

Cargenbridge ELCC: Information for 2016/17



Welcome back!

We are delighted to welcome our returning children and our new children this term. We are also pleased to welcome Miss Milroy as our new permanent Nursery Nurse Practitioner in the morning.

We hope you have all had a lovely summer and we are looking forward to working with you over this year. We have produced this information leaflet to provide an overview of key information for the session. The Nursery handbook is being revised and will be issued to parents as soon as possible. In the meantime, we have tried to include as much useful information as possible in this letter. However, please do not hesitate to ask a member of staff if you have any questions or require further information.

Term Information

Timetables are still being organised in the school and we will issue information about PE days, etc., when the new timetables have been completed. A newsletter will be issued on Friday 26th August with any updates and relevant information.

With thanks, Mrs Mackenzie (Primary Class Teacher: Nursery Class)

Nursery Staff:

Mrs Mackenzie: Nursery Teacher
Mrs Porter: Nursery Nurse Practitioner
Miss Milroy: Nursery Nurse Practitioner (AM)
Mrs Townsend: Early Years Support Worker

Open door policy

We are always happy to help or talk to you about your child's learning and care. If you have any ideas, concerns or suggestions, please speak to any member of Nursery staff. Mrs Mackenzie is also happy to make appointments at any time if you would like to have a longer discussion about an aspect of your child's learning or care. Please just ask!

Snack

Snack is 40p per session (80p for the day if attending back to back sessions) or £2 per week. Please leave this suggested donation in an envelope in the basket just inside the Nursery classroom. Snack can be paid termly if you prefer. The termly cost for snack this term is £16.80. We provide a range of healthy snacks with milk or water. Fruit or vegetables are always available and we encourage children to try new foods. Children love being snack helpers too! Snacks for the week are displayed next to the interior Nursery door with a list of allergens.



Yellow Drawstring Bags

In order to reduce congestion on the pegs, each child has a yellow drawstring bag. Please keep their clothes and items they may need in this bag. Please send children with clothes for indoor and outdoor play at Nursery. Further information about clothing is contained later in this update letter. Please label all clothing and shoes as it can get mixed up sometimes! Sun protection items such as sunglasses and hats should be kept in children's trays. Please do not take the drawstring bag home. Children should not have any other bags on their pegs. If they need to store bags for other childcare, there is designated space for this on the large blue rack. Please see separate letter for more information.



Contact Details

Cargenbridge School
Nursery Class
Waterside Road
Cargenbridge
DUMFRIES
DG2 8LL
Tel. 01387 273550
School email: gw08officecargebrid@ea.dumgal.sch.uk
School blog: <https://blogs.glowscotland.org.uk/dg/CargenbridgeCascade/cargenbridge-nursery/>
We regularly update the blog with information about Nursery planning.

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Care Plans

Thank you for recently completing or updating your child's care plan. Please remember to tell us as soon as possible about any changes we need to make to your child's care, including any medical conditions or allergies. Thanks for your help with this. If your child requires medication, please see staff as a separate form needs to be completed for this.



Session Times/Back to Back Sessions

We are pleased to now offer back to back sessions in Nursery too. Our session times are:

AM 8.45-11.55 (8.45-9.15 Soft Start)

PM 12.15-3.25 (2.55-3.25 Soft Finish)

Back to Back: These run for 6 hours 20 minutes, e.g. 8.45-3.05. Our soft start and soft finish times allow flexible drop off and pick up within these time slots, e.g. flexible drop off between 8.45-9.15. The soft start and soft finish times also allow parents to see what is happening in Nursery, play with your child at an activity or have a look at the big book planning and learning folders.

Back to Back sessions

Some children will also be attending back to back sessions. These run for 6 hours 20 minutes, e.g. 8.45-3.05. If you are in work or training, you can apply for your child to attend back to back sessions. If you are interested in finding out more about back to back provision, please speak to Mrs Mackenzie. Children attending back to back sessions can buy school lunches. These cost £1.75 or information is available regarding eligibility for free lunches. These need to be ordered in advance. Alternatively, parents can send in a packed lunch box for children attending back to back sessions.



Dates for your Diary

Nursery opens:

Thursday 18th August

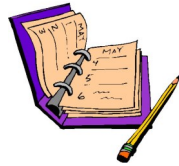
October holiday:

Monday 17th - Friday

28th October

Winter holiday:

Thursday 22nd December- Wednesday



Personal Learning Folder

At Nursery, your child has a personal learning folder in their tray. This has lots of information about your child's learning at Nursery. There is a Home Learning section too. During the soft start and soft finish times, please feel free to look at this folder with your child to see what they have been learning. Folders will be available to sign out at any time from **Friday 2nd September**. From this date, they will be available to sign out for the remainder of the term. Folders can be signed out for a maximum of 3 nights. There is a sign in/sign out folder for this purpose in the entrance area. We will let you know when your child has a new Next Step in their book. If you have any questions about how we plan for your child's learning at Nursery, please speak to Mrs Mackenzie or any member of staff.



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.

Sign In

Please remember to sign in and sign out your child from Nursery. This information is essential for safety in the Nursery in the event of a fire. It is helpful if you can remind your child to click their name on the Interactive Whiteboard for self registration too. Thanks for your help 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.



Literacy and Numeracy

Literacy

Our key worker group times will focus on talking and listening skills over the next few weeks. Children will be encouraged to share their ideas about activities in Nursery. They will learn the names of children in their group and will develop confidence to speak in a group. They will also be learning rhymes and enjoying group story times.



Numeracy

Our Numeracy learning will focus on counting and shapes through play activities in the first few weeks. We are planning to have a short 'All about me and my family' topic and there will be play opportunities for children to learn about measurement, e.g. shoe size, height, during this theme.



Helmets

There are new storage areas for bike helmets. Signs are in each area to show where your child's bike helmet should be kept. Just ask a member of staff if you are unsure where your child's helmet should be stored. Please label the helmet with your child's name if possible.



Health and Wellbeing

PE Days and Suitable Clothing for PE

We use the gym hall for our PE sessions. Timetables for this are still being finalised and information about PE days will be in the next newsletter. We usually go the PE hall in small groups. Where possible, we will try to take a group of children on another day to the hall if they miss the main PE session.



We would appreciate if you could send your child to Nursery in leggings, jeans or trousers on these days to enable them to take part in PE comfortably and safely.

Health Activities

Over the next few weeks, we will be learning about Nursery rules and routines. We will be encouraging children to take responsibility for their learning and to develop initiative and independence in the Nursery setting. As there are new staff and children, the children will be forming new relationships with peers and staff. We will also focus on handwashing procedures and routines to keep the Nursery safe and tidy.

Toys/ Jewellery

During the first two weeks as children settle in, they may wish to bring a toy for reassurance. If they do bring a toy, please ensure it is small and will fit in their tray.

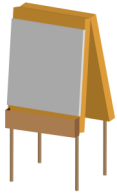


Please do not send jewellery to Nursery as it can get caught in equipment.

After this settling in period, we would be grateful if toys are only brought in if they are for show and tell. These toys should be handed to a member of staff. We will put these in a box for children to talk about in the session. On an ongoing basis, we have found that toys sometimes get lost or damaged at Nursery and can be tricky to store due to other items in the children's trays. We are happy to meet the individual needs of children and if you feel your child needs their toy at Nursery on any given day, please speak to a member of staff.

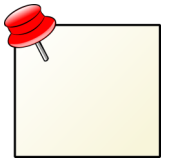
Parent Feedback Flipchart

We regularly display surveys and questions on our parent ideas board (flipchart easel in Nursery open foyer area). Please do note your ideas on the flipchart as we really appreciate your suggestions and we will endeavour to use this information as we develop the Nursery setting. If you would like a copy of the questions displayed on the board by email, please ask Mrs Mackenzie who will be happy to arrange this for you. Thank you!



Nursery Planning Board

We display planning for parents in the Nursery open foyer area. Our monthly planning for the curriculum and weekly planning for focus activities is shown on this wall. Other information about how the curriculum and progress towards children's developmental milestones is met through the play provision in Nursery is also displayed in the plastic pockets. Please do have a look at this and let us know if you find it helpful or if there is additional useful information that we could add to it. We also post this information on the Nursery blog on a weekly basis.



Parent Ideas for Planning

Please put up your ideas for Nursery planning too! We would love you to post ideas for activities on this wall. Please use the post it notes provided in the parent section of the board to tell us about:

*topics or themes that you think your child is currently interested in that would be a fun Nursery topic, e.g. transport



*specific skills that you think would be useful for us to focus on at the moment, e.g. putting on shoes independently or cutting skills.

*activities or topics that you think your child has really enjoyed at Nursery.

Weekly Learning Wall

Following requests in our parental feedback last year, we are now providing a weekly learning wall. This provides a 'snapshot' of some of the learning that has taken place during the week. We would love to see your comments about these activities. Please pop your ideas on a post it note and stick them onto the board!



Big Book Planning

Our big book planning helps us to involve children in leading their learning in Nursery. We update it over the term and we will start this term's big book once the children are settled back into Nursery in the first few weeks of term. You are welcome to look at the big books at any time with your child when you pick them up to see the different activities children have been completing in Nursery. Our big book planning shows the development of learning from children's interests and how this is used to plan and implement varied activities and short topics for children linked to the curriculum.

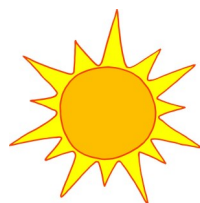


All Weather Free Flow Outdoor Play

In line with current good practice guidance, children take part in all weather outdoor play at Cargenbridge Nursery. We go outside every day and children can choose to go inside and outside as they wish when we use the free flow Nursery outside area. Due to the nature of free flow play, children can choose to be outside for a large part of their session although staff do ensure that children access a balance of indoor and outdoor provision.



We do go outside to play in the rain and cold weather as well as on sunny days. Therefore, please ensure that children come with suitable clothing and items for the weather, e.g. a waterproof coat and wellies for wet and windy days, warm clothing on cold days and sun protection items on hot days.



As it is still nice and sunny at the moment, please remember to apply sun cream to your child before they come to Nursery. Children attending **all day sessions** should bring sun cream to store in their tray. All children should bring hats and sunglasses to store in their trays.

If you would like to know more about our outdoor play procedures and practice, please speak to Mrs Mackenzie or a member of the team!

Shoes and Change of Clothes:

We would ask that children bring a change of clothes that is kept in their bag on their peg. Children need a pair of indoor shoes and outdoor shoes at Nursery as well as a coat and wellies for outdoor play.

Please provide your child with shoes that are easier to use, e.g. Velcro to help to encourage children's independence during shoe changing routines. Please avoid laces where possible as these are usually unsuitable for independent shoe changing for free flow play.



For children using the cloakroom space outside the Nursery door, we would appreciate if you could change your child's shoes in the open area seating (near the outside Nursery entrance) to try to reduce congestion in the outside cloakroom area and corridor area. Thank you for your help and assistance with this!

Outdoor Messy Days...coming soon!

Towards the end of the term, we are planning to start weekly messy days to encourage and develop outdoor creative play. The days for this will change on a rotational basis to allow all children to take part over the year. Once timetables are finalised, further information will be sent out regarding this!

Daily Run

We will continue to take part in the daily mile initiative this year. The school currently take part and we join in too! We try to do our Daily Run each day in the playground by running or walking around the playground once or twice. This is a fun and happy experience for the children and it is great for developing physical stamina. We adapt the length of the run to make it suitable for the younger children and they can walk or run!

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CAPER- Children and Parents Enjoy Reading

We now have a mobile library unit for our weekly CAPER programme. Every week, children get the opportunity to choose a book to take home with them to be returned before or on the following CAPER day. If your child does not attend on a CAPER day, they will have an opportunity on the next day they attend to choose their book. We would encourage you to read and explore the book at home. If the book is not returned, a new book will not be issued. Timetables are being confirmed and we will update you when we know our CAPER day.



CAPER Parent Helpers

We are hoping to have a parent rota to run CAPER this year. If you could help with CAPER several times a term, please speak to Mrs Mackenzie. Thank you.

Collection

Please let the nursery staff know if someone different is collecting your child, as we are unable to let the children leave with an unauthorised adult.

Thank You!

Thank you for taking time to read this rather long update letter! We hope that you have found the information useful. From Mrs Mackenzie and the team at Cargenbridge Nursery Class

Parent Helpers

We are always keen to have parent helpers in Nursery. If you would like to help, please speak to Mrs Mackenzie or a member of the Nursery team. If you help on a regular basis, you may need to organise a PVG (police) check for you.



Trays

Please check your child's tray each day as we put their finished work and letters in the trays. From next week, you child will get letters home in a mail drop folder. Please return the folder to Nursery.

Complaints Policy

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. However, if after such discussion you feel the matter is not resolved please arrange to speak with the Head Teacher. 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 (see below for address).

A copy of our complaints policy hangs on the nursery noticeboard but if you so 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.

Care Inspectorate

Solway House, Dumfries Enterprise Park, Tinwald Downs Road, Dumfries, DG1 3SJ

Email: enquiries@careinspectorate.com

www.careinspectorate.com

Telephone number for complaints: 0845 6009527

Telephone number for general enquiries: 01387 734980