

# Wormit Nursery

## A Starting Guide for Parents and Carers (May 2024)



## General Information

School Name: Wormit Primary School

Address: Flass Road  
Wormit  
Fife  
DD6 8NL

Telephone Number: 01334 659445

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

## Nursery Session Times

Wormit Nursery provides 1140 hours. Nursery hours are 9am - 3pm. Children may arrive from 9am.

### Drop off:

From just before 9am, parents/carers can bring their child into the cloakroom area to:

- encourage your child to independently change into their indoor shoes and then wash their hands.

When the bell rings at 9am, a staff member will open the door to welcome you into the nursery room where you can:

- sign your child in on our signing-in sheet, indicating what your child will be having for lunch, who is collecting your child & if your child is wearing sunscreen (during the warmer weather).

- encourage your child to sign in themselves by 'writing their name' at our signing-in table.

- support your child to vote for which story they would like to hear at story time.

There is a one-way system in place which will help ease flow through the nursery at this busy time (enter through one door, walk through the nursery room and out the other side).

### Pick Up:

All children must be picked up by 3pm. Please wait at our Nursery gate and a member of staff will sign your child out before passing them into your care.

## The Nursery Staff and People You May Meet

**Mrs Lucy Jess** is the Head Teacher at Wormit and therefore has overall responsibility for the nursery. She is the Child Protection Coordinator.

**Mr Jamie Rose** is the Principal Teacher at Wormit and takes an active role in the nursery with staff, parents and children. He is the Depute Child Protection Coordinator.

Our Early Years Officers (EYO's) will work in partnership with you to support your child's learning. Each child will be allocated a key worker and they will be responsible for maintaining your child's Personal Learning Journal (PLJ).

**Our EYO team is:**

**Mrs Leigh Lorimer**

**Mrs Judith Bilby**

**Mrs Sandra Spalding**

**Mrs Amy Sim**

**Mrs O'Connor (from August 2024 when she returns from Maternity Leave until then Miss Leslie is covering).**

**Miss Lucy Mathers** is our visiting Nursery Teacher who supports the Early Years Officers in delivering the curriculum to offer quality experiences for the children and their families.

We also liaise with other education and health professionals to ensure the very best in learning and health and wellbeing for your child.

- Early Years Development Team
- Health Visitor
- Educational Psychologist
- Speech and Language Therapist
- Paediatrician
- School Nurse

## What Do Children Need For Nursery?

Nursery is a time for discovery and for children to develop their learning and independence through experience. The list below will hopefully help both you and your child get the most out of their time at nursery.

- Comfortable, practical clothing to encourage independence and self-help skills. Avoid tricky fastenings and laces as these are difficult for the children to do themselves.
- A waterproof coat is essential as the garden area is available in all weather. Hats are beneficial all year round too.
- We change into indoor shoes when we come to nursery. In addition, we ask that you provide your child with wellies and waterproofs which can be left in nursery so that they can access the outdoor area even on rainy days without getting their shoes wet and muddy!
- Each child will be provided with a bag to store their items in while in nursery.
- A change of clothes is desirable so that your child has familiar items to change into if necessary. These will be left in their bag on their peg and used if needed.
- We do advise that all shoes and clothing be clearly named to prevent loss.

## Settling-In

Before your child starts, we ask you to complete an All About Me Form so that we have all the information we need to care for them. We will ask you to check and sign these around every 6 months to ensure details are up to date. Staff will use the information from your child's All About Me forms to begin learning about them in order to build positive relationships. Please make sure any and all issues are highlighted on these forms. We need the form and the permissions form before your child starts.

**"Staff are friendly and approachable. This puts parent and child at ease when settling in." - Parent**

## At the end of the day...

We do ask that all parents and carers pick up children on time (By 3pm), unless in an emergency, in which case please inform the school offices so that we are aware you will be late.

It is also important to inform staff if someone other than a parent/carer is collecting your child from nursery as children cannot be allowed to leave with someone staff have not met without prior parent authorisation. Please add this information to the signing-in sheet in the morning. Please also note that your child must be collected from nursery by a responsible adult - aged 16+.

## Absence/Sickness Policy

If your child is going to be absent from nursery, we ask you to notify the nursery. If absent through sickness or illness, it is important to notify the school office. A child who has sickness/diarrhoea should not return to nursery for at least 48 hours following **the last** episode of sickness/diarrhoea. A child should not attend nursery if they have a temperature or are too lethargic to take place in the activities of the day.

## **Medical Conditions/Medication**

Please make staff aware of any medical condition or medication your child may need. You will be asked to fill in consent forms for any medication stored in nursery which may be required to be administered to your child. This will be reviewed termly.

## **Accidents**

Should emergency or any first aid procedures need to be administered in nursery, parents will be informed and will be asked to sign our accident record.

Please also keep the school office up-to-date with any changes in emergency telephone contact numbers.

## **Nursery Sundries Fund**

No charge is made for attendance, however, we do carry out fundraising. We ask for a voluntary contribution to fundraising of £1.50 per week (paid termly) to cover the cost of a variety of snacks, sundries etc. If a parent/carer has any concerns regarding this payment, please contact [lucy.jess@fife.gov.uk](mailto:lucy.jess@fife.gov.uk) confidentially. You will get more information about this at the beginning of each term - don't send any money until you hear from us.



## Snack Time

Snack is provided each day in accordance with the NHS Scotland nutritional guidance given to all Early Years settings.



The children are offered a café style snack during the session from a menu of healthy choices that they have been fully involved in choosing and ordering. The snack experience offers the children the opportunity to learn about healthy choices, to try new foods and chat socially with friends and staff.



It is very important that you make staff aware of any allergies or dietary requirements so that these can be taken into account. You should tell us about these on the All About Me form.



## Toothbrushing

The children participate in the Childsmile national tooth brushing programme which is designed to improve oral health in children in Scotland. The children will be given their own toothbrush and the Dental Health Support Worker regularly visits to share good dental practice with the children - how and when to brush and healthy eating choices.

If you have any concerns about your child brushing their teeth at home or about the brush or paste to use, please speak to their Key Worker for advice.

## Nursery Lunches

All Nursery children can have a free school provided lunch.

Staff will ask you to indicate what your child would like for lunch at drop-off in the morning. You should not use the online system for nursery. If your child has any food allergies or dietary needs, a specific dietary form must be completed and sent to catering, so that their needs can be taken into account. Forms are available from the school office.

## Communication with Parents/Carers

You will be sent information for connecting to the nursery through Seesaw. Seesaw is an online platform that will allow the nursery to communicate with you through sharing pictures, links and news.

On a daily basis, the nursery staff are available to chat to parents and answer any questions, concerns or queries that you may have.

We will also ask for your feedback at various times over the nursery year. The importance of feedback is so that we can improve our setting and practice. Please help us by responding to any requests for feedback or sharing your thoughts and views with nursery staff.

## The Curriculum in Nursery

In Wormit Nursery we follow the Curriculum for Excellence (CfE). The nursery staff will plan a curriculum to support your child's development. Your child will learn through stimulating experiences based around learning through play in the core areas of:

- Literacy
- Maths and Numeracy
- Health and Wellbeing

In addition to these areas, children will learn about:

- Expressive Arts
- Religious and Moral Education
- Science
- Social Subjects
- Technologies

The children's interests will be investigated and they will take responsibility for planning some of their own learning. Individual learning may be taken forward in their PLJ's and more general interests on a Learning Wall. This information will be shared with you through Seesaw.

## Personal Learning Journals (PLJs)

Every child in nursery will have a folder called their Personal Learning Journal. Your child's Key Worker will be responsible for recording your child's achievements within the PLJ and will include photos and observations to show the learning and progression.

We normally have 2 Parent Chats over the nursery year to keep you informed of your child's progress. A settling-in chat in September and another in March/April.

**"Love our Parent Chats! They're so valuable and reassuring - to see your child's progress and all the things they never tell you about!" - Parent**

## Nursery Aims and Ethos

We aim to create a happy, friendly and safe environment where everyone feels valued and is encouraged to be the best that they can be. We consistently look for ways of involving children to take responsibility for their learning by setting personal targets and evaluating their own progress.

## Outdoor Learning

Our outdoor garden area is open in all weathers and the children may choose to go out at any time over their session. The children have opportunities to develop skills in the outdoors through a range of activities. We have a mud kitchen, sand pit and a playhouse for imaginative play. There are opportunities for investigation and discovery as children find mini beasts and grow plants. Our children plant and harvest seasonal vegetables for their snack.



## Forest and Beach Kindergarten

Forest and beach visits are great opportunities for children to develop skills and awareness of their local environment. We normally visit one of these areas on a weekly basis over the seasons which allows the children to see the changes in the environment. During the forest visits the children have opportunities to develop their physical skills, problem solving, investigating, working co-operatively and becoming risk aware.

While at the beach visits, the children explore the shoreline and rock pools. On the beach they use seaweed, rocks and shells to create and build. Pieces of drift wood are great for mark making tools. Both forest and beach develop the children's imagination and problem-solving skills as they work together.



For these outings the children should come dressed in warm, waterproof clothes and wellies. A hat and gloves are also beneficial especially in the cooler weather. Nursery can provide waterproof trousers and jackets if needed. You will be informed by the nursery staff of the dates and times of these outings.

## Loose Parts

Children at Wormit Nursery learn through play and part of that includes the use of loose parts - both inside and in the outdoor area. Loose parts are open ended materials of all sizes and varieties that can be used in a creative and imaginative way. They promote problem-solving, co-operation, communication and negotiation skills.



In Nursery, we provide an array of loose parts for use in play such as stones, shells, pine cones, twigs, wood, crates, boxes, logs, ropes, tyres, guttering, etc. Loose parts create a rich environment for learning.

## Family Learning Opportunities

At key times in the year, **Bookbug** sessions are offered. Bookbug is a parental engagement initiative where you can come along and spend some quality time with your child sharing stories, songs and rhymes together. Younger siblings, childminders, grans, grandads, etc. are also welcome to attend. Find out more about Bookbug at [www.scottishbooktrust.com](http://www.scottishbooktrust.com).



**"My son loves coming to Bookbug. It is a valuable enrichment to the week!" - Parent**

**"I like to sing songs. I like it when mummy and my little brother come to Bookbug!" - Child**



Play on Pedals sessions will be offered during the year. This is a training course that will teach your child about the basics of riding a bike. Through a series of fun and imaginative activities, they will be supported to develop their balance and control skills using a pedal-less bike.

We are not currently offering Peep sessions will be offered during the year but we are hoping to get these up and running again soon. The aim of which are to support children and parents/carers to learn together in their home learning environment. It's a welcoming, friendly space where you and your child can have talk





time, sharing activities, songs and stories to try at home. Find out more about Peep at [www.peeple.org.uk](http://www.peeple.org.uk).

## **Sun Awareness**

Children will have access to outdoors throughout their session. It is therefore important that your child is sent to Nursery in the morning with sun cream applied. Please indicate on the signing-in sheet if your child has sun cream applied.

A bottle of **Tesco Soleil Kids Sun Protect Spray - Factor 50 (dermatologically tested)** will be available in Nursery for top ups throughout the day. If your child has an allergy to this sun product or you wish them to use a separate suncream, then please make sure you inform staff and provide their own suncream in a ziplock bag clearly named. This must be handed to a member of staff and **not kept in their bag**. You will then be asked to complete a form for this and it will be labelled and kept in a safe place. Staff will then use this on your child to top up, if required.

Please be sun aware and make sure your child is protected. A sun hat is advisable and cool long sleeved shirt/t-shirt.



## **Child Protection and Involvement with other agencies**

Our school, like all schools 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 school follows the Education and Children's Services Child Protection Guidelines in all aspects of Child Protection and Care and Welfare. Anybody concerned about a child can bring their concern to Mrs Jess or Mr Rose. Likewise, if we are worried about your child, we will come to you to discuss the concerns. Concerns may be about learning or health and wellbeing. We always discuss issues with parents and seek consent before going to another agency. The only exception to this is if a child is at risk of immediate harm without the intervention of another agency.

## **Care Inspectorate**

The Nursery is subject to inspection by officials from The Care Inspectorate, with whom concerns may be raised by contacting them by letter, e-mail or in person at:

Compass House, 11 Riverside Drive, Dundee, DD1 4NY

Telephone: 0345 600 9527

E-mail: [enquiries@careinspectorate.gov.scot](mailto:enquiries@careinspectorate.gov.scot)

## **Concerns**

If your child seems unhappy or appears to have a problem in Nursery, please bring this to the attention of staff as soon as possible, preferably his/her identified key worker. Changes in routine at home might affect behaviour and should also be brought to our notice and similarly, we will tell you of any difficulties we observe.

Finally, your child's happiness and security is our main concern and we hope that his/her time at Wormit Nursery proves to be an extremely happy experience.