



# VALLEY NURSERY HANDBOOK



## COVID

Everyone is delighted to be back at Nursery after a long break due to the pandemic. As the guidance changes to protect us all we ask you to be patient as we do our best for everyone's safety.

This booklet will tell you a little about the Nursery and its organisation but will probably not answer all of your questions. Please do not hesitate to contact either the school leadership team or nursery staff with any further queries you may have. We are here to help.

Address Valley Primary School and Nursery Valley Gardens, Kirkcaldy, KY2 6BL

Telephone 01592 583467

Email [valleyps.enquiries@fife.gov.uk](mailto:valleyps.enquiries@fife.gov.uk)

Website

Facebook Valley Primary School and Nursery

Twitter

## OUR AIMS AND VALUES

The vision statement of Valley Nursery is:

*#be the best we can be*



We have five Valley Values which are:

*Respect Teamwork Honesty Responsibility Kindness*



Valley Nursery promotes learning for life through "The Health and Social Care Standards" and "Curriculum for Excellence".

## OUR STAFF

Head teacher

Heidi Reid

Early Years Depute Head teacher

Lorraine McLean

Early Years Principal Teacher

Alana Lennie

Peripatetic Nursery Teacher

Katie Morris

Early Years Lead Officer

Louise Brammeld

Early Years Senior Officers

Jane Smart

Laura Scott

Early Years Officers Lynne Brown

Moyra Horn

Elizabeth Soutar

Angela Campbell

Victoria Gilbert

Tracy Green

Lesley Newberry

Megan Lindsay

Claire Young

Amy Hope

Marta Plucinska

Diane Hutchinson

Isobil Graham

Magda Zielinska

Lisa Curran

Samantha Robertson

Early Years Apprentice

Julie Butter

### SESSION TIMES

- Room 1      6hr sessions – Monday to Friday  
9am-3pm  
Lunch/Snacks provided
- Room 2      4hr 40min sessions – Monday to Friday  
Morning 8am-12.40pm  
Afternoon 1.20pm-6pm  
Snacks provided



Please note that these hours incorporate a flexible drop off and collection time, meaning that you may bring your child to nursery later than the given start time and collect them earlier than the given end time. We request that parents/carers stay with their child until the start time of each session. It is vital that a responsible adult (over 16 years) accompanies your child to and from Nursery. If you are unable to collect your child, please let staff know who will be collecting your child. This is essential to ensure we are passing your child into safe hands. We must ask that all children are collected promptly by the end of their session to allow staff to welcome other children, tidy and set up the nursery and of course complete nursery paperwork, including the updating of your child's learning journal.

### ABSENCE



When your child is absent from Nursery for any reason, please inform the school office by telephoning (01592) 583467.

### HEALTH & SAFETY

The school car park is for authorised vehicles only. It is not safe for parents to use it so please do not do so no matter how brief your visit. Smoking is not allowed anywhere within the school grounds. Dogs are not permitted within the school grounds. Cloakroom space is at a premium. In order to avoid congestion please leave buggies and prams outside the building. Little brothers and sisters are, of course, more than welcome to be brought in under your supervision.

## LEARNING & TEACHING THROUGH PLAY

Although the nursery environment appears to be informal and your child will tell you that all they have done is 'play', much thought and planning goes into the activities and areas available to the children to ensure that valuable learning and teaching opportunities are on offer each and every day.

Play is the most meaningful learning medium for pre-school children. All children are curious and keen to learn, and our staff capitalise on this, offering a mixture of child-initiated, adult-led and free-play opportunities developed from the various interests, needs and abilities of the individual children in our care.

We will provide an active, stimulating and engaging environment in which children will have the opportunity to:

Explore, investigate and experiment

Problem-solve

Collaborate with others

Develop relationships and friendships

Practise skills

Consolidate previous learning

Be challenged by new learning

Become independent

Plan and evaluate their own learning

## CURRICULUM FOR EXCELLENCE

Curriculum for Excellence is firmly embedded within Valley Nursery.

Through the curricular areas of Literacy and English, Numeracy and Maths, Health and Wellbeing, Expressive Arts, Science, Technologies, Social Subjects and Religious and Moral education, we aim to help every child achieve their full potential, developing self-esteem, confidence and interpersonal skills through a variety of different learning situations.

We encourage the children to be as independent in their learning as possible and help them to achieve this through the carefully planned activities and experiences on offer.

Assessment of your child's learning is an integral part of the Nursery day.

Through focussed observations, discussions and interactions, the Nursery team will build up a very clear picture of your child's particular strengths and needs, then use this information to plan next steps and appropriate learning opportunities accordingly.

## PERSONAL LEARNING JOURNALS (PLJ)

A Learning Journal is an information folder about your child and their life at Nursery. It is a record of your child's development and progress and it supports your child's transition from stage to stage. It is also a focus for the short, informal meetings we will invite you to so that we may discuss your child's progress and next steps. Please note your child's PLJ is a shared document between nursery and home and you can access your child's folder at any time.

## PARTNERSHIP WITH PARENTS

Valley Nursery operates an open door policy and we firmly believe in the importance of home and Nursery working together to the benefit of the child. It is therefore our policy to foster and encourage close links between staff and parents/carers. Parent/carer involvement and support is always welcomed. Whether you have a particular skill or talent you would be willing to share, or would just like to help out, please let the Nursery team know and we will be delighted to welcome you. We currently offer Book Bug sessions and Polish Book Bug sessions throughout the year. We also offer PEEP sessions. Each term we offer a Stay and Share Session which has a particular focus however parents are welcome to join any session over the year and share your child's learning. Please speak to a staff member to arrange a suitable date and time.

## COMMUNICATION

Useful telephone numbers

School office - 03451 55555 ext

Room 1 - 03451 55555 ext 472863

Room 2 - 03451 55555 ext

Under 3s - 03451 55555 ext 406773

A Nursery newsletter will be issued once per term and you will also receive text messages and emails. Letters and notes will also be given to keep you fully informed about the learning taking place within Nursery and any special events we have planned. We now have our own Valley App and on Facebook and Twitter. We also have a website which is available at [~~~~~](#)

Please inform us immediately of any change of address or emergency contact details, including mobile phone numbers. It is useful if parents/carers inform us

of any special diets, medical conditions, worries or upsets your child may be experiencing. Any such information will, of course, be treated in the strictest confidence.

The more we share and keep each other informed, the more your child will gain from the Nursery experience. Please help us by maintaining good channels of communication.



### CLOTHING



As the children will participate in a number of messy play activities, they should wear old clothes to Nursery. Clothes which are easy for your child to manage themselves will help make toilet trips more straightforward. Please ensure your child has a change of clothes in their tray / bag in case of any accidents. Wellies are necessary for wet weather and coats are required every day as outside activities, including Forest Kindergarten, are undertaken all year round. Your co-operation in encouraging children to be independent when changing shoes and clothes is very much appreciated. As part of our Sun Awareness Policy, please could you ensure that your child brings a hat to use on sunny days in the garden and that they are also wearing sun cream.

### CONTRIBUTIONS



We currently request a contribution of £1.50 per week to help towards the cost of snack, baking, outings, special treats and other extras. We would be very grateful if every child would donate a box of tissues and a pack of wipes each term to help us to promote personal hygiene.

We very much hope that you and your child will be happy here at Valley Nursery and that together we can make this a meaningful and worthwhile experience for you both.

**Remember FACTS for a safer Scotland**

<b>F</b>	Face coverings	
<b>A</b>	Avoid crowded places	
<b>C</b>	Clean your hands regularly	
<b>T</b>	Two metre distance	
<b>S</b>	Self isolate and book a test if you have symptoms	

[nhsinform.scot/coronavirus](https://nhsinform.scot/coronavirus)  
#WeAreScotland



#bethebestwecanbe

Revised Mar 2020CKM