



# Halbeath Nursery Welcome Information

Halbeath Nursery  
Guttergates Road  
Halbeath  
Dunfermline  
KY11 8EB  
01383 602161

[halbeathnursery.enquiries@fife.gov.uk](mailto:halbeathnursery.enquiries@fife.gov.uk)

Kindness Respect Determination



## Our vision

### Inspiring Learning Through Play

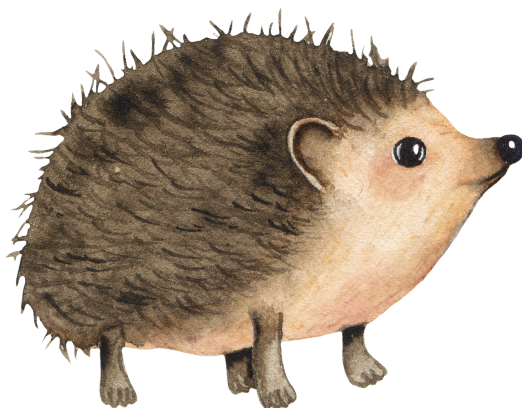
At Halbeath Nursery our vision is to inspire children to learn through play every day, by providing all with a happy, caring, safe, secure, and stimulating environment.

## Our Values

### Kindness, Respect and Determination

## Our Aims

Our nursery aims are based on the wellbeing indicators. We aim for all our children to be safe, healthy, achieving, nurtured, active, responsible, respected, and included at Halbeath Nursery.



## Meet our Senior Leadership Team

Headteacher: Julie Journeaux  
Depute Head of Centre: Claire Ewing

Senior Early Years Officer: Karyn David  
Senior Early Years Officer: Kellie Couser  
Nursery Teacher: Ruth Robertson

## Our Staff Team

### The Owls

Amy Bowers  
Gill Baxter  
Karyn David  
Cara Smyth  
Caitlin Angus  
Andrina Francis

### The Squirrels

Kellie Couser  
Gill Hislop  
Dory Hutchison  
Louise Weir  
Kerys Bailey  
Caitlin Duffy  
Veronica Larkin

### The Rabbits

Sharon Young  
Aysling MacKenzie  
Deborah Mitchell-Smith

### The Flexible Staff

Zena Hunter  
Kimberly Dow  
Sarah Ewan

### The Support Staff

Cook/Cleaner - Lee-Anne  
Clerical Assistant - Lisa  
Janitorial - Michelle  
PSA - Michelle Duffy

### The Badgers

Andy Glen  
Yvonne Steffen  
Alana McKinlay  
Margaret Stewart  
Lindy Brown

## Keyworkers

All children have key workers who will get to know both you and your child. Please feel free to approach your child's keyworker about anything you are unsure about.

## Session Times

### 49 Week Model (2-year-olds and 3 to 5s)

Morning Sessions 8am till 12.40pm

Afternoon Sessions 1.20pm till 6pm

### 46 Week Model (3 to 5s)

Monday/Tuesday 8am till 6pm and Wednesday 8am till  
12:48pm

or

Wednesday 1:12pm and Thursday/Friday 8am till 6pm

### 39 Week Model (3 to 5s)

Term Time

Monday to Friday

9am till 3pm

## Settling In

We appreciate the big step starting nursery is for your child and family. It may be the first time your child has been away from you for any length of time. We will work with you to support you and your child to settle into nursery and build positive relationships with staff and other children.

Parents/Carers are welcome to stay with their child in nursery to support them to settle in and build trusting relationships with staff. We will support you with this and take the lead from your child.

You and your child will visit nursery before their start date and be connected to SeeSaw, where our staff team will read stories and share information.

## What do children do at nursery?

Learn through play.

Learn how to play with other children.

Learn how to listen and communicate with other adults.

We follow the Early Level Curriculum for Excellence.  
This is the curriculum followed by children in Scottish Schools throughout their time in school.

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## What are Personal Learning Journeys (PLJs)?

This a record of your child's learning at nursery.

When your child starts here, the keyworkers will tell you how you can contribute to the PLJ folder.

You will be invited to have parent chats, where you can hear about how your child has settled and how we can work together with your child to share successes and plan next steps for learning.

PLJs and Parent Chats are currently being supported online and through phone calls/discussions.

Home learning is supported through our SeeSaw.



## Clothing.

We would advise you to dress your child in old, comfortable clothes for coming to Nursery, so that they can run about easily and it won't matter if they get these covered in paint, glue or mud.

Please also bring a spare set of clothes to Nursery so we have a change of clothing should your child get wet in the water tray or have an accident. All clothing should be labelled with your child's name.

We recommend trainers, or boots/wellies for the winter, to allow the children to safely enjoy physical play outdoors. Indoor shoes are also welcome in your child's bag - especially when shoes and socks can become wet or muddy from outdoor play.

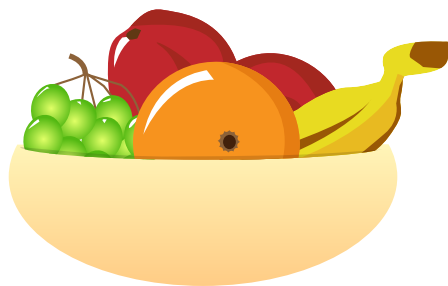
Please bring a coat for your child, as we try to get out to play even if the weather is not very good. Waterproofs are also recommended.



## Nursery Snack

All children are offered a small snack during their session. This is normally something like fruit, toast, cheese & crackers with milk or water to drink.

Please let us know if your child has specific dietary requirements or allergies.



## Lunch

For those children staying for lunch, these are free and a choice of hot or cold lunch is available. You can provide your child with their own packed lunch if you prefer. We follow 'Setting the Table' documentation.

Menus are shared with parents/carers to support choices.

## Nursery Weekly Contribution

Voluntary contribution helps us to cover the cost of any additional snacks or consumables as well as cooking or baking activities and also goes a long way towards the cost of trips, outings & resources to support children's learning and experiences.

Suggested donation £2 per week.



## Attendance

If your child is not attending Nursery due to illness, family days, holidays or appointments then please let us know as soon as possible by calling the main office 01383 602161 or messaging us on SeeSaw.

We are required to follow Fife Council procedures for all absences.

## Illness

We encourage the children to practise good hand hygiene and infection control measures are followed by staff.

Should you feel your child has something contagious then please do not send them into Nursery and contact us to let us know why they are ill.

If your child has had sickness and/or diarrhoea, then they will not be fit to return to Nursery until 48 hours following their last bout. Infection control is at the back of this booklet.



## SeeSaw

At Halbeath Nursery we use the SeeSaw app to share learning, communicate information and post home learning activities. You will be sent a link direct to your email address to connect to your child's journal on SeeSaw once you have enrolled your child at nursery. If you have any issues with linking to SeeSaw, please let us know and we will help get you connected.

## Holidays

### Squirrels and Owls

25th December 2023 -  
3rd January 2024  
6th May 2024  
15th July 2024

### Full Nursery In-Service Days

Nursery closed to all  
children on the following  
Days....

14th August 2023  
15th August 2023  
10th November 2023  
14th February 2024  
9th May 2024

### Rabbits and Full Day Squirrels

25th December 2023 -  
3rd January 2024  
1st April 2024 - 5th  
April 2024  
6th May 2024  
15th July 2024

### Badgers

Autumn - 9th October to 20th October 2023  
Christmas - 21st December to 3rd January 2024  
February Break - 15th and 16th February 2024  
Spring - 29th March to 12th April 2024  
6th May 2024  
3rd June 2024  
Summer - Monday 1st July to Tuesday 20th August 2024

## Sun Awareness

We work a Sun Awareness policy at Halbeath that means we encourage our children to:

Wear a sunhat when outside.

Wear clothing covering the shoulders and arms.

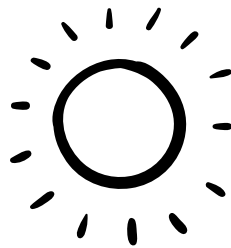
Be outside for limited periods when sunny between 11am and 3pm.

Wear appropriate sunscreen.

Be encouraged to play in the shade and take frequent liquids.

Parents/carers please apply sun cream to your child prior to coming into nursery. Staff will reapply during the full day session with nursery sun cream.

If your child has sensitive skin, you may wish to supply your own sunscreen. Please label the bottle clearly and speak to a staff member.



## Accidents

If your child has a minor accident in nursery, we will treat them with any necessary first aid and advise you of the accident.

We keep a record of all accidents. Parents are asked to sign the record to confirm that they have been informed of the accident and can also have a copy of the form if they wish.

If a child has a major accident in our care, we will contact you and emergency services. Please make sure we have up-to-date contact details for both yourself and your emergency contact, in case we cannot reach you.

## Progress Chats

Halbeath Nursery encourages parents to have regular contact with staff. Our staff are always happy to discuss how your child is getting on in nursery and we are available if you need some support or advice.

We will invite you to join us for progress meetings throughout your child's time at Halbeath Nursery, where your child's keyworker will discuss your child's progress in nursery. These meetings will be planned across the duration of your child's time in nursery.

We will be offering a mixture of face-to-face conversations, video calls, phone calls and posts on SeeSaw. Just let us know what will work best for you and your family.

If at any time you wish to discuss your child's time in nursery, you can make an appointment by contacting the nursery office.



## FareShare

We have Fareshare which is available to all families and local community. Fareshare is a food waste charity that we work with to reduce food waste by encouraging families to take whatever food they can use.

Each week we get a food delivery from Fareshare for a small fee to the nursery. All parents are welcome to access Fareshare so please take what you need. If you can, you can leave a donation which will cover the cost of Fareshare with any extra used to purchase resources for our children in nursery.

We also have a children's clothing rail at nursery. This is to support us to reduce, reuse and recycle. If your child would benefit from an item of clothing from the rail, please help yourself. You can make a small donation for any item, but this is not necessary. We also welcome any donations of children's clothing for our clothing rail.



# FareShare

fighting hunger,  
tackling food waste

## Stay and Play

You are welcome to stay and play for part of your child's session. This gives you the opportunity to share in your child's experiences.

We will invite you and your family to spend time in the nursery room with your child. This is a great opportunity for you to see how your child has been learning and developing in all areas.


We will have a monthly stay and play session which will be themed throughout the year and linked to the playroom planning.

It is fun and informal, and we always appreciate your ideas for activities too.

## Lending Library

We have a lending library, and all children are invited to borrow books to take home and share. Our lending library supports children to be inspired to learn through play by exploring stories and developing a love for books. Children will have the opportunity to borrow a book every two weeks, you can return your book sooner if you wish. If your child is not in nursery on lending library day or they do not have their bookbag with them, they will be able to visit the lending library the next session they are in with their book bag.





## Child Protection

We have a duty of care to the children we see, and we must make sure they are safe. The welfare of children is paramount to staff at Halbeath Nursery.

Should a child inform us or show signs that they are at risk from harm then we have a duty to report our concerns to either Social Work or Fife Police. This may be done without parental consent.

Claire Ewing is our Child Protection Co-ordinator.

Julie Journeaux is our Depute Child Protection Co-ordinator.

## Concerns and Complaints


If you have any concerns or complaints, please speak to your child's keyworker or our Senior EYOs in the first instance.

Parents can also speak to management at any time. A member of the management team will be available to help. Please let staff know or contact us by phoning the nursery

on 01383 602161.

or emailing our nursery at

[halbeathnursery.enquiries@fife.gov.uk](mailto:halbeathnursery.enquiries@fife.gov.uk)



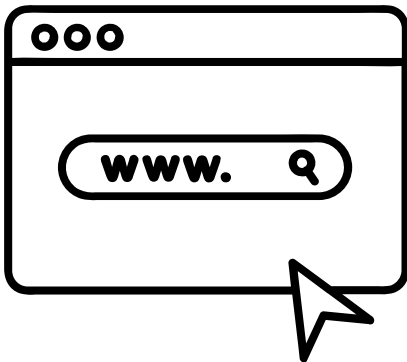
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Halbeath Nursery



Nursery Website



Visit our Nursery  
website





## Infection Control

The information contained in the booklet was issued by the Department of Health and Department of Education.

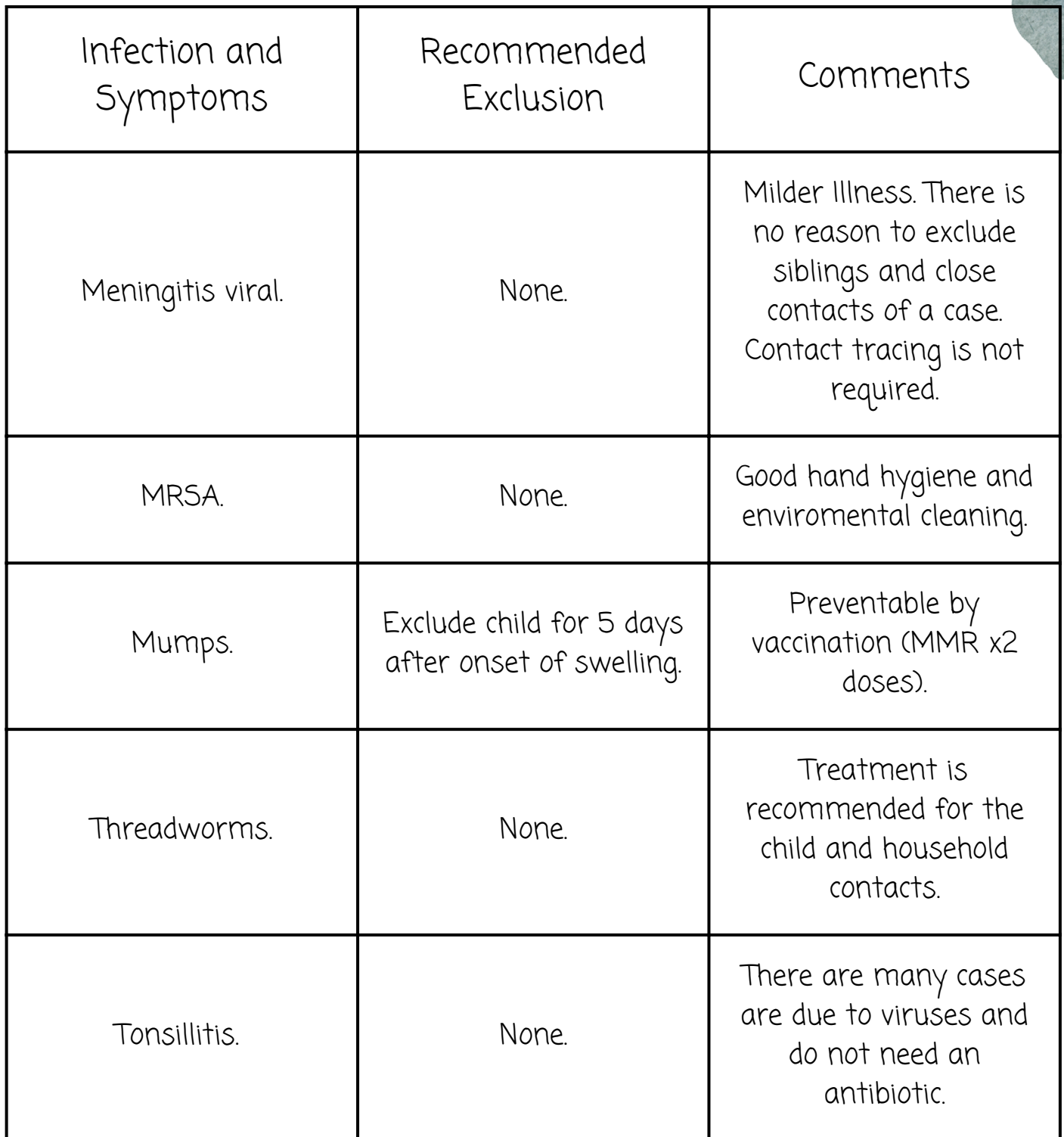
Infection and Symptoms	Recommended Exclusion	Comments
Athletes foot	None	Not serious infection child should be treated.
Chicken Pox (Varicella Zoster)	Until all vesicles have crusted over (5 days).	Pregnant staff should seek advice from their GP if they have no history of having the illness.
Cold Sores (herpes simplex)	None	Avoid kissing and contact with the sores.
German Measles (rubella)	7 days before and 7 days after.	Preventable by vaccination (MMR x 2 doses). Pregnant staff should seek prompt advice from their GP.
Hand foot and mouth (coxsackie).	None	If a large number of children affected contact HPT. Exclusions may be considered in some cases.

Infection and Symptoms	Recommended Exclusion	Comments
Impetigo (Streptococcal Group A skin infections)	Until lesions are crusted or healed or 48 hours after starting antibiotics.	Antibiotics
Measles	4 days from onset of rash.	Preventable by vaccination (MMR x 2 doses). Pregnant staff should seek prompt advice from their GP.
Ringworm	Not usually required unless extensive.	Treatment is required.
Scabies	Until first treatment has been completed.	2 treatments are required including treatment for household and close contacts.
Scarlet fever.	Child can return 24 hours after starting appropriate antibiotic treatments.	Antibiotics treatment is recommended for the affected child.
Slapped cheek/fifth disease. Parovirus B19.	None (once rash has developed).	Pregnant contacts of a case should consult their GP.

Infection and Symptoms	Recommended Exclusion	Comments
Shingles.	Exclude only if rash is weeping and cannot be covered.	Can cause chickenpox in those who are not immune, ie have not had chickenpox. It is spread by very close contact and touch.
Warts and verrucae.	None.	Verrucae should be covered in swimming pools, gymnasiums and changing rooms
Diarrhoea and/or vomiting.	48 hours from last episode of diarrhoea or vomiting.	
E.coli 0157 STEC Typhoid and paratyphoid (enteric fever). Shigella (dysentery).	Should be excluded for 48hours from the last episode of diarrhoea for E. coli 0157. Further exclusion may be required for some children until they are no longer excreting. Exclusion is also variable for enteric fever and dysentery. HPT will advise.	Further exclusion is required for children aged 5 years or younger and those who have difficulty adhering to hygiene practices.

Infection and Symptoms	Recommended Exclusion	Comments
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea.	Exclusion from swimming is advisable for 2 weeks after the diarrhoea has settled.
Flu (Influenza).	Until recovered.	If an outbreak/cluster occurs, consult your local HPT.
Tuberculosis.	Advised by HPT on individual cases.	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread.
Whooping cough (pertussis)	48 hours from starting antibiotic treatment or 21 days from onset of illness if no antibiotic treatment.	Preventable by vaccination. After treatment, non infectious coughing may continue for many weeks.
Conjunctivitis	None.	If an outbreak/cluster occurs, consult your local HPT.
Diphtheria	Exclusion is essential. Always consult your local HPT.	Family contacts must be excluded until cleared to return by your local HPT. Preventable by vaccination.
Glandular fever.	None.	

Infection and Symptoms	Recommended Exclusion	Comments
Head lice.	None.	Treatment is recommended only in cases where live lice have been seen.
Hepatitis A.	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice).	
Hepatitis B, C, HIV/AIDS.	None.	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact.
Meningococcal meningitis\septicaemia.	Until recovered.	Meningitis ACWY and B are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case.
Meningitis due to other bacteria.	Until recovered.	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case.



Infection and Symptoms	Recommended Exclusion	Comments
Meningitis viral.	None.	Milder illness. There is no reason to exclude siblings and close contacts of a case. Contact tracing is not required.
MRSA.	None.	Good hand hygiene and environmental cleaning.
Mumps.	Exclude child for 5 days after onset of swelling.	Preventable by vaccination (MMR x2 doses).
Threadworms.	None.	Treatment is recommended for the child and household contacts.
Tonsillitis.	None.	There are many cases due to viruses and do not need an antibiotic.