

Welcome to
Heathhall Early Learning and Childcare Setting



December 2024

Welcome

The staff and children of Heathhall School extend a warm welcome to all parents, friends and visitors to our school.

We want our school to be a happy, caring and stimulating place for everyone and welcome your assistance and co-operation in achieving this.

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

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

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

Karen McLean
Head Teacher

For more links and detailed information about how we support parents and work with our schools please see our **Authority Handbook**. This includes information for families about financial and wellbeing support, additional support for learning, transport clothing and parental involvement and engagement in your children's learning.

Vision, Values and Aims

At Heathhall Nursery we all play and learn in a happy, safe environment where we listen and respect each other.

We are a caring, nurturing nursery who support all our children to do the best that they can.

As part of the Heathhall community, we try to get out and about in the community as much as possible. We enjoy inviting visitors into nursery such as the library service, emergency services and parents who share their world of work skills. We are a busy setting where there is always something fun going on and lots of friends to play with.

Learning is our work and we look forward to welcoming you to Heathhall nursery!

Working together with Parents, Carers and Families

Positive relationships are the basis for happy children who learn and thrive.

We aim to build positive, supportive relationships with all our families and friends by making you feel included, valued and respected. By working together, we can ensure the best outcome for our young learners.

We welcome any skills that you are able to share with us such as coming in to cook with us, reading to the children or supporting us when we go on walks into the community.

You can also support us by letting us know if your child hasn't slept well the night before coming into nursery or that they are worried about something. These small details help us care for and understand your child. Please also tell us about celebrations and

lovely news too, so we can help your child share these with their friends!

As well as offering nursery care, we can also signpost you to and support applications to other agencies such as Speech and Language Therapy and Educational Visitors if you have concerns about your child. Please speak to us anytime and we will do our best to help you.

Information at a Glance

School address

Heathhall School, Herries Avenue, Heathhall,
Dumfries, DG1 3QZ

Email address

gw10office@ea.dumgal.sch.uk

Parent Council Chairperson Dr G Chalmers

Parent Council Email

heathhallparentcouncil@gmail.com

Head Teacher Mr B Maxwell, Acting Head Teacher

Registered Capacity 56

Start and finish times

8.30am - 3.30pm

Keeping in touch

Please contact the school on 01387 702 590 and leave a message or email Mrs Townsend-Sawley at gw15townsendsawleyca@ea.dumgal.sch.uk

Parental Involvement information:

www.dumgal.gov.uk/schools

www.parentclub.scot/

Parentzone Scotland:

education.gov.scot/parentzone

School term dates can be found at:

www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates

Care Inspectorate full contact details

www.careinspectorate.com/index.php/contact-us

General enquiries 0345 600 9527

Staff



Nursery Manager
Mrs Caroline
Townsend-Sawley



Nursery Practitioner
Miss Fiona Shek



Nursery Practitioner
Mrs Fiona Scott



Nursery Practitioner
Mrs Michelle Johnstone



Nursery Practitioner
Mrs Gillian Gray



Nursery Practitioner
Mrs Kirsty Gray



Nursery Practitioner
Mrs Fameda Mukadam



Nursery Practitioner
Mrs Laura Mason



Early Years Support
Assistant
Miss Terri Downing



Early Years Support
Assistant
Miss Tori Stewart



Early Years Support
Assistant
Mrs Nicola Oats



Early Years Support
Assistant
Miss Holly Scott

Registration with the Care Inspectorate

Early Learning and Childcare (nursery) 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

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.

Getting It Right for Every Child and Child Protection

Getting it right for every child (GIRFEC) is an approach from Scottish Government that sets out how Early Learning and Childcare settings, schools and other services should work with children and their families. GIRFEC is all about ensuring that children get the help they need when they need it – the right help 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-for-children-and-families

Further information can be found on your ELC Noticeboard

ELC Child Protection Coordinator is
Mrs Caroline Townsend-Sawley

Induction and Transition - Settling In

You will receive a letter inviting you to a Welcome Evening in the nursery before your child is due to start. Please come with your child so you can both meet other children starting and the staff.

While your child plays and meets the staff, day-to-day information will be shared with you along with opportunities for questions. Here, you can book unlimited 20 minute transition sessions where you come into nursery with your child to play before they start nursery.

We aim to make you and your child's transition to Heathhall nursery as positive and stress free as possible.

Learning, developing and growing

Play is your child's 'work' and they 'work' very hard while at nursery. We are a busy nursery with lots of opportunities to develop social skills, make friends and build independence skills. We have a large outdoor space to explore with lots of loose parts to create and experiment with as well as areas to play quietly if your child wishes. Free flow movement inside and outside is supported with nursery wellies and wet suits for outside play in all weathers.

Indoors we have a creative area, role play, reading, computers, construction, block play, mark making and carpet area with an interactive whiteboard. Children are free to play anywhere and often take their interest and learning to different areas.

While your child is at Heathhall nursery, the staff are constantly reflecting on your child's development and learning so they can offer your child learning opportunities to engage and stimulate their interests. We do this by listening to your child, following their lead and then reacting by offering staff interactions and resources to support their learning.

Staff observe your child in play and assess where they are in their learning journey through the Early Level of the curriculum (Early Level is usually from the start of nursery until the end of P1). These observations make up your child's Learning Folder which you are welcome to look at any time. Our children are very proud of their Learning Folders and enjoy looking through the photos of themselves and can talk about what they were learning with their friends. We also run small group interventions to support children with different aspects of learning during the nursery day. All learning is done through play with skilled staff who know the children well.



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

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 to access the Legislation & Nutrition Officer.

All Children with allergens should register with the catering team as soon as they are aware that their child has an allergen or intolerance to food.



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, however all medical information will be reviewed on a termly basis. 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:

www.gov.uk/government/publications



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.

Parent/ Carer and Family Engagement

You are the most important people in your child's life and we welcome you into the nursery to support your child's learning and aim to make you and your child feel a valued part of our nursery and school community.

During the year we have regular Stay and Play sessions where you book a slot, come in and enjoy playing with your child. This allows your child to show you what they like playing with and who their friends are in nursery.

We also have open afternoons and mornings along with the school where all parents are welcomed to come and look at your child's learning.

Bookbug sessions run during the nursery day and dates will be shared with parents to come along (younger siblings are welcome).

Potted Sports afternoon and Christmas Celebrations are another opportunity for parents to support and be involved in the life of the nursery and your child's learning.

Your child's Learning Folder is sent home twice a year. Please enjoy looking through it with your child and celebrating their learning achievements.



If you'd like to look at them more often, Learning Folders can be booked out at any time (just ask the staff).

Questionnaires are sometimes sent out so that we can collate your thoughts and feelings which then allows us to evaluate and improve our service to you and your child. Please support us by completing these so that we can continue to offer you the best service possible.

You can support your child and the nursery by:

- Discussing with your child their experiences at nursery
- Regularly looking at the nursery tab on the School Blog <https://blogs.glowscotland.org.uk/dg/heathhallschool/>
- Speaking to the staff at the nursery about your child
- By completing any forms and returning them on time
- Coming into nursery for Stay and Play sessions with your child
- Filling in any questionnaires/evaluations which are sent out
- Helping with events such as trips/fund raising activities etc.
- Participating in our Heathhall Parent Council email: heathhallparentcouncil@gmail.com
- Taking part in focus groups which develop throughout the year
- Being a parent/friend helper

Please keep in contact with Mrs Townsend-Sawley (Nursery Manager) and the staff team via the school phone number: 01387 702 590 or by emailing the school: gw10officeheathhall@ea.dumgal.sch.uk or Mrs Townsend-Sawley: gw15townsendsawleyca@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 Service offers support to improve life chances for children and families through the delivery of a wide range of family learning programmes. Family Learning offers families the opportunity to learn together during relaxed and 'fun' learning sessions.

For more information please visit Lifelong Learning. This link provides more detail of courses www.dumgal.gov.uk/lifelonglearning and programmes on offer.

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) 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. Your child must be dropped off and collected by an appropriate adult (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 we will contact you as soon as possible in the event that the Nursery needs to close.

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 turning five years old between the start of the school year in August and the end of February have an automatic right to defer entry to school and receive another year of funded Early Learning and Childcare. You can read more about deferred entry here: www.dumgal.gov.uk/article/15237/Deferred-entry-to-Primary-1

Important information:

If arriving by car, please park out with the school grounds and walk your child to the nursery door as the drop off lane outside the school is intended for parents whose children can walk themselves into the school yard/building. The car park is for staff.

Children are brought to the door and staff support your child inside with their coats, shoes etc.

At home time you are welcomed into the nursery to help your child get ready for home. Your child has a drawstring bag that stays on their peg to keep spare clothes in. Please check this each evening and replenish as needed.

Please do not send back packs with your child as there is limited space.

Velcro trainers are best for nursery shoes to encourage independence.

All your child needs to bring each day is their water bottle with their name on.



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.