



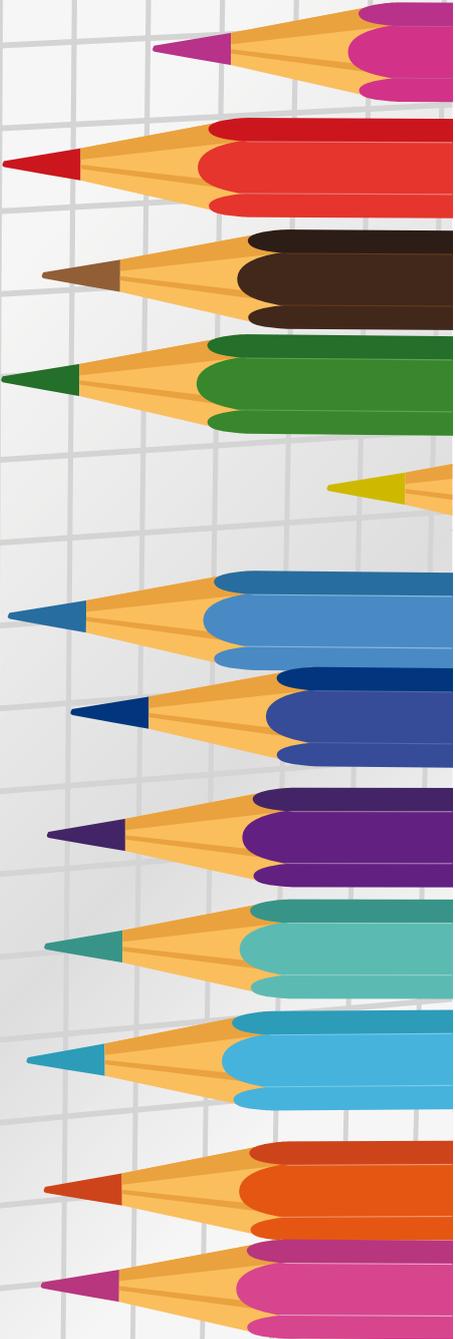
# Welcome to

## Lochside Primary School

# Nursery Handbook



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# Welcome to Lochside Nursery Class

## Dear Parent/Guardian

It is with great pleasure that I welcome you to Lochside Nursery Class and its Nursery Handbook. I hope that this book will be a useful guide to your child's new experience. However, if anything is not clear to you, please get in touch with us and we will do our best to explain.

Lochside Nursery Class is a friendly centre set in the heart of Lochside. It is the largest Nursery in the area with all the facilities that this brings. Although large, we aim to offer a friendly, helpful atmosphere where your child is appreciated as an individual.

The staff at Lochside Nursery Class are a highly qualified, caring staff who are dedicated to ensuring that your child will develop to their full potential. We will work to ensure that the time your child spends with us is happy and fruitful.

On behalf of everyone in Lochside Nursery, I extend a warm welcome to all our new children and to their parents. We look forward to helping you make your nursery days with us happy and successful ones.

Yours sincerely

**Ginette Henderson**  
*Head Teacher*



## Nursery is about Play

Your child brings with them their own character and personality. Each child's experience is unique. He/she has their own abilities, gifts and potential. Your child is special.

In our Nursery we work to provide an environment that is warm, stable and caring so that your child can feel emotionally and socially secure. A place where your child will be accepted and valued for himself/herself at all times, a place where he/she is free to explore, experiment, discover and learn. Our Nursery is a rich environment which allows time for each child to think and learn at his/her own pace.

The staff sensitively direct each session in these stimulating surroundings. Here your child can enjoy self-selected activities which

enable him/her to experiment with and discover aspects of his/her world, come to terms with their findings and gain mastery of their world. With this approach to your child's learning we can take what each child offers in their play, enjoy it, reinforce it and build on it to help them find fulfilment and a sense of achievement.

When you come into the Nursery it might appear that your child is 'just playing'. He/she is not - they are learning! Nursery is an intense experience. Your child is working as hard as any adult ever does. Play is the natural way in which your child learns. Well-planned, well thought out play activities enable your child to have the experiences in Nursery that will lay the foundations for success in his/her future efforts to learn.



# Key Aspects of Children's Development and Learning

It is the aim of our Nursery to develop your child's independence and promote their learning. Our areas of play are set up to foster and develop these skills within the context of our Curriculum Guidelines called "Curriculum for Excellence".

Health and Wellbeing is an important aspect of a child's development and we provide many opportunities throughout the Nursery. Mixing, making friends, sharing and turn-taking, care and thought for others, independence and confidence building - all of these skills are developed daily as children work and play together. Also in this area children have the opportunity to develop their gross and fine motor skills and work towards improving their co-ordination skills generally. As children develop they become increasingly able to control their own bodies and become faster, stronger and more certain of their balance through daily activities in the physical play area.

Fine motor skills are developed through the regular use of pencils, paintbrushes, scissors, etc., and working with construction materials and other small apparatus helps to improve hand/eye co-ordination and hand control.

Numeracy and Literacy Skills are tackled in all areas of the Nursery and specifically during group times. At group times opportunities also exist for listening and talking, discussions, etc.

Knowledge of their own locality and the wider community and an understanding of their own health and safety are all issues which are addressed in our Nursery curriculum.

Children have the opportunity to express their ideas, feelings and imagination through activities such as painting, drawing, modelling, through drama, role play and musical activities, drawing and singing games. We aim to offer the stimulating environment necessary to allow children to develop in these areas and most importantly, to enjoy themselves.

By encouraging children to participate in each of these areas we aim to help them reach their full potential within the framework of the four capacities of the Curriculum for Excellence, making them:

- Successful learners
- Effective contributors
- Responsible citizens
- Confident individuals



# Curriculum for Excellence

## ...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

## ...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.

## ...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.

## ...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.

**...successful learners**



**...confident individuals**



**...responsible citizens.**



**...effective contributors**



## School Information

Headteacher - Ginette Henderson

Lochside Primary School, Lochside Road,  
Dumfries, DG2 0NF

Telephone Number: 01387 720438

Email: loffice212@ea.dumgal.sch.uk

## Staff List

**Head Teacher / Nursery Manager**

**Principal Teacher**

**Nursery Teacher**

**Nursery RICCT Teacher**

**Nursery Nurses**

**Classroom Assistant / Support for Learning**

**Clerical Assistants**

**Janitor**

**School Crossing Patrol**

Mrs G Henderson

Mrs. L Douglas

Mrs Carol Maxwell

Mrs K Butler

Mrs J Reading

Mrs C Gallacher

Mrs K Rowan

To be appointed

Mrs V Korus

Mrs M Hughes

Mr W Fitzpatrick

Mr E Borthwick

## Nursery Aims

- To create opportunities for play and provide activities to stimulate interest, confidence, responsibility and success
- We aim for all children:
- To be happy and develop positive attitudes towards themselves and others, developing confidence and self-esteem.
- To develop emotionally, socially, physically, creatively and intellectually within a safe and nurturing environment.
- To be able to communicate ideas and feelings in a variety of ways.
- To explore, appreciate and respect their environment.
- To have fun and enjoy their time in nursery.

## General Information

In the nursery we are working within the early level of Curriculum for Excellence. The early level spans nursery and P1. Nursery and P1 staff work closely throughout the year on joint topics and activities. Weekly Together Time sessions allow children to build relationships with other staff and pupils working across the early level, this ensures

continuity and progression of learning across the level. The nursery is very much a part of the school. We have our own playroom and access to a small dedicated outside area. We also have use of the school hall for PE and the General Purpose (GP) room for dance and games and share several outside spaces with the school and Children's Services.

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## Times/Collection Arrangements

### Nursery Times:

8.45 - 11.55am	Morning Session
12.15 - 3.25pm	Afternoon Session

It is helpful if your child does not arrive too early for their session, especially when the weather is poor! Please try to collect your child on time, but if at any time you are going to be delayed, please contact the school on 01387 720438 to let us know. Please also let us know

if someone else will be collecting your child and be aware that it is illegal for our school to hand over your child to persons under the age of 16 years.

Regular attendance to nursery is important if your child is to benefit from all that nursery offers. Please be aware that attendance is monitored on a monthly basis and you will be informed if your child's attendance rate is a cause for concern.

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## Snack Money

We ask for a donation of £2.50 per week or 50p per session towards snack. We would ask that parents send this in a small purse or envelope, labelled with your child's name. This is normally collected on a Monday and not only helps with the cost of snack, but also with purchasing birthday, Christmas and graduation gifts for the children as well as contributing to outings and new resources for the Nursery.

We encourage healthy eating in nursery and children are provided with a healthy snack each day. They are offered the choice of milk or water to drink and fresh fruit is also available daily. Should your child have any special dietary requirements please speak to a member of the nursery staff.

## Settling In

Settling your child in nursery can take time. The thing to remember is that no two children are the same. In starting nursery we are asking our children to take a big step on the road to independence.

### Things to think about:

- Be patient - give your child as much time as he / she needs.
- Remember, our nursery staff are very sympathetic to your child's needs. We want them to be happy with us.

- Don't be afraid to discuss any anxieties you may have about your child with us - no matter how trivial they may seem. We are here to help and understand.
- Don't be alarmed if your child seemed to settle in quickly at the beginning, but has a little unexpected upset period later on. This, too, is all part of some children's adjustment period and it will pass - we promise!

## Group System

Red Group	Yellow Group	Blue Group	Green Group
AM children starting school in August 2016	AM children starting school in August 2017	PM children starting school in August 2016	PM children starting school in August 2017

The children are separated into age relevant groups for certain activities in nursery. We also have 'Small Groups' and split into these groups for specific activities. Each member of the nursery team is responsible for a small group.

Group lists shall be displayed on the nursery noticeboard. If you have any questions relating to the group systems please speak to a member of the nursery staff.

## SDQ and Care Plan

Parents/carers are asked to meet with their child's key worker to complete a SDQ (Strengths and Difficulties Questionnaire) and help compile a Care Plan for their child. The care plan sets out how the child's health, welfare and safety needs are to be met.

## Clothing

Play clothes should be practical and comfortable and should also make it easy for children to go to the toilet - elasticated waists are perfect! If your child comes to nursery wearing wellies/boots a pair of indoor shoes should be provided (shoes with Velcro are best) for your child to change into. These can be kept in your child's shoebag. It is also a good idea to have a coat and wellies to keep in school as we try to access our outdoor area in all weathers. A change of clothing in your

child's schoolbag is also recommended in case of any accidents.

It would also help if all clothes and shoes are labelled with your child's name - little children can become very distressed if they are unable to find their belongings.

Nursery polo-shirts are available to purchase should you wish to do so and order information shall be provided at the start of term.

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## Parents as Partners

Here at Lochside Nursery, we recognise the importance of working together and sharing information with parents, to ensure that children gain the most from their time at Nursery. We therefore offer parents as many opportunities as possible to be involved in their child's learning at Nursery. These opportunities include your child's 'Special Book', open sessions, special celebratory events and parental consultations.

Snippet boards, regular newsletters are all used to keep parents up to date on things happening in the Nursery and we also often look for parent helpers to assist on local outings e.g. library visits. Further information on how to become a parent helper will be issued at the start of term. Comment/suggestion boxes are also located in the Nursery, where it is hoped that parents/carers can post any comments, suggestions or feedback, which may help us to improve the service provided by our Nursery.

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## Behaviour

We have some nursery rules which form the basis of our code of behaviour.

These rules are displayed in the Nursery and are there to ensure safety and to develop social awareness. They are discussed with the children and referred to regularly.

We encourage the children to show respect by being respectful, considerate and mannerly in our dealings with them. Children are chosen to be King or Queen Bee at the end of each session if they have followed the rules and made good choices.

## **CAPER (Children and Parents Enjoy Reading)**

Every week children are given the opportunity to choose a book to take home for the week. By sharing a book together you can help your child to associate reading with a pleasurable experience. Establishing a love of reading and talking to your child about books is key to their future development in reading.

## **Local Outings / Visits**

### **Library**

The groups are taken on a rota basis throughout the year. If the weather is particularly bad the visit would be postponed until a better day. The children are allowed to choose a book and bring it back to nursery for the others to look at and read.

### **Tesco**

The red and blue groups are taken on shopping trips to Tesco throughout the year. They take the local bus and when there help to purchase items for snack.

## **'Special Books'**

We want to celebrate your child's "uniqueness", and during their time at nursery we will be creating a special book with photographs, observations and examples of work. It is intended to be a very individual record of your child's learning. Of course not all learning takes place in the nursery so we welcome anything you may wish to put into the book eg. Drawings, photographs, special occasions. The book will be sent home at regular intervals throughout the year and will also be available for parents to view, during Open Sessions. The book will also contain information from yourselves, the nursery staff and the children. It will be available for discussion throughout the nursery year with a summative report at the end.

## **Transition to P1**

We have an established transition programme in place at Lochside, with Nursery staff and P1 teachers working closely throughout the year, thus ensuring that your child has a smooth and happy transition from Nursery to P1.

## **Together Time**

Primary 1 and pre-school nursery children meet once a week during 'Together Time'. They have opportunities to take part in structured activities together, become familiar with staff, peers and the P1 environment.

The first transitions into early year's settings and on into primary education are amongst the most important of educational transitions. Full details on this programme shall be provided to parents nearer the time.



# Health and Safety



## Control of Infection

Infectious illnesses spread quickly in Nursery and children should be kept at home when they are ill. Ignore demands of "but I want to go!" Please let staff know if your child has an infectious disease - measles, chickenpox etc.

Guidance on the control of the most common and important infections encountered in Nursery or School are to be found on the Nursery Noticeboard or at the Main School Office. (also see appendix 1, Infection Control Board)

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. Should you discover any head lice please act immediately and take the appropriate course of action. Hopefully if everyone follows these simple steps we can keep an epidemic at bay!

Parents should phone the school if their child is ill and won't be attending. (01387 720438)

## Medication

If your child requires medicine during school hours please speak to a member of the nursery staff. You will be required to fill in a permission slip giving clear instructions for dosage etc before medicines can be administered by staff. These guidelines also apply for inhalers.

## Intimate Care

From time to time 'accidents' do happen. If this happens to your child, staff will deal with the situation in a sensitive and discreet manner, and will keep you informed.

If you are struggling with toilet training please do not worry. We find that most children respond positively when they see our toileting routines.

## Emergency

If your child becomes ill during the nursery session and we feel that they would be better at home we will telephone you or your emergency contact. It is therefore vitally important that we are kept up to date with;

- Change of address / telephone number
- Emergency contact's address and contact number

## Infection Control Board

We have an infection Control Board displayed on the nursery notice board which notifies parents/ carers of any recent infections that children may have had and recommended exclusion periods.

## Complaints Procedure

If, at any time, you feel you have cause for complaint, we would like to assure you that this will be dealt with and resolved as quickly as possible. Hopefully most concerns can be dealt with in a satisfactory manner by talking with a member of staff, usually the Nursery Teacher, at the beginning or end of a session. Staff will listen to your concerns and do everything they can to answer your complaint. In the event of your being unhappy with the outcome you can always arrange to see the Head Teacher Mrs Henderson.

## Formal Complaints Procedure

If you feel that talking with staff did not address your concerns, you may wish to make a formal complaint.

- This should be made in writing, in the first instance, to the Head Teacher who will acknowledge receipt of your letter as soon as possible and, normally, within five working days.
- The Head Teacher will investigate the complaint and arrange a meeting with the complainant and, if appropriate, members of staff.
- The meeting will, normally, take place within ten working days of the complaint being made. If there is a delay which is unavoidable, the complainant will be informed of the reason for this and given a time for a meeting with the Head Teacher.
- A written report of points discussed and the agreement reached will be provided by the Head Teacher to the complainant within 28 days of the action (if any) that is to be taken.

In the event that it is felt that the matter has not been satisfactorily resolved then the complaint may be taken to the education authority via the Education Officer who will help to define the problem.

- Review the actions which have been taken
- Suggest other ways in which the problem might be resolved
- Take further action as considered necessary if the matter is still unresolved
- Further action should be directed to:  
Group Manager - Schools Services  
Woodbank  
30 Edinburgh Road  
Dumfries  
DG1 1NW  
Telephone - 01387 260427

Complaints about service provision can be made directly to Care Inspectorate using any of the following methods:

- by phone  
(National Enquiry Line: 0845 600 9527)
- by email
- by using the website  
[www.careinspectorate.com](http://www.careinspectorate.com)
- by letter  
Comments and Complaints Co-ordinator  
Compass House  
11 Riverside Drive  
Dundee  
DD1 4NY

## Getting It Right For Every Child (GIRFEC)

The wellbeing of children and young people is at the heart of Getting it right for every child. The approach uses eight areas of wellbeing in which children and young people need to progress in order to do well now and in the future. These eight areas are set in the context of the 'four capacities', which are at the heart of the Curriculum for Excellence.

The four capacities aim to enable every child and young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor.

The eight indicators of wellbeing

**Safe    Healthy    Achieving    Nurtured**  
**Active    Respected    Responsible    Included**

These are the basic requirements for all children and young people to grow and develop and reach their full potential. They are shown in the diagram (below) which we call the Wellbeing wheel.

Children and young people will progress differently, depending on their circumstances but every child and young person has the right to expect appropriate support from adults to allow them to develop as fully as possible across each of the well-being Indicators.

All agencies in touch with children and young people must play their part in making sure that young people are healthy, achieving, nurtured, active, respected, responsible, included and, above all, safe

Wellbeing wheel



## School Holidays

### Holiday List for Session 2015/2016

<b>Term 1</b>	(Thursday 20th August 2015 to Friday 9th October 2015)  (Staff return Tuesday 18th August 2015)
<b>October Holiday :</b>	Monday 12th October to Friday 23rd October 2015
<b>Term 2</b>	(Monday 26th October to Tuesday 22nd December 2015)
<b>St Andrew's Day :</b>	Monday 30th November 2015
<b>Christmas Holiday :</b>	Wednesday 23rd December - Tuesday 5th January 2016
<b>Term 3</b>	(Wednesday 6 January – Thursday 24th March 2016)
<b>Mid – Term Holiday :</b>	Friday 19th February 2016  Wednesday 17th and Thursday 18th February 2016 (Pupils Holiday only)
<b>Spring Holiday :</b>	Friday 25th March – Friday 8th April 2016
<b>Term 4</b>	(Monday 11th April – Friday 1st July 2016)
<b>May Day Holiday :</b>	Monday 2nd May 2016
<b>Inset:</b>	Friday 3rd June 2016 (Pupils holiday only)
<b>Summer Holiday :</b>	Monday 4th July 2016 – Wednesday 17th August 2016
<b>Staff Return :</b>	Wednesday 17th August 2016
<b>Pupils Return :</b>	Thursday 18th August 2016

<b>Guidance on Infection Control and Communicable Disease In Schools and Child Care Settings</b>		
<b>To Minimise the Risk of Transmission of Infection to Other Children and Staff</b>		
<b>Rashes and Skin</b>	<b>Exclusion period</b>	<b>Comments</b>
Athletes foot	None	Athletes foot is not serious. Treatment is recommended.
Chickenpox (Varicella zoster)	5 days from onset of rash.	Pregnant staff should seek advice from their GP. Severe infection may occur in vulnerable children
Cold Sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally a mild self-limiting disease.
German Measles (Rubella)	6 days from onset of rash	Preventable by immunisation (MMR x 2 doses). Pregnant staff should seek advice from their GP.
Hand, foot and mouth	None	Contact your local Health Protection Team (HPT) if a large number of children are affected. Exclusion may be considered in some circumstances.
Impetigo (Streptococcal Group A, skin infection)	Until sores are crusted or healed or until 48 hours after antibiotic treatment has started	Antibiotic treatment may speed healing and reduce infectious period.
Measles	4 days from onset of rash. Always consult with HPT.	Preventable by immunisation (MMR x 2 doses). Pregnant staff should seek advice from their GP. Severe infection may occur in vulnerable children. Your local HPT will organise contact tracing.
Molluscum contagiosum	None	A mild self limiting condition. Try to avoid prolonged skin to skin contact.
Ringworm	None	
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Two treatments 1 week apart for cases. Contacts should also have 2 treatments, include the entire household and any other very close contacts. If further information required contact your local HPT.
Scarlet fever	24 hours from commencing antibiotics	Antibiotic treatment recommended for affected child.
Slapped Cheek Syndrome (Erythrovirus B19)	None	Pregnant staff should seek advice from their GP. Severe infection may occur in vulnerable children.
Shingles (Varicella Zoster)	Exclude only if rash is weeping and cannot be covered e.g. with clothing	Can cause chickenpox in those who have not had chickenpox.
Warts and Verrucae	None	Verrucae should be covered in swimming pools
<b>Diarrhoea and Vomiting Illness</b>	<b>Exclusion period</b>	<b>Comments</b>
Diarrhoea and / or vomiting	Exclude until 48 hours after the diarrhoea and/or vomiting has stopped. Your local HPT will advise.	Diarrhoea is defined as 3 or more loose stools in 24 hours or a sudden change of bowel habit. Blood in stools require urgent medical attention.
Norovirus, Campylobacter, Salmonella	48 hours from last episode of diarrhoea and vomiting.	
Cryptosporidiosis	48 hours from last episode of diarrhoea and vomiting.	

**Guidance on Infection Control and Communicable Disease In Schools and Child Care Settings**

**To Minimise the Risk of Transmission of Infection to Other Children and Staff**

E.coli O157, Shigella (Bacillary dysentery), Enteric fever (Typhoid and paratyphoid)	Your local HPT will advise.	
<b>Respiratory Infections</b>	<b>Exclusion period</b>	<b>Comments</b>
Coughs/colds	Until recovered.	Consider influenza during the winter months
Flu (influenza)	Until recovered.	Severe infection may occur in those who are vulnerable to infection.
Tuberculosis (TB)	Consult with local HPT.	Not usually spread from children. Requires prolonged close contact for spread.
Whooping cough (Pertussis)	5 days from commencing antibiotic treatment or 21 days from the onset of illness if no antibiotic treatment.	Preventable by vaccination. After treatment non-infections coughing may still continue for many weeks. Your local HPT will organise any contact tracing.
<b>Others</b>	<b>Exclusion period</b>	<b>Comments</b>
Conjunctivitis	None. If outbreak occurs consult with local HPT.	Antibiotics will not work if the infection is due to a virus. In these cases the discharge is usually only clear fluid (like tears) and the eyes are only slightly red. In these cases exclusion is not required.
Diphtheria	Exclusion will apply. Always consult with your local HPT.	Preventable by vaccination. Your local HPT will organise all contact Tracing.
Glandular Fever	None	
Headlice	None	Treatment is recommended only in cases where live lice have definitely been seen. Close contacts should be checked and treated if live lice are found. Regular detection (combing) should be carried out by parents.
Hepatitis A or E	7 days from onset of jaundice/ symptoms.	
Hepatitis B and C	None	Blood borne viruses are not infectious through casual contact.
Meningococcal Meningitis / Septicaemia	Until recovered. HPT will advise.	Meningitis C is preventable by vaccination. There is no reason to exclude siblings and other close contacts of a case. Your local HPT will provide advice for staff and parents as required and organise all contact tracing.
Meningitis due to other bacteria	Until recovered.	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local HPT will give advice on any action required.
Meningitis viral	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case.
Mumps	5 days from onset of swollen glands.	Preventable by vaccination (MMR x 2 doses)
Threadworms	None	Treatment is required for the child and all household contacts.

**For further information please contact the Health Promotion Team Tel: 01387 272724**



