



Nursery Class Handbook

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Welcome

Welcome to Maidenhill Nursery Class, situated within the Maidenhill Primary School building. We are delighted that your child is joining us and that we can be apart of their learning journey. We look forward to working with you over the coming months and years. Our aim is to make your child's transition into our nursery a happy time and the beginning of a successful and positive school experience. However, we recognise that this can also be an anxious time for both children and parents and we hope that the information contained in this pack will provide the key information that you need to feel at ease.

At Maidenhill, we work closely with parents from the outset and we would encourage you to voice any questions or concerns you may have as your child moves towards their first days of nursery.



Contact Information

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LINKS



SCHOOL WEBSITE

<https://blogs.glowscotland.org.uk/er/maidenhill/>



NURSERY BLOG

<https://sites.google.com/er.glow.scot/maidenhill-nursery/home>



NURSERY TWITTER

<https://twitter.com/ERCMaidenhillNC>

Our Staff Team

The Maidenhill Nursery Class team will work together to provide a safe and motivating learning environment for your child. The following staff will all be involved in your child's nursery experience:



Alasdair McDonald

Headteacher of school and nursery class



Alison Shaw

Depute Headteacher, including role of Additional Support Needs Coordinator



Eilidh Lawson

Principal Teacher (Acting), with line management responsibility for nursery class



Gihan Temraz

Play Worker

Our setting is designed to be conducive to free-flow play, where the children can access the entire nursery space as they choose. This also allows the children to build relationships with all staff members who are positioned across the nursery floor and garden. However, every child has 3 or 4 key workers who take the lead with their settling process and communication with families. This is organised by the following 3 groups:

Foxes' Key Workers



Cassie Smart
Senior Child Development Officer



Tracy Kelly
Child Development Officer



Sehba Ali
Child Development Officer

Squirrels' Key Workers



Claire Brown
Child Development Officer



Ciara Duffy
Child Development Officer



Helen Maberly
Child Development Officer

Bunnies' Key Workers



Amera Ali
Child Development Officer



Catherine Hall
Child Development Officer



Maria Skamagka
Child Development Officer



Megan Gillen
Child Development Officer



Nursery Sessions

Children at Maidenhill Nursery Class will have sessions following the 'core hours' (5 days of 9am-3pm) or the 'extended hours' (3 days of 8am-6pm) models. You may also wish to split your 1140 hours entitlement between our setting and another provider under the 'blended model'. These places are allocated by East Renfrewshire Council Early Years Admissions Team and enquiries regarding this can be made via the contact details linked [here](#).

Our nursery class is open during term time and closed during the school holidays. School holidays can be found on the East Renfrewshire website linked [here](#).

This year, we will be introducing 'add-on' hours where families can purchase additional hours beyond their entitlement, dependent on availability. Where there are more applications than available spaces, a ballot will be conducted to allocate spaces. These places are booked for the full academic session and not on a week to week basis. They are to be paid in advance, in 4 week blocks. If you wish for more information on this, please contact our school office.

What to Bring

There are a few items that we ask parents and families to provide. However, if at any time you require support, please do not hesitate to get in touch. Our priority is ensuring that all children and families have the best experience with us possible.

Where possible, please provide the following items:

- Wellies
- Puddle suit
- Indoor shoes
- Hat, scarf and gloves in cold weather
- Suncream in sunny weather
- A bag with at least one full outfit change - including socks and underwear
- Nappies, wipes and nappy sacks if required

We access the outdoor area in all weathers and therefore children require some of these items to keep them warm and dry. These can be left in nursery.

At times, our play can result in the children getting a little wet or messy and this is one of the reasons why we ask you to provide a clean change of clothing.

Please ensure that all items from home are clearly labelled.

We also advise against children bringing items to nursery which are particularly precious or valuable. We have a very large setting, accessed by around 100 children, and despite our best efforts, often items will go missing or be broken.



What to Wear

Children in the nursery class are free to wear their own clothes. Some families opt for our uniform which is a sky blue polo shirt and a grey sweatshirt, with or without the Maidenhill badge. The uniforms for nursery can be ordered on Schoolwear Made Easy, linked [here](#).

Quality Mealtimes

Mealtimes offer valuable opportunities for children to develop their social skills as well as their independence skills. We aim to provide a nurturing and quality experience for children at snack and mealtimes.

As part of the 1140 hours provision, East Renfrewshire provide all nursery children with a free lunch. However, you are welcome to supply your child with a packed lunch and snacks if you would prefer. We ask that all packed lunches include an ice pack. Please also note that there are no facilities to warm up food for your child. The East Renfrewshire nursery lunch menus are available online and are linked [here](#).

If it is of support to families, children are welcome to bring their breakfast to nursery, particularly those arriving at 8am.

Please also note that we are a nut-free school.

We ask parents to be especially vigilant when buying snacks and preparing packed lunches.



Before Starting Nursery

Our priority and ethos is to create an environment where children feel comfortable, relaxed and secure. For many children, starting nursery is their first separation from their main carer. With this in mind, every child's transition from home to nursery will be considered individually and the child's wellbeing remains at the heart of this process.

Before your child starts with us, you will be invited to an induction evening in the school building, where information about the nursery will be shared with parents and carers. You will also have the opportunity to meet some of our staff team and other parents. This event will be repeated for those starting later in the year. Before your child starts nursery, you will need to complete enrollment forms and this can be done during the induction evening or you can arrange to do this at another time by contacting the school office.

To further support children with this transition, we offer each child an optional home visit from two members of our staff team as well as a Bookbug session in the nursery which they can enjoy with a parent or carer.

When your child turns three, we recommend at least one 'settling visit' to ease them into their new nursery routine. Typically, this will be for around an hour and a parent or carer is welcome to join them for some of, or all of, this time. This process is very flexible and is tailored in response to your child's needs. When your child is happy to be dropped off at the nursery door, a member of the nursery team will welcome your child and take them into nursery. At the end of the nursery session, we ask that you wait outside the nursery whilst a member of staff brings out your child.

Illness, Accidents and Medication

If your child complains of feeling unwell or has an accident, a member of staff will assess them and administer appropriate first aid. There are members of our staff team who are first aid trained and who are available to support in the event of more serious injuries and illness. In some cases we use hypo-allergenic plasters, please let us know if you do not wish for us to use plasters on your child.

Our policy is to call parents in the event of any head injury or for more serious injuries or concerns. If primary carers are unavailable, we will telephone their emergency contacts. It is imperative that these contact details are kept up to date. On these calls, you will be given the necessary information to enable you to decide whether you should collect your child from nursery. All medical incidents that are dealt with by staff are recorded and signed by staff and parents.

We follow NHS guidelines and ask that if your child is suffering from a heavy cold, virus or any kind of contagious condition that you should keep them at home to avoid infecting other children. These guidelines also stipulate that children should be absent from nursery for 48 hours following a bout of sickness or diarrhoea.

When completing your child's enrolment forms, you will be asked to give details of any medical conditions and allergies that your child has, as well as any medication that is taken on a regular basis. This information will be stored securely and shared with relevant staff.

If your child requires medication during the nursery session, you should discuss this with the Principal Teacher or the Senior Child Development Officer. We can only administer medication with a prescription label from a pharmacy. You will be asked to complete a form which authorises designated nursery staff to administer the medication. Medicines will be returned to you at the end of each school term to check expiry dates.

Throughout the year, please ensure that the nursery is kept up to date with your child's medical and health information or concerns.

Parental Engagement

We recognise that parents are children's first educators and that our input simply compliments all the work that you do at home. For this reason, it is vital that we work in partnership to best support your child in their learning journey and we hope that you always feel that your input is valued.

To ensure parents have an insight into our nursery day, we regularly share snapshots of our play and learning on our [Twitter](#) and [Nursery Blog](#). Our key workers also make monthly pastoral calls to parents to discuss children's progress and wellbeing. We make use of drop off and pick up times to share key information with parents however, if you wish to discuss something which may require a little more time, please email or call the school office and we will get back to you within 48 hours. Children in their preschool year will also receive a parent's night appointment and a summative report.

There are many ways in which you can become involved in your child's nursery experience. Throughout the year, we will host a variety of different experiences in the nursery for you to attend including Bookbug sessions, Forest School experiences and 'Stay and Play' sessions. Details for these are shared in our Head Teacher's weekly bulletin and we encourage parents to keep a close eye on these to avoid missing key information. We also share snapshots of your child's learning in their individualised Learning Journal. These scrapbook style journals are a collaborative document and we encourage families and children to contribute to these too.

To build positive relationships between home and nursery and to gather parent views and feedback, we facilitate opportunities for parents and families to join us for events such as 'Coffee and Chat' meetings and 'Walk and Talk' outings.

This year, we will be further developing our family learning programme where will be hosting sessions which we hope will enhance parents' confidence in topics such as supporting early literacy learning at home or outdoor learning. Please let us know if you there is a particular topic that you feel the nursery could you support families with.

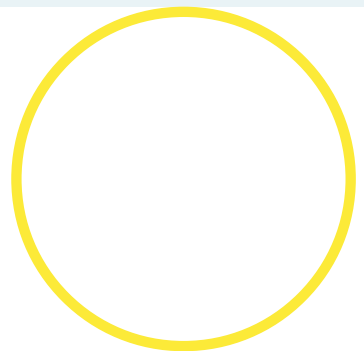
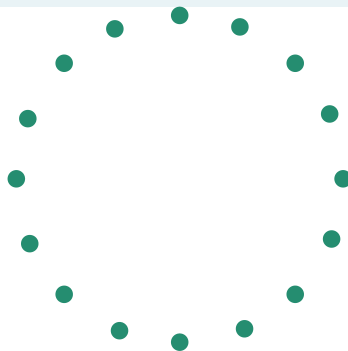
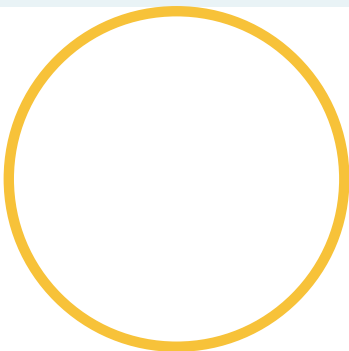
Finally, we are always very grateful to recieve offers of support from parents and families. This can be volunteering to read books to children, helping us to look after our garden or leading a session in a particular area of expertise for example cooking, knitting or woodwork. These can be one-off offers or regular volunteering. Please let us know if this is something that you or a family member would be able to offer.



Partner Agencies

To ensure your child receives the best care and input possible, we work closely with many other agencies. Our partners include:

- Psychological Services
- Community Health
- Oral Health
- Bilingual Support
- Speech and Language Therapists
- Occupational Therapists
- Children and Family Services
- Care Inspectorate
- Police and Fire Services
- Family First



Child Smile Programme

We are a health promoting school and nursery and as part of this we participate in the national Child Smile programme which aims to improve the oral health of children in Scotland. As part of this, each child has their own toothbrush and participates in supervised brushing every day. You will be asked to give your consent for your child's involvement in tooth brushing. More information about the programme is linked [here](#).

Learning in the Early Years

In our provision, we offer engaging and open-ended play experiences which allow children to explore a broad range of concepts and skills. Our skilled practitioners facilitate children's learning by building on their existing knowledge, abilities and interests by providing a balance of adult and child led experiences. A key element of our pedagogy is our high quality interactions with children. We use open-ended questioning to support children's critical thinking and we play alongside children to scaffold their learning and to model sustained shared thinking.

The nursery teachers and Child Development Officers design the curriculum with our children at the centre. We use a balance of responsive and intentional planning which is informed by observations of the children in their play. To ensure that children are truly involved throughout the learning process, we create regular opportunities for them to reflect on their learning and to plan for their next steps. One of our main planning tools is our Talking and Thinking Floorbooks. These large scrap-book style floorbooks are available across our playroom and garden and the children regularly participate in 'planning meetings' where their ideas and reflections are recorded through their own mark-making as well as scribing and analysis from the staff. These books promote curiosity and creativity in our young learners as well as giving children a sense of ownership and autonomy in their learning. The books also evidence children's lines of enquiry and help them to make connections in their learning.

A final key component of our pedagogy is our learning environment. To us, this is more than just the physical space but also encompasses our ethos and atmosphere. Being a new build, we are incredibly fortunate to have excellent facilities which were specifically designed to support learning in the early years. Our playroom and garden are circular which allows children to flow between experiences in a continuous and uninterrupted way. As described in the Reggio Emilia approach to early years pedagogy, the environment should be considered the 'third educator' (after adults and other children), and we strongly subscribe to this concept. It is for this reason that we ensure that all areas of our nursery are inviting, accessible to all children and stocked with a broad range of resources which promote independence, curiosity and creativity.

Literacy and English, Numeracy and Mathematics and Health and Wellbeing are considered our core curriculum as outlined in Scotland's Curriculum for Excellence. Our nursery team are committed to providing regular opportunities for children to develop core skills within these subject areas across all experiences in our playroom and garden.

Literacy Through Play

The term 'literacy' broadly refers to all aspects of language-based communication and within our curriculum it is divided into 'reading', 'writing' and 'talking and listening'. The following approaches are some examples of how we support children in this area of learning:

- Modelling and celebrating expressive language through social interactions and communication, story telling and imaginative play including role play and small world play.
- Creating regular opportunities to develop receptive language such as games and activities which require children to follow instructions, listening for information, summarising information and to sequence events.
- Use of songs, poems and rhymes which develop phonological awareness including the ability to recognise patterns of sounds such as alliteration, syllables and rhyme.
- Regularly exploring a range of texts and highlighting environmental print to develop children's understanding of the conventions of reading as well as promoting a joy of reading.
- Providing a variety of mark-making and writing resources across the playroom and garden and creating purposeful opportunities for children to mark-make and write.

Numeracy Through Play

Whilst the term 'numeracy' refers specifically to learning of number concepts, our 'mathematics' curriculum includes wider concepts including; shape, position and movement, measurement and time, and information handling. As with our approach to literacy learning, we provide daily opportunities for children to explore numeracy in a range of contexts across the playroom and garden. These include the following key approaches:

- Providing a range of 'loose parts' resources such as buttons, marbles, corks etc. to explore a range of skills including ordering, pattern, symmetry, shape, counting and one to one correspondence.
- Reinforcing number recognition by highlighting and discussing numbers within the environment including in signs, in books and in resources such as play phones and keyboards.
- Providing a range of mark-making and writing resources and engaging provocations which spark children's interest in writing numerals, shapes and patterns.
- Ensuring children have access to a range of resources which allow them to explore numeracy and mathematics concepts in their play including scales, measuring tapes, sand timers, tiling games and calendars.



We hope that this handbook has given you a sense of what life is like at Maidenhill Nursery Class.

We are delighted that you are joining us and we look forward to making many happy memories with your child and watching them flourish in this next chapter of their learning journey.

