



East End Nursery

Welcome to East End Nursery

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www.moray.gov.uk



East End Nursery 2021-2022

Dear Parent/ Carer

Selecting an Early Learning and Childcare (ELC) setting for your child is a very important decision. We hope that after reading this information you will feel reassured that your child's first stepping stone in their educational journey is at East End Nursery.

East End Nursery is situated at the infant end of East End Primary School and aims to provide a warm and welcoming ethos for all. We promote a family atmosphere encouraging the children to care for and protect each other. We value our relationships with our parents and carers and provide numerous opportunities throughout the year for everyone to become involved within our nursery community.

We are a small and nurturing nursery with the capacity for a maximum of 20 children at any one time. We have excellent links with the school and work alongside teaching staff to provide an inclusive environment. This not only enhances relationships but also supports a smooth transition for your little ones when moving on to Primary 1.

The first 5 years of a child's life are proven to be the most important. This is the time when children are becoming interested in the world around them and building pathways within their brains to make sense of their surroundings. Surveys have shown that children who are given opportunities to mix with others benefit from the interaction in many ways via, communication skills, turn taking, sharing etc. along with opportunities to build on social skills, self-confidence and self-esteem. At East End Nursery we are committed to making these early years as pleasant and worry free as possible for children and parents alike.

Each child has their own individual learning journey and tracking and progressions folder. This ensures that their learning and progress is monitored and next steps are recognised supporting each child to achieve their maximum potential. Children learn through play and all experiences and opportunities are child led.

We hope that any questions you may have will be answered within this booklet. If not, please do not hesitate to talk with myself or a member of the team.

Kind Regards

Elaine Gordon (Nursery Manager) and the Nursery Team ☺

The East End Nursery Team

We are very fortunate to have a highly dedicated and experienced staff team who are all registered with the Scottish Social Services Council (SSSC) and have a Protecting Vulnerable Groups (PVG) certificate allowing them to work with children. All staff members are fully qualified or are working towards the relevant qualification for their post. Additionally, the team have regular opportunities to participate in various training courses during in-service days and regular team meetings, supporting their Continuous Professional Learning. As a team, we are all committed to ensuring that each child's individual needs are met. We are always on hand to discuss any queries/concerns that you or your child may have, so please do not hesitate to approach us at any time.

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|  |  |  |  |
| Miss Elly Nursery Manager | Miss Beadle Equity and Excellence Practitioner | Mrs Dry Senior Early Years Practitioner | Mrs Brady Early Years Practitioner |
|  |  |  | |
| Mrs Gemmell Early Years Practitioner | Mrs Smith Early Years Practitioner | Mrs Simpson Early Years Support Worker | |

Visions, Values and Aims

Our Vision

Working together to nurture and support our children to achieve their full potential.

Our Values



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Our Aims

At East End Nursery, we believe that every day is a learning day and that there are learning opportunities all around us. As well as being a place of learning, we pride ourselves on ensuring that all children are coming in to a loving, caring environment where everyone is respected and included.

At East End Nursery, we aim:

- To provide a warm and welcoming ethos where every child is nurtured and at the heart of everything that we do.
- To provide a positive, safe, happy, caring, stimulating and secure environment for all of our children where everyone feels valued, included and respected.
- To provide high quality, rich and meaningful learning opportunities through play, which are child led and incorporate real life natural experiences.
- To provide a wide range of learning experiences and opportunities which promote creativity, curiosity, investigation and challenge.
- To have lots of fun, playing and learning together.
- To ensure that SHANARRI (Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included) is embedded within everything that we do.
- To provide an inclusive learning community promoting partnerships with parents/carers.
- To develop a shared vision for the future of Linkwood Nursery ensuring that our children and their families are included in our continuous improvement journey.
- To work in partnership with all multi-disciplinary professionals promoting positive outcomes for all of our children.
- To be actively involved within the wider community.
- To value and empower our children and staff by recognising and celebrating successes and achievements.

Curriculum Rationale

Working together to nurture and support our children to achieve their full potential.

Nurturing

Achieving

Responsible

Happy

Kind



Parent/Carer's Voice

Child's Voice

Successful Learners

Confident Individuals

Responsible Citizens

Effective Contributors



Safe Sam
Healthy Holly
Achieving Annie
Nurtured Nancy

Active Arnie
Respected Ruby
Responsible Ronald
Included Izzie



Policies and Procedures

We have a "policy of the month" displayed in our welcome area for your information. In addition to this, we have a policies and procedures manual which is stored in our office. Please just ask a member of the team if you would like to view any of our policies in detail.

Risk Assessments

Risk assessments are carried out for all of the activities/play areas at the nursery. This helps us keep your little ones safe, decide on improvements, repairs and ensure adult/child ratios are maintained.

Legal Requirements

We are registered and inspected regularly by the Care Inspectorate. Additionally, we are inspected periodically by HMIe. Our current Care Inspectorate report and registration certificate can be viewed in our welcome area. A copy of our nursery Improvement Plan is within our Improvement Journey folder within the nursery and is available to view at any time.

Our Care Inspectorate number is: CS2013318352

Compliments/Complaints

We aim to provide the highest quality of care and support to all of our service users. We have a comment box in our welcome room and invite you to use this at any time if you wish to provide feedback on our service. All concerns and complaints are treated seriously and confidentially. If you feel unsatisfied with our service at any time and wish to make a complaint please do so by contacting the Nursery Manager, Elaine Gordon in the first instance (Mobile: 07966 120594 Email: Elaine.M.Gordon@moray.gov.uk). Hopefully your concerns will be satisfactorily addressed at this point but if you still feel unhappy, you can contact:

The Moray Council Educational Services on: 01343 563374 or by emailing:
education@moray.gov.uk

You can also contact The Care Inspectorate on: 0345 600 9527 or by emailing:
concerns@careinspectorate.gov.uk

In The Moment Planning

We have introduced responsive planning into our setting. Following the children's interests and using this as a starting point to explore learning further. We have identified that the responsive planning style is best and creates the best learning opportunities for the children. We have been researching better ways of helping the children learn and reach their full potential and we believe we have found the best way in what is becoming known as 'In The Moment Planning'. We have put together this information to explain how 'In The Moment Planning' works and how you can help us to help your child reach their full potential.

Planning

The planning cycle will be based on high quality observations of children, where staff observe, interact and build on children's learning as it happens. Staff will record observations called wow moments for all children throughout the week. These wow moments will be significant skills and learning that children have achieved for the first time. Each week the whole team will carry out focused observations on approximately 10% of the group. This will provide us with a deeper understanding of children's interests and progression throughout their time in nursery. This will be recorded on the focus child's observation sheet and shared with you in the week following your child's focus week. This approach focuses on quality rather than quantity and will allow us to truly capture each individual child's progress. These records will be kept in the child's learning journey profile and sit alongside wow moments that take place out with the focus week creating a true reflection of the child's overall progress in nursery.

We believe this is best because ...

Young children experience and learn in the here and now, not storing up their questions until tomorrow or next week. It is in that moment of curiosity, puzzlement, effort or interest, that the teachable moment appears and the skilful adult makes a difference. By using this cycle on a moment-by-moment basis, the adult will be always alert to individual children (observation), always thinking about what it tells us about the child's thinking (assessment), and always ready to respond by using appropriate strategies at the right moment to support children's well-being and learning (planning for the next moment)."

From National Standards document Learning, Playing and Interacting P.22 - 23

Progress and Development

When children show high levels of involvement, that is when there is progress and development occurring - when the brain is at its most active. High level involvement occurs most often when children are able to pursue their own interests in an enabling environment supported by skilled staff. Planning in the moment helps to make this possible.

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An Enabling Environment

We will have a **workshop style environment** indoors and outdoors. Children will be free to independently select and engage with resources and materials across the nursery environment. The principal is that resources are accessible to the children and they are varied, open-ended and high quality, this encourages children to explore and extend their learning in an environment which provides challenge and enjoyment.

The Role of The Adult

The adults are there to support and encourage learning. They do this through high quality observations and interactions with children on a daily basis.

Our adults know the children very well and have a sound understanding of child development. This ensures that the adults enhance and extend the learning at the appropriate level for each individual child.

How you can help

The focus children will be selected in advance. Each child will be a focus child once in each term.

- Once the focus children have been selected they will be given a parent consultation sheet to bring home.
- We ask that you fill in the sheet in as much detail as possible take some photos (no more than 10) of your child/ family enjoying activities out of nursery.
- We then ask that you email your photo's to the Nursery so we can print them for your child's learning journal and return the parent consultation sheet in the week prior to your child's focus week.

We value the knowledge and understanding you have of your child and would really appreciate it if you would share this with us. So together we can plan activities to meet your child's next steps. This will help us to plan for their future learning and development and ensure they reach their full potential.

If you have any thoughts or comments regarding this new way of planning and observing the children, please feel free to come and speak to the nursery manager or any member of staff.

If you are interested in finding out more about the value of providing this type of learning environment, please look at the work of Anna Ephgrave on YouTube who has pioneered this way of "Planning in the Moment" and the benefits for children in Early Years.

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Session Times

The session times we will be offering at East End Nursery from August are as follows:

- 8.45am - 2.45pm - Term Time Only

We will be offering flexibility between 8:45am - 8:55am for children arriving in nursery and between 2:35pm - 2:45pm for children leaving nursery.

Family Learning

Family learning encourages family members to learn together as and within a family, with a focus on intergenerational learning. Family learning is a powerful method of engagement and learning which can foster positive attitudes towards life-long learning. At East End nursery we value our partnerships with parents/carers and encourage active participation within our nursery community. Once a term we invite family members into the nursery to join us for a family learning session.



Class Dojo

Class Dojo is a communication app for nurseries/schools; it connects teachers, parents/carers and children. It can be used to share photos, videos and messages.



- ✓ Class Dojo can be used from nursery onwards.
- ✓ The nursery team can use Class Dojo to communicate with parents/carers, to share daily learning experiences and opportunities and to celebrate achievements.
- ✓ If you are communicating with nursery staff via Class Dojo please remember that they will only have access to this between 8.30am and 3.30pm Monday to Friday and will not always be able to get straight back to you.
- ✓ Messages sent to nursery staff should be kept brief, appropriate and to the point at all times.
- ✓ Where needed, nursery staff should be contacted directly for an appointment so you can talk on the telephone or arrange a face to face meeting to discuss any issues and concerns that you have. Class Dojo is not to be used for discussing a child's academic progress.
- ✓ Class Dojo can be used to send messages about subjects such as confirmation of upcoming events/outings or questions about timings for shared learning sessions etc.
- ✓ The nursery staff will not send you daily or extensive information or updates via Class Dojo.
- ✓ If you have a question that requires an immediate reply, parents/carers are asked to contact the nursery directly.
- ✓ Please remember that parents/carers must contact the nursery directly to report an absence, appointment or inform of planned holidays. Dojo should not be used to communicate this information.

Class Dojo is compliant with the GDPR and parents give permission for the nursery to process their child's data on the system when they complete the data processing consent form.

Class Dojo is only available to parents and children registered at the nursery. Parents/carers are reminded that they should not take images from Class Dojo and post them elsewhere online, what is posted in Dojo stays in Dojo. Breaching this requirement will lead to account suspension.

<https://www.classdojo.com/en-gb/privacycenter/?redirect=true>

Signing-in/Absences

For health and safety reasons it is essential that your child is signed in/out of the nursery every day. In line with our Child Protection policy, we ask that you email the manager or telephone the nursery if your child is going to be absent. Should your child be absent without us being informed we are obliged to telephone the parent/carer to confirm reason for absence.

Illness/Medication

The best place for an unwell child is at home in the care of their loved ones. **Please do not bring an ill child to nursery.** If a child becomes unwell while they are at nursery they will be sent home. We will contact yourself or the emergency contacts you have given to ask someone to collect your child as soon as possible. Please ensure that your emergency contacts are kept up to date in case of emergencies. We are only able to administer prescribed medication to any child using our service. If a child requires prescribed medication during their session times with us, you will need to complete an "Administration of Medication" form prior to this being administered. The medication must be in its original packing with the pharmacy label visible and the first dose must be given at home at least 24 hours prior to their nursery session.

Car Parking

Unfortunately, we do not have a nursery carpark and cars are **not** permitted to park in the school carpark for drop off and collection of your child. Please be mindful of our local residents if parking in nearby streets.

Outdoor Learning

It is essential that all children have daily access to the world outdoors as this not only promotes a positive mind-set and overall health and well-being but also supports learning and development across all curricular areas. At East End nursery we encourage our little people to freely explore the natural outdoor environment daily and provide each child with an all-weather puddle suit. We ask that you provide a pair of wellies for your child which can be left at the setting. We also ask that your child comes to nursery prepared for all weather each day. For example, a cosy jacket, hat, scarf and gloves in winter and a sun hat and sun cream in the summer.



Footwear

It would be beneficial if the 3-5 year olds were able to leave their slippers/soft shoes in their trays. This helps to encourage self-help skills and allows the children to access and put on their own footwear independently at the start of the session and when changing footwear after being outdoors. Additionally, we ask that you please provide a pair for wellies for your child to be left at nursery for outdoor learning. Please ensure that children wear appropriate footwear for the time of year, eg. Trainers, wellies or shoes, **velcro fastenings are preferred**, to ensure that the children are given the maximum amount of outdoor play instead of lengthy periods waiting for assistance to tie shoes.



Bags/Change of clothing

It is essential that each child brings a clearly named bag to the nursery every day containing an appropriate change of clothes in case of toilet accidents or snack/drink spillages. Soiled clothing will be double bagged and sent home. On some occasions, if underwear is badly soiled it will be disposed of. If your child is toilet training please provide plenty of spare clothing in case of accidents. If your child is still in nappies/pull ups please ensure that their bag is always stocked with wipes, nappy sacks and spare nappies/pull ups.



Toothbrushing

All children attending the nursery are required to brush their teeth daily in line with NHS Grampians 'Child Smile' initiative unless you do not wish them to participate. If you do not wish your child to participate in this initiative, you will have to opt out in writing. Please ask a staff member for further information.



Snack and Lunches

We follow the Scottish Government "Setting the Table" guidelines and promote healthy eating at East End Nursery. Children are offered fruit/vegetables daily along with a small healthy snack such as; rice cakes, crackers, cheese cubes, oatcakes, breadsticks and bagels. Nursery lunches are prepared and provided by the school canteen. The weekly menu is always available to view in the nursery. Milk/water is offered daily during snack time. Additionally, water is provided at lunchtime and is always available for children to access themselves throughout the day. **Please remember to inform the nursery of any allergies your child may have and we will ensure that all staff are aware of any 'forbidden foods'.**



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Fees

All children are entitled to a free Scottish Government funded ELC placement from the beginning of the term following their 3rd Birthday, whether in August, January or April.



Snack Fees

There will be a small charge to help towards the cost of the children's snack. At East End Nursery the charge is **50p per full day session**. This is payable at the start of each new term and will be billed accordingly. You will be informed via a letter when your child's fees are due; this should be paid as soon as possible upon receipt of letter. Please note, if required snack fees can be paid in instalments, please speak to the nursery manager for further details. If there is any leftover money in our snack budget it will be used towards to cost of our family learning sessions and additional activities/events with our nursery children.

Please note payment is still required during any absences.

Library Bags

From August 2021 there will be a small charge for a substantial library bag for each child in order to protect our books and extend their shelf life. **This will be a one off payment and the bag will be your child's to keep and use throughout their nursery years** (Providing it does not get lost or damaged). Library bags are priced at £6.50. We would love if you could afford some time to help us run our nursery library. If you would like to be involved please just give your name to a member of the nursery team.



Nursery Closure/Severe Weather

If the nursery has to close due to severe weather or for any other reason you will be notified via email. This information will also be posted on Class Dojo, the School Information Line, The Moray Council website and Moray Firth Radio.

School Information Line:

- Dial: 0870 054 9999
- Enter PIN number: 031220
- You will hear 'Selected East End Primary School'
- Select 'Severe Weather Warning' option.

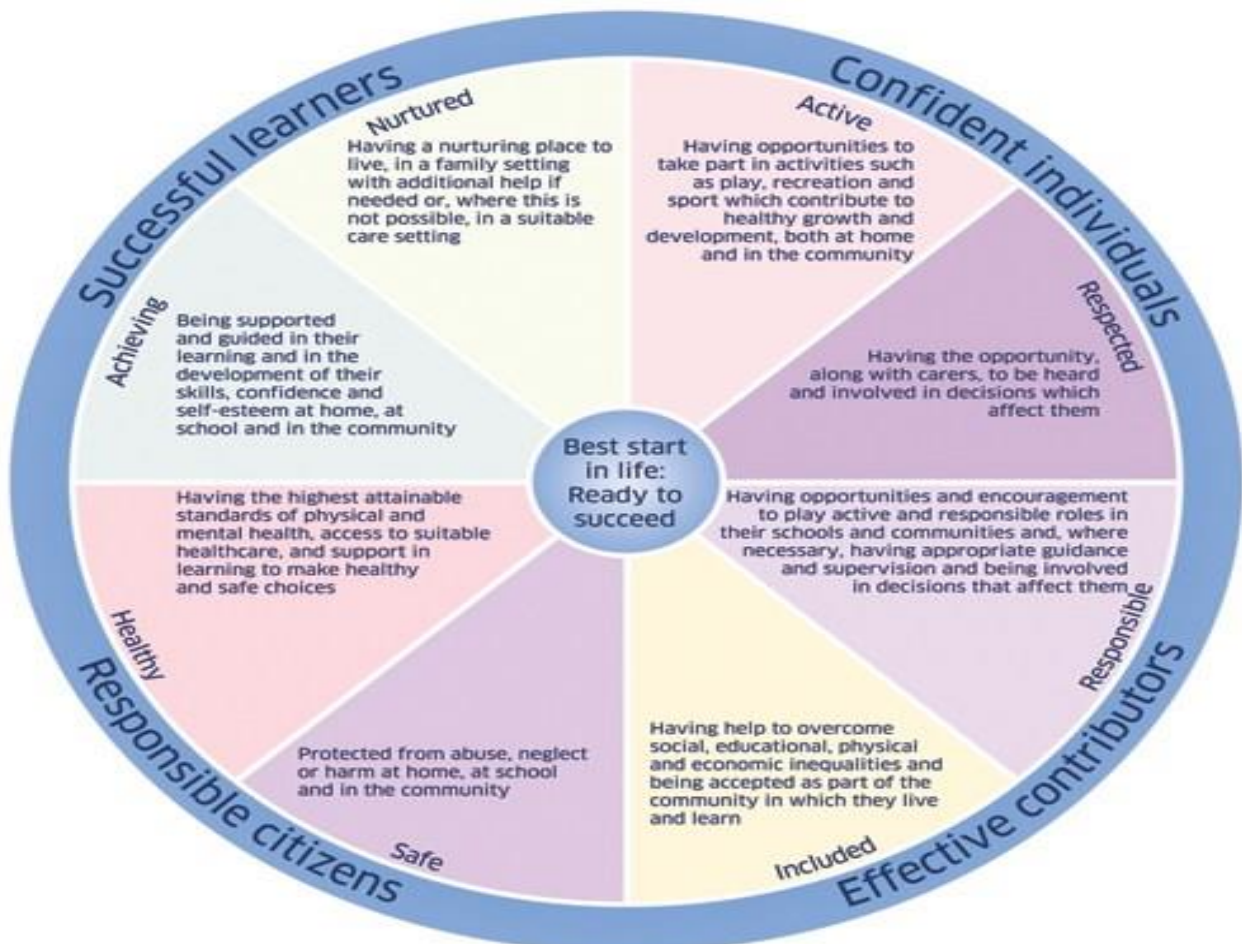
The school information line will be updated by 8am.

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Getting It Right For Every Child (GIRFEC) is Scotland's approach to supporting their young people. It aims to improve outcomes for all children and their families based on a shared understanding of their wellbeing. Most children will receive all the support they need from their own families and community. As part of the GIRFEC approach each child or young person is allocated a Named Person. In Nursery the child's Health Visitor will be their Named Person until he or she starts Primary 1. On transition to Primary 1, the Head Teacher of the school becomes the Named Person.

Our children's wellbeing is very important to us at East End Nursery. To ensure everyone has a shared understanding of what wellbeing means we use our SHANARRI bears to promote the wellbeing indicators within our nursery.

| Safe Sam | Healthy Holly | Achieving Annie | Nurtured Nancy | Active Arnie | Respected Ruby | Responsible Ronald | Included Izzie |
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Miscellaneous Information



- All children attending the group are required to wear soft shoes in the playroom to avoid soiling of the carpets/injuries.
- Please put a named change of clothes in your child's bag for any emergency - a toilet accident, milk spillage, water tray spills etc.
- Occasionally the groups may decide on an impromptu outing to the park, the field, the woods, the nature walk etc., it is therefore essential that they have appropriate outdoor clothing and easily fastened shoes with them each day.
- You will be notified in advance of any pre-planned trips to permit parents to assist.
- **Please do not bring an ill child to the nursery.** This does not benefit the others who are open to infection or the child concerned, who, I'm sure, would much rather be in the care of loved ones.
- The nursery will be locked at all times other than a few minutes before a session commences until all children arrive and 10 minutes before the session ends to allow parents to be there for their child and for a staggered collection. Please wait in the vestibule and leave buggies outside. A doorbell is in operation for visitors out with these times.
- Photographs are a big part of the session as they are used for assessment purposes, as evidence for HMIE inspections and on the children's on line Learning Journals to record their progress through the years. We must have your permission to take these photographs. A consent slip is on the enrolment form.
- We do not mind a child bringing along a comfort object from home. However, in the last year a number of small Toys etc. have gone astray and a great deal of valuable time has been lost trying to find them to pacify a distraught child. Please be selective in what your child brings to the group and try to encourage the children to save their toys until 'show and tell' days.
- If you feel that you have any talents to help any of the groups, please let us know to allow us to tap into your expertise. Can you play an instrument? Sing? Bake? Cook? Dance?

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Holiday Dates - 2021/2022



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| In-Service Closure | Monday 16 th August 2021 |
| Autumn term begins | Tuesday 17 th August 2021 |
| ends | Friday 8 th October 2021 |
| Autumn holiday begins | Monday 11 th October 2021 |
| ends | Friday 22 nd October 2021 |
| Winter term begins | Monday 25 th October 2021 |
| In-Service Closures | Monday 15 th November 2021 Tuesday 16 th November 2021 |
| Term ends | Thursday 23 rd December 2021 |
| Christmas holiday begins | Friday 24 th December 2021 |
| ends | Friday 7 th January 2022 |
| Spring term begins | Monday 10 th January 2022 |
| Mid Term Holiday | Thurs 10 th , Fri 11 th and Mon 14 th February 2022 |
| ends | Friday 1 st April 2022 |
| Spring holiday begins | Monday 4 th April 2022 |
| ends | Friday 15 th April 2022 (Good Friday) |
| Summer term begins | Monday 18 th April 2022 |
| May Day Holiday | Monday 2 nd May 2022 |
| In-Service Closures | Thursday 12 th May 2022 Friday 13 th May 2022 |
| Term ends | Friday 1 st July 2022 |

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We look forward to welcoming you to our nursery.

