



NURSERY HANDBOOK

(Revised July 2020)



Contents

- "If poem
- Lockerbie Nursery Contact details and Staff
 - Welcome
 - Vision, Value and Aims
 - Practical Information
 - How do young children learn?
 - Nursery Curriculum
 - Partnership with parents/carers
 - Community Links
 - Behaviour
 - Confidentiality statement
 - Care Inspectorate
 - Policy documents
 - Complaints procedure
 - Medication
 - Infection Control
 - Emergencies
- Transition to Nursery and Primary One
 - Family Learning
 - Holiday Dates



If

If a child lives with encouragement,
He learns to be confident;
If a child lives with tolerance
He learns to be patient;
If a child lives with fairness,
He learns what justice is;
If a child lives with love,
He learns that the world is
A wonderful place to be.

We want our nursery to be a
'wonderful place' for your child.

(extract from Canfield J and Wells HC, "100 ways to enhance self-concept in the classroom")

Please work with us to ensure this happens.
If you have any concerns or queries please talk to a member of our staff.



Lockerbie Primary School Nursery Class

Management and Staffing

Head Teacher	Karen Carter
Depute Head Teacher (with responsibility for Nursery)	Ruth Robson
Nursery Teachers	Lynn Gordon John Gillies
Nursery Nurses	Michelle Hamer Allyson Bell Louise Dunn Rebecca Notman Sara Pickstock Mary Bell
Early Years Support Assistants	TBC

Contact

Lockerbie Primary School
Glasgow Road
Lockerbie
DG11 2AT

Telephone: 01576205180

ABOUT OUR SERVICE

Who: Lockerbie nursery class provides pre-school education for all children between the ages of 2-5 in accordance with Dumfries and Galloway Council's admission policy.

What: The learning experiences offered follow National and Regional guidelines, namely "How Good is our Early Learning and Childcare?" and the "Curriculum for Excellence".

Welcome



The management and staff of Lockerbie Primary School would like to extend a very warm welcome to all children and their families attending our nursery class.

As a parent/carer you are valued as part of the nursery team. You have the right to know that your child is safe, happy and treated as an individual by the staff. To ensure that this happens, we need the support and co-operation of all our parents and carers. We would ask that you talk to staff/management and share with us information about your child. Please also ensure that emergency contact details, address and phone numbers are up to date.

This handbook will help you to understand what is happening in nursery and how your child is learning, making friends and further developing all the skills that you have already fostered in him/her at home. If you have any worries, suggestions, good ideas or anything you would like to share with us, please do not hesitate to contact any of the Nursery Staff.

We will communicate with parents/carers regularly and staff on a daily basis and will be able to pass on information at "dropping off" and "collection time".



Vision, Values and Aims

At Lockerbie Nursery we aim to offer high quality service for the children in our care.

Vision (what we want to achieve)

Our children, staff, parents/carers and wider community will work together to promote exciting experiences for the children in our care. We want our pupils to be healthy, active and responsible, and to achieve their full potential while they are at Lockerbie Nursery.

Values (guide the way we work)

- Respect everyone
- Open, honest and effective communication
- Positive relationships and teamwork
- Use knowledge, skills, talents of pupils, parents/carers and wider community
- Identify learning experiences within the local community

Aims (reflects our vision statement)

- We would like all of our children to become confident individuals. We will provide a safe and stimulating environment in which our children will learn positive attitudes and develop positive self-esteem.
- We would like all of our children to become responsible citizens, where they will develop an understanding of, and respect their own and others' feelings.
- To enable our children to become successful learners. We will provide a variety of opportunities for learning, which will stimulate and capture their imagination.
- To encourage our children to be effective contributors, by involving them in planning for their learning experiences.
- For pupils, staff, parents/carers and wider community to work collaboratively; for adults to share good practice and information, to promote positive and smooth transitions.



Practical Information

New policies and procedures due to Covid-19

Covid-19 appears to affect young children less often and with less severity. Children's role in its transmission is unclear but it seems that it is not significant. We know that, unlike older children and adults, nursery children cannot be expected to remain 2 metres apart from each other and staff. Taking this into account we are introducing measures that will minimise the chances of cross infection within our nursery.

Everyone involved in the day to day running of the nursery will receive appropriate instruction and training on how to operate under the terms of the new Safe Operating Procedures.

We aim to work in partnership with parents and trust that everyone understands and follows these new Operating Procedures.

Lockerbie nursery will therefore introduce the measures set out below:

- Any pupil, staff member, parent or visitor with coronavirus symptoms must not attend nursery and must isolate at home
- Increased cleaning processes will be in place, throughout and at the end of the day
- The children will be taught the importance of frequent hand washing and good respiratory hygiene practices ('catch it, bin it, kill it' approach)
- Reduce transmission risk by ensuring children and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.
- Arrival and departure will be staggered and children will be dropped off at separate entrances, using the nursery playground gates and front door. Parents will be informed of their allocated drop off and collection times and the process for doing so. Only one parent or carer to be present at dropping off and collection times.



- Parents will not come on site or visit the nursery unless this is explicitly arranged with the Nursery Staff e.g. in the event of a child being distressed.

Clothing

In order for your child to take a full part in nursery activities we ask that all children wear play clothes which are comfortable and easily washed. Please be aware that your children will take part in messy activities e.g. sand, water, paint and glue. Due to current Covid-19 restrictions children will not be able to share aprons therefore increasing the opportunity that they will accidentally stain their clothing. Children will still have access to water and sand play but only within their own bubble. It is planned that each group will have access to sand and water activities.



To make it easy for your child to go to the toilet, trousers with an elasticated waist are best (the buttons on jeans can be quite difficult for a child to open). The nursery follows the regional policy on toileting which expects that children are independent in using the toilet, however, if your child requires adult help to go to the toilet please inform the nursery staff. Your child's care and welfare, privacy and dignity are our prime concerns.



It is a good idea to wear t-shirts with short sleeves under a fleece or jumper. We would be grateful if your child could wear shoes that are easy to put on and take off, e.g. no laces. We like to encourage children to be independent. Please ensure that all belongings are named. Thank you.



Outdoor Play

Due to the current pandemic and the research showing that it is safer to be outside, it is our intention to have the children playing in an outside environment as much as possible. The children will be allocated waterproof trousers for their sole use, which will be washed regularly. Please make sure you provide, sun hat, gloves, hat and warm or waterproof coat, wellies etc. when appropriate.



Practical Information (continued)

Snack and Free School Lunches

Your child will have a snack in nursery which will include a choice of drinks: milk and water. They will also have a choice of fruit and vegetables. The children will work with adults to select snacks, set them out, to lay and clear the table and to pour drinks and wipe up spills by themselves. Free school lunches will be available, and every child will be given a termly menu with the daily choices (It is not yet known if these are going to be hot or cold options yet). We follow Nutritional Guidelines for Early Years. Any food allergies must be brought to the attention of staff.

Nursery Opening Hours

The nursery will be open from 8:30am to 3:30pm and children will be able to attend 6.5 hrs within these opening times.

At registration, please tell us who will be collecting your child at the end of the session. We cannot release children to anyone other than an authorised person who **MUST BE OVER 16 years of age.**

If your child is going to be absent from their Nursery session, please phone and let us know.

Morning Drop-off

You and your child will be greeted at the front door or playground gate by a member of staff, who will register them and take them into the nursery. If drop-off time is busy please ensure safe distancing at all times.

Afternoon Collection

To ensure that your child is safe at collection time one staff member will be at the nursery front door or gate. When the "noted" adult arrives to collect the child, the staff member will inform the child and ensure they leave with this adult. If collection time is busy please ensure safe distancing at all times.

We know that this is a very unusual and worrying time for everyone. It is very important that at the forefront of this heightened awareness of safe operating procedures, we do not forget that care and consideration must be taken of the need to ensure that everyone within the nursery community feels safe and secure. We will try our best to create a normal nursery environment and hope that you will bear with us.



We will be concentrating on fostering those secure attachments and, whilst we will be constantly observing and assessing the children, we will not be completing our PLP's in the usual way. We are however, planning to record our observations through SWAY which will allow us to give you access to what your child is doing in nursery online. We want our staff to spend time with the children, playing and building their relationships. We would always speak with you immediately if we had any concerns. If your child is expressing any concerns or worries, it is important that you inform the keyworker / Nursery teacher.

How do young children learn?

"Play is the way in which young children bring their experiences and reflections of the world into continuity with their own lives and interests."

Our nursery environment is carefully planned, organised and managed to offer children opportunities to play alone or with others. Play is how young children develop strategies for learning. When children are relaxed and absorbed in play which is meaningful for them, they are most likely to show what they have learned, what they can do now and what they want to do next.

The adults in our nursery empower children to take control of and responsibility for their own learning in play.

We give children:

- Time to initiate, explore and extend play.
- Space where they may play alone or with others.
- A variety of materials appropriate to their experiences and interests.



The adults in our nursery are partners sharing the play experience, helping children to reflect on their play and to express their feelings and ideas. We are a staff who observe, assess, monitor and enrich the play.



Nursery Curriculum

The learning opportunities offered in our nursery follow National and Regional Guidelines on what children should learn. For our 2 year olds we follow the Pre-Birth to Three guidelines and for our 3-5 year olds we use "Realising the ambition: Being Me" guidelines and "Curriculum for Excellence 3-18" which is a framework of learning experiences across eight key areas:

English and Literacy

Mathematics



Health and Wellbeing

Religious and Moral Education



Social Studies

Science

Technologies

Expressive Arts

We aim to develop through our nursery and primary curriculum children who are Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens. We have a weekly celebration of learning award to promote this.

You will be given regular information about what your child is learning in nursery during each term. We encourage you to read, discuss and contribute to his/her Personal Learning Plan throughout the nursery year.



Partnership with Parents/Carers

In Lockerbie nursery we value parents and carers as their child's prime educators. We realise that parents and carers have an important role in their children's learning and our aim is to work together to support that learning, and provide an environment where families feel welcome, relaxed and confident.

We hope in the near future to again be able to welcome parent and carer helpers in the Nursery and encourage you to share your knowledge, skills, talents and hobbies.

Partnership includes sharing information about your child and nursery staff will be happy to discuss your child's progress. This can be done informally or by phoning to speak to the nursery teacher. In the pre-school year parents and carers will receive one written report and the information contained in the report will be shared with your child's primary one teacher. Your child's Personal Learning Plan is also passed onto the receiving Primary one class teacher to promote continuity in their progression.

Throughout the year, a variety of open days, information sessions, workshops and information discussions with parents are offered to further develop home-school partnerships.

Community Links



In the near future we hope to get back to looking for opportunities to carry out activities in the local community, including visiting the local library and shops.

Hopefully parents and carers will be allowed to be invited to be part of these experiences. We also hope to welcome visitors to the Nursery to support us in delivering aspects of our curriculum.

Agencies

We work closely with a range of agencies to support the needs of individual children in our care, e.g. Social Work, Educational Visitor and Speech and Language Therapist.



Behaviour

The nursery rules are there to ensure that your child feels safe and comfortable and to help develop social awareness.

Nursery rules:

- We will walk to avoid bumps and falls.
- We will keep our voices at a reasonable level.
- We will keep our nursery safe and tidy.
- We will respect each others' feelings and property.



Behaviour Management

Our nursery has a positive behaviour policy which uses specific praise to reinforce appropriate behaviour. We aim at all times to raise your child's self-esteem so that he/she responds to others in positive ways.

We at Lockerbie nursery aim to provide positive role models for the children with regard to friendliness, courtesy and care, Staff will praise and encourage desirable behaviour. Children displaying inappropriate behaviour will be given support to understand what is wrong and to work towards improving.

Where a child's behaviour is causing concern, we will meet with parents and carers so that a joint approach to manage the behaviour may be agreed. We want to develop a strong home-school partnership, so that you feel involved in all aspects of your child's nursery experiences.

Confidentiality Statement



To protect children, parents and carers, and nursery staff, we have clear rules about issues of confidentiality, which are shared with everyone working in the nursery.

The school recognises that teaching and non-teaching staff members often have to deal with sensitive, personal information in their work with children and families. All information, verbal or written, provided by parents or carers is treated confidentially.

All staff, students and volunteers working in the nursery are made aware of these procedures.

All records/evidence relating to a child's personal safety are kept in a secure confidential file. Parents/carers wishing to access records relating to their own child should contact the school and the Head Teacher will carry out the necessary procedures.



Care Inspectorate

Care Inspectorate carry out regular inspections of our nursery setting. Their inspection reports provide information about the standard of care given by our service.

During an inspection, the inspector gathers evidence from a variety of sources, communicating with staff, pupils and parents/carers, observing staff and pupils, using comments from parent/carer questionnaires, looking at the environment, toys and equipment, and examining policies, records and other documents.

Our inspection reports can be found at <http://www.careinspectorate.com/>

Policy Documents

The nursery has policies including:

- Child protection
- Infection Prevention and Control in Childcare Settings
- How good is our early learning and childcare?
- Pre-Birth to Three
- Healthy Eating
- Positive Behaviour
- Confidentiality
- Complaints Procedure
- Equal Opportunities
- Health & Safety
- Transition to Primary One
- Whistle Blowing

A policy file is available in the nursery should parents and carers want more information on any of the above. Please ask a member of staff.



Medication

School staff are not required to administer medication to pupils. Where staff do agree to administer necessary medication, a medication request must be completed and signed by parent/carer. Medical request forms are updated at the start of each session. Medication must be held in its original container with the child's name clearly labelled. It should be brought to Nursery by the parent/carer and will be kept in the lockable medical cabinet. Only emergency medication, such as inhalers, will be administered.

A record of medicines given to children and the staff involved will be kept in the nursery.



It is the responsibility of the parent/carer to check regularly that the medication is not out of date and that there is a sufficient amount held in school.

If a child refuses to take medication, the parent/carer will be informed immediately and must assume responsibility.

In certain cases, children may require invasive medication. Individual Health Care Plans will be formulated for these children in conjunction with parents, carers, staff and medical personnel. Volunteer staff will be trained in necessary procedures by a member of the Health Board and named on each child's individual medical protocol. (This protocol will be displayed in the nursery cloakroom). Important information regarding pupil's medical issues will be available to appropriate staff in the Nursery, including supply teachers. A staff health care training record will be held, naming all staff currently training in each procedure. The safety of pupils and staff will always be of ultimate concern.

Complaints Procedure



If you have a query or concern, please speak to any of the nursery staff, who will all be happy to help.

If you have a concern or issue regarding a member of staff, please contact Mrs Carter, Head Teacher. Although such situations are rare, the staff at Lockerbie Nursery aim, to resolve any matter as quickly as possible.

If you feel your concern has not been satisfactorily resolved then the complaint may be taken to the Education Authority. Information on how to make an official complaint can be accessed through the link below:

www.dumgal.gov.uk/complaints

Complaints about service provision can be made directly to Care Inspectorate at the following address:

Compass House, 11 Riverside Drive, Dundee, DD1 4NY
Tel : 01382 207100
Enquiries : 0345 600 9527
Email : enquiries@careinspectorate.com



Infection Control

Children are welcome to attend nursery but must not be displaying any coronavirus symptoms, the most common being a new continuous cough, a high temperature or a loss of taste and smell.

It is important that you seek medical advice if you are unsure.

It is important that children do not attend nursery if unwell for their own wellbeing and for the safety of others.

If anyone is experiencing any symptoms they cannot return to nursery until they have completed the required isolation period and be symptom free or have achieved a negative test result. Prompt exclusion is essential to preventing the spread of infection. Children who are classed as clinically vulnerable should follow their medical advice before attending nursery.

If your child has any other infectious disease (see below) please inform a member of the nursery staff who will inform the Head Teacher. Your GP will advise you when your child should return to school.

Periods of exclusion can be found using the link below:

http://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

Emergencies

Illness/accidents

If your child feels ill during the day and we feel that he/she would be better at home, we will telephone you or your named emergency contact. Minor accidents, cuts or bruises are dealt with by school staff. Serious accidents rarely happen, but should one occur your child will be taken to your doctor or an ambulance called. You or your emergency contact will be immediately notified.



We cannot stress enough the importance of supplying school with the relevant information we require in such a situation, i.e. your own home and work number and a telephone number of an emergency contact. Please update this information as necessary.

Emergency Closures

If the school has to close down in an emergency, e.g. the water supply fails, the electricity is cut off, the heating breaks down or there is a severe snowstorm, obviously it is not possible to warn you in advance.

School staff will make every attempt to contact you or your named emergency contact and ask you to collect your child.

Announcements regarding closure are normally made by SMS text messaging, West Sound Radio and Border Television, and are published on the D&G Council Website (www.dumgal.gov.uk); parents are advised to monitor these broadcasts during periods of bad weather.

Transition to Nursery and Primary One

Transitions are important in all our lives: the first transition from home into early years settings and on into primary education are amongst the most emotive of all educational transitions. To ensure that children and their families make these transitions as easily as possible, We will be revisiting our transition policy to see what we can provide with the restrictions placed upon us by Covid - 19. Below is our previous policy that we hope to get back to soon.

Playgroup/crèche to nursery class:

Where possible, children attending Mid-Annandale Playcare or other play groups will visit the nursery before starting. Nursery staff will discuss reports and share information to benefit the transfer. Staff will keep in contact in the initial weeks to exchange information to ease the transition.

Home to nursery class:

All children who will attend the nursery will be invited with their parents and carers to attend an information session to meet staff, familiarise themselves with the nursery environment and to experience the activities and resources it provides. Where parents and carers are concerned about the transition a programme of visits will be agreed for the child.



Transition to Primary 1:

In the pre-school year, nursery children will take part in a planned programme of visits to primary 1 to become familiar with the classrooms, staff, playground and dinner hall and much of this will form part of the daily routine in Nursery. Children accompanied by nursery staff will have access to the infant playground at break times during term 4.

In term 4 parents will be invited to the school for an information session and to meet the Head Teacher.

Receiving primary one teachers from other schools will be invited to visit the nursery to meet the children and talk with staff.



Family Learning

Our Family learning Co-ordinator, Eileen Johnstone, offers a wide range of activities and events for families. These may be to support parents in helping their child to learn, to find out more about what and how children learn in school or to develop their own learning. Eileen can be contacted on 07709479624 (Eileen.johnstone@dumgal.gov.uk)

School Holiday and Session Dates can be found through the link below:

<https://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates>