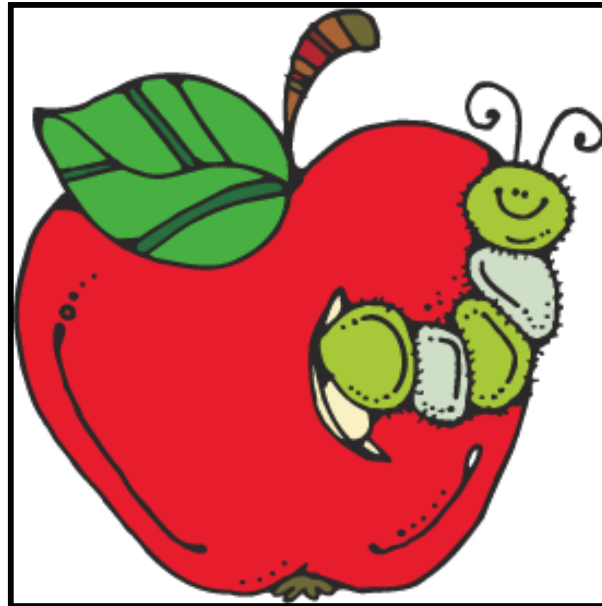


# Welcome to Lawfield Nursery





We welcome each family into our nursery. Staff are available to talk to you whenever you need to. Please do not hesitate to contact us if you have a problem. It is important that parents and staff work together to ensure that you and your child benefit from the time spent at Lawfield Nursery Class.

Address: Lawfield Nursery  
26 Lawfield Road  
Mayfield  
Dalkeith  
EH22 5BB

Telephone: 0131 271 4620/0131 271 4621

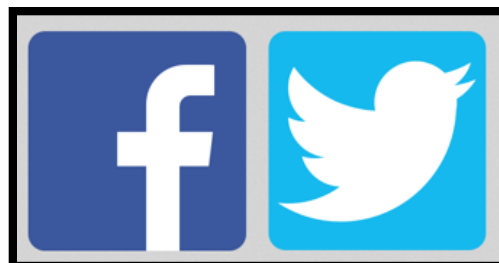
Fax: 0131 660 5655

Email: [lawfield.ps@midlothian.gov.uk](mailto:lawfield.ps@midlothian.gov.uk)

Website: [blogs.glowscotland.org.uk/mc/lawfieldnursery/](http://blogs.glowscotland.org.uk/mc/lawfieldnursery/)

Facebook: [facebook.com/groups/lawfieldprimary/](https://facebook.com/groups/lawfieldprimary/)

Twitter: @lawfieldps



## Aims and Vision

At Lawfield Nursery we are all **CREATIVE!**

- ★ C – Children
  - ★ R – Responsive
  - ★ E – Experiences
  - ★ A – Altogether
  - ★ T – Transition
  - ★ I – Independence
  - ★ V – Voice
  - ★ E – Empathy
- 
- ★ To welcome our children in to a safe, secure, nurturing and stimulating learning environment
  - ★ To provide opportunities for children and families to be involved and listened to within our nursery
  - ★ To provide guidance and support to allow children to become confident individuals, successful learners, responsible citizens and effective contributors
  - ★ To work effectively as a team together with families, agencies and the wider community to ensure we get it right for every child

# Welcome to Lawfield Nursery Class

We hope that both you and your child will enjoy your time with us

## Nursery Hours

### Morning Placements:

Monday – Thursday                      8.30 am – 11.40 am

### Afternoon Placements:

Monday – Thursday                      12.25 pm – 3.35 pm

Friday sessions will alternate weekly between morning and afternoon sessions. Please see our notice board weekly to see which session your child should attend.

The doors for the morning nursery will only be open between 8.30am – 8.50am for drop off and 11.20am – 11.40am for pick up.

The doors for the afternoon nursery will open between 12.25pm-12.45pm for drop off and 3.15pm-3.35pm for pick up.

Please be punctual when collecting your child as they can get very anxious if they are left late. Staff are also either planning or setting up for next session.

There is always a member of staff supervising the entrance door am/pm. Should you have a different person collecting your child can you please inform staff. Please make sure the person collecting your child is 16 years or over otherwise we cannot release your child.

### **Staff**

Head Teacher	Mrs Lesley Dunbar
Depute Head Teacher	Mrs Yvonne Gemmell
Nursery Teacher	Mrs Kerry Knight
Senior Childcare Development Worker	Mrs Clair Duffy
Senior Childcare Development Worker	S.Garland
Childcare Development Worker	Mrs Audrey Graham
Childcare Development Worker	Mrs Tammy Anderson
Childcare Development Worker	Mr Callum Robertson
Childcare Development Worker	
Learning Assistant ASN	Mrs Christine Morris (Mon - Thu)

### **People Who Help Us**

Office Support	Mrs Mairead Hall
Office Support	Mrs Carolyne Hay

We are fortunate to have the help of a Dental Health Support Worker who comes regularly to show the children how to brush their teeth properly.

Occasionally we will have student Child Care Development Workers and teachers training with us.

### **HOME LINK**

We have a Home-Link teacher, Mrs T.Di Duca who runs various groups and classes in school on Wednesday and Thursdays.

Information letters will be sent home about these groups and other opportunities.

### **PARENT HELPERS**

We encourage parents and carers to come and help out in the Nursery, so please let us know if you would like to come and help in any way! Baking, reading stories and gardening are all activities you could help with.

We have regular trips out from Nursery. We appreciate any parental support on these trips and your help is always greatly appreciated.

## STARTING NURSERY

### Settling Your Child In

As it is important that your child is happy to stay with us in the nursery we take plenty of time to settle him/her in. You will be expected to stay until we are satisfied that your child is settled. This may take several days so be prepared to stay!

### Daily Register and Security Door

We have an entry phone system for security purposes at the front door.

You have to press the button on the panel and speak into the speaker, say who you are and who you are bringing/collecting. Once you enter nursery please remember to sign n your child in on the group sheets in the snack area.

Please make sure that we are aware of any changes to your usual bringing / collecting routines. Thank you.

### Positive Behaviour

In nursery we have some simple rules to ensure safety -

- ★ We use our walking feet inside the nursery.
- ★ We use quiet indoor voices.
- ★ We have kind hands & feet.
- ★ We share with the other children.
- ★ We are all friends.
- ★ We tidy the toys after we have finished playing with them.
- ★ We help each other.

We try to ensure good behaviour through positive reinforcement (stickers & praise) and very simple sanctions such as a short time out.

## Clothes

Please make sure that your child wears suitable clothing to Nursery, particularly making sure that they can manage their clothes when going to the toilet (**no belts or braces please!**). If accidents occur when using the toilet we will change your child in Nursery but ask that you return the clothes as soon as possible.

Footwear - the children love to play on the outdoor equipment therefore, **no slip on shoes please**. It would be helpful if you could label all your child's clothes.

## Illness

Please **do not** bring your child to nursery if he/she is unwell or has had sickness/diarrhoea in the **last 48 hours**. Your child may still want to come but they should not attend until fully recovered. Please call the nursery directly on **0131 271 4621** if your child will be absent. Nursery staff will call if we haven't heard from you for two days.

## Snack

We provide the children with a healthy snack each day. This consists of fruit, cheese, cereal, baking etc. and a cup of milk to drink. This costs £2.00 each week.

## Health Promoting Schools

As a health promoting school we provide healthy options for your children and would appreciate your support in working with us. Please do not allow your child to bring sweeties, fizzy juice etc to Nursery.

### **Confidentiality**

All staff in the nursery are bound by Midlothian Council's Policy on confidentiality.

### **Toys**

Please discourage your child from bringing their own toys to Nursery. Staff cannot take responsibility for these items. If they want to show staff something special - please bring it in but take it away with you once shown.

### **Tissues**

It is helpful if each family can provide one box of tissues per year.

### **Summer Sun**

When the weather is hot please make sure that your child has suitable protection from the sun by providing him with a sun hat and a good sun lotion. Please note that it is not the responsibility of staff to put lotion on the nursery children.

### **Birthday Cakes**

If you are intending to bring a cake in for your child's birthday, please note we are unable to accept home baking (Health & Safety, Environmental Health Act). You can however bring in one purchased from a shop ie Asda/Tesco etc.



## ACTIVITIES IN THE NURSERY

"Children's physical, emotional, social and intellectual needs must all be met if they are to enjoy life and develop their full potential..."

"The Needs of Children" by Mia Keller Pringle 1992

At Lawfield Nursery we aim to meet all of these needs in a safe and positive environment. We can only do this by building on what you have given your child at home, as you have been and will continue to be your child's main educator. The children spend a short time with us in Nursery and it is important that we share information and work together to support your child's development.

### They just play all the time, don't they?

Children learn through exploration and play and we have set up the nursery to interest, stimulate, challenge and provide enjoyment for the children. We use children's ideas and interests to plan day to day activities. We observe the children daily to make sure we are meeting their needs.

### *Story Corner*

Children love listening to stories and looking at books and we provide a wide range of books to engage and motivate the children. We have tapes and books of popular stories so children may listen to stories on their own or with others. Listening to stories provides the children with valuable pre-reading skills e.g. predicting the story, remembering details and learning about the books themselves when we talk about "authors", "pages", "words" and "pictures." We help children to understand that the words tell us the story so giving them the desire to learn to eventually read these words for themselves. We share poems with the children, encouraging them to listen to the sounds of words, which will again help them when they begin to read.



### *Drawing and Painting*

Drawing and painting provide the children with opportunities to represent their ideas and thoughts of the world around them. We provide children with a variety of paints, pens and crayons to use. We do not tell the children how and what to draw and paint, but encourage them to express themselves freely. We value all the work they produce.

By making marks on paper children are communicating with us and activities like this will eventually lead to children writing for themselves. When they are keen to write letters (usually the letters in their name) we show them how each letter is made by having them watch as we write the letter for them to copy. Children reach this stage at different times and we support them when they are ready.



### ***Sand and Water Play***

In these areas we are providing the children with the opportunity to question and explore mathematically and scientifically. When playing with water children can think about capacity, consider floating and sinking and can happily pour water through different containers. At the sand they can compare the wet and dry sand through different activities, e.g. building or enjoying role play with cars and diggers.

### ***Puzzles and Games***

Completing puzzles helps children in their observation and matching skills and with colour recognition. We provide a range of puzzles which are graded in difficulty to cater for the different stages of development in the nursery. Children are using their "fine motor skills" (i.e. using their fingers) when handling small pieces of puzzle. The children achieve a great sense of achievement when a puzzle is completed! Table games such as Snap and Pick-a-Pair help children to practise turn taking, follow rules and cooperate with others.

### ***Computer***

The computer is freely available for the children to use, either alone or in cooperation with others. We have a wide range of software which covers many areas of the curriculum, including mathematics and language. We have games to develop letter recognition, shape and number knowledge. Hand-eye coordination is developed when using the keyboard and the concept keyboard.

### ***Creative Area***

Working with junk materials provides the children with the opportunity to experiment with construction ideas such as balance, stability, finding appropriate tools and sticking materials. Children will be using and thinking about solid shapes such as cylinders and cubes when using different junk. The children are encouraged and helped when using scissors in this area.

### ***Construction***

With both large and small construction children are developing a wide range of skills. At the large bricks they are again considering ideas of stability and balance when building tall towers and houses. Shapes and their properties are investigated through this play with triangular bricks, cylindrical bricks, curved bricks and bricks of varying lengths being available. At tidy up time bricks can be sorted according to size and shape. Children develop their fine motor skills when using small construction sets such as Duplo, Stickle Bricks and wooden blocks.

### ***House Corner***

Children enjoy role play and by providing dressing up and house equipment we are catering for these active imaginations. Language is developed in this area with different vocabulary being used depending on the role play situation. Children have the opportunity to work through worries or problems they may have while in different imaginary roles. We are always on the look out for dressing up clothes!

### ***Cooking and Baking***

Cooking and baking provides many areas of development for children as well as giving delicious end results! Mathematical thinking is evident with the weighing and measuring of ingredients, and science comes through questioning and predicting what might happen when liquid or heat is added to a mixture. Hygiene and safety are of great importance here. We use this area to help children understand different cultures with the preparation and eating of a variety of foods. Children learn to follow instructions and recipes and use many different tools to cut, chop, grate, spread and roll-out. Smelling and tasting what has been made often provides the greatest pleasure here!

### ***Outdoor Play***

Outdoor play provides many challenges for children. Climbing frames let children practise climbing and balancing. High ladders and balance beams are crossed with increasing confidence sliding down a fast chute is thoroughly enjoyable. We put out balls, hoops and bean bags so children can develop their throwing and catching skills.

### ***Music and Singing***

This is a popular pastime with children, who learn new songs and rhymes very quickly. Research has shown that listening to and repeating poems and rhymes help children when learning to read. Playing with musical instruments helps hand-eye coordination as well as giving children the opportunity to develop rhythm. Playing along to music tapes and dancing provides great enjoyment for children and staff alike!

## CHILD PROTECTION PROCEDURES

We have a duty of care to every child and are committed to ensuring that all children feel safe, healthy and nurtured.

Should there be any child protection concerns we must follow and adhere to Edinburgh and Lothians Inter-Agency Child Protection Procedures.

## HOW TO MAKE A COMPLAINT

The Education Committee has approved the following statement of principles and procedures.

### Parents and the School

Parents and school separately can do a great deal to assist children's educational development; together they can achieve even more.

We will keep you informed of your child's progress and we will deal confidentially with any information which will help us in planning her/his education.

We will keep you informed of our policies and procedures and will consult you whenever a significant change is contemplated.

We rely on your support and we welcome your comments on the school.

### **If you are concerned about ...**

...a particular aspect of our work, please arrange an appointment to discuss the matter with the Head Teacher in the first instance. Where appropriate, the Head Teacher may nominate another senior member of staff to act on her/his behalf.

The Head Teacher will listen carefully to what you have to say, establishing clearly the issue (s) of concern and, if appropriate, providing you with any relevant information.

In some cases, your concerns can be dealt with immediately, other matters may require more extended investigation. In any event, the Head Teacher will notify you, normally within five working days, of the school's response.

It is anticipated that, in most cases, the above steps will result in a satisfactory solution for all concerned.

**If you are dissatisfied with the school's response ...**

...please notify the Head Teacher that you wish to pursue the matter further.

He/she will either review the proposed action or notify you of the appropriate officer of the Education Authority whom you should contact.

Contact the named officer by telephone or by letter at Education Division headquarters.

The officer will investigate the matter and endeavour to resolve any difficulties. He/she will report the outcome to you, normally within five working days of being contacted.

Nearly all matters of concern are resolved through the above procedures. If you remain dissatisfied, please contact again the officer involved; he/she will review the situation and/or indicate what other avenues are open to you.

**In all cases, final appeal can be sought through the Chief Executive's office.**