



WELCOME TO PITREAVIE PRIMARY SCHOOL NURSERY



Pitreavie Nursery
Pitcorthie Drive
Dunfermline
KY11 8AB

Telephone number: 01383 602428
Absence Text Number: 07860 003 910

Email Address: pitreavieps.enquiries@fife.gov.uk

Welcome,

Everyone at Pitreavie Primary School is looking forward to working in partnership with you and your child over the next seven years.

Our school is a very busy, vibrant, inclusive and friendly place and we want you to feel welcome and your child to feel safe, secure and happy and enjoy the learning environment we provide.

Leadership Team



Mrs Broadley
Headteacher



Miss Methven
Depute
Headteacher



Miss Napier
Depute
Headteacher



Mr Stewart
Depute
Headteacher

Support Staff



Mrs Fraser
Admin Assistant



Mrs Moffat
Clerical Assistant



Mrs Hammond
Clerical Assistant



Mr Jones
Janitor

About our nursery

Intake 3 and 4 year olds

Head Teacher	Mrs Debbie Broadley
Depute Head Teacher	Miss Karen Methven
Nursery Teacher	Mr Julian Holt

Early Years Officers

Caroline Conway	Louise Gifford	Wendy Syme
Jillian Kirk	Paula Flower	Lauren Pearse
Fiona Rubino	Lynette Thomson	Morgan Tosh
Lou Male		Toni Wylie
Rachel Gray		
Donna Bailey		
(Apprentice)		

Pitreavie Nursery is part of Pitreavie Primary School and the Pitcorthie Community. It is made up of three adjoining rooms (Moonbeam, Rainbow and Sunshine) with one entrance.

It serves Pitreavie, Canmore and Masterton Schools so we have close links with these and other schools to which your children may transition.

Nursery sessions

6 hrs session is 8.50 am – 2.50 pm to allow parents to drop off at other schools.

Your child can attend for the whole session. However, if you wish your child to attend only part of a session or only on certain days, that is fine. Please keep staff informed so we always know when to expect your child. We ask that you drop off or pick up 11.30-11.40 or 1.15-1.30 should you arrange an early pick up when there is an extra member of staff. If your child attends another nursery they must attend at least 2 sessions weekly here.

You are asked to be punctual when collecting your child as it can be upsetting if your child feels they have been left alone after their playmates have gone home! Please allow time for your child to change shoes and get their jacket on before the end of session time, or if you need to speak with staff.

There will be a member of staff on the door 8.50-9.20am and 2.25 till 2.45pm.

Welcome

This may be the first time that your child has spent long periods of time without you in what, to begin with, is a strange and new situation.

You may not be sure what your child will face and what would be helpful for him/her in preparing for this experience.

Included in this Welcome Booklet are ideas and information to make this exciting next step in your child's life easier. We hope you find this booklet helpful – if there is anything else you need to know please do not hesitate to speak to a member of staff.

Contributions

A weekly donation of £2 is requested and can be paid in full at the beginning of each term by bank transfer. Your contributions allow us to provide the children with richer learning experiences.

If possible, it would be appreciated if you could also donate a box of tissues and a packet of wet wipes during your child's first term at nursery. Donations of small boxes of varying shapes, small plastic containers, lids, material and buttons which inspire children's creativity are also appreciated.

Getting involved

Parents are an important part of Nursery life. Parents and carers can spend time in the playrooms for Stay & Play, but are asked to drop your child off at the gate or door. Check you have ordered lunch online or brought a packed lunch, tell staff who and when you have arranged to collect your child. Your contribution is vital. Coffee days and Fund Raising Events will be held in the school hall later in the year, in order to accommodate the larger numbers. Look out for information on family learning events on the Family Learning Board outside each room.

We are always looking for new experiences for the children and would be pleased to welcome you if you have a particular hobby/skill to share with the children.

We need volunteers to help out with walks, trips etc – just speak to a member of staff. You are also welcome to spend time with your child in the nursery. This is a great opportunity for you to see how your child is progressing or for your child to share their nursery and friends with you.

Settling Your Child



For some children this will only mean a short while, perhaps only their first day. For other children it may mean a little longer. Nursery staff will guide you as to when and for how long to leave your child. Please follow their advice.

If your child seems upset or reluctant to stay, do not worry. Talk to the staff - they are used to this and will help.

Time spent settling your child at this stage will certainly be worthwhile.

What do we do in Nursery?

In nursery we offer children the opportunity to explore and develop skills through experiencing a wide range of nursery activities. Your child might be exploring and playing in the sand and water - developing concepts in maths and language. They might be playing alongside others in the house corner – using role play and enriching their language skills.

Outdoor Learning



Outdoor learning and outdoor play are integral parts of the learning experience. Children will be encouraged to explore their environment throughout the year to develop an understanding of nature and the changing seasons. They will also learn about colours, shapes and early reading skills, through looking at street signs, shop names etc. They will be encouraged to ride bikes, run, climb and develop their gross motor skills.



As part of their outdoor learning children will also have the opportunity to use and explore woods/beach in the local area or to visit our Outdoor Classroom known as “the Den”.

PLJs – Personal Learning Journey

When your child begins at nursery, they will be given a Personal Learning Journey (PLJ). This takes the form of a folder, which is used to record your child’s development and progress in nursery. You are welcome to share this folder with your child at home. Your child will have a Keyworker who will work closely with them and you. Meetings take place throughout the year with Keyworkers and you will be informed about these by staff.

How can you help?



- Take your child’s PLJ folder home
- Make use of *Learning Together* sheets
- Meet with your child’s Keyworker



Children develop understanding in many different ways, but they learn best in an environment where they feel safe, secure and confident. We recognise this at Pitreavie Nursery and aim to provide this environment for your child.

We use the Seesaw App to share your child's learning and keep you informed.

Healthy Eating

Snacks are available every day and we offer a variety of fruit and vegetables as well as different types of bread and cereals. Children are encouraged to help plan snacks, to cook and bake. Developing independence is very much encouraged. Children will also have the opportunity to try particular foods as part of a celebration, e.g. Burns' day or Chinese New Year.

School lunches are ordered daily when the children enter. School lunches are served in the hall or playroom. Packed lunches can also be brought in if your child has a limited palate.

How can you help?

- Ensure nursery staff are aware of your child's dietary/allergy requirements by completing a Specific Dietary Request Form.(V6)
- Keep staff updated with any changes
- Do not bring treats such as sweets, chocolates or birthday cakes into nursery. This helps to ensure there are no allergic reactions. The nursery is a **nut free area** as is the rest of the school.

Tidying Up



There are many activities in the nursery and children are expected to tidy up after themselves. This is not always easy but with perseverance and praise this will become a habit. If we tidy as we go, there is no need to have a big tidy time.

How can you help?

- Encourage tidying up at home
- Make tidying up part of the game
- When you collect your children, remind them to tidy up before going with you

Sharing With Others

Even for grown-ups it can be difficult to share a place and things with other people. When you are only three or four it can be a hard lesson to learn. Making your child more aware of other people and their needs will make their nursery experience easier and more valuable for them.

How can you help?

- Play sharing games at home



- Involve other relatives/friends to help develop your child's awareness of sharing skills
- Talk about emotions and turn-taking or waiting.

Personal Hygiene



At nursery, independence is encouraged and children go to the toilet by themselves. The nursery staff will work with you to support your child.

Does your child know how to wash his/her hands after going to the toilet? Sometimes children think that if you don't 'see' dirt it isn't there!!!

How can you help?

- Do not worry if your child is not fully toilet trained, but please provide pullups in their bag. We can advise you about toilet-training and will work with you to achieve this.
- Provide changes of clothing and carriers in their backpack.
- Take your child to the nursery toilet, but please respect other children's privacy by waiting outside until others have finished
- Dress your child in clothing that is easily managed by them and clearly labelled with names
- Find out how we encourage good hand washing skills to use these at home with your child
- Use these at home with your child

Tissues are always available for children to wipe their noses and to "catch their sneezes".

How can you help?



- Help your child to catch their sneezes at home
- Encourage your child to dispose of tissues safely
- Draw your child's attention to tissues and bins around the nursery

Sun Awareness



We are all aware of the dangers of too much exposure to the sun during outside play, so we encourage the children to wear sunhats and 'cover up' at all times.

How can you help?

- Ensure your child is covered up
- Apply long lasting sunscreen before your child arrives at nursery or on arrival
- Give your child a sunhat. We do have some available
- Talk with your child about how they can keep safe in the sun

Absences/Illnesses

Please make sure your child attends regularly. If children have a lot of absences it can be difficult for them to settle each time they return.

Children should not attend nursery if they have sickness or diarrhoea until 48 hours after their last bout of this. If they are unwell they should not come into nursery, so staff and children stay fit and well.

How can you help?

- Contact the school office if you know your child is to be absent and, if possible, how long the absence will be.
- Keep an unwell child at home
- Seek advice about guidelines for illness exclusions
- Check your child's hair regularly, to reduce the spread of headlice
- Please tell the nursery of anything which may be passed on to others
- Keep all local contact information updated for emergencies
- Groupcall Number for recording absence is 07860 003 910

Care and Welfare

Our school and nursery, like other schools and nurseries in Fife, are concerned with all aspects of a child's wellbeing. We work together with other agencies to ensure the protection of children. There are guidelines which explain these procedures in relation to Child Protection, and these can be made available to parents on request. Miss Methven is the main nursery Child Protection Co-ordinator with whom any concerns can be discussed.

Always notify staff about the person collecting your child if it is not yourself or the regular carer. Their details should be recorded on the contact sheet with an agreed password.

Safety in the School

For the safety of all children, there is no parking within the school grounds or at the John Marshall Centre. We ask that you are a considerate driver in off-street parking areas. Please stay inside the safety barriers and close gates to maintain safety for all children in the school. Children should not open inner gates to ensure the safety of all children.

Each room has a secure entry system. Please check the door is closed and no child is near. Children are **not allowed** to press the buzzer to exit. Only adults are allowed to open doors.

Got a Concern or a Complaint?

If you, as parents, have any queries or concerns about your child in Nursery then please do not hesitate to ask the nursery staff for help. They will be happy to help or will put you in touch with somebody who can.

You can also arrange to meet with the Depute or Head Teacher to discuss any concerns that you might have.

Further advice can be obtained from the Care Inspectorate.

Tel: 0345 600 9527 Email: enquiries@careinspectorate.com

Keeping You Informed:

We want to make sure you know about what is happening in nursery and what is planned. Information is passed on in a variety of ways:

- Directly from Nursery Staff
- Notices posted on the Parents' Board at the Nursery door / cloakroom
- Termly nursery newsletters and on Seesaw
- Groupcalls and Emails
- Primary School App
- Seesaw Class App

NB It is vital we have up-to-date contact details to keep you informed!

Family Learning

Throughout the session we provide opportunities for children and their families to learn together in the nursery. This is such a valuable time for you to spend with your child and has a significant impact on how your child feels about learning. Watch out for more information about some of these sessions.

Why not join us in PEEP or Bookbug sessions? Tea & Toast sessions are also popular, sharing ideas to support learning or behaviour. Come along and find out more! Sessions will be advertised on our noticeboards.

Staff also offer short sessions like 'Storytimes' or art activities, a class library box and play@home activities.

Sharing the Learning

The children's experiences are recorded in their PLJ folders and are also on display throughout the nursery on our 'Learning Walls'. These displays include many photographs which you are welcome to spend time sharing with your child.

CORE PROVISION AREAS

Core Provision outlines all of the activities which on offer in nursery. These may be found inside and outside. Small group, individual and bigger group spaces are on offer.

Writing	Block Play
Book Area	Small construction sets
Listening centre	Table Top Activities
Quiet space	Horse
Home	Displays
Doll's House	Snack
Small World	Baking and cooking
Dressing up	Gross Motor Activity
Role Play areas	Outdoor Learning
Music	Woodwork
Clay	Science and Technology including Computer
Dough	Sand
	Water

Art Area Including: Painting, junk modelling and drawing

Loose Parts

- Loose parts are materials that can become anything children wish from creating and making a robot to constructing their own den.
- Loose parts can be used freely to create, explore textures and develop curiosity and imagination.
- These materials have no directions and no instructions. Children can make their own decision about how to use the loose parts.
- Loose parts can provide great sensory play experiences.

Nursery Aims

Pitreavie Primary School and Nursery have combined aims for all learners:

The Nursery aims are to:

- provide a safe and stimulating environment in which children can feel happy and secure
- encourage the emotional, social, physical, creative, and intellectual development of children
- promote the welfare of children and promote a healthy lifestyle
- encourage positive attitudes to self and others, and develop confidence and self-esteem
- encourage children to explore, appreciate and respect their environment
- extend children's abilities to communicate ideas and feelings in a variety of ways
- provide a range of approaches, support and materials matched to individual needs

At Pitreavie Nursery we develop skills for life and learning by:

- Ensuring a rich core provision that engages all learners
- Encouraging involvement in learning through floorbooks or displays
- Planning future learning experiences in response to current interests and needs. Supporting and extending children's learning through quality interactions
- Providing a wide range of learning opportunities across all areas of the curriculum
- Encouraging participation in planned experiences

Skills for Life and Learning

Self-Management Communication Working with Others
Creativity Leadership

The nursery/school charter has "Play Together, Learn Together, Achieve Together" which link to Children's Rights and responsibilities.



FOREST KINDERGARTEN



Nurseries across Fife have participated in Forest Kindergarten for several years. Nursery staff identify a local wooded area to provide regular opportunities for children to play and learn there (we use Duloch Wood behind Duloch Library). We ensure children have experience of being away from the normal daily routine, resources and toys to explore, investigate and develop independence

skills in a natural setting. We also use the Den, a small wooded area at the entrance to the school.

We use the resources available to play with - sticks, stones, branches, ferns, mud, moss etc. - and let the children discover for themselves what works best.



We ask that parent helpers share in these experiences but allow the children to take lead.

Some children jump right in and know what they want to do and where they want to explore. Some need to watch and think about things before setting off themselves.

Some just enjoy the solitude of a large wooded area and explore in their own time.

We respect each child's response to the area, observing and supporting. Children's lives are often filled with busy times; adults directing, noise, colour, sound and lots of stimulation. Forest Kindergarten is an opportunity to let children lead play and make decisions.

Safety is very important. The selected area is risk assessed on three levels

- the Canopy
- at the children's height
- at ground level

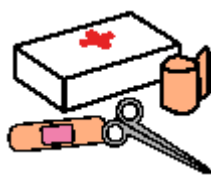
Although we go in all weathers, if the weather is windy, staff might not take the children as deep into the woods and visit the local duck pond/library instead. However we will still meet at the usual time and place.



Rain and snow doesn't deter us – we ensure proper layers are worn and waterproofs are available. Puddle suits and wellies are great to keep in the cloakroom with their change of clothing.



We encourage the children to take responsibility for themselves and experience some risk. Woods can be slippery, trippy and slidey! There can be low branches, prickles and brambles however we let the children assess the risks and work out strategies to stay safe. Staff always carry a first aid kit and will step in if required.

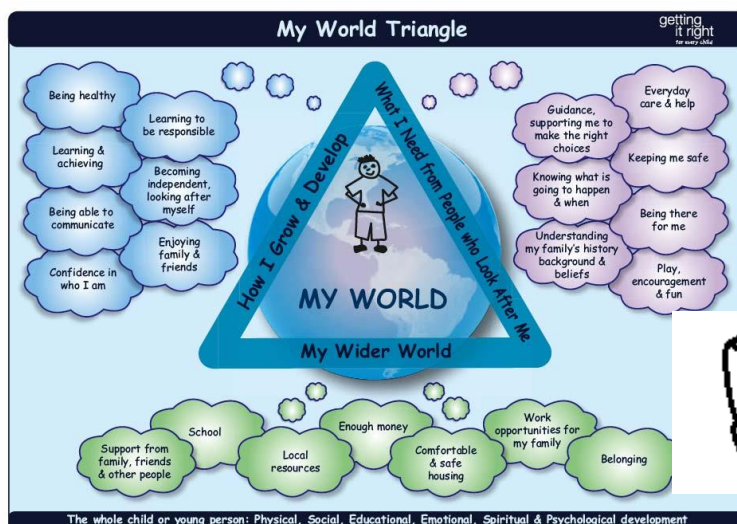


Forest Kindergarten raises awareness about the beautiful, fragile world we live in and how we can protect it from damage. The children know that we bring nothing in and take nothing out. We only use sticks that have fallen on the ground. We don't pick or break off plants. We think about our impact on the world and how

to minimise it.

On a practical

- parents and children are advised to use the facilities at Duloch before setting off
- we set physical boundaries in the area we play in and adults ensure children don't wander beyond them



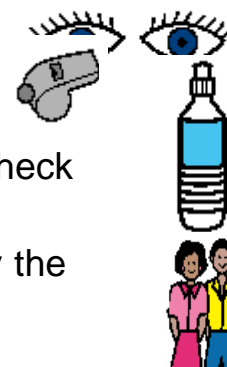
front



toilet



- children wear high visibility vests and staff remind them to keep an adult in sight at all times
- children are trained to return from playing when they hear a whistle or special call
- we carry water with us for the children
- we ask that parents be aware of insect bites and ticks and check their child carefully when they return
- we welcome parent/carer helpers to come along and enjoy the experience with their child



We provide a taste of free play in a natural environment that some of

us enjoyed when we were young. A place to explore, discover and challenge each child, where children make their own decisions.



supporting parents and children to learn together

Below are the answers to some questions we have had from parents/carers who are thinking about attending PEEP sessions. We hope you find this helpful. If there is any further information you would like before attending a group, please speak to Louise Gifford, Early Years Officer, who organises PEEP sessions.

What does PEEP stand for?

Parents Early Education Partnership. The whole ethos of PEEP is to recognise how important the family's role is in their child's learning and to encourage the child to develop 'a can do attitude' and a life-long desire to learn.

What is a PEEP group about?

It's about recognising the great things that you already do with your child that may seem minor but are already having a big impact on how they feel about themselves, inspire curiosity, learning and are fun for you and your child!

What happens at PEEP?

First of all it's a very informal group, we're here to learn from each other's experiences. There's usually lots of laughter during the hour! There is always time to sing together, a member of staff will read a story and there are various activities set up for the children.

There is a group discussion time between Louise and the adults attending, every session has a particular aim. For example we could be discussing how you make a difference in how your child sees themselves and how capable they feel or how you can use puppets as tools for improving communication and language skills.

It's a different topic every week and if there's something in particular you would like us to discuss, we can sometimes make this part of our group discussion/aim for the week.

Come along and try a session, we hope you enjoy our relaxed, fun and approach!

Academic Year 2025-2026

Term Dates (all dates are inclusive)

Term	Start Date	End Date
Autumn	Wednesday 20 August 2025	Friday 10 October 2025
Winter	Monday 27 October 2025	Friday 19 December 2025
Spring	Monday 5 January 2026	Thurs 2 April 2026
Summer	Monday 20 April 2026	Friday 3 July 2026

School Holidays (all dates are inclusive)

Holiday	Start Date	End Date
Autumn	Monday 13 October 2025	Friday 24 October 2025
Christmas	Monday 22 December 2025	Friday 2 January 2026
Additional	Thursday 12 February 2026	Friday 13 February 2026
Spring	Friday 3rd April 2026	Friday 17 April 2026
Additional	Monday 4 May 2026	
Additional	Monday 1 June 2026	
Summer	Friday 6 July 2026	Tues 18 August 2026
In-Service Days	Monday 18 August 2025	
	Tuesday 19 August 2025	
	Friday 14 November 2025	
	Wednesday 11 February 2026	
	Thurs 7 June 2026	

Pitreavie Primary School, Pitcorthie Drive, Dunfermline, KY11 8AB

School telephone number: 01383 602428

Absence Line (Text Only): 07860003910

Email address: pitreavieps.enquiries@fife.gov.uk

We hope you and your child will have a happy and rewarding experience at Pitreavie Nursery.

