



# Welcome to

Georgetown Nursery



January 2022

## Welcome

Georgetown School extends a warm welcome at all times to everyone – pupils, parents, friends and staff alike.

We hope this booklet will be of assistance to you in preparing your child for their first year in Nursery. We recognise the importance of working in partnership and we hope you will find this booklet helpful but if you would like more details, please do not hesitate to contact us.

The prospectus contains statements of general and educational aims but put simply we aim to encourage all pupils to achieve of their best in a friendly, relaxed, supportive and inclusive atmosphere. The part you play in this process is a crucial one we look forward to working with you to ensure that your child's school days are happy, fulfilling and educationally rewarding.

Yours sincerely,

**Mr C Latimer**

Headteacher

## Vision, Values and Aims

### Our Aims

- The nursery will provide a safe and happy environment in which children can learn.
- We shall encourage the emotional, social, physical, creative and intellectual development of the children.
- Children shall receive encouragement to develop self- confidence and independence.
- The nursery will provide opportunities to stimulate interest and imagination and extend the children's abilities to communicate ideas and feelings in a variety of ways.
- Children will have equal opportunities to fulfil their potential as far as their stage of development will allow.

The Georgetown Nursery ethos is to follow the Curiosity Approach to promote high level engagement and quality learning.

This is an approach that fits perfectly into our current changing technological times. Bringing curiosity, awe and wonder into early childhood and creating the 'thinkers & doers' of the future, we aim to empower and ignite passion and excitement within our setting. We focus on creating a home from home environment; encourage children in leading their own learning and provide children with skills for learning, life and work.

Here at Georgetown Nursery, we allow our children to play with real life objects – real ceramic teapots, real hammers and nails, real and natural resources. This promotes curiosity, respect, develops language skills, helps slow play down so that it becomes meaningful and children have a deeper level of understanding.

Play is the lifeblood of the learning process. As children play, they are developing the cognitive, socio-emotional and physical skills they will need to take them into a successful adulthood.

Children will develop their curiosity, problem solving, intentionality, flexibility and verbal and non-verbal skills.

Socio-emotionally they are developing their emotional intelligence through our robust Emotion Works programme. They develop confidence, cooperation, negotiation, sharing, empathy and how to communicate effectively.

Physically their fine and gross motor skills are challenged, practised and improved.

It is not just play; they are developing skills for life!

## Working together with Parents, Carers and Families

Joining our nursery is your child's first important step in becoming part of our learning community. We recognise that you are your child's most important educator and we look forward to working with you and sharing the extensive knowledge you have of your child. Sharing this knowledge will help us to build on your child's previous experience and enable us to plan for his/her future development.

We value you as a partner and love to draw on your own experiences, life and culture to promote positive wellbeing in our nursery. We recognise that our parents and families have many skills that can be shared with the children and staff and we welcome you to share these skills to support the learning in our setting.



# Information at a Glance

Georgetown Primary School  
Gillbrae Road  
DG1 4XW

Telephone: 01387 264079

**Email address:**  
[gw08officegeorgetown@ea.dumgal.sch.uk](mailto:gw08officegeorgetown@ea.dumgal.sch.uk)

**Parent Council Chairperson:** Emma Clingan

**Parent Council email:**  
[georgetownparentcouncil@gmail.com](mailto:georgetownparentcouncil@gmail.com)

**Head Teacher** Mr C. Latimer

**Registered Capacity** 48

## Start and finish times

You are entitled to 30 hours of free Early Learning and Childcare.

Our Nursery is open 8.30am - 3.30pm

Please note that drop off and collections between these times must be on the o'clock or half past.

## Keeping in touch

We hope this handbook contains enough information to help you in your time at Georgetown Nursery. If you have any more questions, please do talk to a member of staff or phone the school on 01387 264079 or email the school office on [gw08officegeorgetown@ea.dumgal.sch.uk](mailto:gw08officegeorgetown@ea.dumgal.sch.uk)

**Parental Involvement information:**  
[www.dumgal.gov.uk/schools](http://www.dumgal.gov.uk/schools)

[www.parentclub.scot/](http://www.parentclub.scot/)

**Parentzone Scotland:**  
[education.gov.scot/parentzone](http://education.gov.scot/parentzone)

School term dates can be found at:  
[www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates](http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates)

Care Inspectorate full contact details  
[www.careinspectorate.com/index.php/contact-us](http://www.careinspectorate.com/index.php/contact-us)

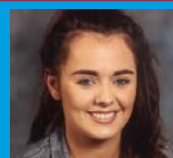
General enquiries 0345 600 9527

## Staff

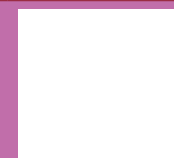
**Mrs L Gillespie**  
Nursery Teacher



**Miss A Daly**  
Nursery Nurse



**Miss N Tait**  
Early Years Assistant



**Miss R Dickson**  
Nursery Teacher



**Miss R Rogerson**  
Nursery Nurse



**Mrs L. Pirrie**  
Learning Assistant



**Mrs D Jones**  
Nursery Nurse



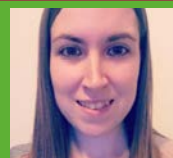
**Mrs C Hodson**  
Early Years Assistant



**Mrs J Magee**  
Nursery Nurse



**Miss R McNish**  
Early Years Assistant



**If you would like some help understanding this or need it in another format please contact  
030 33 33 3000.**

## Registration with the Care Inspectorate

Early learning and childcare settings are registered with Care Inspectorate, the regulatory body for Early Learning and Childcare Services. We are inspected regularly to ensure that we are meeting the appropriate standards and to support us to improve. This helps us to continue to deliver high quality services to you and your child. Our certificate of registration and our most recent inspection report is displayed on our noticeboard.

All Providers must meet **The National Standard** for Early Learning and Childcare. All staff are registered with the Scottish Social Services Council (SSSC) and hold a Protecting Vulnerable Groups (PVG) membership.

## ELC Registration Procedure

All three and four year olds and eligible two year old children can receive up to 1140 hours a year of Early Learning and Childcare. That works out at 30 hours per week during school term time.

Nursery registration takes place in January or February each year.

Parents of children due to start nursery will receive a letter and registration form in the term prior to registration. You will be asked to complete the form and return this to your preferred provider with a copy of your child's birth certificate and proof of address. Children moving into their second year of ELC will be provided with an ELC2 registration form from staff to complete and return. If you wish to change your provider you should collect a form from the nursery and take this to your new provider.

As part of Funded ELC offer your child will be also be entitled to one free meal and a snack each day. If you are using more than one provider on any day, you must let the providers know where your child is

taking their one free meal/snack and milk.

The Council Webpage provides further information for families:

[www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds](http://www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds)

## Key Worker/Person

Before your child starts nursery, they will be allocated a key worker. This is the person who will be the key contact for you. You and your child will get an opportunity to meet and chat with their keyworker during your initial visit. They will hold a meeting with you to create a Personal Plan for your child either before your child starts nursery or in the first few weeks to ensure that the nursery will be able to meet your child's needs. If you have any concerns or worries regarding your child, please speak to their keyworker. Your key worker is responsible for sharing any information about your child with you throughout their time in nursery. During the session your child will be supported by all members of staff.

## Links with other agencies

Early learning and childcare settings work closely with other agencies including Speech and Language Therapy, Occupational Therapy, Health Visitors, Educational Visitors and Educational Psychologists, when appropriate. If you have any concerns or queries, we can help you to make contact with these agencies. Please do not hesitate to speak to a member of staff and we will be happy to help.

## Child Protection

Children's wellbeing is at the heart of what we do. 'Getting it right for every child' makes sure that if your child needs support the right help will be there at the right time. All children have the right to be protected from harm, abuse and neglect. We believe all children should be safe, healthy, achieving, nurtured, active, respected and responsible and included.. Further information can be found at:

[www.dumgal.gov.uk/article/16640/Support-forchildren-and-families](http://www.dumgal.gov.uk/article/16640/Support-forchildren-and-families)

Further information can be found on the ELC Noticeboard

**ELC Child Protection Coordinator is  
Mr C Latimer**

## Induction and Transition - Settling In

Within current circumstances we are only able to offer transition when your child has started with us. This is completed through an electronic format. A questionnaire will be sent out to your email with further information. We will you either before your child begins or within the first few weeks to complete their Care Plan to discuss your child in detail ; get to know their likes, dislikes and where they might need support. We set clear targets and share these with you. This is a great opportunity for you to raise any concerns you may have about your child.

## Learning developing and growing

Our aspiration for every child within our nursery is that they should be successful learners, confident individuals, responsible citizens and effective contributors to society and at work in the future. Our play pedagogy aims to ensure that all children develop the knowledge, skills and attributes they will need to flourish in life, learning and work as effective citizens.

We want learning to be engaging, inspiring and relevant to everyday life and all nursery staff will promote curiosity, a thirst for knowledge and enquiry, helping children make sense of the world.

We look at every child as an individual and support them in a holistic manner. We embrace nurture and nature, bringing positive wellbeing to the core of our Nursery.

Our expectations are high, and we believe that every child has the right to succeed. We aim to enable all children in our setting to become independent, successful learners who challenge and ask questions about the world. Our focus is on knowledge and skills for Learning, Life and Work – including vital skills: literacy, numeracy and many others which underpin all learning and are critical in life. We believe this will help pupils adapt in an uncertain future with the ability to think for themselves, make sound judgements, challenge, enquire and find solutions.

We recognise the importance of learning experiences through a wider curriculum which is not classroom based and we use our local area and school grounds to develop skills and the basic foundations in outdoor learning. We celebrate pupil successes in a wide variety of methods and platforms, recognising that children are both Being Well and Doing Well.



We work with services to support the needs of our nursery and integrate all of the children in our nursery, regardless of their needs.

## Lunch and Snack Time

Snack is available throughout the nursery session. Your child can decide when they want to have snack, once ready they will wash their hands and collect their cup, plate and cutlery. Snack time is a very sociable time where children chat to their peers and ELC Staff. We follow the nutritional guidance **Setting the Table** and the **Eatwell Guide** when devising snack menus.

If your child has any dietary requirements, please let us know. There is a choice of milk or water to drink.

## Lunch

With the introduction of 1140 hours, children attending all day have the entitlement to have lunch provided. This is a time where children will have the opportunity to develop and learn new skills. They will be able to choose their lunch, self-serve as well as having the opportunity to further develop their social skills between their friends and staff.

Detailed information on school meals is available at [www.dumgal.gov.uk/schoolmenus](http://www.dumgal.gov.uk/schoolmenus)

## Special Dietary Requirements

Catering provide special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin. Simply ask for a registration form to allow us to inform the catering team who will discuss your child's requirements in full.

It would be beneficial for all children who have an allergen, food intolerance or special diet to register. For more information contact the Solutions Centre on 01387 271 112 or [solutionscentre@dumgal.gov.uk](mailto:solutionscentre@dumgal.gov.uk) to access the Legislation & Nutrition Officer.





### Absence/ Illness

If your child is not feeling well please do not send them until they are well feeling better. Please phone if your child will not be attending Nursery for whatever reason.

### Accidents

If your child is involved in a serious accident or becomes unwell we will inform you immediately. Therefore, it is essential that your contact details are up to date.

Medical help will be sought if necessary.

We will always inform you about minor incidents and accidents and provide you with a written copy of the incident and what action we have taken.

### Administration of Medicines

Parents /carers are responsible for their child's medication.

If possible, it is helpful for you to ask the prescribing doctor if the medication can be prescribed to allow for administration out with of ELC hours or if you can come in to dispense this to your child.

Medication will only be administered by a member of ELC staff once a completed parent/ carer administration of medicines request form has been received.

For medication such as asthma inhalers it is the responsibility of the parent/carer and the ELC staff to check that the medication is not out-of-date, that there is a sufficient quantity, 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 year. If the administration of medication is to continue, all relevant information must be supplied on a new request form at the start of the next session. Pupil and Parent/Carer confidentiality will be respected in all matters.



### Intimate Care

From time-to-time toileting 'accidents' happen. We will discuss how we will support your child's stage of development and intimate care needs at your child's Personal Plan meeting so that we are taking similar approaches in ELC and at home to help your child.

### 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 hands before snack/lunch and after going to the toilet, etc.

We are obliged to inform Care Inspectorate and Public Health when there is an outbreak of infectious diseases.

The exclusion times for childhood infections are on display. Should a difference of opinion between the parent and the Nursery Manager/Head Teacher arise about the child's fitness to attend, advice will be sought from the School Nurse. Generally, parents will be advised by their G.P. when a child should remain at home.

Further information can be found at:

[hub.careinspectorate.com/media/1538/infection-prevention-and-control-in-childcare-settings.pdf](https://www.careinspectorate.com/media/1538/infection-prevention-and-control-in-childcare-settings.pdf)

## Parent/ Carer and Family Engagement

We hope that the following information will be helpful to you and allow your child to settle and adapt to new routines and procedures whilst strengthening the link between nursery and home. Children settle better when they know parents, carers and school are working together to achieve the best for them.

Here at Georgetown Primary Nursery, we use a whole school approach to communicating with parents. This includes Nursery through to Primary 7.

Class Dojo is a free app which you can download onto your phone or access via the internet. It is 100 percent secure, private and complies with all GDPR regulations. If you do not wish for your child to be photographed/recorded for Class Dojo, please let a member of staff know ASAP.



It allows us to keep you up to date with learning that is happening within the nursery via photographs and videos. Staff will share important information, key dates to remember and weekly updates of what is happening in the nursery.

Class dojo is interactive, so you are able to comment on pictures etc and upload learning/wow moments from home onto your child's portfolio. More information will be sent prior to your child's start date.

**Please do not use DOJO** to inform us of any absence or if there is an emergency, as it is not manned at all times. Please contact the school office on 01387 264 079 or email:

**[gw08officegeorgetown@ea.dumgal.sch.uk](mailto:gw08officegeorgetown@ea.dumgal.sch.uk)**

## Partner Involvement

We work with a range of partners to ensure that we are providing a family service to the children in our care. This ranges from NHS; Social Work; Speech & Language; Local businesses and the Lifelong Learning Team.

## Family Learning

The Lifelong Learning team come in and deliver the Peep programme. This programme helps to promote parents' and carers' awareness of children's very early learning and development through making the most of everyday activities and interactions. The programme also offers accreditation for all parents.

The Lifelong Learning team also work with us and school in family learning events and adult learning classes. So if you feel you would like more input to help support your child's learning we can work with our partners to deliver this.

## ELC Policies and Procedures

A copy of our policies and procedure documents are available in nursery for parents to view at a time that is convenient to them.

## Complaints/ Concerns

The first step is to speak to the ELC Manager if a situation arises that you are unhappy with. It is hoped that most concerns can be resolved this way. If however this is not the case, there are a number of ways you can direct your enquiries or requests to the relevant service or you can make a complaint online by visiting Make a complaint online ([dumgal.gov.uk](http://dumgal.gov.uk)) Or by calling : 030 33 33 3000

Complaints can also be raised with the Care Inspectorate, Compass House, 11 Riverside Drive, Dundee, DD1 4NY. Telephone: 0345 600 9527



## Emergency Contact and Collection Forms

You have completed an 'Emergency Contact and Collection' form. If there are any changes to who is allowed to drop off and pick up your child, then you must let us know so this can be updated. (Under 16yr olds are not allowed to collect children).

## Emergency Closure

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

For more information on Emergency Closure processes please see - Link to Authority Handbook

## Transition to Primary 1

As your child approaches school age we will work with your child's school to ensure that transition to Primary One is as smooth as possible. Your child's records will be passed on to school. You have the right to request to see any information held about your child.

## Deferred entry to Primary 1

Most children start school when they are between 4 years 6 months and 5 years old but it is possible to start children later depending on the circumstances. This is called deferred entry.

You can choose for your child to start primary school later if they turn five from the school start date in August and before the last day of February.

If you are considering deferring entry to school talk to nursery staff or the head teacher at the school about your concerns.

You'll also need to remember to **apply for a school place** even if you are still trying to decide whether your child should start school later or not. Any delays in applying can mean you lose a priority place at your child's catchment school.

Children born before January don't have an automatic right to another year of nursery but you can ask for your request to be considered. More information can be found here: [www.dumgal.gov.uk/article/15237/Deferred-entry-to-Primary-1](http://www.dumgal.gov.uk/article/15237/Deferred-entry-to-Primary-1)

Transition takes place at Georgetown Primary from an early date to give your child opportunities to meet with the Primary One teachers in a familiar setting.

Throughout your child's pre-school year Primary staff will visit to observe and meet with children and pre-school children visit the main school to take part in a variety of activities including assemblies and Altogether Time

When restrictions are lifted, in the summer term you as parent/ carers will be invited into the school for a tour and to chat with staff.

In June, children will be invited to school to spend two afternoons with their new teacher and classmates as well as sample a school lunch.

We cannot wait to welcome you and your child to our nursery. We hope this handbook contains enough information to help you in your time at Georgetown Nursery. If you have any more questions, please get in touch.



We hope that you have found the information contained in our handbook useful. All information contained in our ELC handbook is correct and accurate at the time of printing; we reserve the right to make any changes throughout the ELC session.