklet is to give you some useful information about Cargenbridge Nursery (ELC) Class. At Cargenbridge Nursery, we aim to work closely with parents to support children's development and learning. We look forward to working in partnership with you and we hope that this booklet will be helpful in supporting this.

Contact Information

Cargenbridge Primary School
Nursery Class (Early Learning and Childcare)
Waterside Road
Cargenbridge
Dumfries
DG2 8LL
01387 273550

Blog address: <https://blog.glowscotland.org.uk/dg/CargenbridgeCascade/>

Email: gw08officecargenbrid@ea.dumgal.sch.uk

Director for Children, Young People and Lifelong Learning: Colin Grant
Head of Education: Dr. Gillian Brydson
Woodbank, 30 Edinburgh Road, Dumfries, DG1 1NW
Telephone 01387 261234

Care Inspectorate:
Solway House
Dumfries Enterprise Park
Tinwald Downs Road
Dumfries
DG1 3SJ

Telephone number for complaints to the Care Inspectorate: 08456009527

Telephone number for general enquiries: 01387 734980

Email: enquiries@careinspectorate.com

www.careinspectorate.com



Letter from Head Teacher

Welcome

The staff and children of Cargenbridge Nursery extend a warm welcome to all parents, friends and visitors. We want our school to be a happy, caring and stimulating place for everyone and welcome your assistance and co-operation in achieving this.

School Motto, Vision and Aims

School Motto

Working Together, Learning Together

School Vision

- 🍏 At Cargenbridge, we work and learn together helping each other become healthy, confident and responsible individuals.
- 🍏 We respect and care for each other and we celebrate each others' successes.
- 🍏 We value our environment, making our school a happy, fun and friendly place to belong to and learn in.
- 🍏 We are proud of ourselves, our school and our community.

School Values

Happy, Friendly, Healthy, Confident, Cooperative, Respectful, Fun, Sense of belonging, Team Players, Responsible, Eco Friendly, Caring

This handbook is provided to familiarise you with some of the educational, organisational and social aspects of our school and to foster the good relationship, which already exists between home and school.

I do hope you find our handbook informative and useful, but should any of your questions not be answered here, please do not hesitate to contact me.

I look forward to meeting and working with you to ensure that your child's primary education is both happy and rewarding.

Elaine Watson.
Head Teacher



Staff

We often have Learning Assistants working in the Nursery too although specific staff may change throughout the year and in different academic years. When there are additional staff in the Nursery, please see the paper insert with staff information. Current staff photos are also displayed on the Nursery door.

Staffing

You can be confident that all persons working with your child will have undergone rigorous security screening and will therefore be deemed to be fit to work with children.

Our team consists of Mrs Mackenzie who is a trained Primary Teacher with additional postgraduate qualifications in Early Years and an MEd degree in Advanced Professional Studies. Our Nursery Nurse Practitioners, Miss Milroy and Mrs Porter, have completed HNC Early Education and Childcare training and other relevant training. Mrs Townsend Sawley, our Early Years Support Assistant, also has a relevant education degree. When appropriate, we also work with Learning Assistants in our team who support children in the Nursery.

The nursery team have a wide range of experience working with pre-school children. Mrs Mackenzie has experience of teaching both within Nursery and Primary classes and she also teaches in other classes during one afternoon or morning per week in some terms. As we are committed to enhancing the training of childcare personnel, we may from time to time have students working in the nursery. These trainees will be working under the supervision of our staff. We shall always let you know when a student placement is coming up.

Other adults working in the nursery may include the Head Teacher, supply staff, specialists and parent helpers. Only parent helpers who have been through a Disclosure Scotland check will be able to supervise children without a member of staff being present e.g. taking a child to collect a resource from another area of the school.



Mrs Mackenzie:
Primary Class
Teacher- Nursery



Miss Milroy:
Nursery Nurse



Mrs Porter:
Nursery Nurse



Mrs Townsend:
Early Years Support
Assistant

Nursery Rationale: Vision, Values and Aims

Cargenbridge Nursery is very much part of Cargenbridge School. It has its own unique ethos as well, as it is also the catchment nursery for several rural primaries, and the nursery of choice for families living in other areas in and around Dumfries.

*We believe that in the years from age 3 to 5 we have a unique opportunity to build a firm foundation for future learning, especially in developing personal confidence and positive attitudes to learning.

*We recognise that learning is not confined to the school environment, but is taking place all the time in each child's life, so we aim to work together effectively with all of the child's care givers, and build on all the great learning they have already done before starting nursery.

*We passionately believe that children learn best through play at this stage, and that they are most motivated and happy when their interests are noticed, encouraged and built into the play environment.

*We aim to work together with parents and care givers to help children continue to develop as confident, sociable, happy, caring and independent individuals who enjoy learning and exploring the world around them.

*We believe that in order to **achieve** their full potential, children need an environment where they feel **safe, nurtured, respected** and **included**. Staff aim to ensure that children are **healthy, active** and have opportunities to be **responsible**. We promote the GIRFEC Wellbeing Indicators.

*We believe that each child has unique gifts and strengths to bring to our nursery, and aim to encourage and develop these.

A full copy of the Nursery rationale along with other key policies and information is on the Nursery noticeboard in the cloakroom area of the Nursery. Please take time to familiarise yourself with any relevant information on these notice boards.

Staff Information

Head Teacher: Elaine Watson

Primary Class Teacher (Nursery Class- ELC):
Mrs Catherine Mackenzie

Nursery Nurse Practitioner (all day):
Mrs Pamela Porter

Nursery Nurse Practitioner AM:
Miss Mandy Milroy

Early Years Support Assistant:
Mrs Caroline Townsend

Clerical Assistant (Mon/Tue):
Mrs Fiona Byar

Clerical Assistant (Wed/Thu/Fri):
Mrs Fiona Denholm

Janitor: Mrs Emma Currie

From time to time, we also need to use supply staff in the Nursery and we also support teaching and childcare students. Our Learning Assistant staffing can sometimes change from year to year.

For any enquiries, please contact Mrs E. Watson (Head Teacher) or Mrs C. Mackenzie (Class Teacher- Nursery) on 01387 273550
Email: gw08officecargenbrid@ea.dumgal.sch.uk



Open Door Policy

The Nursery operates an open door policy and Nursery staff are always happy to talk to parents about any questions or concerns. We extend a warm welcome to parents in our Nursery and we look forward to working with you to support your children's pre-school education and care. We would encourage you to ask staff at any time if you would like further information or if you wish to talk about your child's learning or care. Mrs Mackenzie is also happy to make an appointment with parents at any time if they wish to discuss the practice of the Nursery and their child's learning or care in more depth. **If you have any feedback on aspects of provision or routines within Nursery, please speak to Mrs Mackenzie, the Nursery Class Teacher, in the first instance who will be happy to discuss any areas of provision with you.**

Inspection

As a school we adhere to the code of practice set out by the Care Inspectorate and the Scottish Social Services Council. Our nursery will be inspected regularly by representatives of both these organisations and also Education Scotland. Copies of these reports are displayed on the nursery notice board for you to read.

What to do if you wish to make a complaint

If at any time, you feel you have cause for concern regarding the service we offer, we would like to assure you that this will be dealt with and resolved as quickly as possible. We hope that the close liaison we build up with our families will allow you to raise issues early on with Nursery staff. Please raise any concern, question or comment in the first instance with Mrs Catherine Mackenzie, Nursery Class Teacher, who will be happy to speak with you regarding this.

However, if after such discussion you feel the matter is not resolved and you feel a formal complaint is required, please arrange to speak to the Head Teacher, Mrs Elaine Watson.

Thereafter, if you feel that your concerns are still not being dealt with to your satisfaction, please make a formal written complaint to the Care Inspectorate. A copy of our complaints policy is available on the Nursery noticeboard but if you wish, we can furnish you with your own copy. Please request one from the Nursery or office staff. All complaints will be looked at and replied to within 20 days. Please consult the contact details section of this booklet.

Where Are We?

Our Nursery opened in August 1997. We serve a number of rural communities from Shawhead to Southernness and we also have children from across Dumfries on the roll.



Cargenbridge Primary is situated a mile and a half from Dumfries town centre off the A711 road to Dalbeattie. We moved into the new school build in April 2009. This has provided us with an up to date environment for our children.

The Nursery has well-resourced indoor and outdoor play areas. There is a large open plan indoor space, an outdoor free flow garden area, an area of the playground we use for bikes and a large grass garden area which is a short walk from the Nursery outdoor area. The play space is set up into a range of active learning areas to encourage learning through play. The children have access to toilets next to the playroom. There is also a kitchen for preparing snack and an office for staff to have meetings and complete administration duties.

The outside area has a soft and hard play surface and children use this on a daily basis as part of all-weather free flow outdoor play. There is an outdoor playhouse, outdoor water and sand, a music wall, and a trolley with resources for children to choose when they are playing outside. We have also added a 'mud kitchen' to this area alongside loose parts provision to encourage open ended and creative play. The nursery has access to the wider school playground for other activities as appropriate. The nursery also uses a grass garden area which is situated next to the school's multi use games area. This grass garden area is used for messy play outdoor sessions and includes a mud kitchen, pirate ship, large tyres for climbing activities and a range of open ended and natural resources.

The nursery also uses other areas of the school especially the library, general purpose room and the main hall area. The Nursery visits the school library to choose new books for our CAPER (Children and Parents Enjoy Reading) book lending trolley inside Nursery. The general purpose room is used for singing and physical activities and it also has a cosy couch area that is used in the middle of the day for the children that attend all day to have a rest and a story. The nursery has access to all the resources which are available to the school which includes outdoor play equipment.

We use the hall on a weekly basis as part of our structured PE activities. We use Edinburgh Early Moves activities to enable children to practise their movement skills, spatial awareness, balance and coordination and different travelling movements, such as side-stepping, running and skipping. The hall is also used for dance activities and other PE experiences such as throwing and catching. In the summer months, we also enjoy a range of athletics and sports activities outside in the grass area. We also try to take part in the daily run (Nursery children can walk or run round a small circuit several times) in the playground from time to time during the week.



Session Times

Morning Session:

8.45am-11.55am (soft start 8.45am-9.15am)

Afternoon Session:

12.15pm-3.25pm (soft finish 2.55pm-3.25pm)

Back-to-Back Sessions:

8.45am-3.05pm or 9.05am-3.25pm (6 hours 20 minutes)

Council Nurseries offer 5 sessions a week of 3 hours 10 minutes. Morning sessions start at 8.45am and afternoon sessions start at 12.15pm. Parents who want to drop off and/or pick up their Nursery child nearer the school start and finish times can choose to do so. We run a soft start from 8.45 to 9.15 for parents to drop off their child at the morning session and a soft finish from 2.55-3.25 to collect their child from the afternoon session. Parents are also welcome to stay in Nursery during the soft start/soft finish times to play with their children, chat to staff about their child's learning or look at the learning folders and big book.

We can offer parents two sessions in one day. We call these back-to-back sessions. Children stay for their lunch at Nursery on these days and a packed lunch can be provided by parents or parents can purchase school dinners which will be brought through from the school kitchen for children to eat in the Nursery. Back-to-back sessions are currently only available to families who require all day provision for work and training purposes or who live in an outlying village, where they have to transport their child to their zoned nursery.

Choice of sessions

Parents are encouraged to choose the sessions (morning, afternoon or back to back) that work best for their arrangements and the needs of their children. In order to provide a more flexible approach to childcare, we no longer ask children to attend specific sessions based on their catchment school. We provide an in-depth transition process for children planning to attend Cargenbridge School for P1 and we ensure that both morning and afternoon children have equitable transition experiences.

Starting Nursery

Government funded Early Learning and Childcare (ELC) is part of the 3-18 education provision for your child. It will help them to become more confident, help with their development and prepare them for attending primary school.

Children are currently entitled to receive up to a maximum of 600 hours per year, dependent upon their start date. 3 year olds are entitled to funding for Early Learning and Childcare from the beginning of the term following their third birthday.

Children whose 4th birthday falls between 1 March and 28 February will be entitled to funding from the August between these two dates.

Date of Birth	Commencement of funded Early Learning and childcare
1 March – 18 August*	Term 1
19 August – 31 August	Term 1- on the day of or the day after child's 3rd birthday
1 September – 31 December	Term 3
1 January – last day of February	Term 4

Parents/carers wanting a place for their child with an Early Learning and Childcare provider (whether a Council nursery or commissioned provider) must first formally register their child. You need to register each year for Early Learning and Childcare, e.g. if your child has already attended ELC for a year, they still need to register for their second year.





There is a single registration period prior to the start of the academic year (August – July). Information about the registration dates are sent to families with children who have been identified by NHS Dumfries and Galloway as eligible for Early Learning and Childcare. Enrolment dates and times are advertised in the local press and takes place on two days, usually in January/ February. Parents/carers should register at the Early Learning and Childcare provider of their choice on these dates. Should a parent/carer miss the registration period noted above, they should still register with their preferred Early Learning and Childcare provider. However, this will be considered as a late application and, as such, may result in more limited choice, should a place not be available with the preferred provider.

When you register, you must take your child's birth certificate with you and something with your home address on it. This should be an official document such as a gas/electricity bill, bank statement, benefits letter or a Council Tax statement.

Most parents/carers register with one provider but you can opt for a split placement with other providers. If you wish to register with two providers, you can do so as long as the total number of hours does not exceed your child's entitlement. If you wish to do this, you need to register at each provider. We refer to this as a split-placement. When children attend other providers, we will ask your permission to share information with them about your child's learning in order to work effectively together to support your child's learning and development.

Following enrolment at Cargenbridge, you will be sent an allocation letter of the sessions being offered. Where a place is not available with the first choice (preferred) Early Learning and Childcare provider, Dumfries and Galloway Council will contact the parent/carer regarding an alternative provider, taking into account any 2nd/3rd choice providers named in the registration form. Please return the reply slip by the date specified as failure to reply may result in another child being offered that place.



Nursery spaces

We have a maximum of 28 children in each session, with no more than 8 children using back to back (all day: 6 hours 20 minutes) provision. At present, we have a staffing capacity for 28 children in the morning sessions and 18 children in the afternoon sessions but this can change from year to year.

Every Council nursery is assigned a geographical area, referred to as the zoned area, and places within each nursery can normally be offered to children who live within that area. Information regarding zoned areas can be found on Dumfries and Galloway Council's website <http://Find My Nearest>. Parents/Carers may request a place in any nursery they wish, however, priority will be given to children from the zoned area. The nursery is very busy and at times we may not have enough spaces for all the children who register at our Nursery.

Places within Council nurseries are allocated using the following allocation priorities 1 to 8, with 1 having highest priority.

- 1 Children with additional support needs including Looked After children.
- 2 Year 2 and Year 1 children living in the zone and the parent/parents requires the place for work/training purposes.

- 3 Children Deferring Entry to School currently attending the same nursery.
- 4 Year 2 and Year 1 children within the nursery zone.
- 5 Year 2 and Year 1 children out with the nursery's zone who have siblings in school/nursery.
- 6 Year 2 children out with the nursery's zone who are applying to the same nursery they attended in their first year.
- 7 Year 2 and Year 1 children out with the nursery zone and the parent/parents requires the place for work/training purposes.
- 8 Year 2 and Year 1 children out with the nursery zone.

The school catchment is different from the nursery which encompasses – Shawhead Primary School, Kirkbean Primary School, New Abbey Primary School, Lochrutton Primary School as well as Cargenbridge Primary School.

If you are unsuccessful in getting a place at our nursery, the education department will help you to find an alternative nursery placement. Attendance at a particular early learning and childcare provider does not then give a child the right to attend the primary school closest to that provider if the child does not live within the catchment area for that school. Information regarding catchment areas can be found on Dumfries and Galloway Council's website <http://Find My Nearest>.

Introductory Visits

In the term before your child starts Nursery, a timetable of introductory visits and a date for our new starts information evening will be sent to you. These visits will include opportunities to visit the Nursery after school hours when it is quiet and then several visits to the Nursery during the normal session. We would encourage you to attend the information evening as there is lots of useful information shared regarding the routines of the Nursery and handy tips for parents. We are keen to ensure that children settle well into Nursery and we are happy to offer extra visits if you feel this would be beneficial for your child.

Settling into Nursery

Because of their individual characteristics, children will approach the start of their nursery year in different ways. Some may be quite confident, others less sure and some may be quite anxious. The start of your child's nursery education reflects this individuality by offering a flexible approach to settling in procedures which takes into consideration your child's level of confidence. During your care plan meeting, we will discuss settling in and how we can support your child effectively when they start Nursery. We are happy to offer a flexible and if necessary, phased entry approach when children start Nursery to help them become comfortable in the Nursery environment. Please talk with a member of the Nursery team if you have any further questions or concerns about settling in procedures.

You will be able to choose whether your child starts their full nursery sessions straight away, or whether they have a settling-in period. When you come to your induction visits and care plan, we will talk to you individually about what is best for your child. If a settling-in period with a parent present seems to be the right option for your child, an individual settling-in plan will be agreed with you. This usually lasts up to two weeks as parents need to have a PVG (protecting vulnerable groups) check if they are helping in Nursery on a regular basis. You may also prefer for your child to have a staggered start to Nursery, e.g. attending several sessions and then building up to 5 sessions or

attending for up to 1 hour per day and increasing this to the full session. We are happy to explore all the options with you that you feel would be most suitable for your child.

What happens if my child has problems settling in?

We try to be as flexible as we can, in the way that we support children and parents, when settling-in is a challenge. If your child has not settled by the end of the planned settling-in period, Mrs Mackenzie will meet with you to discuss the way forward.



Parent Permission Forms

When you visit Nursery for your introductory visits, you will be given several forms to complete. These will be to request your permission to take photographs, change children if they need dry clothes and to note any medical information. There will also be additional forms for taking part in walks in the community and other relevant aspects of Nursery practice. Please fill and return these forms as soon as you can and preferably before they start Nursery as they are very important.



Administration of Medication

Medicines are only administered by staff after written permission has been given by parents. Any medicines given to nursery are kept in a locked cabinet, apart from inhalers which are kept in an easy access box in the Nursery. These will be given as instructed by the parent who must complete a medication form. It is absolutely essential that no medication is left in children's bags due to the risk of children accessing these bags. Medication must be delivered in person and it should be named, labelled and prescribed by a doctor (not bought over the counter). Even on parental request, we will not give children over the counter medication such as Calpol or similar medication unless there has been a specific request from a doctor to do so.



Intimate Care Policy and Permission Forms

From time to time, 'accidents' including soiling or wetting do happen. If this happens, staff will endeavour to deal with the situation as sensitively and discreetly as possible, and will keep you informed. The action taken might include:

- Nursery staff cleaning and changing your child into clean clothes.
- Nursery staff calling you to come in and change your child (If parents request this option.)

Where possible, children will be offered a choice of who they would like to help them, which may include the option of waiting for you as their parent, to come in and assist them if you prefer. Depending on their level of independence, children may be able to wipe/

change themselves, with a staff member being on hand where needed. At the beginning of each school year, you will be asked to sign a form giving your permission for nursery staff to provide intimate care where needed. You will be advised of any incident requiring intimate care either in person when you collect your child, or by letter. If your child has intimate care as part of their care plan, we will instead keep a written record and inform you verbally to reduce the number of forms sent home. If you feel that your child is not fully secure with toilet training, please provide several changes of clothes in the yellow bag hung on your child's coat peg. The nursery keeps a small stock of clothes for any unforeseen accidents. If you are lent any of these, we would appreciate it if you could wash and return them as promptly as possible.

Care Plans

We usually invite you to attend a meeting with your child's key worker to complete a personal care plan for your child in the month before they start Nursery. If we are not able to arrange this, you will be invited to attend a care plan for your child within 28 days of them starting at Nursery.

We use the wellbeing indicators from the Getting it Right for Every Child to formulate our care plans. We will discuss how we can ensure your child feels safe, healthy, achieving, nurtured, active, respected, responsible and included at Nursery.

Personal Files

We keep manual records of your child's details. These are kept in a locked filing cabinet which can only be accessed by nursery staff, the Head Teacher and school secretary. The information kept includes your child's name, date of birth, names of parents and/or guardians, emergency contacts, relevant medical information, samples of their work and copies of reports sent to parents. We also keep a note of liaison with yourselves or specialists agencies. Contact details and other relevant information is also kept on the local authority IT system, SEEMIS. If you wish to view your child's file please speak to the Head Teacher.

Key Worker Group System

Each member of the nursery team will be responsible for a key worker group for the whole year. This ensures that your child builds up a good relationship with their key worker. Children take part in a short daily group time with their key worker group and this helps to develop their communication skills as well as giving opportunities to talk about what they would like to do in the session. Your child's key worker is responsible for updating information in your child's learning folder and for undertaking care plans. Mrs Mackenzie takes an overall responsibility for planning and assessing learning within the Nursery and managing the organisation of the team in observing children's progress and planning next steps in learning. If you have any concerns or worries, please do not hesitate to talk to Mrs Mackenzie or a member of the nursery staff. They will be only too willing to give all the help they can.



Child Protection Policy for schools, pre-school and child care services

How can you be sure that your child is safe when they are in our care? All staff will have undergone rigorous security screening and any regular volunteers we use will have been through a police disclosure process called PVG. All staff in the school have received training in child protection awareness and they are all clear as to the protocol which is to be observed. A copy of the school child protection policy is available for anyone to read. If you wish to discuss this policy further please don't hesitate to contact the Head Teacher. The designated members of staff with responsibility for child protection are Mrs Elaine Watson (Head Teacher) and Miss Nadine Mawer (Class Teacher). Nursery staff and parents are asked to contact Mrs Elaine Watson (Head Teacher) or Mrs Catherine Mackenzie (Nursery Teacher) in the first instance regarding any child protection issues in the Nursery.

As part of our professional responsibility to ensure children in our care are safe, we will contact relevant services if we have cause for concern about any child's health and well-being.

Named Person

The Health Visitor is your child's 'Named Person'. We will communicate with them to support your child's health, development and wellbeing as appropriate. We often work in partnership with families, staff and the Health Visitor to support children to make specific progress in areas such as toileting, behaviour or health. We will usually talk to parents before contacting the Health Visitor unless there is a specific safety or timely reason to not do so.

Attendance

Attendance at nursery is not compulsory but we feel that children derive the greatest benefit from their nursery education when they attend regularly. If for any reason your child is unable to attend please phone the school office and a message will be passed

on. If the absence is planned due to a holiday or appointment, please hand a note in at the school office prior to your child's absence. It is protocol that if there is a non-attendance and there has been no communication then we will make contact with you, usually by text message.

Infection Control

Infectious illnesses spread quickly in Nursery and children should be kept at home when they are ill. Please let staff know if your child has an infectious illness, e.g. – sickness bug, measles, chickenpox etc. If your child has any symptoms of sickness or diarrhoea, they must not attend Nursery until they have been free of symptoms for 48 hours. Period of exclusion details for different illnesses can be obtained from the School Office and on our notice board outside nursery. In Nursery children are encouraged to wash their hands before snack, after visiting the toilet and after gardening activities. Please support us by insisting on this good practice at home too. Please also check your child's head regularly for head lice. We ask that parents phone the Nursery if their child is ill to make us aware of any illnesses that may be present in the school community. This allows us to seek advice and take appropriate precautions, e.g. closing sand and water provision during an infection outbreak to prevent the spread of the illness.



Policies

There are many policies which are pertinent to the whole school and copies of these can be obtained by making a request to the head teacher. These include:

- 🍏 Behaviour Management
- 🍏 Child Protection and Safety Policy
- 🍏 Complaints Policy
- 🍏 Confidentiality Policy
- 🍏 Equal Opportunities
- 🍏 Health & Safety
- 🍏 Risk Assessment Policy
- 🍏 Whistle Blowing Policy
- 🍏 Roles & Responsibilities of members of staff
- 🍏 Behaviour Management
- 🍏 Health and Hygiene
- 🍏 Day to Day Operation
- 🍏 Structure with the Education Department
- 🍏 Roles and Responsibilities of Personnel
- 🍏 Nursery/School Improvement Plan
- 🍏 Standards & Quality Report

Risk Assessments

Staff check the premises to be used by the nursery children on a daily basis. Assessments are also carried out regularly on new activities. If a visit out with school is planned then a risk assessment will be undertaken by staff. We regularly revisit risk assessments for the play areas and identify if any aspects of provision need to be adapted.

First Aid and Food Safety

Most of the staff in Nursery have a paediatric first aid qualification and a food safety qualification. Mrs Porter is also a council first aider. Relevant certificates are displayed on the wall for parents' information.



Coming and Going Arrangements

At the start of the nursery session, please wait outside the nursery entrance. The door will be opened for parents from 8.45am in the morning and 12.15pm in the afternoon. The door will be closed before these times as we prepare for the children's activities for that session. When the door is open you can bring your child in and help them to hang up their coats and change their shoes into their indoor shoes and then help them register their own name at our magnetic board.

8.45am-9.15am is our soft start time. During this time, we encourage parents to join their child in play or to take the opportunity to have a look at what the children have been learning in Nursery.

At the end of the morning session at 11.55am, we will open the door for parents. Please come in and stand at the door into the Nursery playroom. We will send children to you in the order of parents waiting to reduce congestion at this time.

The start of the afternoon session is 12.15pm and again during the soft finish from 2.55-3.25pm, we encourage parents to come in and see what their child has been learning. When leaving during the soft finish time, remember to ensure a staff member knows that you have collected your child.

When you arrive at the Nursery outside and internal doors, please ring the doorbells so that we know you are waiting. Please be patient as it can sometimes take several minutes to answer the door if all staff are busy with children in the Nursery.

At the start and the end of the sessions, an adult will be near to the internal door of the Nursery, to monitor the door.

While you are waiting for nursery to start or finish, the main school is in session. They would appreciate it if the nursery parents and children could come and go quietly so their activities are undisturbed! Thank you for your cooperation with this.

Collection

It is helpful if parents and guardians keep us informed of who is collecting their child on a day to day basis. Please tell a member of staff if there are any changes

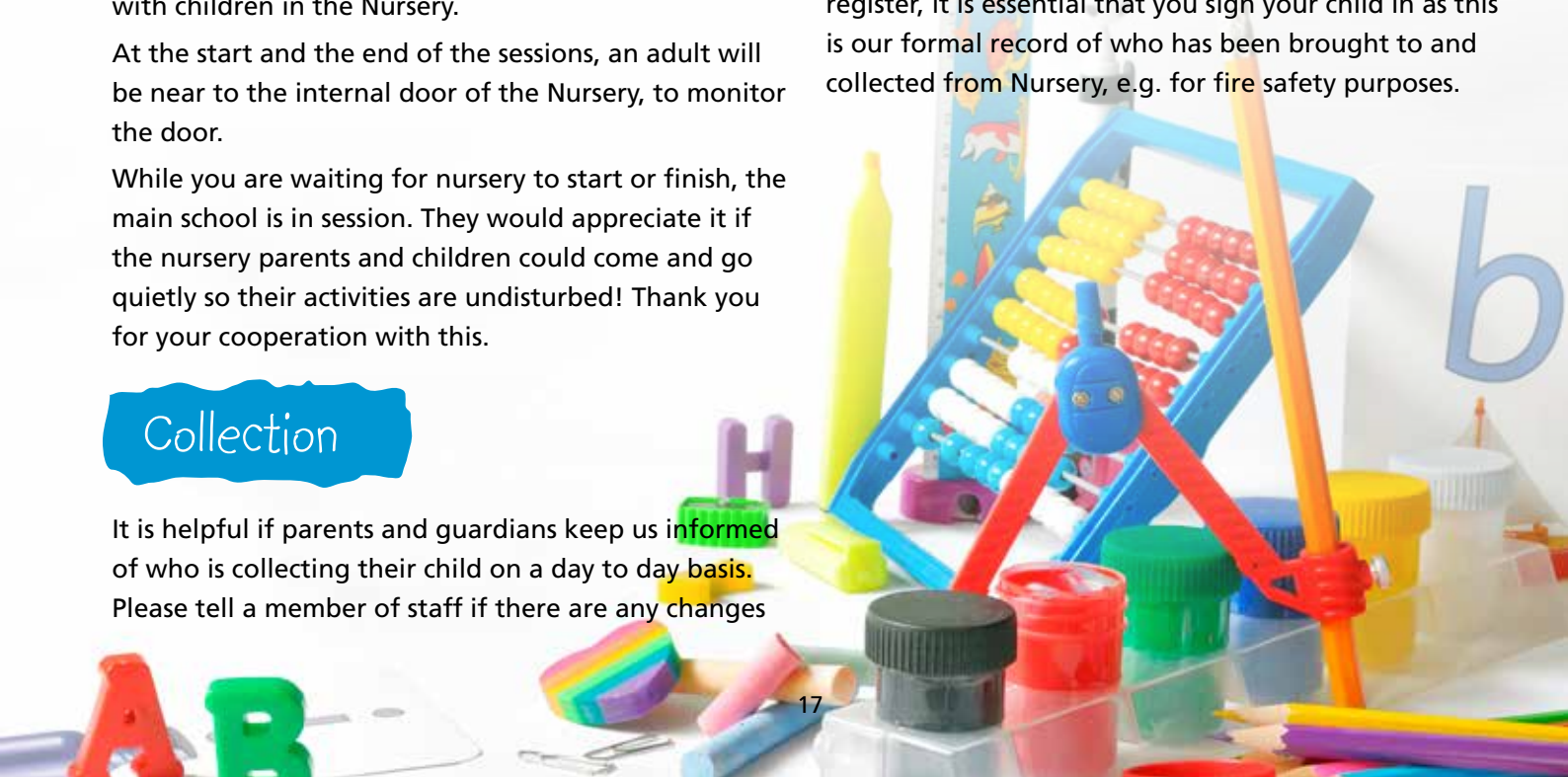
to their children's normal dropping off/collecting routine. Unless you have made prior arrangements with us, we shall not hand your child over to someone who is unknown to us.

At the start of the nursery session the door will be closed as we prepare for the child's activities for the day. When the door is open you can bring your child in to change their shoes and hang their coats up. If you have a smaller child in a car seat or push chair we are happy for you to bring them into the nursery while your child changes shoes, hangs up their coat etc. The main outside door works on an automatic locking system. If you arrive and there is no adult then just press the buzzer and you will be given access by the nursery staff who have a camera telling them who is waiting inside the nursery playroom. The internal door may be closed when you arrive. Please ring the door bell and a member of staff will open the door for you. Please be patient at busy times as it may take staff a few moments to get to the door if they are busy settling children in the play room.

At the end of the day the door will be open from 2.55 to 3.25pm. Nursery closes at 3.25pm; therefore, please be prompt to uplift children by 3.25pm at the latest as staff sometimes have other commitments, such as twilight training sessions and meetings, after the nursery session.

Signing in and Out

Please remember to sign your child in when you arrive at Nursery and to sign them out when you leave Nursery. Although staff are usually at the door with a register, it is essential that you sign your child in as this is our formal record of who has been brought to and collected from Nursery, e.g. for fire safety purposes.



What does it cost for your child to attend Nursery (ELC)?



Your child's five sessions are funded by the Scottish Government and there is no further charge levied by the nursery. However as snack is provided on a daily basis, a small contribution towards the cost of this would be appreciated.

Snack and Activity Fund Money

Parents often ask how much they should contribute for snack. We suggest 50p per session or £1 for children attending all day. For a full week of 5 sessions we suggest £2.50, for 3 sessions £1.50 etc. This amount enables us to provide a healthy and varied snack each day which always contains fruit or vegetables and another healthy item like a sandwich, yoghurt or breadsticks with dip. It also covers birthday gifts and various other items required for snack such as dishwasher tablets. Any additional funds are used for resources, equipment and special events such as Christmas crafts sessions, outings or parties in Nursery. Snack money needs to be handed in on a weekly basis on a Monday. If your child does not attend on a Monday, it should be handed in on the first day of the week that they attend. The money should be handed in in an envelope with the child's name on the front. If you forget one Monday, please put two week's money in on the following week. If you prefer to pay termly, this is fine. The termly amount for snack is included in the Nursery newsletters.

Lunches

Children attending Nursery all day (back to back sessions) eat their lunch in the Nursery, supervised by a member of staff. They can bring a packed lunch which should be handed to a member of staff on arrival or parents can order school dinners which are delivered from the school kitchen on site to the Nursery. These cost £1.80 and order forms can be obtained from the Nursery.

Healthy Eating/Health Promotion

Each session, children take part in our free flow snack. There are 6 spaces at the table and children can choose to come to snack when they are hungry. There is always milk and water available to drink. The emphasis is on the social aspect of preparing and sharing a meal together so children take turns to be snack helper. They help with counting the plates and cups and preparing some of the food. Appropriate responses are modelled so children learn to say yes please/no thank you/I really like/I don't like/please may I have etc. We encourage children to try fruit and vegetables every day. We buy low salt/sugar and foods without hydrogenated oil whenever possible and follow the 'Setting the Table' nutritional guidance. Access to water is provided at all times. The children are active on a daily basis whether in the gym hall or outdoor area. The snacks for the week and allergens in snacks are displayed in the Nursery cloakroom area. We have different snacks in the morning and afternoon to accommodate variety for children that are staying all day.



Information about what your child is learning at Nursery

Curriculum for Excellence

Our nursery curriculum and the way in which it is presented is determined by the advice set out in Curriculum for Excellence, the National Care Standards and our local regional guidelines.

In our nursery we aim to address the learning and developmental needs of children in their pre-school years. We build upon the valuable learning experiences children will have had at home, in playgroup, in other nurseries, with families and with friends. Every child is special. We value them as individuals and we aim to ensure that there are equal opportunities for every child to partake of the full scope of nursery education.

A Curriculum for Excellence provides outcomes for children from the ages of 3 to 18. It encompasses eight curriculum areas:

Languages including Literacy and English; Numeracy and Mathematics; Health and Wellbeing; Expressive Arts; Religious and Moral Education; Sciences; Social Studies; Technologies.

It is split into 'stages'. The Early Level of Curriculum for Excellence encompasses Nursery and Primary 1. Staff refer to the Curriculum for Excellence benchmarks which set out clear statements of what learners need to know and be able to do by the end of Early Level, which is usually achieved at the end of Primary 1 for most learners.

Personal Learning Portfolios (Learning Folders)

Nursery staff often give immediate feedback to parents/guardians as they collect children at the end of a session but in order to provide you with more specific information we compile 'Learning Folders'. These individual learning records reflect the learning development and progression of each child with observations, photographs and next steps. Children are encouraged to be involved in planning and talking about their learning experiences. We welcome parents' comments and observations in the folders too! There is a learning at home section for parents to record details of children's achievements and we also welcome comments on the back of the next steps sheets in each section of the folder. The folder is sent home for a weekend for parents to look at two or three times a year. Parents can also sign out learning folders at any time for up to 3 nights. If you have a look at the folder, please leave a comment at the front of the file. Thank you!

Parent Appointments

Parents will also have the opportunity to attend parents' evenings/open nights during the course of the year. In addition to this you are welcome to make an appointment at any time to discuss your child's progress with the Nursery Teacher and/ or the Head Teacher. Should we have any concerns regarding your child's progress and in particular their readiness for school we shall address these with you at the earliest opportunity.



Parents will be given further information throughout the year about children's experiences in the curriculum by way of newsletters, displays, big books and open nights.

Nursery Parent Notice Board

Outside the nursery there are numerous notice boards which contain a variety of information. These are worth having a look at from time to time! Copies of useful booklets on children's health matters, learning and parenting skills are put out there. We also have a copy of our recent inspection report and information on some of the activities happening in the nursery. We display the Nursery planning on the wall and please take time to have a look at this and add any comments to the sheet next to the planning. There is also a display with information about our current Nursery Improvement Plan. We also display photos of the activities children have been completing in the Nursery on a regular basis on the Nursery display boards in the play room. Due to advice about fire precautions many of the booklets are in holders. Please feel free to take these out and read them.

Information about children's ideas for planning at Nursery can also be found with photos and comments from the children in the big book. This is located inside the Nursery classroom. Please do take time to have a look to see what the children have been learning.

Nursery Newsletters

We send out regular newsletters with information about what has been happening in the Nursery and important information regarding specific days for activities, such as our book lending scheme and PE activities. In addition to the Nursery Newsletter, you can also choose to receive school newsletters by post or email. We also put an electronic copy of the newsletter on the blog. We also sometimes send out information or surveys by email and you will be asked to provide this information in your induction pack. Please take time to read the Nursery newsletters as these are the main way we communicate any important dates or information with parents.



The principles of the curriculum are to help/guide our children to become:

...successful learners.

Which means we –

- * are interested in learning new things
- * do the best we can
- * think about new ideas

To help us do this we –

- * use maths, language and talking and listening
- * use technology
- * can think of new ideas by ourselves
- * learn by ourselves and in a group
- * think about the good points and bad points of new ideas
- * use all of these different things when learning new ideas

...responsible citizens.

Which means we –

- * have respect for other people
- * take part in making decisions

To help us we need to –

- * understand the world around us and Scotland's place in it
- * understand different people from around the world
- * listen to different ideas and opinions before making decisions
- * think about issues in the world around us and develop views about them

...confident individuals.

Which means we –

- * have respect for ourselves
- * are healthy and happy
- * look forward to the future

To help us do this we –

- * listen and try to understand others
- * are healthy and active
- * try to understand the world around us
- * decide what is right and wrong

...effective contributors.

by –

- * being enterprising and thinking of new ideas
- * thinking up ideas for ourselves

We can –

- * find different ways of telling people our ideas
- * work with a partner and a bigger team
- * lead a group when working
- * take what we have learned and use it in a new situation.

'PLAY IS THE WORK THAT NURSERY CHILDREN DO'

Our nursery staff work with the children to plan programmes and provide resources which allow your child to develop socially, emotionally, physically and cognitively through play activities. In Nursery, the central focus is on play and many of the activities are spontaneous and informal. However, the nursery staff do plan activities which encourage the children's development and learning. The different ways we plan for the children's learning are detailed here on the following page.

Daily routine at Nursery

Through play your child will learn to communicate with children and adults. He/she will be encouraged to think, to reason, to explore and to experiment. He/she will learn to share, to make friends and to pursue an interest.

As children become more confident, they will be encouraged to take on more responsibility thus enhancing the development of independence.

During the course of each nursery session your child:-

- * Will have an opportunity to choose from a range of free-play and planned activities in the indoor and outdoor areas which will help to develop specific skills and knowledge.
- * Take part in daily free-flow indoor and outdoor play.
- * Participate in small group and large group activities.
- * Will develop social and practical skills associated with routines, e.g. snack routines, changing shoes.
- * Have opportunities to plan and review their learning in the Nursery and talk about this with Nursery staff in at least one session during the week.

Active Learning Play Environment

Children experience the curriculum through playing in the continuous provision of the play areas in the Nursery:

Outdoor; Story corner; Role play; Sand and Water; Sensory play; ICT; Interactive Whiteboard; Construction; Mark Making Area; Snack and Self-Help; Creative area; Discovery; Physical Play; Fine Motor Trays; Music; Puzzles and Games; Listening Centre

Planned and Adult-led Activities

Over the school year, we plan specific activities for children at different ages and stages of development. For example, from week to week, we may plan a specific activity at the weekly focus table for the older or younger children. At times, it is appropriate for all the children to take part in open ended activities in which adults differentiate the outcomes of these for children at different ages and stages. These activities help us to introduce new skills to all the children and to monitor children's progress in key developmental and curricular milestones.

Big Book

Staff draw on children's interests as well as long term planning to ensure breadth of experiences within the curriculum to plan Nursery contexts for learning and topics. Staff consult children about their ideas and record children's experiences and their process of learning about this theme in our big book. We encourage parents to check the big book to see what we have been learning in Nursery and to read the children's comments about their learning.



Book Lending Library

In the nursery we run a weekly book lending scheme called CAPER (Children and Parents Enjoy Reading). This is a programme for shared reading between parents and children at home to encourage early literacy skills. The scheme allows children to borrow a picture or story book on a weekly basis. Parents are asked to read the book with their child at least once and return it to the nursery on the next CAPER day. We also include a rhyme each week in the CAPER bag for you to help your child to learn. Along with the chosen book children are provided with a diary in which parents are asked to comment on their child's enjoyment of the book. At some point your child may also bring home a story sack. This is themed reading material which in addition to the story book will also have some or all of the following:- fact book, toy, game, other activity.

Please send in your child's folder at the start of the week for CAPER as we practise the rhymes in our group time each week. Your new CAPER book and rhyme will be sent home by the end of the week.

What should my child wear at Nursery?

Clothing: We suggest comfortable, practical, easily washed outfits for nursery. We suggest that your child wears clothes that you do not mind getting stained if they get messy at Nursery. An optional nursery uniform consisting of a purple sweatshirt/sweatcardi and a gold polo shirt is available. We do supply aprons for messy activities but it is impossible to ensure that the children's clothes never get dirty.

Footwear: Please supply your child with a pair of comfortable indoor shoes to change into on arrival. Slippers are not advisable as they tend to be less secure and may be dangerous during movement activities. A pair of plimsolls would be ideal. The nursery cloakroom has shoe boxes in which to keep your child's footwear. Your child may have their own shoe box, or may share with one other child, depending on numbers. To avoid loss and confusion it is essential that all clothing and footwear is clearly marked with your child's name. As part of your child's social development we encourage independence skills which would include changing their shoes themselves as part of going outside. To increase your child's success with this we suggest slip-on shoes or those with velcro fastening rather than laces.

Jewellery: We do not allow children to wear jewellery to nursery as there is a safety risk when children are playing and taking part in physical activities.

PE: On PE days and any other specified days when we plan to take part in physical activities, please send your child in suitable clothing for this, e.g. leggings or trousers, and trainers.

Outdoor clothing: Children are able to access free-flow outdoor play all year. Please send suitable clothing every day for your child to be outside. We recommend a waterproof coat and wellies all year and a warm waterproof coat with scarf, gloves and extra layers on colder days. Please put your child's scarf and gloves in their tray.

Summer weather: We recommend children wear long sleeved cotton light tops to help to protect their skin from the sun. They should apply a long lasting sun cream before coming to Nursery. If you wish your child to re-apply their sun cream, please send sun cream to be kept in their tray. Children attending all day should bring sun cream to keep in their tray.

Helmets: We have a set of helmets for children to use when they are playing on the bikes. However, we would recommend that your child brings their own helmet and stores it on their peg as this is likely to be a better fit for them.



Drawstring Bags

The Nursery provides a draw string bag which should be kept at all times on your child's peg. Please do not take this bag home. Please include the following items in the bag:

- Several changes of clothes, including pants and socks.
- Any items your child may need if they are still toilet training, e.g. nappies, wipes, bags, etc.

Trays

Please store the following items in your child's tray as it is easier for your child to access them and it prevents them being lost in the cloakroom:

- Gloves and scarves
- Sun cream, sun hat and sunglasses

What areas can my child use at Nursery?

Thought has been given to making the nursery welcoming, friendly, bright and attractive. We feel that the children are motivated by a lively, stimulating environment. We also want them to feel 'at home'. This is achieved through the use of small, cosy working areas furnished with familiar objects including cushions and rugs. Some portable rest beds are also available for children to use in the story corner if they are tired and want to rest.

The toilet area is colourfully decorated and because it is directly off the nursery room children can enjoy the independence of going to the toilet without having to ask an adult (though support is there if required.)

There are several other areas of the school with which your child will become familiar. The nursery children use the gym hall on a weekly basis. They may take a message down to the office or help to collect the nursery dishes from the kitchen. Throughout the year they will use the playground, school library, general purpose room and garden areas.

Outings and Visits

We use our local community and go on walks to the local shops and other local areas within Cargenbridge. To extend the children's opportunities for exploration and learning we occasionally may take groups of children on visits into the wider environment of Dumfries and beyond. Because we require a higher level of supervision on these trips, we usually invite parents to join us. Once a year we usually run a 'parent and child' trip, where each child is accompanied by a parent or carer. As the school is used as a polling station for elections, we are sometimes required to go on a parent and child trip as we can't use the Nursery on these days. Transport is always via a reputable bus company. In order to make the most of the time available we may alter the timings of the nursery sessions when a visit out has been arranged – but we shall let you know in plenty of time.

Visitors from the Community

We encourage visitors from the community and work with DuPont staff who visit the Nursery to support



the children to learn about the world of work. We encourage parents to come to talk to the children about their jobs and invite other visitors linked to our topics and learning activities.

Transition to Primary I

Because our nursery is set in the heart of the school, the nursery children regularly gain insights into life in the primary school. They will become familiar with the Head Teacher as she is often in the nursery, they will meet up with the janitor and secretary as they move about the school and they will come to recognise the primary staff and pupils from open classroom doors and the playground. They will visit the office, the library and the gym hall – regular features in whichever school they go on to.

Throughout the year, we organise relevant transition activities and discuss relevant information with P1 teachers. During the last term of the nursery year the nursery staff will begin more focused liaison with your chosen primary school. Learning Folders are used as transition information from Nursery to P1, in addition to a 'Transition Report' which is sent out in Term 4. The tracking information kept by Nursery staff will also be sent on to P1 staff to ensure continuity in learning. New P1s will visit their new schools during the induction days in June. At Cargenbridge, we run a buddy system which matches a P1 with a senior pupil.

The nursery child is introduced to his/her buddy while still in nursery and the buddy then looks after the child in their first few weeks of Primary 1. Both our morning and afternoon sessions have opportunities throughout the year and in particular during the summer term, where children participate in joint activities with the Primary 1 class and get to know their new Primary 1 teacher at Cargenbridge Primary.

Additional Support for Learning

We are committed to supporting children and families to meet their full potential. We work hard to support all children to grow and develop in their time at Nursery. Additional support needs are sometimes short term and will be resolved as children develop and mature. Sometimes children may require support in their learning for longer periods of time. We will work in partnership with you to support your child to make progress in their learning and skills. After careful observation, assessment and discussion between parents and staff, it may be decided that additional support such as individual strategies, teaching interventions and special resources may help your child to overcome barriers to learning. Advice and expertise may be required from external agencies such as Speech and Language Therapists, Educational Visitors, Health Visitors, physiotherapists or Learning Support staff. We will speak to you at the earliest opportunity if we feel your child may benefit from any additional support in their learning. We would also welcome parents to come and speak to us at any time if they feel their child requires extra support or would benefit from any additional interventions or equipment to support them.

Cargenbridge Parents Association

In 2006 the Scottish Schools (Parental Involvement) Act was established.

The act has clear purposes. It aims to help all parents be involved with their child's education and learning welcomed as active participants in life of the school encouraged to express their views on the school education generally and work in partnership with the school. From this Cargenbridge have a group of parents called Cargenbridge Parents' Association.

The Association can also raise money and in the past parents and staff have worked very hard fund-raising and organizing social events for both pupils and parents. Mrs Mackenzie represents the Nursery as a staff member on the CPA and Nursery parents are actively encouraged to be involved in the school community and parents' association.

Parent Participation

We need everyone to participate in the learning experiences that we provide for every child within our learning community. We actively encourage parent helpers. If you would like to help once a week, once a term or even once a year, please speak to Mrs Mackenzie to arrange a time or write your name on our calendar sheets on display in the foyer area. You can do this as a parent/carer by:

- 🍏 Discussing with your child their experiences at school
- 🍏 Speaking to the staff at the school about your child
- 🍏 By completing any forms/progress slips and returning them on time
- 🍏 Coming into school for open nights/parent's evenings
- 🍏 Filling in any questionnaires/evaluations which are sent out
- 🍏 Helping with events such as trips/fund raising activities etc
- 🍏 Participating in our Cargenbridge Parents' Association
- 🍏 Writing your feedback on interactive displays/boards in the Nursery
- 🍏 Taking part in focus groups which are held throughout the year
- 🍏 Being a parent/friend helper

Staff can participate by:

- 🍏 Being a positive contributor to the ethos of the school
- 🍏 Having regular discussions with other staff
- 🍏 Providing ideas and evaluations at staff meetings
- 🍏 Having involvement in development days
- 🍏 Listening to feedback from pupils and parents

- 🍏 **Having ownership of professional discussions on individuals, class and school issues**

Pupils can participate by:

- 🍏 **Providing a pupil voice at class discussions/ circle time**
- 🍏 **Being involved in the planning of experiences**
- 🍏 **Talking to adults about their needs and experiences**

On request, a copy of our behaviour policy can be given to you separately. It is also available on the notice board. This outlines in detail how the nursery and parents/carers can work together to promote positive behaviour.

Staff are available to speak to parents/carers on an informal basis daily. Appointments can be made for more formal discussion with teachers or the head teacher. The school phone number is 01387 273550 and the school email is gw08officecargenbrid@ea.dumgal.sch.uk.

Facebook Page: Cargenbridge Nursery Parent Forum

There is a closed Facebook group that most of our Nursery parents use to find out any information pertinent to the Nursery, e.g. checking times of events. This is an informal page run by one of the

parents in the school. Mrs Mackenzie is a member of this group and will comment from time to time on posts as well as posting relevant information for parents. This is a closed group; however, it is important to note that this page is not run by Dumfries and Galloway Council. There is a social media policy for the Education department and we would ask that you do not make any personal comments about members of staff or specific comments or complaints related to your child on this public forum. There is a school blog page- please see the contacts list for details or google 'cargenbridge cascade.'

General Safety Information

Parking and Road Areas

Please do not park on the single yellow lines on Waterside Road or in the drop off zone. Thank you for your co-operation in this matter. Please ensure children are supervised at all times when walking over the zig-zag area from the car park to nursery and back as cars, taxis and delivery vans frequently drive through this area to the main school entrance.

Door

Please use the Nursery entrance only and not the main school entrance when dropping off and collecting children. Thank you for your cooperation with this.



Green Buttons

It is very important that children learn that they are not to touch the green buttons that open doors to ensure safety at Nursery. Please do not let your child use these buttons at any time. Thank you for your help and cooperation with this.

Conclusion

We have outlined some of the background and other items of interest. Throughout your child's time in our nursery much more will be happening. Our regular newsletters will keep you up to date and informed and these will be sent out to you in your child's mail drop folder. We are always happy to answer any questions that you may have and please feel free to speak to a member of the Nursery team at any time if you require further information.

We wish you and your child a happy time at Cargenbridge Nursery.



