

Getting Ready to Start Nursery



Welcome to Newport Nursery Early Learning and Childcare

More information will be shared about the Early Level Curriculum in September 2024.

<https://blogs.glowscotland.org.uk/fi/newportps/>

Newport Nursery
Newport Primary School
Cupar Road
Newport-on-Tay
FIFE
DD6 8JT

Telephone: 01334 659432
newportps.enquiries@fife.gov.uk

Meet the Team

Headteacher
Principal Teacher
Nursery Teacher
Early Years Officers

Miss Louise Donaldson
Miss Kathryn Allan
Mrs Elaine Laing
Miss Jessica MacKenzie
Miss Natasha Nelson
Mrs Nikky Wilson



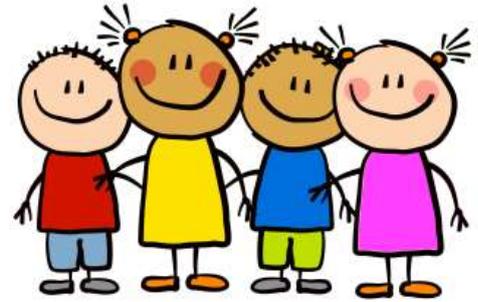
Nursery Sessions

Newport Nursery runs 6 hours per day term time (38 weeks). Daily sessions are 9am - 3pm.

Our current capacity is 24 children with an adult ratio of 1:8.

Our Nursery Vision

Play together,
Learn with each other,
And be the best that we can be.



Our Nursery Aims

- Provide each child with the best possible start.
- Support every child to become a successful learner, responsible citizen, confident individual and effective contributor.
- Work in close partnership with parents, carers, the local community and outside agencies.
- Provide an inclusive child centred curriculum, which through active play meets the needs and interests of our children.
- Provide a safe, stimulating and well-resourced environment.



This is possibly the first time your child may have spent long periods of time without you, in what to begin with, is a strange and very new experience. You may be unsure of what your child will face and what would be helpful for him/her in preparing for this experience. In preparing both your child and yourself for this future adventure, here is some information which hopefully, you will find helpful.

Our Nursery Areas

Newport Nursery consists of 3 main areas; our nursery room, outdoor area with free flow access from the main nursery building and our nursery garden which is situated in the bottom left hand corner of the school grounds.

What happens at Nursery?

We want your child to have a happy and rewarding experience at nursery, a time to explore, to enquire, to choose, to socialise and become increasingly independent. Children experience a wide range of activities at nursery. They make their own choices about what and where they play. We offer a wide range of core provision including sand, water, Home Corner, construction, mark making, clay, playdough, technology etc. Within each of our areas, we initiate opportunities for Literacy, Numeracy and Mathematics and Health and Wellbeing. These areas are always changing and evolving and are very much child led.

The children have free flow access to our outdoor area for the whole session in all weathers! This allows children to play outside in the fresh air and gives daily opportunity for physical exercise.

Building and Realising the Ambition at Newport

Realising the Ambition is a document published by the Scottish Government in February 2020 which builds on the premise contained in original guidance (Building the Ambition, 2014) and gives guidance on Early Learning and Childcare in Scotland. A copy is available in the nursery entrance or can be downloaded from www.gov.scot

Our service strives to:

- *"Be child centred, acknowledge children's views and actively involve children in meaningful ways in everyday decisions in the ELCC setting.*
- *Offer a nurturing and caring environment.*
- *Provide appropriate spaces to play and learn with a range of possibilities for children to develop their present and future potential.*
- *Be responsive to children's changeable interests and demands."*

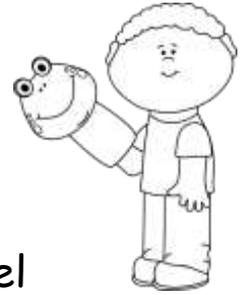
(Building the Ambition, pg 23)

Newport Nursery endeavours to provide **experiences** which:

- Offer open ended play opportunities
- Develop a sense of risk
- Offer a balance between new and familiar experiences
- Encourage talk between other children and adults
- Help children to solve problems
- Allow children to determine what **they** want to learn
- Give children a sense of wonder
- Allow children to play outside in the fresh air and encourage physical exercise
- Promote independence



Newport Nursery endeavours to provide **adults** who:



- Help our children make sensible choices
- Involve children in their own learning
- Encourage children to try activities at an appropriate level
- Make time to talk and listen to our children and families
- Encourage children to try out new things, using children's interest as a starting point



Lunch

Lunches are free for nursery children. Current menus for school and nursery lunches can be found via Fife Direct.

<https://www.fife.gov.uk/kb/docs/articles/education2/schools-in-fife/school-meals>

At drop off in the morning, nursery staff will ask what your lunch option for your child will be for that day.

You are also more than welcome to provide your child with a packed lunch from home.

Snack

Children are encouraged to be independent when making snack choices. There is no set menu for snack. We plan the following week's menu with the children and they help to order what we need whether it is online, a telephone order or visiting the local shop. Please inform a member of the nursery team if your child has any food allergies.

Daily snack consists of ...



- A variety of fruit and vegetables
- One carbohydrate
- Milk and water

We follow guidance within 'Setting the Table' which gives nutritional guidance and food standards for early years childcare providers in Scotland. A copy is available in the nursery entrance or can be downloaded from www.healthscotland.com

Childsmile Toothbrushing Programme

After snack the children are encouraged to brush their teeth. NHS Fife provides every nursery child with a toothbrush and fluoride toothpaste. Your child will be enrolled in the toothbrushing programme automatically. Please speak to a member of the nursery team if you wish to opt out of this.

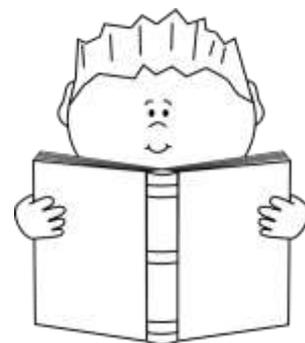
For more information please visit www.child-smile.org



Lending Library

There is a lending library within the nursery and children get the opportunity to change their library books once a week. We also have a large selection of Story Sacks and Play @ Home bags which you are welcome to borrow.

Opening times for our Lending Library will be confirmed next session.



Stay and Play

In the past we have offered Stay and Play sessions on particular days of the week. Days and times for this will be confirmed next session. Although we offer particular times for Stay and Play, we do welcome you into our nursery at any time to share learning experiences with your child.

Nursery Fund

No charge is made for attendance at nursery, however, it is normal practice to ask for a small voluntary contribution. We ask parents/carers to contribute £1.50 per week towards nursery fund. This money is used for snack, visitors, outings and resources.

Buddies

All preschool children will be paired up with a Buddy from Primary 6 in term 4. The Buddies will then visit nursery once a week, playing and sharing experiences with the younger children. They will help our preschool children in the transition to school and the relationship should then continue into Primary 1.



Personal Learning Journal (PLJ)

Every child in nursery has their own PLJ. These documents are available at all times for you and your child to look at. The PLJ records what your child has experienced and achieved at nursery through written observations and photographs. We ask that you too, add to the PLJ with information about your child's experiences and achievements at home.

PEEP



Throughout the year, we run PEEP (Parent Early Education Partnership) groups to support parents/carers with making the most of everyday opportunities to promote learning. The nursery team will make you

aware of when these sessions will be happening and you will have the opportunity to sign up to attend along with your child.

For further information please visit www.peeple.org.uk

Parent/Carer Volunteers

We are always happy to have volunteers in to help us in nursery. Parents/carers may like to spend some time reading to the children, baking, sewing, gardening etc. If you feel that you could offer some time to volunteer with us, please let a member of the nursery team know.



How can I help my child prepare for Nursery?

Dressing

Apart from getting ready to go home from nursery, there will often be times when it is necessary to change e.g. going to play outside.

- Can your child put on his/her coat, do up zips and buttons?

Changing shoes and tying laces can be quite challenging, but encourage your child to do as much as possible.

Going to the toilet

At Nursery, where possible, we encourage the children to go to the toilet independently. Try to choose clothes which are easily managed when your child goes to the toilet. Cleaning themselves is another big step. We will of course give help if necessary but please do encourage

independence at home too. Toilets are shared and we ask the children to leave them clean and tidy.

- Does your child know how to flush the toilet and wash their hands properly?

Daily Routine

Your child will be encouraged to sign themselves into nursery at the beginning of each session and adults are required to sign them out at the end of the session.

Each child will be allocated a coat peg and tray/shelf near the nursery entrance. We do not encourage children to bring their own toys from home. All personal belongings should be stored in the trays/shelves until home time.

Things your child will need

- We would ask that each child donates a box of tissues and packet of baby wipes at the start of the session - this ensures we have adequate stock for the whole year
- Wellington boots (named) - to be kept in nursery and stored in cloakroom area

School/Nursery Grounds

- The playground and the staff car park are busy places so it is important that your child stays with you at all times.
- Grassed areas and bike stands are all places which are out of bounds before 9am and after 3pm. The banking at the car park is also out of bounds at all times.

- White car parking spaces can be used for nursery parents/carers. Yellow parking spaces are for members of staff. Please use our car park sensibly. Please see our Site Traffic Management Plan on our website for guidance on using the staff car park.

If your child is absent

Please ensure you contact the school office if your child is absent or is going to be absent for any reason.

Care Inspectorate/Education Scotland

The work of our nursery is subject to inspection by both the Care Inspectorate and Education Scotland. We work to standards set by these organisations. A copy of our most recent Care Inspectorate report can be found in the nursery entrance or from visiting their website. Visit these websites for more information.



www.educationscotland.gov.uk

www.careinspectorate.com



Complaints

Guidelines from Fife Council

Parents and the School

Parents and schools separately can do a great deal to assist children's educational development; together, they can achieve even more.

We will keep you informed of your child's progress and we will deal confidentially with any information which will help us planning her/his education.

We will keep you informed of our policies and procedures and will consult you whenever a significant change is contemplated.

We rely on your support and we welcome your comments on the school.

1. If you are concerned about

A particular aspect of our work, please arrange an appointment to discuss the matter with the Nursery Teacher or EYO in the first instance. Where appropriate, the Nursery Teacher may nominate another senior member of staff to act on her/his behalf.

The Nursery Teacher or EYO will listen carefully to what you have to say, establishing clearly the issue(s) of concern and, if appropriate, providing you with any relevant information.

In some cases, your concerns can be dealt with immediately; other matters may require more extended investigation.

In any event the Nursery Teacher or EYO will notify you, normally within five working days, of the school's response.

It is anticipated that, in most cases, the above steps will result in a satisfactory solution for all concerned.

2. If for any reason you are not happy with the response from Newport Nursery Class the following procedures are in place...

Please discuss any issues with the Nursery Teacher or EYO, first and then the Head Teacher may become involved. Problems can often be solved by an open discussion.

If you are still not satisfied you may wish to speak to our Education Manager, Rona Weir at Rona.Weir@fife.gov.uk or Clark Graham, Early

Learning Officer at clark.graham@fife.gov.uk.

3. Nearly all matters of concern are resolved through the above procedures. If you remain dissatisfied, please contact again the officer involved at stage 2; he/she will review the situation and/or indicate what other avenues are open to you.
4. In all cases, final appeal can be sought through the Executive Director of Education and Children's Services.

If the outcome is still not satisfactory and you wish to take the matter further you may wish to discuss the matter with the Care Inspectorate:

South Suite
Ground Floor
Largo House
Carnegie Avenue
Dunfermline
KY11 8PE
Tel: 0345 600 9527

Website: <https://www.careinspectorate.com/>

Email: concerns@careinspectorate.gov.scot

Child Protection

Miss Louise Donaldson is Child Protection Officer for Newport Nursery.
Miss Kathryn Allan is the Depute Child Protection Officer for Newport Nursery.

Policy and Procedures for Child Protection

- The safety and well-being of all our children is of paramount importance to us.
- Staff have training in child protection which is updated every year.
- In the event of a disclosure of a child protection issue the Head Teacher will be informed. Fife Council procedures will then be followed.

- All child protection issues are treated in the strictest confidence.
- If you wish further information on this matter please contact the Nursery Team.
- The PVG System has vetted all staff and others working in the Nursery.
- If you have any concerns then the Social Work team can be contacted on 03451 551503 or on 03451550099 (out of hours).

Named Person

The Children and Young People (Scotland) Act 2014 includes making a Named Person available for every child, from birth until their 18th birthday (or beyond, if they are still in school). In most cases, the Named Person will not have to do anything more than they normally do in the course of their day-to-day work. Most children and young people get all the help and support they need from their families, from teachers and health practitioners, and from their wider communities - the Named Person does not change these roles. However, some families may need extra help and that's where the Named Person comes in. This means that the child and their family have a single point of contact who can work with them to sort out any further help, advice or support if they need it. The Named Person for your nursery child is the NHS Health Visitor. Should you need help in contacting your Health Visitor Nursery staff can help you with this.

Nursery Blog

Our nursery has its own blog that can be accessed from the following link. The children help to update this on a weekly basis and it will include a snapshot of what the children have been doing, including photographs.

<https://blogs.glowscotland.org.uk/fi/npsnursery/>



Parent Council

Our Parent Council also have a Facebook page which can be accessed by searching for 'Newport Parent Council'. We are always keen to have nursery parents/carers on our Parent Council and you are always welcome to attend the meetings.



Useful Websites

Here are some useful websites that you might like to have a look at in order to support early learning.

www.readwritecount.scot

www.scottishbooktrust.com/bookbug



We very much look forward to welcoming you to Newport Nursery.

