



PAXTON NURSERY

Paxton Nursery
Selkirk Street, Methil, Leven, Fife KY8 3LX

Tel: 01334 659361
Email: paxtonnur.enquiries@fife.gov.uk

Information for Families

Dear Parent

A warm welcome is extended to you by everyone at Paxton Nursery.

For many of you, starting nursery will be the beginning of a long journey through the education process with your child.

Our nursery team firmly believes in building a positive partnership with our families. We aim for all children to be happy, confident individuals who are able to work with each other and who go on to develop a love for learning.

We have prepared this booklet to answer some of the questions you may have and, more importantly, to invite you to chat to us about any points you would like clarified. We look forward to working with you and your child.

Yours sincerely

Sandie Johnston
Head of Centre

Paxton Nursery



FIFE COUNCIL EDUCATION SERVICE

WHAT WE STAND FOR

The Education Service in Fife plays a key role in taking forward the wider aims of Fife Council. As part of the Education and Children's Services Directorate, our vision and what we stand for is "**Improving Life Chances for All**".

THE VALUES AND PRIORITIES OF THE EDUCATION SERVICE



Our approach towards "**Improving Life Chances for All**" is founded on the values of Compassion; Ambition; Respect and Equality as we develop the capacity of young people to become:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

The four priorities of the Education Service are Educational Outcomes, Employability skills, Equity and Equality and Enhancing Opportunities for Vulnerable Groups and Individuals.

These priorities and themes and the associated actions are described in the Education Service Plan and are reflected in the work of the Nursery.



Educational Outcomes focusing on	Employability Skills focusing on
<ul style="list-style-type: none"> • Improving Outcomes for Learners including a focus on raising attainment in Literacy and Numeracy • Developing Excellence in Learning and Teaching <p>Building an excellent Curriculum</p>	<ul style="list-style-type: none"> • Universal learning programmes to ensure all young people learn about careers and develop recognised employability skills • Focussed programmes to ensure particular groups are guided towards specific careers, especially as they enter the senior phase • Targeted programmes of learning to ensure we make effective provision for those most at risk of finding a negative destination when leaving school
Equality and Equity focusing on	Enhancing Opportunities for Vulnerable Groups and Individuals Most at Risk
<ul style="list-style-type: none"> • Breaking the cycle of disadvantage including reducing the attainment gap • Early Years <p>Supporting children, young people and families</p>	<ul style="list-style-type: none"> • In our focus on Educational Outcomes, Equality and Equity and Employability we will target our work towards improved outcomes for disadvantaged groups and those individuals most at risk

The information contained in this booklet refers to the current Nursery year and is accurate at the time of publication.

We hope this information will be helpful to you and will answer many of your questions about the nursery. Should you have any further enquiries, please do not hesitate to call in at the nursery where we shall be pleased to help you.



Contact Details

Head teacher: Sandie Johnston

Address: Paxton Nursery, Selkirk Street, Methil, Fife, KY8 3LX

Telephone No: 01334 659361

Email: paxtonnur.enquiries@fife.gov.uk

Nursery Roll: 90

Other Information

The nursery has a Complaints, Concerns and Compliments policy, the details of which are displayed on our notice boards throughout the nursery. However, we would encourage parents and stakeholders to contact the nursery directly should there be any issue regarding the service or their child.

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.



BUILDING

Paxton Nursery received its name from Miss Paxton who opened the original nursery in 1934. It is a large purpose built standalone nursery which was the first to be built in Fife. The original building, built in the 1960, stands in extensive grounds which the children have free-flow access to and an extension was created to cater for the growing number of children and staff in the setting.

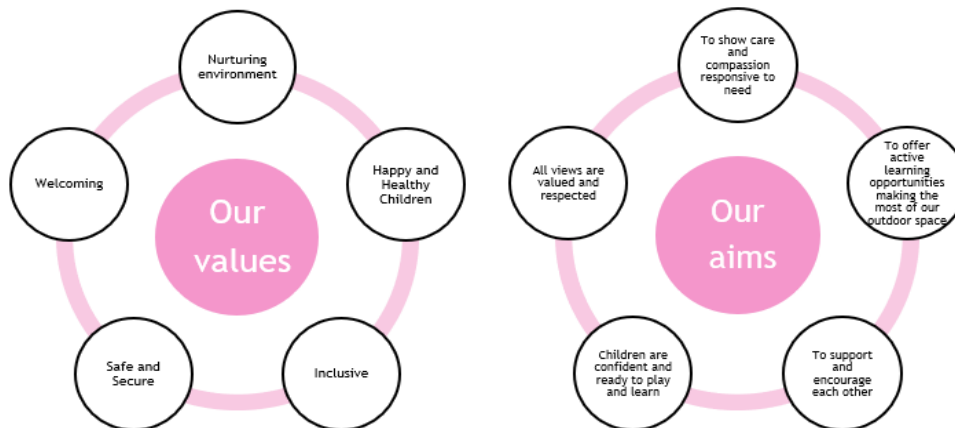
Paxton is situated in the town of Methil and is open 39 weeks of the year to provide care and support to the families within Levenmouth Community. As well as providing high quality early learning and childcare for 3-5year olds, we also cater for two year old children.

We have two playrooms for our 3-5 year old children and a playroom for the Early Entrants. All nursery playrooms offer quality, rich learning and play experiences and each has direct access to secure and recently developed outdoor provision. Staff listen to, and work with the children to ensure learning is embedded from the Curriculum for Excellence and in line with current early years thinking. Further access to a secure and extended outdoor learning environment with raised beds, a tree swing, climbing frame and a trim trail. Our children are also offered a range of visits within the local community including the woods, the beach and the local library.

OUR VISION

To provide a wide range of high quality learning opportunities offering challenge to children in a safe and nurturing environment. Positive partnership working will ensure all stakeholders are valued members of nursery community.

OUR AIMS AND VALUES



STAFFING

Headteacher/Manager
Depute Head of Centre
Principal Teacher
Senior Early Years Officers
Early Years Lead Officer
Early Years Officers

Alexandria (Sandie) Johnston
Courtney McLaughlin
Jill McIntosh
Sheila Wilson/Kayleigh Clark
Sarah Lamond
Michelle McGlashan, Leslie Douglas,
Casey Mitchell, Gemma Corcoran, Toni Cook,
Debbie Thomas, Stacey McMurdo, Aimee Dalgarno,
Charlie Wakefield, Amanda Duncan, Jennifer
Annan, Gillian Gray, Nerissa Purves, Hannah Clark.

Pupil Support Assistants
Clerical Staff
Cleaner
Catering
Janitor

Marie Kidson, Danielle McComiskie
Carol-Ann Young, Jacqui Ogg
Paula Vettriano
Louise, Kayleigh
Bill Blyth



NURSERY HOURS

A nursery place, equivalent to a total of 1140 hours per year is offered to all children from the term after their 3rd Birthday.

Nursery session for all children- 6 hours per session: 9am - 3pm

Starting Nursery in August - child must be 3 before 31/8

Starting Nursery in January - child must be 3 before 31/12

Starting Nursery in April - Child must be 3 before the last day in February

Children are entitled to lunch in nursery. These are served in our Dining room, on a rota basis between 11:30 am - 1:30 pm.

APPLYING FOR A NURSERY PLACE FOR YOUR CHILD

You are asked to provide 5 choices on your application form as some nurseries or session times will be oversubscribed. In the event we are unable to offer you your first choice we will then look at your 2nd and then 3rd choice nurseries / pattern of attendance to see if we can offer you one of these.

An admissions policy is in place to ensure fairness when allocating places - this can be found at www.fifedirect.org.uk and searching for Early Learning and Childcare Admissions Policy.

Please note that the place you are offered may not be in your local nursery/catchment school nursery.

Is my two year old eligible?

You can find out if your two-year-old is eligible for early learning and childcare, on www.fifedirect.org.uk and searching for Early Years. You can also get this information from your local office, local nursery or Educational Home Visiting Service.



HOW TO APPLY

Application forms are available from all Fife Council nurseries, local council offices or online at www.fifedirect.org.uk. Applications should be returned to your first-choice nursery, along with **any proof requested**.

Terms Dates (all dates are inclusive)

Term	Start Date	End Date
Autumn	Wednesday 16 st August 2023 (Teachers) Wednesday 17 August 2023 (Pupils)	Friday 6th October 2023
Winter	Monday 23 October 2023	Wednesday 20 December 2023
Spring	Thursday 4 January 2024	Thursday 26 Mar 2024
Summer	Monday 15 April 2024	Friday 28 June 2024

The above pattern provides for 190 school days, once the holidays and 5 in-service days for teachers are deducted.

School Holidays (all dates are inclusive)

Holiday	Start Date	End Date
Autumn	Monday 9 October 2023	Friday 20 October 2023
Christmas	Thursday 21 December 2023	Wednesday 3 January 2024
Additional	Thursday 15 February 2024 (Pupils) Thursday 16 February 2024 (Teachers)	Friday 16 February 2024
Spring	Friday 29 March 2024	Friday 12 April 2024
Additional	Monday 6 May 2024	



Additional Monday 3 June 2024

Monday 3 June 2024

Summer Monday 1 July 2024

Tuesday 20 August 2024

In Service Days

- Monday 14 August 2023
- Tuesday 15 August 2023
- Friday 10 November 2023
- Wednesday 14 February 2024
- Thursday 9th May 2024

NURSERY MEALS AND MILK

The current cost of a Nursery meal is Free

SPECIFIC DIETARY REQUIREMENTS

Fife Council is committed to providing a Nursery meal service to all pupils who require them and will provide a specialised dietary service for certain children through discussion between the child, parent/guardian, and the Nursery. Special diets will be provided on the basis of

- Religious requirements
- Cultural/ethical reasons
- Therapeutic diets will be provided on the basis of Medical conditions (as recommended by a doctor or dietician.)

If the child is known to have an allergy to nuts/nut products then our Allergen - Policies/Guidelines should be read in conjunction with this policy.

NURSERY MILK

Fresh, chilled milk is available in all nurseries.
Milk is provided free to all nursery children.



FREE FRUIT IN NURSERY

The Free Fruit in Nursery initiative targets the youngest children, where eating fruit and vegetables is most likely to be habit forming and where the health gain might be the greatest in the long term.

All nursery children are offered fruit on a daily basis alongside other healthy snacks.

WATER IN NURSERY SCHEME

All pupils have access to chilled water throughout the Nursery day.

SNACKS

We encourage children to eat healthily and make healthy choices. As part of the fruit and vegetable initiative, we use our fruit and vegetables to enhance the snack provision. Milk and water are always available for the children to access.

Snack is not only as an opportunity to eat, but as an opportunity to socialise and to learn about different taste, texture, how fruit and vegetables grow and seasonal changes. We use our fruit and vegetables creatively e.g. making soup, smoothies. Our children are involved in planning our snack menu and in its preparation.

CONTRIBUTION

No charge is made for attendance at nursery. However, it is normal practice to ask for a small contribution to cover the cost of snacks, baking ingredients, nursery parties, outings and special treats. **At Paxton the voluntary contribution is £2.50 per week.**



CURRICULUM FOR EXCELLENCE

The Scottish government's aspirations for each child is that they should become:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors

Children's experiences in Paxton Nursery will contribute to the achievement of these aims.

They will develop these capacities by, for example:

- *Successful learners* through using their imagination and creativity, tackling new experiences and learning from them, and developing important skills including literacy and numeracy through exploring and investigating while following their own interests
- *Confident individuals* through succeeding in their activities, having the satisfaction of a task accomplished, learning about bouncing back from setbacks, and dealing safely with risk
- *Responsible citizens* through encountering different ways of seeing the world, learning to share and give and take, learning to respect themselves and others, and taking part in making decisions
- *Effective contributors* through playing together in leading or supporting roles, tackling problems, extending communication skills, taking part in sustained talking and thinking, and respecting the opinions of others

We plan for the following areas of your child's development and are pleased to discuss what we are doing with you, you are also welcome to stay and join in!

LITERACY

Literacy is fundamental to all areas of learning. Being literate increases opportunities for adults and children in all aspects of life through reading, writing, speaking and listening. Children need to have access to effective experiences and a rich environment.

Children should be learning to:-

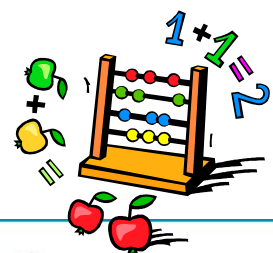
- Communicate with adults and children.
- Build relationships.
- Talk about their learning experiences.
- Show good recall and understanding through role play.
- Access ICT and a range of media.
- Access and appreciate a multicultural society.
- Have an understanding of language through a variety of experiences such as reading, writing, listening and speaking.
- Talk within groups or on a 1:1 basis.
- Listen to and appreciate other's feelings and share their own feelings and thoughts.



MATHS AND NUMERACY

Numeracy is a skill for life, learning and work. Having well-developed numeracy skills allows young people to be more confident in social settings and enhances enjoyment in a large number of leisure activities. Being numerate helps us to function responsibly in everyday life and contribute effectively to society. Nursery should support your child to:-

- Develop essential numeracy skills to ensure full participation in society. Identify and count money.
- Understand the need for timetables and charts and identify what they are used for.
- Interpret numbers and information.
- Think logically and solve problems.
- Experience different types of technology.
- Investigate colour, shape and size.
- Sort, match and categories.





- Develop an awareness of time, clocks and calendars.
- Measure and compare.

HEALTH AND WELLBEING

Nursery should support children to: -

- Develop self-awareness, self-worth and respect for others.
- Meet challenges, manage change and build relationships.
- Experience personal achievement and build resilience and confidence.
- Understand and develop physical, mental and spiritual wellbeing and social skills.
- Understand that food, exercise and decisions about behavior and relationships have an effect on physical and mental wellbeing.
- Participate in a range of activities which promote a healthy lifestyle.
- Access help and resources to make choices.
- Assess and manage risk and understand the impact of risk-taking behavior.
- Identify strengths and skills to make choices when planning next steps.
- Acknowledge cultural diversity and challenge discrimination.

OTHER AREAS OF THE CURRICULUM

We also support children's learning and development through the following curriculum areas:

- Technology
- Expressive Arts
- RME
- Social Subjects
- Science





ATTENDANCE

If your child is absent can you contact us as early as possible on the first day of absence. If we do not hear from you we will then call you, if we have no contact after 2 days staff will carry out a home visit.

HEALTH CARE

Should your child be taking medicine or have a medical condition, it is essential that you notify the Nursery. This information will be treated in strictest confidence to ensure the wellbeing of your child. Where necessary an Education Health Care Plan will be developed for your child in consultation with you and relevant health services.

Should your child become ill or have an accident while at Nursery that requires medical attention, we shall:

- Try to contact you by telephone, or arrange for a message to be sent to you. So please make sure we have an up-to date phone number.

From time to time children are offered a medical examination or review by the schools Community Paediatrician or School Nurse from the School Health Service. These can be either routine examinations carried out for all children, or where a health concern has been identified. As parent/carer you will be notified in good time so that you may be present if possible.

CHILD PROTECTION

Our nursery, like all nurseries in Fife, is concerned with all aspects of a child's health and wellbeing. We aim to provide a safe and supportive environment and work together with other agencies to ensure that all children are safe and protected from harm. The nursery follows the

Education and Children's Services Child Protection Guidelines in all aspects of Child Protection and Care and Welfare. Our nursery has a child protection co-ordinator (Vicky Calley and child protection deputies Kayleigh Clark and Sheila Wilson) who will deal with all child protection issues and with whom any concerns can be discussed.

SUPPORT FOR PUPILS

Some children require additional support to make progress in nursery. Such support takes a range of forms - extra consideration by their early year's officer or support from a



Pupil Support Assistant. In some cases, help may be provided from services external to the school such as the Psychological Service or by the Supporting Learners Service. If you are worried about your child's progress you can either raise this with nursery staff when you first enrol your child at nursery or make an appointment to discuss this with the Headteacher. Nursery staff will listen closely to all your concerns and together you can decide on the next steps. Ongoing support will be co-ordinated by the Headteacher.

Each Early Year's Officer will ensure learning needs are met for all children and be aware of any concerns about a pupil's wellbeing.

PARTNER AGENCIES

Staff work in partnership with other services to ensure children are appropriately supported in their learning. In addition to staff from health and social services we link with many other agencies.

EQUAL OPPORTUNITIES

Fife Council's nurseries promote Equal Opportunities for all pupils. All nurseries take problems of bullying and racism very seriously, and have procedures for dealing with hate incidents and supporting pupils and parents.

PARENTAL INVOLVEMENT

At Paxton we encourage participation with parents at every opportunity. This can be supported in a variety of ways. In nursery, we are fortunate to have daily contact with parents where informal exchanges take place. Your child's PLJ (Personal Learning Journey) is shared regularly and opportunities exist to raise any issues or concerns. As well as accessing our Facebook Page, you can share your child's learning via the SeeSaw App.

<https://www.facebook.com/PaxtonNursery/>



THE SCHOOL TO WHICH YOUR CHILD WILL TRANSFER

We work closely with our local schools and liaise with the staff to ensure your child is confident and ready to start their Primary learning journey. Further information on this is contained in the booklet 'Choosing a School - A Guide for Parents' which is found at www.scotland.gov.uk/Publications/2010/11/10093528/0

Where a child goes missing from school without warning then the education service is obliged to link with other services to discover where the child has gone and confirm their safety and wellbeing.

NURSEY IMPROVEMENT

We regularly seek to improve the curriculum through staff audits and feedback from children and families.

We share our focussed improvement priorities for the upcoming academic year with our families by displaying these in the nursery. We look forward to your feedback and involvement in working towards these.

Data sharing helps:

- protect children and young people from suffering harm, abuse or neglect;
- ensure children and young adults with additional needs get the services they require;
- enable pupils to achieve their academic potential and attain their goals;
- plan future services

What information can be shared?

Information collected through enrolment forms or provided by parents and other carers will be held on computer systems and used within Fife Council for the purposes of furthering education and training, pupil care, career guidance, health monitoring and Parent Council elections and advice.

Information will be shared with partner agencies when there are clear concerns about the care, safety and welfare of children, young people or vulnerable adults and to aid careers planning. If you have any questions or comments on the information we share please contact David Smith, MIS Team Leader at education.data@fife.gov.uk



Personal data **will not** be shared out-with the above circumstances and information will not be disclosed to any third parties except where permitted or required by law or where informed consent has been received. The uses of the information are covered by the Council's registration under the Data Protection Act 1998.

MORE INFORMATION

Further information on Fife Council's use of data and the Data Protection Act 1998 can be found on Fife Council's website www.fifedirect.org.uk

SEVERE WEATHER CONDITIONS

Unless specifically advised, nurseries will remain open during periods of severe weather. It is vital that parents/carers ensure that nurseries have the means to contact them should this position change. Decisions to close will be made as early as possible.

To be kept up to date with closure information:

1. **By text or email through Fife Direct** - Notification of a nursery closure is done by nursery through Fife Direct. To sign up to receive text or email alerts, please enter your contact details [via www.fifedirect.org.uk/alerts](http://www.fifedirect.org.uk/alerts), click on Alerts and under Alert Services click on [join fifedirect](#).
2. **By text or email through your nursery** - Make sure that you have given your up to date mobile number and email address details to the nursery so that they can contact you via Groupcall. These messages will provide supplementary information to the above.
3. **Visit www.fifedirect.org.uk/closures**. Also, check the website of your own school.
4. **Follow-us** on facebook.com/fifecouncil and twitter.com/fifecouncil.
5. **Listen** to Kingdom FM, Forth One and Tay FM.
6. **Check TV** on Sky channel 539, press red or Virgin channel 233, press red.

Please note: If your child moves nursery or attends more than one establishment, you should amend the nursery details on your account in Fife Direct to ensure you receive information from the correct nursery.

Nursery also circulate severe weather information for parents and carers at the start of the winter term. This may be added to their websites, shared through email or text messages and/or distributed via school bag mail drop.

Early Years in Fife



ALTERNATIVE FORMATS

The information included in this document can be made available in large print, braille, audio CD/tape and British Sign Language interpretation on request by calling 03451 55 55 00. Calls cost between 3p to 7p per minute from a UK landline, mobile rates may vary.
BT Text phone number for Deaf people 18001 01383 441177

LANGUAGE LINES

এ নথিতে যেসব তথ্য আছে তা 03451555599 এ নাম্বারে ফোন করে অনুরোধ করলে বড় ছাপা, ব্রেল, ওডিও সিডি/টেপ ও ব্রিটিশ সাইন ল্যাংগুয়েজ ইত্যাদি মাধ্যমে পাওয়া যাবে।
বঙ্গের জন্য ইউকে ন্যাডলাইন থেকে খরচ হবে প্রতি মিনিটে ৩পি থেকে ৭পি, মোবাইলের খরচ ভিন্ন হতে পারে।

عند الطلب، يمكن توفير المعلومات الواردة في هذا المستند في صورة مستندات مطبوعة بأحرف كبيرة ومستندات بطريقة برايل وعلى أشرطة/أقراص منسوخة صوتية مع الترجمة بلغة الإشارة البريطانية من خلال الاتصال بالرقم 03451 55 55 77
تتراوح تكلفة المكالمات بين 3 إلى 7 بنسات في الدقيقة من أي خط أرضي في المملكة المتحدة، وقد تختلف أسعار المكالمات بالهاتف المحمول.

如果你需要以大字體印刷、盲人點字、光碟/錄音帶格式或英國手語傳譯說明這份文件的內容，請致電 03451 55 55 88 提出要求。
用英國電訊固定座機撥打上述電話號碼收費每分鐘 3 至 7 便士，以手機撥打收費各異。

Informacje zawarte w tym dokumencie mogą zostać udostępnione w wersji drukowanej dużą czcionką, w alfabecie Braille'a, w wersji dźwiękowej na płycie CD/taśmie lub w tłumaczeniu na brytyjski język migowy – prosimy o kontakt pod numerem 03451 55 55 44.
Koszt połączenia wynosi 3-7p za minutę z brytyjskich telefonów stacjonarnych, koszty połączeń z telefonów komórkowych mogą być różne.