

# Thornton Primary School & ELC



## Nursery Handbook 25 - 26



### Thornton Primary School

Station Road  
Kirkcaldy  
KY1 4AY

✉ [thorntonps.enquiries@fife.gov.uk](mailto:thorntonps.enquiries@fife.gov.uk)

☎ 01592 583465

**Acting Headteacher: Fiona Ramos**

AMBITION



INCLUDED



KIND



RESPECT



SAFE

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## Welcome to Thornton ELC

Tel: 03451 555 555 Ext 445130 (Nursery)

01592 583465 (School)

e-mail [thorntonps.enquiries@fife.gov.uk](mailto:thorntonps.enquiries@fife.gov.uk)

We want you and your child to enjoy the nursery experience and hope this booklet helps you to understand what we do and how you can help your child.

### Staff

Acting Headteacher  
Acting Principal Teacher

Mrs F Ramos  
Mrs R McLaren

Nursery Teacher  
Senior Early Years Officers

Mr R Graham  
Mrs J King  
Mrs K Whongsaroj

Early Years Officers

Mrs C Young  
Mrs N Durkaca  
Mrs K Gray  
Miss S Haran

Office staff

Mrs R Cunningham  
Miss D Stewart

Janitor

Mr C Templeman

Pupil Support Assistants

Miss B Cunningham  
Mrs C Smith  
Mrs E Thomson  
Mrs N MacDonald  
Miss J Corrigan  
Miss E Jackson

## **Session times**

The Nursery operates the following sessions:

Mon – Fri AM (08.00 – 12.40)

Mon – Fri PM (13.20 – 18.00)

## **Nursery Aims**

- 1.** To be successful learners by learning skills through – play; discussions; outings; environmental print; problem-solving; creative and expressive experiences; sharing
- 2.** To be confident individuals by learning to – care for themselves; develop self-esteem; form friendships; respect others; work together.
- 3.** To be responsible citizens by learning to – care for the environment; be open and willing to listen; celebrate Scottish traditions; explore their local heritage; share other cultures.
- 4.** To be effective contributors by learning in different settings to – think for themselves; choose to make decisions; work together; persevere; show practical concern for others.
- 5.** To support our children as they pursue all of the above.

## **Our vision**

Preparing today's children for tomorrow's world.

## Child Protection

Our Nursery is concerned with all aspects of a child's well-being. We work together with other agencies to ensure the protection of children. You may be asked about any bruising, cuts etc. seen on your child. This is normal practice for an agency dealing with children so you should not worry if you are asked. There are guidelines which explain the procedures in relation to Child Protection and these can be made available to parents on request.

The Headteacher is obliged under law to act on information given by a child which gives cause for concern. In most cases you will be asked directly but you should be aware that further action may be taken involving social workers or police in cases of serious concern.

Photographs of nursery children other than your own should not be placed on Social Networking sites.

**Child Protection Co-ordinator – Mrs F Ramos**



**Depute Child Protection Co-ordinator – Mrs R McLaren**



## **Our Ethos**

- To provide a safe and stimulating environment in which children can feel happy and secure.
- To encourage positive attitudes to self and others and develop confidence and self-esteem.
- To involve parents more fully in the life and work of the Nursery.

### Resources

- To provide a range of resources well matched to the needs and interests of the children.

### Management, Leadership and Quality Assurance

- To undertake the processes of self-evaluation in consultation with staff, pupils and parents in order to prioritise future developments through the action planning process.

## **Enrolment**

There are simple forms to complete which give us the information we will need so that we can provide the best possible care and experiences in the Nursery.

- Children will normally attend the Nursery closest to their home but may attend any of the council establishments.
- Applications are available from all nurseries and should be returned to the Nursery of your preferred choice.
- Forms are available from Fife Council's web-site at [www.fife.gov.uk](http://www.fife.gov.uk)
- Applications should be submitted in January (precise dates change each year and nursery staff will advise on this).
- Please ensure you indicate 5 choices on your application form in order of preference.

## Cost

We ask for a voluntary contribution of approximately £1.00 per week to cover the cost of snack, parties, outings, resources and general day to day activities.

## Requirements

Please leave a change of clothes in their shoe bag in case of any mishaps.

Please do not allow your child to bring toys to nursery. Toys can cause conflict when a child does not want to share and can be lost or broken at nursery.

## Dress

Your child will be working regularly with paint, glue, sand, clay and water. Although we do our best, we cannot promise that these materials will not get on clothes. PLEASE do not send your child to Nursery in good clothes. Comfortable clothes that your child can move easily in are best, also try to choose clothes without awkward fastenings which make visits to the toilet difficult. We aim to encourage your child to be independent – please help by providing footwear that they can put on by themselves i.e. Velcro straps, slip-ons (no laces/buckles).

Clothes, which remain for part of the time in the cloakroom, e.g. coats, boots etc., **should be labelled.**

- Only one application should be made for each eligible child.
- The Nursery will contact you at the beginning of April to advise you of your placement request. An induction will be arranged near to the start date.
- If your child has additional support needs please contact the Headteacher or Nursery for more information.

## **Outdoors**

The Nursery regularly go on local outings to the post office, local shops, park etc. and have the opportunity to play outdoors in all weathers so please ensure they are wearing suitable clothing and footwear each day, even in good weather. If the weather is sunny please also ensure your child has had sun cream applied and that they bring a sunhat to nursery. You will be informed in advance of outings which involve being away for the whole session.

## **Entry into Primary 1**

Initial enrolment takes place in the spring term and the relevant information will be given to you via the Nursery. The induction meetings take place in the summer term and are planned to make the transfer into Primary 1 as smooth as possible. Your co-operation with these arrangements is much appreciated.

## **Newsletters**

These will be issued each term to keep you informed of school news and activities. Other notices relating to Nursery will be issued to you by the Nursery staff via Seesaw, The parent information board within the cloakroom and our Facebook page – Thornton PS and ELC.

## **Access**

**Please use the entrance at the side of the school. For safety reasons do not use the staff car park/nursery garden.**

## **The Nursery Curriculum**

We provide a varied, structured curriculum which is planned to develop the whole child language and communication skills, scientific inquiry, creative skills, mathematical awareness, co-ordination, personal and social development and knowledge and understanding of the environment around them.

## **Health and Safety**

It is very important that the nursery staff know about any health problems or allergies your child may have. It is essential that we have an emergency address and TELEPHONE NUMBER in case we are unable to contact you if your child becomes ill at nursery. If your child is unwell, please keep him/her at home. Certain illnesses require that your child be kept away from nursery for a specified length of time and you should inform the nursery staff of any illness. Children should not attend nursery for a period of 48 hours following the last instance of vomiting or diarrhoea.

The Headteacher is in close contact with many other agencies involved with your child, i.e. health visitor, school doctor, speech therapist and child psychologist. Advice is available at all times. We will discuss with you any concerns we may have about your child and we would ask you to tell us of any areas of concern you may have.

**Please do not bring dogs into the school or nursery grounds.**

*We hope that Thornton Nursery will be a very happy experience for your child. We look forward to working in partnership with you.*

*Should you have any queries or concerns please do not hesitate to speak with the Nursery Teacher or Headteacher.*

## **Helping your child settle in**

The children will be excited about coming to Nursery, but when they arrive they may find things difficult.

- Mixing with other children may not be easy
- Leaving you may be difficult
- Using a different toilet may not be easy, accidents do happen so don't worry.

### **How can you help?**

Talk to your child about Nursery.

Let him/her know that you are sure they will enjoy themselves.

Stay for a short while if they wish you to.

Always collect your child in good time – he/she will be waiting for you.

Use PRAISE – Use positive encouragement when your child masters a new skill or behaves well etc.

### **What we, the staff, do:**

We will work with your child so that we can get to know him/her well, build a relationship with him/her and get to know his/her strengths. The Key Worker will report to parents regularly.

This provides the opportunity to share your child's development/ progress.

### **What more can we do to help?**

Parents are very welcome in our Nursery and we want to work closely with you. It is our belief that a strong partnership will help to create a firm foundation for your child's development.

If you would like to spend some time in nursery with your child. Please note that staff members are happy to discuss any concerns/queries that you may have at any time.

## **Complaints Procedure**

If you have any complaints or concerns please contact the Nursery Teacher or Headteacher in the first instance. We are always happy to take time to talk. A Complaints Procedure leaflet is available in the Nursery or the school office. Should you wish to contact the Care Inspectorate, the address is as follows:

Care Inspectorate,  
South Suite, Ground Floor,  
Largo House,  
Carnegie Avenue,  
Dunfermline.  
KY11 8PE

Tel: 01383 841100