Muirhouse Nursery Class

August 2018 Newsletter

We would like to extend a warm welcome to all of our new and returning families. We hope you have had all had a wonderful summer. We look forward to working with you to ensure your child has a positive experience at Muirhouse Nursery.

Staff in post August 2018

Staffing has now been confirmed and is as follows:

**Head Teacher**- Mrs Gillian Matthews

**Depute Head Teacher**- Mrs Jean Scally

**Acting Depute Head Teacher** (continuing to Dec 2018) - Mrs Pat Kerr

**Principal Teacher**- Mrs Fiona McMahon

Mrs McGowan, previous Lead Early Learning Practitioner has left to take up a promoted post within the authority and I am pleased that Miss Latta has agreed to take on the lead role for the time being. Ms Latta has a great deal of experience and knows our setting very well.

I am pleased that we have been able to retain all other existing staff and also welcome new staff members, Miss Ryan and Mr Robertson to our staff team. The staff have been deployed as shown below:

Lead Early Learning Practitioner- Miss B Latta

Butterflies Groups- Miss C Ryan

Caterpillar Groups- Mrs J O’Neill

Ladybirds Morning Group- Mrs A Allan

Ladybird Afternoon Group- Mr C Robertson

Dragonflies Groups- Miss A Gaffney

Bumblebees Groups- Mrs S McDougall

Cover- Ms P Murtagh (Wednesday)

ASNAs- Mrs C Allan and Mrs L Lanningan

Communication

We are currently undergoing a review of how we communicate with you. Changes to data protection regulations and some operational difficulties with the GLOW blog, has delayed the launch of a whole school and nursery policy on communication. In the meantime you can expect the following in the coming days and weeks:

* Daily contact with your child’s key worker. Please feel free to discuss any concerns or ask questions when you see him or her each day.
* A face to face meeting with your child’s keyworker at least every six months to create and review your child’s personal learning plan.
* Learning journeys will be issued around every 6 weeks, outlining your child’s progress and next steps.
* The notice board in cloakroom area will be used to keep you updated on any important announcements.
* There is a learning board in cloakroom area which outlines the intended learning so that you are able to support and reinforce this at home.
* We are currently working to address technical barriers to bring you an up to date website through GLOW blogs. When up and running, parents will be able to access newsletters, nursery policies and updates about nursery life and learning. Look out for more news about this.
* We will issue paper newsletters on a regular basis until this facility is up and running, but thereafter we would hope to move to reducing our paper communication.
* We will continue to communicate via phone, text and email so please ensure contact information is kept up to date.
* Twitter will continue to be used to communicate nursery news and achievements with thought being given to making this public.

We would ask that parents adhere to the following protocols when communicating with or about the school.

* Please inform the office via phone if your child is going to be absent.
* Please DO bring any concerns to the attention of staff.
* Please use social media in a responsible and productive way to enhance and improve, rather than damage nursery ethos and practice.

Security

Children should be brought to nursery by a responsible adult known to your child. Adults and children enter and exit via the gate to the infant playground. This will be open from 8.40am-9.00am, 11.40am- 12pm, 12.55pm-1.20pm and from 3pm to 4pm. You should then walk your child to the nursery door which is manned by staff during entry and exit times.

As the way into nursery is via the infant playground, please note that this can be busy with school pupils. It is therefore important that you keep your child close to you until safely signed in and handed over to nursery staff in the playroom.

Once in the nursery cloakroom, you will find a sign in book for each group. You are required to sign your child in and indicate who will be collecting your child at the end of the session. Nursery staff will sign your child out when they are collected at the end of the session. If your plans change during the course of the session and a different person needs to collect your child, please phone to advise staff of the change.

If you arrive out-with the normal start or collection times, please come to the main school entrance, where your child will be escorted through the school building to or from the nursery.

There is a toilet in the nursery cloakroom area for the use of nursery children waiting to enter the nursery. Please do not use the infant pupil toilets at the nursery entrance.

Our aim is to ensure that our children remain safe.

Medical Needs

Please keep us up to date with your child’s medical needs. If your child requires any kind of medication to be administered in nursery, you must complete the necessary paperwork before this can be done.

It is important that you notify nursery staff if your child has any infectious or contagious illnesses so that this can be notified to other parents. Your child should not attend nursery during this time. Likewise if your child has sickness or diarrhoea, they should not attend nursery until 48 hours have elapsed since they last experienced any symptoms.

Mrs S McDougall is the first point of contact for any medical or medication needs.

Allergies

You are discouraged from allowing your child to bring their own foods to nursery. Items containing nuts are not permitted at all. It is important that you notify school staff if your child has any allergies.

Clothing and Personal Belongings

Children should bring soft shoes to wear in nursery. It also helpful to supply a spare set of clothes and if required, a supply of nappies and wipes. All personal items should be clearly labelled with your child’s name and kept in a bag. If your child has particular personal needs, please discuss this with your child’s key worker.

Lost property

Please help us to minimise lost property by ensuring names are on everything and storing items appropriately. It also helpful to take care that you take only your own belongings at the end of the day. Due to limited space, unclaimed items of lost property will be cleared away from the cloakroom area periodically.

Toy Fund

Parents are invited to make a voluntary donation of £2 per week to our “toy fund”. We also welcome donations of food for snacks. Please speak to staff about suitable items. Money and food donations are very much appreciated.

Learning Focus

As intimated earlier, we will keep you updated on the key learning intentions via the board in the cloakroom, but the focus in the first few weeks will be on settling (back) into the nursery routine and building new friendships.

Dates for Diary

We hope to bring you an overview of key events over the coming year, very soon. Please look out for this and keep it for future reference.

In the meantime, if you have any questions please speak to your child’s key worker.

Thank you for your continued support.

Gillian Matthews

Head Teacher