



# Springfield Primary Nursery

2024/2025

**Information for Parents/Carers of  
Children Starting Nursery**



**This booklet has been devised using questions  
frequently asked by parents at transition time.**

**Q. When does my child start nursery?**

**A.** Your child will start nursery on Wednesday 21<sup>st</sup> August 2024.

Normal nursery hours are:

9am – 3pm

Lunch is 11.40am to 12.30pm

**Q. On arrival at nursery, what is the routine?**

**A.** Parents/carers will bring their child into the cloakroom area through the main school entrance from 8.55am. The inside nursery door will be opened at 9.00am when the school bell rings. Your child will have a peg to hang their coat and bag on and will choose their lunch option for the day before coming into the nursery room. Please ensure you have signed your child into nursery before leaving the building. This will be the regular daily routine with the exception of Forest Sessions.

**Q. Where do I meet my child at the end of the nursery day?**

**A.** At the end of the nursery day parents will enter the school through the main entrance and collect their child from the nursery room. Parents will then take their child to the cloakroom to collect their coat and bag. Can you please ensure you arrive before 3pm to allow time for the handover of children and a quick catch up with staff if needed. Please contact the school office in advance of any delays.

**Q. What does my child wear to Nursery?**

**A.** Please ensure your child wears clothes and shoes that they find easy to put on and take off. The children will have access to the outdoor area at all times regardless of the weather so please provide appropriate clothing for wet, cold and warm weather. (spare clothes in their bags for changing if needed)

**Q. When do children start gym and what do they need?**

**A.** Children will do PE in the hall and outdoors in the playground and the park. (Gym kit is not required, labelled sensible footwear is required. Please ensure your child has a change of footwear if they have come to nursery in their wellies.)

**Q. What is nursery fund money?**

**A.** Most nurseries invite parents/carers to make a voluntary monetary contribution to the nursery on a weekly/termly basis and these contributions are used to support the work of the nursery to replenish and enhance resources for children's learning.

**Q. I want to know more about nursery lunches.**

**A.** Parents can choose for their child to have a hot or cold school meal (menus will be issued) or provide a packed lunch from home. The children eat their lunch in the dinner hall. Nursery school lunch and milk are free.

**Q. What happens if my child has an accident or becomes unwell at nursery?**

**A.** We will contact you by telephone. The phone number will appear as 01592 583100 which is a central line for Fife Council. It is essential you provide a contact phone number and at least one emergency contact. We have 2 members of staff who are trained in first aid and will treat children who have minor scratches, cuts and bruises. If there are more serious incidents, you will be contacted. If you are unavailable we will then get in touch with the emergency contact as stated on your enrolment form. In serious circumstances when no one can be contacted your child will be taken to the Accident and Emergency Department. (Our generic yearly emergency contact and medical forms will be given out in August at the start of the new session).

**Q. What happens if my child has a toilet accident at nursery?**

**A.** Staff will change nursery children in the disabled toilets. If your child requires nappies or has any toileting requirements, please make sure nursery staff are aware of this. Please provide nappies and wipes as well as a full change of clothes each day. Please don't hesitate to get in touch if you would like some support with toileting.

**Q. How do I know how my child is getting on?**

**A.** Feedback about your child's progress will be given in the form of parent chats twice a year. However, you may contact nursery staff at any time if you have any concerns or queries. Nursery staff are happy to have informal chats with parents at drop off or collection. Staff will also keep you informed about your child's progress through their Pupil Learning Journal (PLJs) which you are free to look at anytime.

**Q. Is there a procedure if my child needs to be off nursery?**

**A.** If your child is absent please contact the nursery via text 07860 004822, telephone 01334 659438 or email [springfieldps.enquiries@fife.gov.uk](mailto:springfieldps.enquiries@fife.gov.uk) letting us know the reason for absence. Please adhere to the NHS guidance for exclusion times for infectious illness including sickness and diarrhoea.

If you are planning family holidays during term time, please inform the nursery by letting your keyworker know.

**Q. What information can you give me about Forest Sessions?**

**A.** When we can facilitate Forest Sessions the dates will be confirmed via Seesaw termly. The meeting point will be at the Village Hall Car park between 9.05am - 9.15am. The children should be dressed appropriately for the weather including wellies and full waterproofs. If anyone requires to borrow either wellies or waterproofs then please speak to a staff member the day prior to going to the forest. Please also ensure your child has warm clothes/layers on. We will be going in all weathers so it is important that the children are warm enough. Can you please ensure there is a complete change of clothes in your child's bag and a change of shoes. Bring your child's bag and lunchbox as usual and we will store them safely in a staff members car. School lunches should be ordered the day before. As we are meeting at the Village Hall Car Park, can you make sure your child has been

to the toilet and is already in their waterproof clothing and wellies. If your child will be absent on a woods day please phone the school office by 9.00am. If you have any questions please ask a member of staff

**Q. How do parents find out what is happening generally at nursery?**

**A.** Communication, where possible, is done electronically through email and texts. You will receive regular school/nursery newsletter by email with dates and information and also other notes/information slips, texts and emails regularly. Nursery staff also use Seesaw to communicate with families and to share some of the learning that has been happening. Seesaw information will be shared with you when your child starts.

**Q. What does the nursery do about promoting good health?**

**A.** All children are encouraged to follow steps to getting fit and healthy:

- Making healthy choices at the snack and at lunchtime
- Walking to nursery
- Have Health/Active Health themed events/weeks
- Scottish Sports Awards schemes
- Health and Wellbeing as a focus on one of our School/Nursery Improvement Priorities
- Promotes positive mental messages throughout the nursery day
- Childsmile support with brushing our teeth

**Q. How can Parents become involved in nursery?**

**A.** We will seek your views on many aspects of your child's nursery experience and would also welcome your support with excursions, forest visits, fundraising and special events. Nursery staff will contact you as and when required.

**Q. What is the policy and procedure if a child is being bullied?**

**A.** Bullying is the wilful, conscious desire to hurt, threaten or frighten someone. It can be physical or verbal in nature, resulting in physical assault or verbal abuse. It can also include intimidation and extortion. While bullying is thankfully very rare, there are procedures for monitoring and addressing the issue. Firstly, the nature of the "bullying" needs to be established in order to ensure that everyone is talking the same language. We should be aware that in recent years the word, "bullying", has changed and is now used in an ever-increasing number of contexts. The school/nursery has a Behaviour Management policy and an Anti-Bullying policy. Any alleged bullying incident will be investigated, and a note will be recorded of the alleged bullying and the victim's perspective, parents informed, and a plan put in place to prevent the behaviour continuing. These procedures will be operated in a way which is consistent with the nursery's policy on restorative practice – recognizing the impact of your behaviour on others – and of promoting positive behaviour.

**Q. How will my child's needs be met at nursery?**

**A.** Information about any medical or learning needs affecting your child will have been passed to the nursery team and your child's key worker. Our nursery staff work alongside our Nursery Teacher, Early Years Development Officer (EYDO) and our Learning Support Teacher (LST) to support staff, children and parents/carers accessing support materials for all children.

**Q. How do we deal with child protection concerns?**

**A.** "Child protection is everyone's job....It's our job"

Our nursery, like all others in Fife, is concerned with all aspects of a child's health and wellbeing. We work closely with other agencies to ensure the protection of children. There are Fife guidelines which explain these procedures in relation to children protection and these can be made available to parents on request. Headteacher, Miss Rennie, is our Child Protection Coordinator and Mrs Dunbar is our Child Protection Depute. Any concerns can be discussed with them. If staff have any concerns generally, they will talk with parents/carers straight away. However, in some circumstances we may have to involve other agencies before we contact you.

**Q. If I have a complaint or concern about my child at nursery, who should I contact?**

**A.** The Head Teacher, Miss Louise Rennie on 01334 659438 or email: [springfieldps.headteacher@fife.gov.uk](mailto:springfieldps.headteacher@fife.gov.uk)

Please note, as a headteacher of two schools, my time is shared between both buildings, and, as such, I will endeavour to respond to any query in a timely manner. When I am not in Springfield, staff are always able to contact me if needed.

Kind Regards



Louise Rennie  
Headteacher Letham Primary School and Springfield Primary School & Nursery.