

Lumphinnans Nursery Parent Information Booklet



Honesty

Effort

Respect



General Information

School: Lumphinnans Primary Community School

Address: Main Street
Lumphinnans
KY4 9HG

Telephone no.: 01383 602421

The Nursery Day

Full Day Sessions: 9.00am - 3.00pm

Within session times, we operate a flexi start and finish to reduce congestion in the cloakroom. All children must be collected by an adult and by 3pm at the latest. If there are any changes regarding who is collecting your child then please let staff know or phone ahead so we can reassure your child.

Lumphinnans Nursery Staff

Headteacher:	Mrs Ailsa Swankie
Depute Headteacher:	Miss Aisha Ferguson
Nursery Teacher:	Miss Chloe Gee (M-W)
Early Years Lead Officer:	Miss Kimberley Trail (M-W)
	Miss Heather McLoud (T-F)
Early Years Officers:	Mrs Belinda Keenan
	Miss Louise McGuire
	Miss Nicola Drylie
	Mr Robert Kerr
	Mrs Claire Marshall
Early Years Development Officer	Mrs Leanne Short
Office Staff:	Mrs Shona Powell
	Miss Karen Kirby



Welcome to Lumphinnans Nursery

Starting nursery is an important step for you and your child and we aim to make this a really positive experience for you all.

This booklet contains some general information about our nursery aims, routines and ways you can share in your child's nursery experience.

Our Nursery

Lumphinnans Nursery is self-contained within Lumphinnans Primary School. It has a separate secure entrance and own toilet facilities. The nursery accesses a secure area of the playground and a fantastic separate garden area. Our nursery can accommodate up to 30 children aged 3 and 4.

Visits

Visits will be arranged for you and your child before their start in nursery to allow them to transition comfortably. We also make use of the virtual learning site Seesaw to share your child's learning in nursery and as a method of communication. You will be given instructions on how to download Seesaw at a later date. This is a fantastic tool for communication, which will allow you to see what your child is doing at nursery.

Nursery Philosophy

At Lumphinnans Nursery we believe in child-centred learning and follow the Curriculum for Excellence from Education Scotland, planning activities to promote learning in key aspects of:

- Literacy and English
- Numeracy and Maths
- Health and Wellbeing
- Expressive Arts
- Science
- Technologies
- Social Subjects
- Religious and Moral Education

Your child's previous experiences and achievements, their needs and interests, and the individual way in which they learn are important factors in their progress. We encourage children to make choices and to stay safe as they learn about the world they live in. All these factors are considered when planning the nursery programme.

During "free play" the children choose from the range of activities provided. This allows them to develop interests, to try out different ways of learning and to explore materials. They also learn to form relationships with children and adults in the nursery, to take turns and to share resources.

Nursery Vision, Values and Aims

We recently developed our vision, value and aims of the nursery. It was important to us that everyone was included in the process as we would like to think that families, children and staff are all part of one team. Through consultation with our families and children, we developed our new vision of:

We Play, Learn and Grow Together!



Our values and aims match the school and we spend time with the children to ensure they understand the importance of these key words. Our values are:



Our aims are taken from the wellbeing indicators and can be shortened to SHANARRI and means we aim to ensure all children have the right to feel/be:



Promoting Positive Behaviour

Our aim is to encourage children to be responsible, considerate, caring and self-confident.

In nursery we expect children to:

1. Always move around safely and sensibly.
2. Take care of the nursery and everything in it.
3. Be kind and helpful to others.
4. Share.
5. Replace resources in the correct place after use.
6. Ask an adult if they need to go to the toilet.
7. Be polite.

The Nursery Routine

Here are a few points to help you when you arrive at and leave nursery.

- Parents/carers and children attending the nursery are not required to enter the building through school reception. Access is through the dedicated nursery entrance.
- For security reasons the secure nursery entrance door should be kept closed at all times. Access can be gained by ringing the doorbell. Staff will be able to buzz you in after seeing you on a screen.
- Each child has a coat peg with their picture and name on it and there is a box underneath the bench in which to keep extra shoes.
- All nursery children are entitled to a free school meal which will be served at lunchtime. This can be ordered in the morning alternatively, children can bring a packed lunch.
- Please ensure that staff are aware of any alternative arrangements for the collection of your child, letting the nursery staff know if your child is to be picked up by someone else. This person must be over 16 years of age. If the person is unknown to the nursery staff they may be asked to provide some form of identification. This is entirely for the safety of your child.

- Please arrive promptly at home time to collect your child. All children must be collected by 3pm at the latest. He/she will be keen to show and tell you all that they have been doing.
- If you have children in the school, then we would ask you not to use the nursery entrance in the morning or at the end of the day if your child is late to school. All children need to be signed in at the main office so fire registers are accurate. It also helps reduce congestion in the nursery cloakroom.
- Staff are available at the end of the day to spend a few minutes answering your queries and sharing your child's interests and achievements with you. If you have any concerns that you wish to discuss further please make an appointment.



Working Together

It is important that we work as a team for the development of your child. That is why, at Lumphinnans Nursery, everyone's views and opinions are actively sought and used to enhance the nursery experience.

We have a Parent's Area where you can take time to sit and look through your child's PLJ, have a chat with your key worker or fill in some helpful feedback sheets. Your opinion matters to us and sharing your feedback is very helpful when planning the next steps.

Clothing

Nursery is the child's workplace so please dress your child appropriately. Comfortable easily washed garments like sweatshirts and joggers are ideal. We prefer girls not to wear tight or long skirts as they inhibit movement when climbing. We would also ask that your child does not wear dressing up clothes to the nursery unless specifically asked. Trainers and wellington boots are recommended for nursery. Please leave a change of clothing for your child in their bag in the cloakroom: pants, socks/tights, trousers/skirt, t-shirt/top. We would also advise you not to dress your child in their best clothes as they may become stained during play.

Your child will be encouraged to wear a jacket while playing outside but they can choose to take it off. This is to encourage children to develop self-awareness and risk assessment skills.



Nursery Activities

Staff may plan activities for small groups or individuals to stimulate or develop interests, or to teach or develop skills.

We have time in the gym hall allocated to us each day and we take the children to play outdoors in our nursery garden, play area or woods whenever possible.

Members of staff often take the children out locally for walks and to the shops. At times we may use a minibus to visit parks or other places of interest. You may be asked if you would like to accompany us on one of these trips.

Throughout the day we have story-time when the children are encouraged to sit for a short time together and listen to a story and give their opinion on it. Children are learning about books and developing their literacy skills. At the end of each session all the children are involved in tidy up time.

When they start nursery, your child will be assigned to a keyworker. The keyworker groups meet regularly together. Children can gain the confidence to take part in short conversations and listen to others and take turns. After your child starts you will have an introductory meeting with your child's key worker, followed by 3 PLJ (personal learning journey) meetings later in the academic year to discuss your child's progress.

Staff note any interests the children show and any achievements made. The key worker is responsible for recording this information in each child's Personal Learning Journal (PLJ). You can see this record of your child's progress on request and make your own contribution to it through the Learning at Home Sheets.

Our Nursery Teacher, Miss Gee (M-W), visits the nursery every second week. She is on hand to support staff to extend and support your child's learning experience.

Our Early Years Lead Officers, Kimberley Trail (M-W) will be in every week. Their role is to work with children and families to provide quality experiences and promote wellbeing for all.

Throughout the year we have shared learning. You are welcome to spend time in nursery with your child sharing their nursery experience, there is an open-door policy. We also welcome parents and carers to help in the nursery.



Health

If your child is unwell and unable to attend nursery please contact the school office who will let the nursery know. If your child has an infectious disease please let us know so that we can inform the other parents to be vigilant.

In case of sickness and diarrhoea children should not return to nursery until they have had **48 hours clear** since the last bout.

Should you ever discover that your child has head-lice don't be dismayed. It can happen to anyone no matter how careful. Advice leaflets are available from the nursery, your health visitor or the local pharmacy. Please let us know- we will respect your confidentiality.

Sun care

Children love to play outside in the sun but sunburn in childhood increases the risk of skin cancer in later life. Fair skinned children burn very easily. To this end Lumphinnans Nursery has a sun awareness policy in place.

We aim to protect the skin by: -

- Taking care during the hottest parts of the day. (11 a.m. - 3 p.m.)
- Encourage playing in the shade after short spells in the sun.
- Encourage wearing a hat with a brim.
- Encourage children to cover up with a long-sleeved t-shirt.
- Ask parents to apply sunscreen before children arrive at nursery.
- Staff will encourage and support children to top up their sunscreen during the day.

We would also ask that you leave a bottle of sunscreen with your child's name attached in-case your child needs more applied.

Childsmile

In nursery each child has their own toothbrush and is encouraged to clean their own teeth properly. Hopefully this will help set children on the right path to cleaning teeth throughout their life and prevent them suffering pain through dental decay.



Communication

We like to keep you up to date with all the latest information and share the children's success. Please see below the variety of ways we do this:

- Check the notice board at the door to the nursery for any daily updates.
- Speak to your key work or any member of staff if you have anything at all you would like to discuss.
- Follow us on Facebook and X (Formerly Twitter) for regular updates on learning and achievement.
- For a more private means of communication we use an app called Seesaw as mentioned in the Visit section above.

Family Engagement

Throughout the year, we will offer a variety of workshops for you and your child to take part in, younger siblings are welcome too! This is a great opportunity for you and your little one(s) to connect and learn new things together. It also gives you the opportunity to see your child learning alongside their peers. You will be given more information and dates in due course.



Contributions

We are regularly looking for donations of old/unused equipment to enhance the experiences in nursery. We will communicate our wish lists as and when needed. We also greatly appreciate any monetary contributions which we use to provide special experiences for example Christmas presents, end of nursery moving on gifts and resources etc. Contributions can be placed in the pink tin found outside the nursery.

Child Protection

All nursery staff have regular Child Protection training and updates. The Child Protection Coordinator is Mrs Swankie (HT) and in her absence Miss Fergusson. Any concerns are recorded and dealt with in the appropriate manner. The Child Protection policy and additional information, is available on request. Child Protection is everyone's job. If you have a concern please bring it to the attention of a member of staff.

Complaints, Concerns and Compliments

If you are concerned about your child, or have a general concern or complaint the steps to be taken are detailed below:

1. Speak to your child's key worker
2. Speak to our EYLO - Kimberley Trail (M-W) Heather McLeod (T-F)
3. Talk to our Nursery Teacher - Miss Chloe Gee
4. Ask to speak to Senior Leadership Team - Mrs Ailsa Swankie & Miss Aisha Ferguson

If you remain unsatisfied after following the above steps, you may also contact CARE INSPECTORATE

The Care Inspectorate
Compass House
11 Riverside Drive
Dundee, DD1 4NY
0345 6009527

Packed Lunch Guidance

This information will provide exciting ideas for making tasty, healthy packed lunches and is based on the guidance shown in the Eatwell model.



1 <ul style="list-style-type: none">• Tuna pasta salad with sweetcorn• Apple• Fruit muffin• Bottle of plain water	4 <ul style="list-style-type: none">• Mini pitta pockets with cheese & coleslaw• Piece of malt loaf• Small bunch grapes• Pure unsweetened apple juice (no more than 200ml)
2 <ul style="list-style-type: none">• Roast beef & salad sandwich• Cherry tomatoes• Small box raisins• Fromage fraise• Satsuma• Pure unsweetened fruit juice (no more than 200ml)	5 <ul style="list-style-type: none">• Crusty brown roll with chicken & salad• Low-fat trifle• Banana• Semi-skimmed milk (200ml)
3 <ul style="list-style-type: none">• Tuna & sweetcorn wholemeal sandwich• Fruit yoghurt• Tub of fruit chunks• Lower fat crisps• Bottle of plain water	6 <ul style="list-style-type: none">• Plain bagel with egg mayonnaise & cress• Tub of mixed salad• Small packet of dried apricots• Banana• Semi-skimmed milk (200ml)

Find more information at <https://www.highfive.scot.nhs.uk/wp-content/uploads/2016/09/Guidance-for-Healthy-Packed-Lunches.pdf>

Learning Can Be Messy

I'm sorry I got messy today but..

I've been exploring the water and learning about emptying, filling and pouring. Sometimes I might spill a little bit - the muscles in my hands are still developing.

There was flour in our messy area today. I was so interested in how it would make clouds if I threw a little into the air.

I loved the texture of the playdough, but I rested my arm on a little bit as I reached across the table. I didn't realise it would stick to my sleeve!

I was learning about what happens if I mix two colours together.. It's messy work, but the green paint on my jumper comes from the blue and yellow that I mixed!

This mark is from a pen. I'm trying really hard to learn to hold the pen and make marks on the paper.

The mud kitchen is very dirty, but it's so much fun! Playing there helps me develop my imagination and explore my understanding of the world. I watched you cook at home and I wanted to try by myself.



**Early
Childhood
and Family
Service**