



Penninghame Nursery Newton Stewart

Handbook 2011 -12

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Welcome

Dear Parent / Carer

It is with great pleasure that I welcome you to Penninghame Primary Nursery and our Nursery Handbook. We hope the handbook will help form a picture of what goes on at Penninghame Nursery and answers some of the queries you may have.

The handbook has two sections –

- a) general information and b) the Early Years Curriculum and Planning for Your Child

Penninghame Primary is a friendly school set in the heart of Dumfries & Galloway. It is one of three primary schools in Newton Stewart and hosts the Nursery provision for the town's surrounding area. We aim to offer a friendly, helpful atmosphere where your child is appreciated as an individual.

All of the staff in Nursery work very hard to ensure that the children have an enjoyable, positive and productive experience in Nursery and I hope that both you and your child have a happy association with us. Mrs Stansfield manages the Nursery on a day to day basis but, if I can help in any way, please do not hesitate to get in touch.

The nursery is a 60 place unit, with places for 30 children in the morning and the same in the afternoon. Session Times are as follows:

Session Times	
Morning	8:50 – 11:20 am
Afternoon	12:25 – 2:55 pm

You are very welcome to come in and see how your child is settling in or have a look around the nursery and we allow 10 minutes at the beginning of each session for this when the children are having free play.

The nursery building was added to the school in 2008 and the large room and spacious outdoor play area offers a stimulating learning environment.

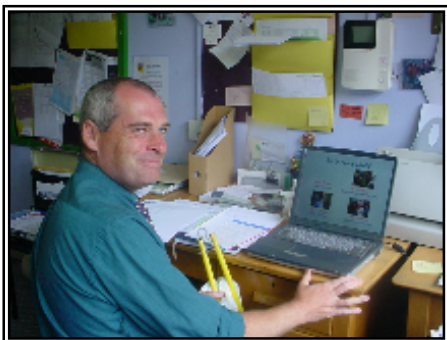
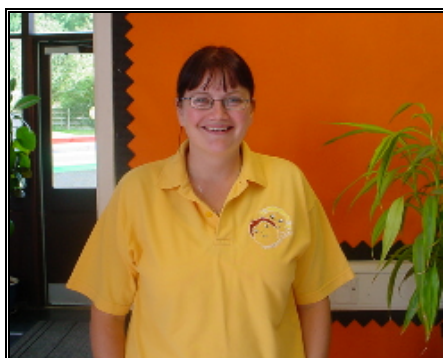
Modern education is a partnership between pupils, teachers and parents and we invite you to join with us in making your child's memories of Penninghame Nursery happy ones.

Yours sincerely
David Tyson
Head Teacher

Penninghame Primary Nursery
Auchendoon Road, Newton Stewart, DG8 6HD
Tel : 01671 402386
Email : poffice554@ea.dumgal.sch.uk
Website : www.penninghame.dumgal.sch.uk

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The Nursery Staff**Head Teacher****Mr David Tyson****Nursery Teacher****Mrs Jess Stansfield****Nursery Nurses****Mrs Sylvia McIlwraith**
Mornings Sessions**Mrs Hazel Hughes**
Afternoon Sessions**Mrs Karen Locke**
Mornings and Afternoons

If you visit nursery you will often find more adults working in there than you might expect. Some children with special educational needs (SEN) might have additional support, so they may be working with a special needs assistant (SNA); you will often find parent volunteers helping out.

From time to time we also have students in the Nursery from the John Niven College in Stranraer or from the Douglas Ewart High School on work placements.

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Aims and Learning Through Play

In our nursery we aim to :

- ✓ Provide a happy, stimulating environment with emphasis on the natural all round development of your child.
- ✓ Provide an environment where children can grow in confidence in themselves and become independent with feelings of high self worth.
- ✓ Develop in every child a positive self image, confidence and sensitivity to others.
- ✓ Heighten your child's awareness of race, gender, religion, culture and the special needs of individuals.
- ✓ Promote pupil welfare and encourage healthy play and eating.
- ✓ Give all children equal access to the whole curriculum.
- ✓ Create a smooth transition from home into Nursery and from Nursery to Primary 1.
- ✓ Foster in children a desire to learn.

Nursery is About Play



Your child brings with them their own character and personality into our nursery. 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. 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!

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.

A selection of healthy snacks is offered each day and children are encouraged to select their choice of food.



In the nursery, all parents are most welcome to come in at any time. Your help and expertise will be greatly appreciated by staff and children as well as fostering a warm and friendly atmosphere for all concerned.

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Absence



Children should attend the Nursery regularly, otherwise their place may be allocated to another child, as there may be children on a waiting list if the nursery is full. Parents/carers are asked to notify the Nursery by telephone, if their child is absent. **Please do not bring children to Nursery when they are ill, even if they say they want to come, to help prevent the spread of infections to other children and staff.**

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Accidents

Staff will deal with any minor injuries such as a cut or scraped knee and parents will be informed at collection time. If we consider your child needs urgent medical attention, we will telephone you or your emergency contact prior to treatment. If no contact can be made then Nursery Staff may have to decide on further action to be taken, having regard to your child's immediate needs.

Any upset to your child will be notified to you at the end of a session and we would appreciate information from you on bumps, bruises and upsets that occur outwith Nursery.

Should your child become unwell while at Nursery we make every attempt to reach you quickly by telephone. If, however, we cannot contact you at your home/work contact number we will contact the person designated as emergency contact. Children who become unwell will be given every consideration and care by staff until a responsible adult can collect them.

Please let Nursery staff of any injuries which have happened at home e.g. a bump to the head if you have any concerns about further complications.



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Additional Support Needs

Even before your child begins Nursery we aim to work in partnership with you in order to meet your child's physical, medical, intellectual, emotional and behavioural needs. Through the Nursery Enrolment Form and informal discussions with parents/carers, we will ask for information regarding these special needs.

This information enables members of staff to plan, in advance, how they will provide your child with access to the educational programme of the Nursery, enabling them to develop to their full potential. Once your child has begun Nursery s/he will be continually assessed by staff who closely observe and record their progress in all areas. From these records it is possible to identify areas where your child may require help.

Parents/carers will then be consulted, and their child's additional support needs are discussed formally. By working together we can achieve the best for your child.

Children with Additional Support Needs are catered for in the Nursery within the terms of the Authority's policy on Support for Learning.

The Nursery also has access to help from outside agencies such as Educational Psychologists, Speech Therapists, Child Health Services and Social Services. (see also Support Agencies).

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Assessment, Record Keeping and Reporting

All children are provided with a Personal Learning Plan (PLP) throughout their time at Nursery. Staff record observations and keep a selection of work which is discussed with the children, e.g. a piece of emergent writing, art work and children are also encouraged to keep some of their favourite items. Photographs of your child involved in activities are also included.

The PLPs are kept in the Nursery and you are welcome to look at your child's at any time.

If we are to make the correct provision for your child throughout the Nursery year, it will be necessary to assess progress. There will be no formal tests and your child will not be aware that they are taking place. Staff will use continuous assessment and record keeping throughout the year and this will be through observation during the normal activities in the Nursery.

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Arrival and Collection of Children

At the start of the session please bring your child into nursery and help them with their coat and shoes and then come into the nursery room and report to your child's key worker to sign in the register. This is also the time to let the staff know if there is any change to collection arrangements or other information about your child.

It would also be helpful if pushchairs were left outside the Nursery.



It is very important that your child is collected from the Nursery by a responsible adult, please tell a member of staff if you have arranged for someone else to collect your child.

At the end of the session each key worker, in turn, will ask their group of parents to collect children and sign out the register. Once again this time can be used to exchange any information.

Please ensure that children arrive on time and are promptly collected at the end of each session.

If unforeseen circumstances mean that you may be late picking up your child then please try to make alternative arrangements and contact the Nursery.

Please note that no child will be handed over to

- ✓ anyone under the age of 16
- ✓ or to any parent / carer who staff consider is under the influence of drink or drugs. In this instance Social Services, and if necessary the Police, will be contacted.

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Positive Behaviour Management

We aim to develop in your child a socially acceptable form of behaviour. We do this in a positive manner, encouraging the children to share, play co-operatively, be polite, etc. Our rules are to ensure safety and to help develop social awareness and to foster an understanding of what acceptable behaviour is.

Rules

All the Nursery rules are discussed with the children prior to implementation. These include agreed limits of behaviour, respect for others and property, safety and movement around the Nursery, other rules are also concerned with developing the children's independence.

We encourage care of self and respect for others and their property by ;

- ✓ children will be encouraged to use equipment carefully and to learn to share with others and take turns.
- ✓ they will be asked to help with tidying up and to make sure that all the parts of games and toys have been put away



- ✓ they will learn to listen to others and to allow everyone to express their wishes
- ✓ they will learn that they are allowed to express their wishes in a reasonable manner
- ✓ they will be asked to keep noise to an acceptable level
- ✓ children will be asked to move around the Nursery in a manner which will not endanger their own safety or the safety of others

Learning to Obey the Rules

Children will learn to obey the rules by

- ✓ having good role models in the staff who will show good manners, consideration and respect in dealing with the children.
- ✓ being treated sensitively by staff who are trained to understand the problems children experience.
- ✓ being helped to develop a good self image.
- ✓ being helped to acquire self discipline appropriate to their age and stage of development.
- ✓ having good behaviour acknowledged and praised.

Dealing With Problems

There is always a reason for young children displaying behaviour which is considered unacceptable and the first duty of staff in dealing with such behaviour is to establish the cause e.g.

The child may:

- ✓ feel unwell
- ✓ be tired
- ✓ be afraid of something
- ✓ have had an upsetting experience prior to coming to Nursery
- ✓ be worried about something
- ✓ be bored due to inappropriate provision

Responsibilities of Parents

- ✓ To inform the staff of anything which they know that children are frightened of or about anything which might have upset the child or be causing him/her to be worried.
- ✓ To ensure that children do not attend Nursery if they are unduly tired for any reason.
- ✓ To ensure that children do not attend Nursery if they are known to be unwell and sufficient time (at least 24 hours) is given for recuperation.
- ✓ To ensure that staff have a contact number for the parent or someone else in the event that the parent can not be contacted.
- ✓ To work with staff to resolve behaviour problems.

Responsibilities of Staff

- ✓ To ensure that they are available at the beginning and end of each session to discuss problems with parents
- ✓ To keep parents informed of any behaviour displayed by their child which is considered inappropriate or unacceptable
- ✓ To report to parents any problem and give them information on how the matter was dealt with



- ✓ To work with parents to resolve behaviour problems
- ✓ To ensure that the provision is appropriate to the needs of the child
- ✓ To treat children displaying inappropriate behaviour fairly and sensitively having taken account of all the reasons which may be causing it.
- ✓ To respect the parents' right to privacy when discussing their child/ren
- ✓ To be aware that some kinds of behaviour may arise from children's special needs.

Discipline

The Nursery staff will use their experience and expertise to avoid situations where children require to be disciplined. In the event that such a situation does arise, however, disciplinary measures will take the form of :

- ✓ Giving the child a firm warning about his/her behaviour
- ✓ Telling the child firmly to stop the behaviour
- ✓ Removing the child from the situation if necessary
- ✓ No form of corporal punishment will ever be used in the Nursery nor will any actions or language likely to humiliate or embarrass the child be used. Adults will not shout or raise voices in a threatening way.
- ✓ If a child's behaviour is frequently unacceptable, this will be discussed informally with the child's parents/carers and an agreement reached on the best way forward to ensure a consistent approach.

The main aim will be to resolve difficulties and to integrate children as quickly as possible following any incident. It is not envisaged that there will be any major difficulties.

We hope to have your full support in achieving the above. A copy of the full Behaviour Management Policy is available from the Nursery on request.

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Car Parking

Parking in the immediate school area is very restricted. There are usually spaces to the south of the school e.g. in Doonhill Way which only leaves a short walk to Nursery. You can also park in Princes Avenue (near the Mountain Rescue Base) or Dashwood Square and walk up the lane past St Ninian's Primary to the Nursery.

Children should not enter the school car park under any circumstances and we also ask that children are accompanied into the nursery.

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Clothing

A Nursery sweatshirt can be ordered from the nursery if wished. We have a choice of colours and prices are kept as low as possible.

We aim to make the children as independent as possible. Please help by dressing your child in clothes which are easy to manage. Whenever possible, please dress your child in clothes which encourage his/her independent use of the toilet. It is very difficult for young children to deal with belts, dungarees and stiff buttons in a hurry!

For messy activities children will be given an apron to wear but please do not send your child to Nursery dressed in their best clothing as they will be using paint, glue, clay etc. Although these are washable they may sometimes leave a faint stain.

It would also be very helpful if children could bring sandals to change into for hall activities and for inside play.

All children are encouraged to spend some time outdoors, therefore appropriate outdoor clothing for the time of year is essential e.g. wellies and coats in the winter and wet weather.

Staff would be grateful if parents/carers could discourage children from bringing their own toys and wearing jewellery in the Nursery. We cannot take any responsibility for loss or damage.

Please label all your child's clothing including shoes.



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Child Protection

All schools and nurseries in Dumfries and Galloway have a Child Protection Policy which follows the advice and procedures contained in the Authority's guidelines.

A summary of our policy is listed below and a full copy is available for inspection if you wish further information.

The aims of our policy are :

- ✓ to make sure that children live and work in a safe and secure environment where they are respected and listened to by adults. In this environment children will feel confident and able to approach adults about matters which concern them.
- ✓ The adults who work in the school will have knowledge of child matters and be sensitive to the signs of children who are in distress or under stress of some kind.

The school wishes to

- ✓ ensure that children and adults are able to communicate with each other in an open way.
- ✓ ensure that children are listened to with attention and respect.
- ✓ ensure that staff are aware of internal school procedures for dealing with suspicions of abuse.
- ✓ ensure that staff understand the Authority's child protection procedures and the part which they play in making them effective.
- ✓ ensure that staff have on-going access to in-house and external training on child protection matters.
- ✓ ensure that parents/carers are fully aware of the school's child protection policy and procedures.

The school wishes to encourage and promote the following values:

- ✓ children and their families will be respected.
- ✓ open communication, including listening, between adult and child, and adult and adult will be encouraged.
- ✓ the development of appropriate self esteem and assertiveness on the part of children and young people will be actively encouraged.
- ✓ children will be presented with appropriate role models of behaviour at all times.
- ✓ rules and discipline systems will recognise the rights of children and their families.
- ✓ respect for individual differences will be actively fostered.
- ✓ all members of the school community will be involved in decision making.

We are very fortunate that cases of Child Abuse - sexual, emotional or physical - are very rare. However if abuse is obvious, a child discloses abuse or if a teacher suspects abuse, then the following procedure will be used:

1. Teacher makes note of time, date, observations, what was said, witnesses, etc.
2. Teacher informs Head Teacher or, in their absence, acting Head Teacher.
3. Nature of disclosure / level of suspicion is discussed.
4. Head Teacher contacts Social Services and /or Police who then proceed with any investigation.

Please note that school staff do not advise parents that they will be contacting Social Services. Parents generally trust teachers and expect them to protect their children. It can be difficult for school staff to maintain relationships with parents when suspected abuse is reported. We value



the trust and positive relationships we have with parents, but the most crucial issue for the school is protection of the child.

Parents are entitled to have access to all information recorded by the school pertaining to the suspected abuse.

Adult Helpers in Schools

We have also been issued with guidelines for Adult Helpers in Schools which includes a Code of Good Practice.

The key points are :

1. All adult helpers must complete a confidential registration form. S(he) must agree to the possibility of a Disclosure Scotland check being made. Further information on Disclosure Scotland can be obtained from the Head Teacher
2. All adults / visitors will also be vetted by the Head Teacher before they can help in school.
3. All helpers will be advised
 - ✓ on the work they will undertake with children, with reference to any guidelines adopted for safeguarding the welfare of those children.
 - ✓ the duty to prevent the abuse of all children and young people in contact with the school and reference to the action to be taken if abuse is discovered or disclosed.

Further information is available from the school.

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Complaints and Concerns

Please inform Nursery staff at an early stage if you have any concerns or questions about the nursery. Please also let us know if there is any information from home that Nursery staff should be aware of. All information is treated in strictest confidence.

Although it is expected that such incidents will be rare, situations may arise where a parent feels that he/she has a justified complaint against the school. **Such complaints should always be made, in the first instance, to the Head Teacher.** It is hoped that most problems can be resolved in this way. All complaints will be investigated within 28 days.

If not please contact

Mary Thomson, Education Officer, Brewery House, King Street, Newton Stewart.

Complaints can also be raised with the Care Commission, Solway House, Tinwald Downs Road, Dumfries, DG1 3SP Tel: 01387 720494

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Data - Transferring Educational Data About Pupils

Education Authority Statement.

Education authorities and the Scottish Executive Education Department (SEED) have collected data about pupils on paper forms for many years. We are now working together to transfer data electronically through the ScotXed programme.

What pupil data will be collected and transferred?

Data on each pupil is collected by local authorities and SEED. The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, special educational needs, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed to SEED. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by SEED. It is used for statistical and research purposes only.

Providing national identity and ethnic background data is entirely voluntary. Parents can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, SEED and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better exam results. Accurate and up-to-date data allows SEED, education authorities and schools to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors that influence pupil attainment and achievement,
- target resources better.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website.

SEED will not publish or release any information that allows an individual pupil to be identified. Data will not be used by SEED to take any actions in respect of any individual pupils. Data will only be shared with *bona fide* partners, such as HMIE and the SQA. Any sharing will be done under conditions of strict control and with the prior agreement of the Data Controller.

Concerns

If you have any concerns about the ScotXed data collections you can email the Data Controller, Peter Scrimgeour, at EDData.Controller@scotland.gsi.gov.uk or write to The ScotXed Support Office, SEED, Area 1B, Victoria Quay, Leith, EH6 6QQ.



Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print. Please allow up to 10 days for requests to be processed.

Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website, www.scotxed.net.

The website also contains answers to commonly asked questions about ScotXed.

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Emergency Closure

In the event of the nursery having to close in an emergency e.g. adverse weather conditions, heating failure, etc the procedure is

- ✓ Parents /emergency contact numbers will be called and details of the closure passed on. It is therefore important that these numbers are kept up to date. In the first instance, a text message will be sent to mobile numbers using a system called Groupcall advising you that the Nursery is having to close.
- ✓ Children should be collected at the earliest possible time.
- ✓ Failing this children will be kept until the normal pick-up time.
- ✓ On collection parents /carers will be advised of the next day's arrangements if known.
- ✓ No child will be allowed to leave the Nursery unless collected by an identified adult.

Local radio stations – West Sound and Radio Scotland may also have emergency closure announcements.

EMERGENCY CONTACTS

Parents and carers are asked where possible, to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in case of emergency.

Please let Nursery staff know of any changes to this information.

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Enrolment Procedure

Penninghame Nursery is the local authority nursery for the town of Newton Stewart. It therefore gives children who begin Primary 1 in Minnigaff and St Ninian's an opportunity to meet and make friends as well as those coming to Penninghame Primary 1.

Parents are invited to enrol three and four year olds in March each year. Children who have been offered a place as a three year old need to re-enrol for the next Nursery year. Birth certificates must be brought when a child enrolls. Nursery placements are confirmed by letter usually in May.

There are also enrolments in December for children attaining their third birthday between September and December and in March for birthdays between January and March.

Present Council Policy is that where a Nursery is oversubscribed then children will be enrolled according to these priorities :



- a) Children with severe and complex needs.
- b) Children with January or February dates of birth who choose to defer entry to P1 until the enrolment date following their fifth birthday.
- c) Children with September to December dates of birth whose decision to defer entry to P1 until the enrolment date following their fifth birthday has been agreed and who are already in attendance in the nursery class.
- d) The above children who are not in attendance at the centre.
- e) Eligible children who already have brothers and sisters in the school.
- f) Eligible children from within the schools' areas which the nursery serves.
- g) Eligible children from within Dumfries and Galloway.
- h) Eligible children from outwith Dumfries and Galloway.

Where a Nursery is oversubscribed places will be allocated by ballot of children in categories d, e and f. Children's names will be drawn at random by an independent person (e.g. school's Education officer) and a waiting list drawn up.

Any parent wishing to request a place in a Nursery other than that serving his/her normal place of residence should request a Transfer Form from the school.

Deferred Entry.

Children who have their fourth birthday in January or February may apply for a deferred entry i.e. an extra nursery year. Please contact the Head Teacher for more details.

Pre-Visit

For children beginning Nursery in August there will be an opportunity to come for a session and meet the staff and other children before the summer holidays.

Children enrolling in January or April will also be given an invitation to visit prior to starting if a place is available.

Parents will also be invited to stay during pre-Visits and there will be an Open Evening to meet Nursery Staff and answer any queries you may have.

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Equal Opportunities

The staff at Penninghame Nursery will treat everyone with dignity and respect, valuing different ethnic backgrounds, language, culture and faiths and will consider these issues when planning programmes of activities and choosing resources for the nursery.

All children will be given the opportunity to:

- ✓ develop to their full potential, with a positive self esteem to enable them to become effective and independent learners.
- ✓ foster positive attitudes to human difference.
- ✓ develop awareness and respect for culture, race and religion.
- ✓ develop without prejudice, without stereotyping and without discrimination.

Spiritual and Cultural Values.

The Nursery is non-denominational and celebrates festivals like Christmas, Chinese New Year, etc. In offering a broad and balanced curriculum, we also acknowledge other celebrations to heighten the children's multi-cultural awareness.

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GLOW – Scottish Schools' Intranet

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GLOW is the name given to the Scottish Schools' Intranet which is a secure internet area for pupils, parents and staff. From August 2010 Penninghame families will be invited to have a GLOW login and username. This will give parents access to some specific information about their children (parents can only see their own child's information) such as attendance figures from Primary 1 but also an area to access newsletters, photographs of activities and other information about the Nursery and School.

Parents will be invited to apply for a login when children enrol or please contact the school office to ask for details. Families must agree to and sign an Acceptable User Agreement.

Health & Safety

Children's safety is always a priority and procedures are regularly reviewed and items of concern noted and acted upon through our risk assessment procedures. Fire Drills are practised termly and a member of the school staff with First Aid training is available to deal with minor injuries such as cuts.

Parents will be advised of any accidents, however minor, by nursery staff.



Please do not hesitate to contact the Nursery or Head Teacher if you have any concerns about the health and safety of your child.

A copy of the Health and Safety Policy which includes information on our procedures for

- Accident/Incidents
- Administration and Storage of Medicines
- Bullying
- Cullen Security Measures
- Electrical Equipment
- Emergencies
- Excursions
- Fire
- First Aid
- Food Preparation
- Hygiene
- Infection Control
- Maintenance and storage of equipment
- Smoking
- Storage and handling of substances hazardous to health
- Waste Disposal

is available from the nursery on request.



Insurance

The Education Department provides insurance in terms of personal accident for school pupils. Cover applies to all pupils in Dumfries and Galloway and will operate when the pupils are attending school/nursery and when on trips organised by the school/nursery.

At all times the safety of children will be the key priority.

We expect that children will wish to bring something special or new to the Nursery from time to time to show to their friends. It is the responsibility of parents and carers to ensure that valuable items are not left at the Nursery, as the Authority has no insurance to cover the loss of such personal items. Claims submitted are likely to be met only when the Authority can be shown to have been negligent.

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Illness and Administration of Medicines

If your child is not well please do not bring them to Nursery **even if they want to come!** We do our best to protect your child from infection by firmly encouraging hygienic habits. It is also not fair to other children or staff and your support with this is much appreciated.



It is particularly important in cases of sickness and diarrhoea that a child should not return to Nursery **until they have had one day clear at home.**

If we become concerned about your child's health during the Nursery session we will contact you or another person you have authorised to collect your child in this situation. It is, therefore, essential that we have at least two current emergency telephone numbers.

Parents/carers are responsible for their child's medication. If a child requires medication during nursery hours, whenever possible parent/carers should come into the Nursery and dispense it.

Medication will only be given by a member of the Nursery staff if the member of staff has volunteered to dispense it and on receipt of a completed parent/carer Administration of Medicines request form (available from the Nursery or School Office). This will also form a record of the medication administered.

For medication such as asthma inhalers it is the responsibility of the parent/carer to check that the medication is not out-of-date, that there is a sufficient quantity in the Nursery, that it is removed as necessary and that any unused supplies are uplifted for disposal.

All information regarding medication will expire at the end of each Nursery year. If the administration of medication is to continue, all relevant information must be supplied on a new request form at the commencement of the next session.

Pupil and Parent/Carer confidentiality will be respected in all matters.

Infection Control



Good hygiene is crucial in controlling the spread of infection and children are encouraged to use disposable tissues to wipe their noses, wash before meals and after going to the toilet, etc. It is the responsibility of parents to ensure that their child is fit to attend school and to inform the head teacher or nursery teacher



when a child has an infection. A child who is unwell due to an infection should not attend school or Nursery.

In cases where the incubation period of a disease is relatively unobservable many pupils could be affected and in certain cases children should be excluded. Should a difference of opinion between the parent and the head teacher arise about the child's fitness to attend nursery advice will be sought from the School Nurse. Generally parents will be advised by their G.P. when a child should remain away from school.

Periods of exclusion are normally as follows:-

Disease	Period of Exclusion	
	Patients	Household Contacts
Scarlet Fever	Until clinical recovery	No exclusion
Measles	Until 7 days after appearance of rash	No exclusion
Whooping Cough	Until 21 days from onset of cough	No exclusion
Chickenpox	Until 6 days after onset of rash	No exclusion
German Measles	Until 4 days from onset of rash	No exclusion
Mumps	Until swelling has subsided (7 days minimum)	No exclusion
Meningitis	Until medically certified fit to return	Until medically certified fit to return.
Enteric Fever and Gastro Intestinal Infections	Until medically certified fit to return	Until medically certified fit to return
Infective Hepatitis (Jaundice)	Until 7 days after onset of jaundice	No exclusion
Impetigo, Ringworm and Scabies	Can attend school if receiving medical treatment	No exclusion

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Intimate Care

From time to time 'accidents' involving soiling or wetting do happen. When you enrolled your child for Nursery you were asked whether you wished Nursery staff to deal with the situation or be contacted to come into school and either help your child clean up or take your child home. Whatever the preference the staff will follow the school's Intimate Care Policy, deal with the situation as sensitively and discreetly as possible and keep you informed.

If your child has an ongoing condition or problem which is likely to make 'accidents' an issue, please do discuss it with the Nursery staff.

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Noticeboard

The Nursery has a Notice Board providing you with information about the Nursery including copies of planning and details concerning the term's topics.

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Outings and Visits



Opportunities to visit local places of interest e.g. shops, the library, post office are part of the Nursery curriculum and are considered important for the children's developing knowledge of the local community. Parents are asked to sign a blanket consent form on enrolment to cover these outings.

We also invite visitors into the Nursery. This might be from one of the emergency or health services and sometimes we invite other members of the community in to work with us and share experiences.

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Parent / Carer Involvement

The staff at Penninghame Nursery value the role parents /carers have already played in the education of their child, we also realise that your continued involvement is essential if your child is to receive the most from their Nursery Education. Therefore, we believe that an effective partnership between the home and the Nursery should be developed as fully as possible.

This means:

- ✓ Parents/Carers are always welcome into the Nursery.
- ✓ Parents/Carers expertise is recognised and used.
- ✓ Parents/Carers are given full access to the Nursery's policies.
- ✓ Parents/Carers are given full access to information about the Nursery curriculum.
- ✓ Parents/Carers are able to contribute to, and are fully informed of, their
- ✓ child's progress and achievements.
- ✓ Opportunities for learning provided in the Nursery are also continued at home (e.g. sharing books).



Helping in the Nursery.



Parental help during sessions is very welcome. If you would like to help then please ask the Nursery staff for an Adult Helper Form. This should be completed and returned with names of two referees to the Nursery. A convenient time to help will then be arranged.

If you feel you have a particular skill which you can share please let us know so that we can incorporate this into our daily plan. The notice board will keep you informed of the day to day aspects of the nursery, with regular newsletters giving more important information, updating of events and dates for your diary. Any suggestions you have about the nursery or any matters of concern can be discussed at any time with the staff.

The most important way to help is by caring for your child and being interested in what they are doing in Nursery and supporting this.

Please assist the Nursery staff by

- ✓ Informing Nursery staff if someone different is picking your child up.
- ✓ not bringing own toys, bikes or scooters to the Nursery.
- ✓ Putting suncream on children before coming to Nursery in warmer weather.
- ✓ Naming items of clothing such as sweatshirts and coats.
- ✓ Letting us know if you have a change of address, phone number or carer.
- ✓ Letting us know if anything is upsetting or worrying your child.

Daily Routine.

Help your child to hang up their coat, collect their name card, sign in and put their name card on the snack board.

On collection be ready to collect your child from their key worker.

Parent /Carer Meetings.

We hope to meet with you regularly on an informal basis when you bring your child to Nursery. In November and June we have an open evening when you are invited to come in for an informal discussion with your child's key worker.

Appointments can also be arranged for other times if necessary.

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Parent Council and PTA

The school enjoys a close working relationship with the Parent Council. The Parent Council discuss a wide range of educational issues and it plays an important part in the running of the school.

The objectives of the Parent Council are:

- To work in partnership with the school to create a welcoming school which is inclusive for all parents / carers.
- To promote partnership between the school, its pupils, all its parents / carers and the local community.
- To develop and engage in activities which support the education and welfare of the pupils including fundraising.



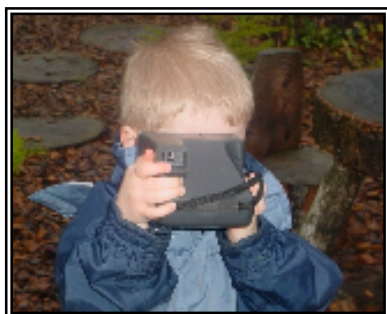
- To identify and represent the views of parents / carers on the education provided by the school and other matters affecting the education and welfare of the pupils
- Being involved in the appointment of senior staff.

Please contact a parent member if you wish them to bring up a matter which is in the competence of the Parent Council. Please refer to the Notice Board for a list of current Parent Council members. Nursery parents are very welcome to become members of the Council and represent Nursery parent views.

The Parent Teacher Association meets termly and the meetings are informal. The P.T.A. plays a very important supportive role in the social and fund-raising side of school/nursery life as well as fostering links with home.

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Photographs



The Nursery organises a photographer each year for individual photographs. These are sold on a sale or return basis.

Permission is also sought from parents at enrolment for your child's photograph to appear in the local newspaper and on the school website.

Website photographs will not identify individual pupils. Group shots will be taken in preference to individual 'passport style' images.

Full names will not be used anywhere on the website particularly alongside photographs. Where there is any doubt about the suitability of a photograph then further parental permission will be sought.

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Premises and Equipment

The Nursery is arranged into a number of learning areas, each of which is equipped with a wide variety of apparatus and materials appropriate for the area. All equipment has been chosen carefully to promote equal opportunities and to enhance children's learning in all areas. The Nursery contains a toilet area allowing the children to become independent in their toileting.

The Nursery has its own secure outdoor play area which is constantly supervised by members of staff. Activities are planned for this area, providing another opportunity for learning. This area is well equipped with outdoor play equipment, and provision is made for gardening and the discovery of wildlife. The Nursery has regular access to the school hall which is fully equipped with gym apparatus and also provides a large space for movement lessons. In addition, the Nursery has Internet access to enable appropriate use of pre-school educational programmes.

The Nursery has developed a good relationship with Newton Stewart Library where children become members and borrow books.



Toys and equipment within the Nursery are regularly checked for safety as are all the play areas. In addition all equipment is frequently cleaned by all members of staff. The Nursery is cleaned daily by professional staff with particular attention given to the toilet and kitchen areas.

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Self-Evaluation

Nursery staff strive to provide the best service possible and continually review the provision offered. Parents are invited to join us with our self-evaluation reviews. This may take the form of a questionnaire, survey or oral feedback to staff. The responses from staff, children and parents then help inform the priorities for Nursery development over the next session.

Planning is informed by staff continually listening to and recording children's comments. Changes to plans and learning activities are led through interaction with the children and follows their interests.

Comments and advice from the annual Care Commission and whole school/Nursery HMIE inspections also assist with the ongoing development of Nursery best practice.

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Snack

Milk and a variety of light snacks to promote healthy eating (e.g. fruit) are provided for the children during the Nursery session. All parents/carers are requested to give 50p each day towards the cost of these snacks.

Snack time also gives children the opportunity to experience different tastes, textures and flavours, to socialise and share, use cutlery correctly, and at times, help make the snack.

To involve children in making choices and expressing thoughts we encourage them to tell us what they would like for the next week's snack. A child uses a clipboard to note down the choices.

Snack money is placed in the Nursery Fund Account. If any money is left over from snack costs then it is used to subsidise materials and activities for the children, all of which enhance your child's time in the Nursery. Please inform Nursery staff of any dietary requirements your child may have.



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Support Agencies

The Nursery has close links with a variety of other agencies including Educational Psychologist, Educational Visitor, Speech Therapists, Child Health Services and Social Services. Nursery staff will be pleased to help enable parents/carers to access these services if advice or assistance is required.

Additional Support Needs

The Education (Additional Support for Learning) (Scotland) Act 2004 introduced a new framework for providing support for children and young people who need some additional help with their learning. This Act has now been amended further by the Education (Additional Support for Learning) (Scotland) Act 2009.

The Act aims to ensure that all children and young people are provided with the necessary support to help them work towards achieving their full potential. It also encourages all those supporting children and young people to work together.

A Guide for Parents and Carers

The Authority is currently developing a range of information booklets outlining both policy and practice, which should be available online at www.dumgal.gov.uk or from your local school in the coming months. In the meantime, if you would like any further information or advice, please contact the school in the first instance or contact the central support team at:

Schools Services
Dumfries and Galloway Council
Woodbank
Edinburgh Road
Dumfries
Tel: (01387) 260444

Further information and advice can also be obtained from Enquire - the Scottish advice service for additional support for learning.

Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- a telephone helpline - 0845 123 2303
- an email enquiry service - info@enquire.org.uk
- an online enquiry service
- two websites - www.enquire.org.uk (for parents/carers and practitioners) and www.enquire.org.uk/yp (for children and young people)

Enquire also provide a range of clear and easy-to-read guides and factsheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'.

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Transition to Primary One

Throughout the year, opportunities arise for the children to experience the wider school community through visits to the hall, meeting school staff, etc.

During the last term links with Primary 1 (including Minnigaff and St Ninian's Primaries) will become more routine with an opportunity for a pre-visit to respective schools arranged in June.

During the summer term the Primary 1 Teacher and Nursery Teacher 'swap' classes for a short time changing sessions on a weekly basis i.e. week 1 - am sessions and week 2 - pm sessions. This enables the Primary 1 Teacher to build up positive relationships with nursery children to help ensure a happy transition to Primary 1. This also enables the Nursery Teacher to maintain contact with Primary 1 pupils and follow their progress as well as helping children settle into Primary 1.

Primary 6 'buddies' – throughout the year Primary 6 children come into nursery to play, read stories and build relationships for the following year.

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Transport

There is no obligation on the Authority to provide pre-5 transport. The Authority may however provide transport for children with additional support needs who require to travel some distance to take up their placement.

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The Nursery Curriculum

Learning through play is at the centre of the nursery curriculum, recognising that children learn better from first hand experiences. Children will be given the opportunity to participate in a wide range of activities geared towards the all round development of the individual child.

The Nursery Curriculum follows the advice from the national '3-18 A Curriculum for Excellence'.

Encouraging independence and responsibility is a key aim of our Nursery. To achieve this, the children are encouraged to make a broad choice of activities from a selection carefully prepared by the staff and informed by our observations. Each area has been set up to allow the children to be as independent as possible with everything needed to complete a task being available and within reach. This organisation is paramount and all aids the positive learning experience which is fostered.

The children's needs are planned for and assessed by the staff through systematic and regular observations in the eight curricular areas :

- Sciences
- Languages
- Mathematics
- Expressive arts
- Social studies
- Technologies
- Health and wellbeing
- Religious and moral education

Children experience learning opportunities and learn new skills in the above curricular areas through structured play activities which incorporate learning outcomes from all eight areas.

Some examples of these learning opportunities are given below.

Emotional, Personal and Social Skills are among the most important aspects of a child's development and opportunities exist throughout the Nursery to develop these. Mixing, making friends, sharing and turn taking, care and thought for others, hand washing, toileting, leaving parent / carer, playing independently, changing coat and shoes, independence and confidence building – all of these skills are developed daily as children work and play together.





Language skills are developed in most areas of the Nursery, but specifically in language games, table top activities, stories, rhymes, songs, listening centre, news time, writing table, puppet theatre, name cards, displays, tapes, etc. Group activities give opportunities for listening, talking, and discussions.

Activities to enable the children to explore and make sense of their world, introduce the beginnings of mathematical knowledge and understanding science and technology are planned through topics which follow the children's interests. 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. This is done through using senses, colours, shapes and patterns, sorting, matching, counting to 10, sequencing – days, routines, seasons, gardening in the outdoor area, using tools like hammers and nails.



We aim to offer a stimulating environment which allows children to express their ideas, feelings and imagination through musical activities, drawing and singing games. Activities include drawing, painting, collage, playdough, clay, puppets, model making, musical instruments, dancing and singing games.

Many of the Nursery activities, especially in outdoor play, give children 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 sure of their balance through daily activities in the physical play area including running, skipping, balancing, throwing and catching.

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



All the activities during the pre-school years aim to build on the learning experiences children have previously had at home and perhaps at playgroup. The emphasis is not on formal teaching but on developing positive attitudes to learning so that children will come to school confident and eager to learn. Children will be encouraged to develop and practise skills which will aid their overall development and contribute positively to their ability to cope with formal education.

Planning

Nursery staff work together with the children when planning activities. Much emphasis is placed on developing around the children and their needs. Children help with planning by telling staff about their interests and what activities they enjoy doing. Planning is flexible to allow for family events such as a wedding or new baby to be used as a stimulus for activities. Parents are invited to let Nursery staff know of any events which their children may wish to share and celebrate with others.

Personal Learning Planning

During your child's first week at Nursery you will be given a folder which will build into a profile of your child's development through Nursery. The first section is All About Me which gives families the opportunity to write down information about their children e.g. likes / dislikes, friends, pets, etc and which will then be returned to Nursery. This will help Nursery staff get to know your child and to plan appropriate activities.

This folder will be stored where it can be easily accessed. Children can ask for examples of their activities including photographs to be stored in it and additional comments and items of interest from home can be added. Nursery staff also record comments of how children are progressing through the learning outcomes of the eight curricular areas. Parents are welcome to view their child's computer record at any time. Please ask your child's key worker for an appointment.

Primary 1 teachers will be given the opportunity to read through the PLPs before children transfer. The PLP will be continued in Primary 1 until your child moves from Early to First Level.

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A Curriculum for Excellence - Learning Outcomes

There are many learning outcomes in the 'Early Level' of the 3-18 Curriculum. The Early Level is a three year development period covering both pre-school and Primary 1 learning experiences.

A full list of the curricular areas and learning outcomes is available from the Nursery and an electronic version accompanies this handbook on the CD.

A summary of some of the key learning outcomes is listed below.

Nursery children, by learning through play, will be given opportunities to :

- Listen and talk to other children and adults during social activities and play
- Listen with enjoyment and respond to stories, sounds and rhythm of words in stories, songs, music and rhymes
- Have fun with language and making stories
- Pay attention to information and instructions from an adult
- Express needs, thoughts and feelings with increasing confidence
- Use language for a variety of purposes, for example to describe, explain, predict, ask questions and develop ideas
- Develop an awareness of letter names and sounds in the context of play experiences
- Experiment with symbols, letters and, in some cases, words in writing
- Use their own drawings and written marks to express ideas and feelings
- Develop confidence, independence, self-esteem and a sense of security
- Care for themselves and their personal safety
- Form positive relationships with other children and adults, and begin to develop particular friendships with other children
- Become aware of and respect the needs and feelings of others in their behaviour, and learn to follow rules
- Make and express choices, plans and decisions
- Become aware that the celebration of cultural and religious festivals is important in people's lives
- Develop positive attitudes towards others whose gender, language, religion or culture, for example, is different from their own
- Care for the environment and for other people in the community.
- Develop their powers of observation using their senses
- Recognise objects by sight, sound, touch, smell and taste
- Ask questions, experiment, design and make, and solve problems
- Recognise patterns, shapes and colours in the world around them
- Become aware of everyday uses of technology and use these appropriately (scissors, water-proof clothing, fridge, bicycle)
- Be aware of daily time sequences and words to describe/measure time, e.g. Snack time, morning, first, next, clock



- Be aware of feeling good and of the importance of hygiene, diet, exercise
- Become familiar with the early years setting and places in the local area.
- Understand and use mathematical processes such as matching, sorting, grouping, counting and measuring
- Identify and use numbers up to ten during play experiences and counting
- Investigate and use a variety of media and techniques such as painting, drawing, printing and modelling with fabrics, clay and other materials
- Enjoy energetic activity both indoors and out and the feeling of well being that it brings
- Explore different ways in which they can use their bodies in physical activity
- Use their bodies to express ideas and feelings in response to music and imaginative ideas
- Run, jump, skip, climb, balance, throw and catch with increasing skill and confidence
- Co-operate with others in physical play and games
- Develop increasing control of the fine movements of their fingers and hands
- Develop an awareness of space
- Be safe in movement and in using tools and equipment
- Be aware of the importance of health and fitness.

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A Nursery Session

8:50 - 9:20	<ul style="list-style-type: none"> ✓ Arrival and Welcome ✓ Children self register (names on board) ✓ Sign In ✓ Opportunity for Parents /carers to tell staff any information. ✓ Children free activity choice. ✓ Circle Time – Sharing News and What We Can Do Today 	12:25 – 12:55
9:20 – 11:00	<ul style="list-style-type: none"> ✓ Free choice of activities on offer in nursery. ✓ Snack ✓ Outdoor Play 	12:55 - 2:35
11:00	<ul style="list-style-type: none"> ✓ Get Together Time e.g. Action songs, nursery rhymes, stories, songs and instruments 	2:35
11:20	<ul style="list-style-type: none"> ✓ Sign out ✓ Home time 	2:55

During the Nursery session some activities directly involve adults (both staff and parents), whilst other activities are organised so that the children can participate without direct support from an adult.

Opportunities are also given for children to take responsibility for and organise their own play. Children are able to choose the activities they wish to be involved in and are encouraged to move freely from one area to another.

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Holiday Dates

Session 2011 / 12	
Staff return	Wednesday 24th August 2011
Pupils return	Thursday 25th August 2011
Term 1	Thursday 25th August - Friday 7th October 2011
October Holiday	Monday 10th October - Friday 21st October 2011
Term 2	Monday 24th October – Wednesday 21st December 2011
Staff In-Service Training (Pupil Holiday)	Wednesday 30th November and Thursday 1st December 2011
St Andrews Day Holiday	Friday 2nd December 2011
Christmas Holiday	Thursday 22nd December 2011 - Wednesday 4th January 2012
Term 3	Thursday 5th January – Friday 30th March 2012
Mid-Term Holiday	Monday 13th February 2012
Staff In-Service Training (Pupil Holiday)	Tuesday 14th and Wednesday 15th February 2012
Spring Holiday	Monday 2nd April - Friday 13th April 2012
Term 4	Monday 16th April – Friday 6th July 2012
May Day Holiday	Monday 7th May 2012
Session Ends	Friday 6th July 2012
Session 2012/2013	Staff Return Thursday 23rd August 2012 Pupils Return Friday 24th August 2012

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