



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

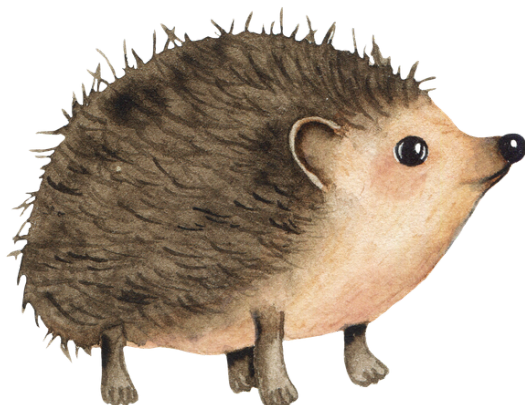
At Halbeath Nursery our vision is to inspire children to learn through play every day, by providing all with a happy, caring, safe, secure, and stimulating environment.

Our Values

Kindness, Respect and Determination

Our Aims

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



Meet our Senior Leadership Team

Acting Headteacher: Birgitta MacDonald
Depute Head of Centre: Claire Ewing

Meet our Leadership Team

Senior Early Years Officer: Louise McKervail
Senior Early Years Officer: Cara Smyth
Nursery Teacher: April Hamilton

Our Staff Team

The Owls

Amy Bowers
Gill Murray
Dory Hutchison
Caitlin Angus
Andrina Francis
Emily Coull

The Support Staff

Cook/Cleaner - Lee-Anne
Clerical Assistant - Claire
Janitorial - Michelle
PSA - Chloe McCusker

The Rabbits

Gill Hislop
Allison McHale
Lia Castke
Louise Weir
Kerys Bailey
Caitlin Duffy
Elisa Curry

The Flexible Staff

Zena Hunter
Paris Gibon
Sharon Young

The Squirrels

Laura Winton
Alana McKinlay
Margaret Stewart
Abi Pryde

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 to discuss 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 till 6pm 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 transition that starting nursery is for your 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 and interact with other children.

□ Learn how to listen and communicate with other adults.

Discover new interests and skills through learning opportunities.

Develop independence and practice self-help skills.

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



What are Personal Learning Journal's (PLJs)?

This a record of your child's learning at nursery, which staff will add photo's and written observations to evidence their learning journey.

- When your child starts here, the keyworkers will invite you to contribute to their PLJ folder.
- You will be invited to have parent chats, where you can hear about how your child has settled, how we can work together with your child to share and celbrate successes and plan next steps for learning.

You will be able to share your child's PLJ with them regularly and your child will have access to their own PLJ throughout their entire nursery session.

- Home learning is supported through our SeeSaw app.



Clothing.

We would advise you to dress your child in old, comfortable clothes for coming to nursery, so they can access all areas of nursery without worry of getting messy with paint, glue or mud.

Please also bring a spare full change of clothes to Nursery so we have a change of clothing should your child get very messy during play or have an accident. It's very helpful if you write your child's name on all items of clothing.

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

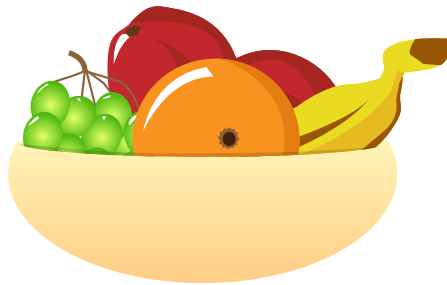
Bring outdoor waterproofs, we will support your child to put these on before accessing messy and/or outdoor play.



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 Voluntary 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.

Any donation is much appreciated.

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 practice good hand hygiene and infection control measures are followed by staff to minimise risk of infection.

Should you feel your child has come down with something contagious then please do not send them into nursery and contact us to let us know they are unwell. Please visit the pharmacy or doctors and inform us of any diagnosis.

If your child has had sickness and/or diarrhoea, then they will not be able 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 connecting to SeeSaw, please let us know and we will help get you connected.

Holidays

AM and PM Children

24th December 2025 to 2nd January
2026
4th May 2026
20th July 2026

46 Week Children (Full Day)

24th December 2025 to 2nd January 2026
Monday 6th April to Friday 10th April
4th May 2026
20th July to 31st July 2026

Term Time (9am - 3pm)

Autumn - Monday 13th October to Friday 24th October
Christmas - Monday 22nd December to Friday 2nd January
February Break - Thursday 12th and Friday 13th February
Spring - Friday 3rd April to Friday 17th April
Monday 4th May
Monday 1st June
Summer - Monday 6th July to Friday 14th August

In-service Days

Nursery closed to all children on the following Days

Monday 18th August 2025
Tuesday 19th August 2025
Friday 14th November 2025
Wednesday 11th February 2026
Thursday 7th May 2026

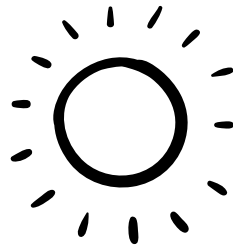
Sun Awareness

We work a UV and 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 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, to ensure we can 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 offer a mixture of face-to-face conversations, 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.



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.

Louse McKervail and Cara Smyth are our Depute Child Protection Co-ordinators.

Concerns and Complaints


If you have any concerns or complaints, please speak to your child's keyworker or our Senior EYPs 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



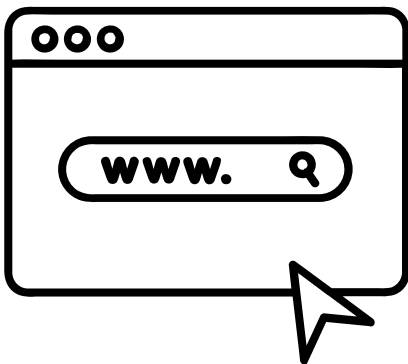
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Halbeath Nursery



Nursery Website



Visit our Nursery
website

