



MARKINCH NURSERY

Welcoming new families

Maximising
Potential and
Success
by
Motivating
our pupils to be
AMBITIOUS
RESPECTFUL
KIND

This is how we make our
MARK on Markinch and
the world!



Be included

A huge welcome to Markinch Nursery to all of our new children and their families. We hope you and your child both enjoy and value your transition visits with us. Both of our Playrooms are very well resourced and there are lots of inviting learning experiences on offer for your children. Although your child will be allocated a keyworker, all of the Nursery team will know your child well and will happily chat to you about their day in Nursery, so please feel free to approach any of the team at any time.

Every child is unique and some children will settle quickly while others take longer. The aim for nursery staff is to ensure your child feels happy, safe and secure in our setting.

If your child needs a bit longer to settle into the new experience, we can make arrangements to support you with this. We are also happy to come and visit your child at home. Settling in meetings will be arranged by the Nursery team and enable you to discuss your child's progress with his/her key worker a few weeks after they start.

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.

We offer the experiences your child needs through observation, interactions and real-life experiences. We provide open-ended play opportunities and the outdoors to provoke curiosity and allow your child to direct their own learning while also developing essential knowledge and skills required to the wider world. We want our children to grow up being Ambitious, Respectful and Kind and our staff demonstrate and encourage our values with our little ones.

We see the learning process throughout the nursery and school 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.

Included in this pack is your Child's Care Plan. The information you provide helps the Nursery team ensure they are ready to meet your child's needs. Please complete this and hand it back at your earliest convenience either to the Nursery team or school office. This document is updated with you Termly.

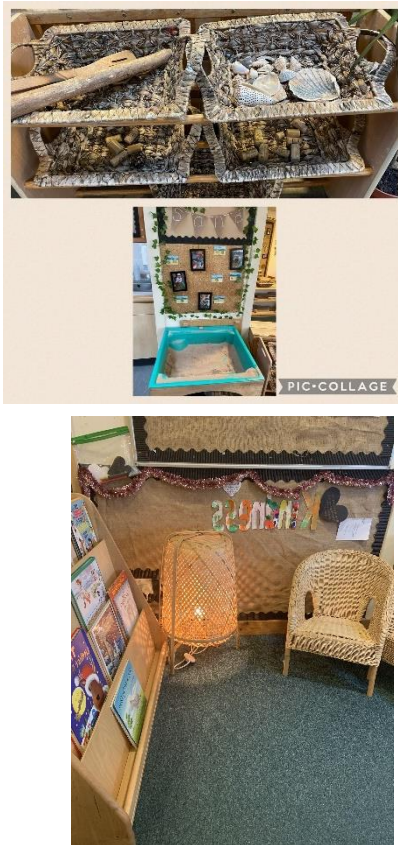
I hope you find this document helpful, if you have any questions or concerns then please do not hesitate to contact me. We will be in touch with you again soon to share further information.

Jenna Gillfillan

Depute Headteacher

jenna.gilfillan@fife.gov.uk





LEARNING THROUGH PLAY

The Nursery curriculum

We believe play underpins all development and learning for young children. It is through play that children develop intellectually, creatively, physically, socially and emotionally.

Within the nursery we provide a wide range of learning opportunities to enable the children to access a variety of experiences. Every child starts nursery at a different stage of development. Their individual needs are assessed and staff plan appropriately to meet those needs through play, providing suitable resources and activities which allow for progression.

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 support implementation of the national Curriculum for Excellence and our nursery and Primary 1 children are working within the Early Stage of this. Curriculum for Excellence emphasises the development of literacy, numeracy, health and wellbeing as core skills for learning, life and work. In addition children will be learning through play and exploration about science, maths, expressive arts (music, movement, drama, art), social subjects (learning about the people and places in their world), technologies and religious and moral education. These areas will then be developed and extended across your child's school career.

Documents we consult – 'Realising the Ambition – Being Me', 'National Care Standards' and Care Inspectorate Guidelines.

COMMUNICATION

Newsletters are shared Termly by email and important dates and events are included. Please ensure you share the information with family members who are collecting or dropping off your child. Please check your junk emails as this has been an issue for some families in the past.



Your child has been added to our Seesaw account. You will have information about this in your pack, please complete the permission slip and return it at your next visit.

We will use this platform to share your child's personal learning with you. You can also share achievements from home with the nursery team. Please ensure you turn on the notifications so that you do not miss any important information.

Our children also have a paper copy of their Personal Learning Journey in the Playrooms and they enjoy looking back at their learning with the friends.

STAY AND PLAY We have opportunities throughout the year for you to stay and play with your child in Nursery. These dates will be shared in our Termly Newsletter.

Session Times

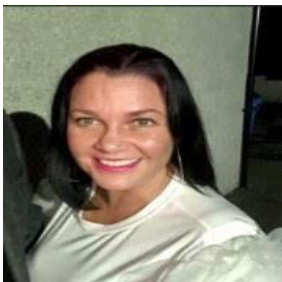
Your child will be given an **individual start date and time** at a later date. This is to allow the staff to plan one to one time to support your child to settle in their new environment. The staff will work with you to ensure we get the transition right for your child.

- **Playroom 1** 9 am - 3 pm - drop off and collect at the main Nursery door.
- **Playroom 2** 9 am - 3 pm - drop off and collection at the main school entrance.

Staffing

Playroom 1

Hello everyone, my name is Miss Maguire. I work part time. My favourite area in the Nursery is the drawing area where we can create lots of beautiful pictures. I am looking forward to meeting you all very soon and hope everyone is excited for their new adventure here at Markinch.



Hello, my name is Mrs Stebbings. I have worked in Markinch Nursery for 21 years. I love Early Years and particularly love taking children to the woods at Balbirnie for Forest Kindergarten. I work in Playroom 1 and I look forward to meeting you all.



I am Miss Dorman and I work in Playroom 1. I like playing games, singing songs and watching children form new friendships. I'm excited to meet our new families.



My name is Miss Brown. I have worked at Markinch Nursery for a long time. I love the outdoors and working with the Community and our families. I look forward to getting to know you.



My name is Mrs Murray and I started at Markinch in August 2026. I love making a difference for families and seeing our children happy.



My name is Miss Coates and I am an Early Years Apprentice. I started in August and I'm looking forward to building relationships with our children and families.



My name is Mrs Allan. I enjoy all areas of the Nursery and love being outside in the garden. I'm sure you are going to love coming to our Nursery and I look forward to meeting you all.

PLAYROOM 2



My name is Mrs Crawford. I have loved getting to know all of the children in Nursery and my favourite thing to do is read stories and sing. I also run Bookbug sessions and I am the First Aider. I am working in Playroom 2.



I am Mrs Stewart. I love getting to know our families and I love the outdoors.

I will be there to support and look after you and your family throughout your time at Nursery.



I am Miss Tighe. I have been an EYO for 20 plus years and I enjoy reading and going to the cinema, meeting friends and family and doing lots of fun activities with my daughter. I enjoy being in the writing area with the children and seeing the progress.

I am Miss Kyle. I love working in Nursery and helping the children find answers to questions and support their learning. I recently completed Forest training and I really enjoy our trips to Balbirnie. I am also PEEP trained and provide guidance and support to families in Nursery.



My name is Mrs Frame and I work in Playroom 2. I love helping our children to learn in the Nursery and outdoors. I am looking forward to getting to know you all.

NURSERY TEACHER



Hi, I'm Mr Graham, the Nursery teacher. I work in two other Nurseries so you don't see me everyday but I'm looking forward to meeting you all soon. I will work between Playroom 1 and Playroom 2

GETTING READY - YOUR CHILD WILL NEED.....

IN NURSERY -

- A clearly labelled plastic bag with a full change of clothes, a sunhat, sunscreen - **THIS MUST STAY IN NURSERY FOR THE TERM**

AS AND WHEN REQUIRED

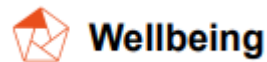
- A set of waterproofs (**Nursery do have some so please don't go out and buy if you don't have them**)
- A jacket, (hat and gloves when it gets chilly)
- EVERYTHING LABELLED (lots of our children have the same gloves, hats etc.. and this can cause great upset if they think someone else has taken them)
- Loose fitting trousers for getting to the toilet quickly (no braces please)
- IF YOUR CHILD REQUIRES MEDICATION, HAS AN ALLERGY OR REQUIRES A HEALTH PLAN, PLEASE CONTACT THE SCHOOL OFFICE BEFORE YOUR CHILD IS DUE TO START - 01592583446

- Children cannot bring toys from home to Nursery
- Please send your child to Nursery in old clothes - **we get pretty dirty in the Nursery**



HEALTH

LUNCH AND SNACK



We encourage the children to make healthy choices in life. Water is available at all times for children to drink and some of the provision for snack is provided by Fife Council e.g. fruit and milk.

Your child is entitled to a free lunch each day however you may choose to send a packed lunch with them. **Our nursery team can support you with healthy ideas for your child's lunchbox during your transition visits.**



You can order your child's lunch when you drop them off in the morning. If you are going to be later than 9.45am please phone in your child's order 01592 583446. Your child's lunch order will be taken when you drop off, however, please phone the school office to order your child's meal if they are arriving at Nursery after 9.45am to enable the kitchen staff to get prepared.

MEDICAL

If your child takes medication regularly then please ensure the information is shared with Nursery staff and in your child's Care Plan. We may need to complete a Health Plan with you. Your child's medication will be safely stored in a labelled container in the Nursery and given home to you during the holiday period.

We have strict protocols to follow if a child is to have medication in Nursery so please ask the team to support you with this. We cannot give a child medication premixed in a bottle at home as we need to see the name of the medication and the dosage so please ensure you ask the staff for the medication paperwork.

We will encourage a child to take a medication but if they do not want to take it we will record this and share it with you.

In line with our Medication Policy, we must be informed if a child has had any form of medication before attending their Nursery session. Please inform a member of the Nursery team on your arrival to the session. Thank you for your support with this. This includes Calpol, Nurofen etc.....

INHALERS

These **MUST** have the prescription label from the GP on the inhaler. If the label is only shown on the box, we cannot accept the inhaler in Nursery so please check this and ask your GP to put the label on. We will create a Health Care Plan with you.

CARE PLANS



Dignity and respect



Responsive care and support

When you met with me, we talked about your child's individual Care Plan and this went home with you to complete and bring back. This document is an important part in supporting us to meet your child's needs in Nursery. You will be asked at the start of each Term to update this with any relevant changes when you are in the Nursery Playroom, however please do let us know at any time if you have any updates to make or discuss with your child's keyworker. Every now and then children need additional support. If we need to support your child in one of the SHANARRI indicators (Safe, Healthy, Achieving, Nurtured, Respected, Responsible, Included) we will record this in their Care Plan following a conversation with you and log any actions. They may have a 'Summary of Support' which shares strategies and resources that your child finds supportive.



Some may need intensive support where we link with other professionals to ensure we are meeting your child's needs and record next steps in a Child's Plan.

If you would like further information about how we use Personalised Planning and Support to meet the needs of our children at Markinch Nursery then please contact me by email.
Jenna.gilfillan@fife.gov.uk

FOREST

At Markinch our Forest Kindergarten involves us visiting the woods at Balbirnie Park. We walk to and from the Nursery to the woods where the children are then free to run around, play and explore the area. This experience enables the children learn about the environment through exploration and risk taking. It also promotes gross motor development and well-being. We risk assess this area at the start of the year and then we recheck the area when we arrive each visit.

Children are expected to arrive dressed appropriately for the woods. They must always wear long trousers and sensible strong footwear. Waterproof suits are recommended as our weather is so changeable and we have some available if you do not have one. More information will be shared on your visit and dates will be shared in our Newsletters.

Parents are always welcome to attend so please let us know if this is something you would like to do.

SUN

We do have the odd super sunny spells and we like you to be prepared for this. If you know that it is to be a hot day then please apply sun cream to your child before they arrive

at Nursery. We have some sunscreen available at the Nursery entrances if you have forgotten. Please check that the sun cream that we have is safe for your child **as we may ask your child to apply more**. We realise that it is not ideal for your child to wear a long sleeve top when it is warm however this is the best protection when the sun is strong so we urge you to send one in if possible. We do have sun hats available however if you can provide one that would be great.

Illness

Nursery is a busy learning environment. If your child is feeling unwell, please keep them at home where they can have the quiet time to feel better. Please inform the school office to pass on the reason for your child's absence as we need to be aware of any infectious illnesses.

Illness	Appropriate action
Sickness or diarrhoea	Following a bout of sickness or diarrhoea, we ask that you keep your child at home for a full 48 hours after the last episode
	Recommended action
Conjunctivitis	Please do not bring your child to nursery if their eyes are 'gunky'. Wait until 24 hours after treatment has been started
Chickenpox	Please do not bring your child to nursery until the last spot has scabbed – we will share how many cases we have with you
Hand, foot and mouth	Please do not bring your child to nursery until the last blister has dried up
Scarlet Fever	Please do not bring your child to nursery until the last blister has dried up

Tooth brushing

We are part of the *Child Smile* programme whereby children are encouraged to brush their teeth during the session. Parental permission will be asked for when your child starts nursery.



Responsive care and support



Dignity and respect



Wellbeing

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

We follow Fife Council's Safeguarding and Child Protection Guidelines. The Child Protection Coordinator for Markinch School & Nursery is the Headteacher and myself. 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.

If you have any concerns or complaints, please discuss these with a member of the Nursery team or myself as we are here to help and get it right for our families. Families can contact Social Work if they have any concerns about a child.

If you feel we have not been able to work together to resolve an issue, 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.

You can contact the Care Inspectorate on:

Tel: 0800 600 9527

Email: enquiries@careinspectorate.com

Child Protection Coordinator
Miss Easson – Headteacher

Depute Child Protection Coordinator
Mrs Gilfillan – Depute Headteacher



If you have any questions that arise from reading this document, please contact me on the email address below.

Many thanks,

Mrs J Gilfillan

Jenna.gilfillan@fife.gov.uk



