

Welcome to Ladybank Nursery



**Information
for Parents/Carers**



January 2026

Ladybank Primary School Nursery
47 Church Street
Ladybank
KY15 7LE
Telephone: 01334 659424
ladybankps.enquiries@fife.gov.uk
www.fifedirect.org.uk/ladybankps



Dear Parents and Carers

We are delighted to welcome you and your child to our Nursery. You will already know that the pace of learning and development in the years from 0-5 is very rapid - more so than at any other stage in life. We would like to support you to build on the knowledge and experiences your child already has by providing a high-quality nursery experience.

Coming to nursery is an important step in your child's life long learning journey. We recognise that children will have had a range of experiences already but, for some, the start of nursery will be the first time they have been away from home independently. Even for children who have attended other private nurseries before, they will have had a break due to lockdown. This booklet is designed to give you, as parents, information about the routines and organisation of the nursery so that you can help your child to make a confident start.

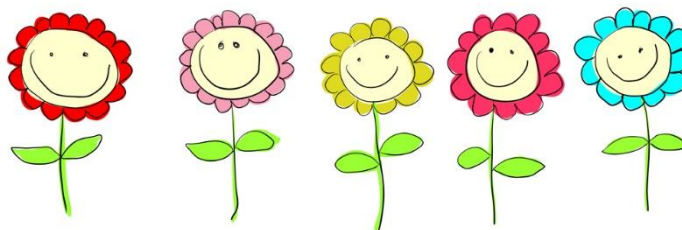
We see the learning process as a partnership with parents. Therefore, we place a high emphasis on ensuring that we are available to talk to parents whenever there is an idea, question or concern you may wish to discuss. We in turn will always discuss with you anything affecting your child.

I wish you and your child well and look forward to getting to know you better.

Yours with best wishes

L. O'Brien

Lesley O'Brien
Headteacher



Nursery Staff

The Headteacher, Mrs Lesley O'Brien, has overall responsibility for the nursery as part of her wider management and leadership roles for the school. Our full time Early Years Officer (EYO) is Miss Stacey Forbes and our part time is Ms Katie Turner. We are in the process of recruiting a new full time EYO as Mrs Gray retires in December and Miss Christie (part time) will be going off on maternity leave in January so there will be a couple of new faces in nursery. In addition, the nursery team are supported by a Peripatetic Nursery teacher, Mrs Emma Wilson and an Early Years Development Officer (EYDO). Throughout the year, we also provide student placements to a range of students undertaking teacher or Early Learning and Childcare training.

Our nursery is also supported by a range of other staff who we can call on, with your agreement. These include the Family Support Team from the Integrated Community Schools Team, Kerry Stevenson the School Nurse, Melanie Atkinson the Health Visitor, Childsmile support toothbrushing, Claire Newlands the Speech and Language Therapist and an Educational Psychologist. We also have visits from other professionals working within our community, including for example, the Community Police.

Nursery Times and Sessions

Our nursery is open to children from the start of the term following their third birthday.



Monday to Friday, 9am – 3pm (Please note, children should be collected by 3pm each day)

Nursery staff manage the comings and goings at nursery very carefully so that every child feels welcomed and to ensure that door safety and security is observed.

Attendance and Bringing and Collecting Children

If your child is for any reason unable to attend nursery we would appreciate a phone call or text to the school office. You can either contact the school on **01334 659424** or text our parent messaging service on **07860003782**. If your child is absent for either sickness or diarrhoea please note that they require to be absent for 48 hours to reduce the chances of spreading.

It is important that we know who will be collecting your child. If there is a change to the usual routine please tell us. We will not hand your child over to an adult we do not know unless you have given us your permission. The person bringing and collecting your child must be over the age of 16.

If for any reason we require to evacuate the building because of fire, flood or any emergency we will take the children to the Masonic Hall and contact you from there.

Contributions towards nursery funds



There is no charge for the service we provide for you and your children although we ask all parents to make a voluntary contribution of £1.50 a week. Contributions can be paid termly, into the school fund Account No: 00190500, Sort Code: 83-24-10 (Ladybank Primary School Fund).

This money is primarily used to provide a snack for the children each day (lunch is provided by Fife Council but snack is not). Any money leftover is used to buy ingredients for cooking and baking activities to allow the children the opportunity to develop valuable life-skills and increase their understanding of healthy eating. We are working with the children to develop and maintain a beautiful, stimulating outdoor learning environment. This money also supports the resources required for this.

We encourage curiosity and independence in the children when exploring creative skills, including making their own individual play dough. As you can imagine this often involves a great deal of trial and error! We can replenish our creative resources and dough ingredients more regularly due to this money.

Celebrating diversity is extremely important to us. We always want to know about the important traditions, customs and celebrations of each of our families. We love to take part in celebrating these special occasions and to ensure a fair and inclusive experience we often need to purchase resources to do this appropriately and accurately.

We greatly appreciate if you feel able to contribute to these experiences.



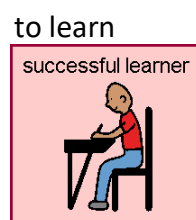
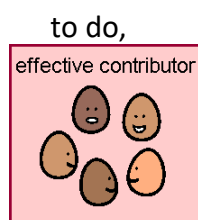
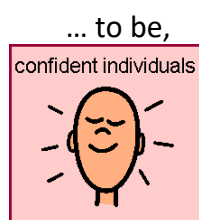
During your child's first term, we would also appreciate a donation of a box of tissues and a packet of wet wipes.

Settling In

Children are usually very quickly settled at nursery. If your child needs a bit longer to settle into the new experience we can make arrangements to support this with you.

Your child's Personal Learning Journey

Through our transition programme we enable your child to feel safe, valued and respected. In their own time, your child will begin to develop a confidence and independence in their new learning environment, helping them....



Children's wellbeing is at the heart of the Curriculum for excellence. Set in the context of these 4 capacities, are 8 areas of wellbeing: **Safe, Healthy, Achieving, Nurtured, Active, Respected, Respected, Included.**

Getting it right for every child recognises that these Wellbeing indicators are the basic requirements for all children to grow, develop and reach their full potential. All children progress differently. Some need support from different agencies.

Our aim is to support you as parents/carers to enable your child to do well now and in their future. We will do this by:

- ❖ Ensuring your child's transition into nursery is successful.
- ❖ Keeping you informed of your child's progress in nursery, both informally and with regular opportunities to discuss your child's Personal Learning Journey.
- ❖ Answering the many questions, you might have at either the start/end of the nursery day or by requesting an appointment.
- ❖ Ensuring your child feels happy and secure, gains confidence, independence and responsibility.
- ❖ Putting you in touch with outside agencies which may benefit you and/or your child.
- ❖ Ensuring your child's transition from nursery to Primary School is smooth.

All Nursery staff have a role to play in supporting your child's development and progress. However, each child is allocated a Key Worker who records and shares with you your **child's Learning Journey** during his/her time with us.

Your child's **Personal Learning Journey (PLJ)** takes the form of a folder. It is used to record your child's development and progress in nursery and is shared at every PLJ meeting. In the meantime, staff will pass on any vital information during pick up or drop off or via a phone call. We also provide you with a regular newsletter that will keep you updated on the general goings on of the nursery.

Learning is a Partnership - You, your Child and Us

Although we get to know your child very well, we appreciate that we cannot ever know your child as well as you do. Parents are their child's first and most important teachers and many of the skills, special interests and attitudes that children have will have been fostered by their parents. We are always happy to talk to you about ways in which you can support your child's learning. Here are some ideas that may help.

- ❖ Take an interest in your child's interests/activities and talk with them about their day.
- ❖ Give your child as many opportunities to talk as possible; listen carefully to them.
- ❖ Support your child's independence by letting them make choices and do things for him/herself like tidying up, washing, dressing, helping you.
- ❖ Encourage your child to notice, look at and talk about things around them e.g. notices and signs in shops and in the street, shells, stones, flowers and plants, the weather, traffic, people at work.
- ❖ Share books and stories, talk about the pictures.
- ❖ Appreciate their efforts; they will bring home plenty of pictures and models and will become more confident if you praise their efforts.
- ❖ Allow them to try new experiences, to take risks, and not to worry if they don't get things right first time - remember we all learn by doing and we all learn in different ways and at different speeds.

Parents Early Education Partnership – PEEP

This PEEP programme has been designed to help give children the best start in early education by involving children and their parent/carers in a series of learning opportunities led by a member of the nursery team. The programme has already proven to have a positive impact on children's early development and will be, a valuable experience for parents and children who choose to get involved.



Activities can include developing children's early number, reading and writing skills as well as stories, rhymes and songs. **Parents are the most important people in their children's early lives. This programme provides another opportunity for parents to be involved in their child's learning and development.**

Learning through Play

Our nursery curriculum is built around children's play and exploration. Through play children develop a range of skills and competences. They learn to:

- communicate and share with others,
- persevere in the face of difficulty,
- solve problems
- develop their own interests and curiosity
- imagine and create
- develop their knowledge and skills

Play experiences and spaces in the nursery are planned to support children's learning across a broad range of areas. We follow the national Curriculum for Excellence (CfE) which emphasises the

development of literacy, numeracy, health and wellbeing as core skills for learning, life and work. The CfE also provides for children learning through play and exploration about science, expressive arts (music, movement, drama, art), social subjects (learning about the people and places in their world), technologies and religious and moral education. We make use of photographs to help children talk about their learning experiences.

Nursery- an All-Weather Experience

Outdoor Learning



As children are offered opportunities to be outside in all weathers we would appreciate your help in ensuring that they have appropriate clothing for the weather conditions. They will need wellington boots and waterproofs when it is wet and in the warmer weather please ensure that they are wearing long sleeved tops and sunhat.

Please label every item of clothing belonging to your child clearly.

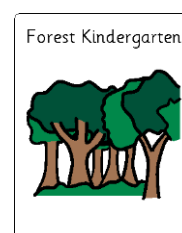
We have a purpose designed nursery garden which children can access directly from the nursery. We make use of the garden all year round and for many children this is their favourite place to be. We are constantly developing our garden area. If you are green fingered (or practical and energetic!) and would like to help we would be very pleased to hear from you.



Forest Kindergarten

As part of the curriculum, all nursery children have the opportunity to join us at South Annsmuir Woods on a regular basis. This experience covers all aspects of the curriculum including allowing children to become more independent, learning about all aspects of nature and working as part of a team. We go to the woods in all weathers.

Into the new term, staff will be involving all parents in discussions about our programme e.g. how often we go, clothing, transport and length of time.



Sun Awareness

At Ladybank we acknowledge the importance of sun protection and are developing children's awareness of safety in the sun. From April to October, please provide your child with an appropriate sunhat (Legionnaire style) and apply sun protection - before nursery. We always have some sunhats available for children to use. We also have sun cream for parents to apply themselves, if required.

Learning can be Messy!

Children will have opportunities to play with a range of materials including glue, paint, mud, clay, dough and sand. As we would like them to feel free to get stuck in, it is important that they come to nursery in clothes that can be easily washed and that are not too precious.



Technologies

Children discover and learn how technologies help us in our daily lives e.g. toaster, cooker, microwave, phones, tape/soap dispensers, scissors, recoding devises, torches, remote controlled toys. Children have access to a range of software on the computer as well as the SmartBoard. All children are supported to become confident learners and to develop basic computer skills. However, we often find that children can teach us a thing or two!

Snack

We provide children with healthy snack options every day. Most children enjoy this experience and welcome the snack but it is an optional activity and we accept that some children may not require a snack. We ask for information about any food allergies or intolerances as part of our enrolment process. Please advise us if this changes through the nursery year.



Lunches

You are welcome to provide a pack lunch for your child, please try to ensure this is a healthy lunch and there is minimal packaging.

The children attending full day will have the option of the following lunches. The nursery staff will ask you for your child's daily choice. They will also let you know if your child is continuously not eating the school lunch so that you can consider other options. The deadline for lunch orders is 930am, if you are going to be late, please call the office with your order, otherwise there may be no lunch ordered.

Week One	Monday	Tuesday	Wednesday	Thursday	Friday
	Lentil Soup And Creamy Vegetable Curry with rice or Creamy Chicken Curry with rice Or Wrap with Cheese Savoury Or Wrap with Cheese with Broccoli and Chopped Salad	Cheeseburger in a bun Or Veggie burger in a bun Or Roll with cream cheese and cucumber with Corn on the cob and salad trio And Raspberry Jelly Or Orange Wedges	Tomato soup And Italian tomato sauce with Pasta Or Italian chicken meatballs in tomato sauce with pasta Or Sandwich with sliced cheese with Cucumber batons and side salad	Roast chicken in gravy Or Roast quorn fillet in gravy With Oven roasted herby potatoes and yorkshire pudding Or Wrap with egg mayo With Spring cabbage and cauliflower And Jammie biscuit Or Sliced melon	Lentil soup And Fish fingers, oven roasted herby potatoes Or Roll with sliced cheese With Baked beans and side salad

Week Two	Monday	Tuesday	Wednesday	Thursday	Friday
Lunch Bag	Macaroni Cheese served with garlic bread Or Wrap with tuna mayo With Peas and sweetcorn And Cream cheese and crackers Or Sliced apples	Lentil soup And Veggie sausages with oven roasted herby potatoes Or Roll with sliced cheese And Baked beans or chopped salad	Pepperoni pizza Or Margherita pizza Or Wrap with egg may With Coleslaw and cucumber batons And Apple crumble and custard Or Satsuma segments	Tomato soup And Chicken goujon fajitas Or Sandwich with sliced cheese And Sweetcorn and chopped salad	Fish fingers, oven roasted herby potatoes Or Cheesy beano With Baked beans and side salad And Chocolate sponge Or Sliced pear

First Aid and Children Unwell

We can deal with minor injuries and record these in an accident book to share with you what has happened. If your child has a more serious injury or becomes unwell we will call you or your emergency contact. We tend not to keep children who are unwell at nursery. Unwell children want to be looked after at home.



It's everyone's job to make sure that every child is safe.

We follow Fife Council's *Child Protection* Guidelines. The Child Protection Coordinator for Ladybank School is the Headteacher. If we are concerned about your child we will try to discuss this with you in the first instance. We may occasionally require to seek advice from other professionals including the Health Visitor or Social Work and we will always tell you this.

We also follow Fife Council's *Getting it right for every child* Guidelines. Through your child's life, lots of other people can play a part in caring for them too, such as doctors, nurses, teachers and social workers. As a nursery, part of our job is to help every child have a good life. Sometimes, we are required to work alongside other support agencies, to play our part in working with children and families to ensure good outcomes for a child.

Complaints Procedure

Should you have a complaint, including one that relates to the Additional Support for Learning Act, concerning the nursery or your child's education you should contact the school office in the first instance and if necessary, arrange to discuss the matter with the Headteacher. If the matter cannot be resolved at this stage then you will be advised to write to the Executive Director Education. Fife Council Education Service has produced a leaflet Compliments, Concerns & Complaints which explains the procedure for providing feedback; it can be obtained from the school office, public libraries or Fife Council Local Services Centres.

You may wish to refer your complaint to the Care Inspectorate. Leaflets explaining both Fife Council's and the Care Inspectorate's Complaints Procedures can be obtained from the school office, public libraries or Fife Council Local Offices.

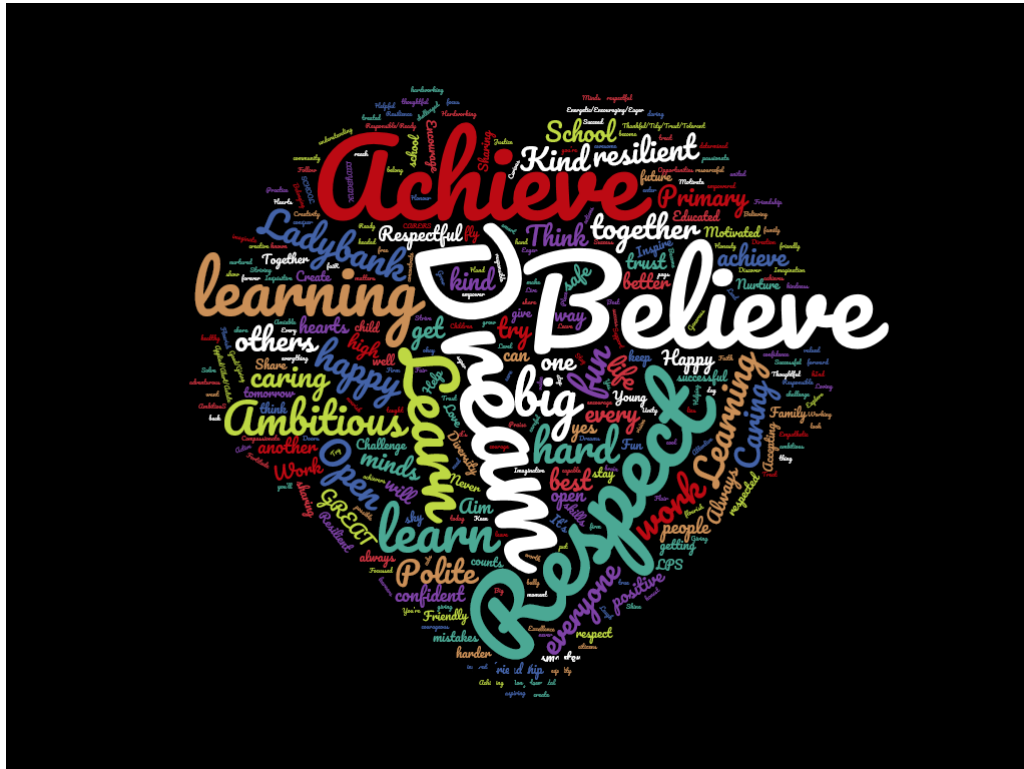
Care Inspectorate details: Compass House, 11 Riverside Drive, Dundee DD1 4NY.

Tel: 0800 600 9527. Email: enquiries@careinspectorate.com

Also included in this Welcome booklet:

- **Ladybank Visions & Aims**
- **School Holidays 2025/26 & 2026/27**

#TheLadybankWay



Our Vision is

We are a learning family where all are nurtured, valued, encouraged and challenged.

We aim to;

Respect - learning, ourselves, each other and our school.

Believe - in ourselves and each other.

Achieve - everything we are capable of.



School Holidays 2025/26			
Term	In service	Start	End
Summer	Monday 18 th & Tuesday 19 th August 2025	Thursday 3 rd July 2025	Wednesday 20 th August 2025
Autumn	Friday 14 th November 2025	Monday 13 th October 2025	Friday 24 th October 2025
Christmas		Wednesday 24 th December 2025	Tuesday 6 th January 2026
February	Wednesday 11 th February 2026	Thursday 12 th February 2026	Friday 13 th February 2026
Spring		Friday 3 rd April 2026	Friday 17 th April 2026
May Day	Thursday 7 th May 2026	Monday 4 th May 2026	
June		1 st June 2026	

School Terms 2025/26		
Term	Start	End
Autumn	Wednesday 20 th August 2025	Friday 10 th October 2005
Winter	Monday 27 th October 2025	Tuesday 23 rd December 2025
Spring	Wednesday 7 th January 2026	Thursday 2 nd April 2026
Summer	Monday 20 th April 2026	Friday 3 rd July 2026

School Holidays 2026/27			
Term	In service	Start	End
Summer	Monday 27 th & Tuesday 18 th August 2026	Monday 6 th July 2026	Tuesday 18 th August 2026
Autumn	Friday 13 th November 2026	Monday 12 th October 2026	Friday 23 rd October 2026
Christmas		Wednesday 23 rd December 2026	Tuesday 5 th January 2027
February	Wednesday 10 th February 2027	Thursday 11 th February 2027	Friday 12 th February 2027
Spring		Friday 26 th March 2027	Friday 9 th April 2027
May Day	Thursday 6 th May 2027	Monday 3 rd May 2027	
June		Monday 7 th June	

School Terms 2026/27		
Term	Start	End
Autumn	Wednesday 19 th August 2026	Friday 9 th October 2026
Winter	Monday 26 th October 2026	Tuesday 22 nd December 2026
Spring	Wednesday 6 th January 2027	Thursday 25 th March 2027
Summer	Monday 12 th April 2027	Friday 2 nd July 2027