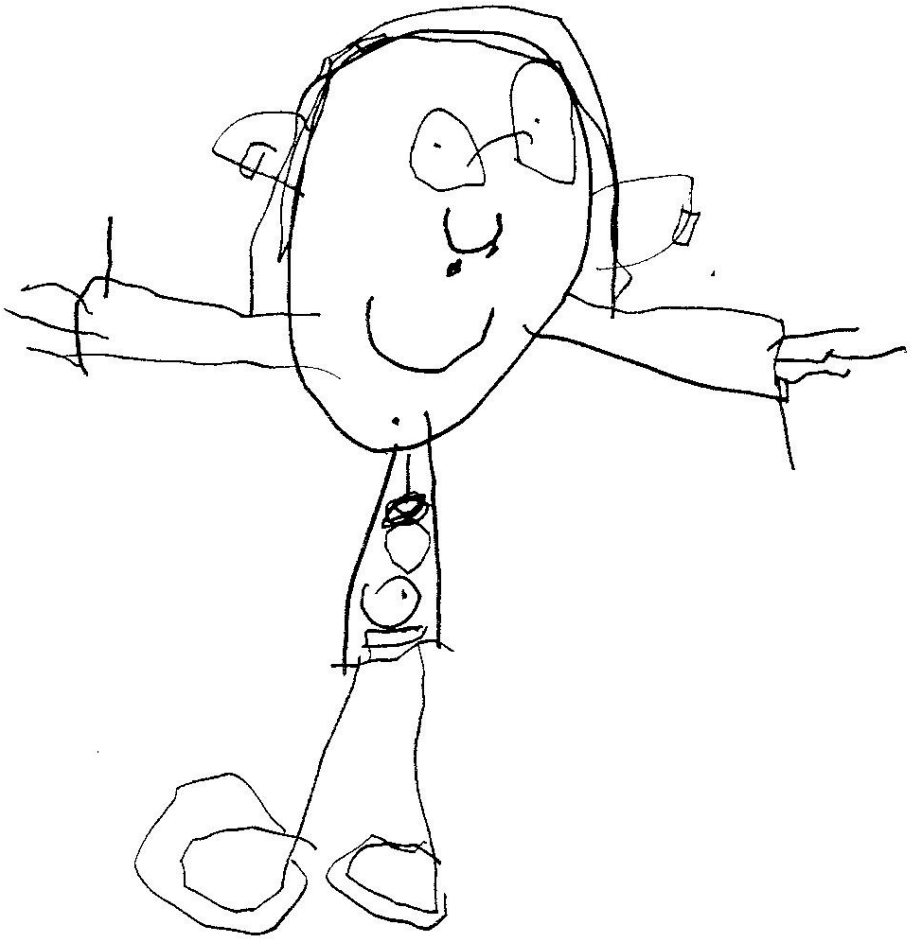
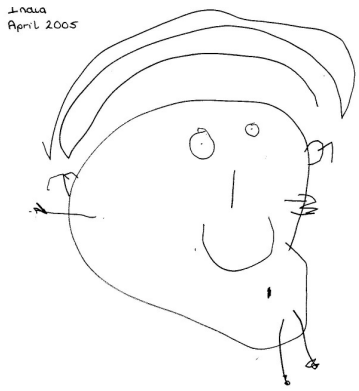
Errol Primary School

Nursery Class Handbook

For more information about the school and the nursery visit www.errol.pkc.sch.uk



Updated June 2012



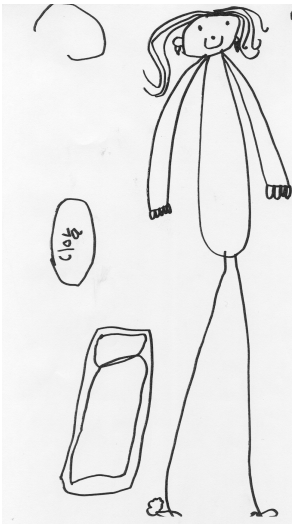
Dear Parent

Welcome to Errol Primary School Nursery Class. We hope you find our handbook helpful and that you will be able to share some of it with your child.

The handbook will hopefully give you all the information you will need about the nursery and the ways we can work together to support your child's pre-school education.

However if you have any further enquiries, please do not hesitate to contact us and we will be happy to help.

We look forward to your child joining us in the nursery class.



About the nursery

The nursery consists of one main activity room and a toilet/washing area for the use of the nursery children. We also share a 'break out space' with P1 and P2. The nursery also has a fenced off area for outdoor play.

Nursery pupils have weekly access to the school hall and school library in the main building.

Nursery Staff

Nursery teacher – Mrs Shore
Early Childhood Practitioners – Mrs Aitchison, Mrs Budge , Mrs Clarke, Mrs Harte, Mrs Reed, & Mrs Ross

Nursery Session

Morning: 9:00 to 11:30

Afternoon: 12:30 to 3:00

Full Time: 9.00 to 3.00

Clothing

When dressing your child for nursery please remember that your child should:

- Feel comfortable in order to enjoy and take part in nursery activities by wearing suitable clothes that you don't mind getting messy.
- Be able to push up his / her sleeves easily in order to wash their own hands / snack dishes and take part in water, sand and paint play.
- Be able to take down and pull up his/ her own trousers
- Bring a warm, waterproof jacket / coat and sensible footwear suitable for outdoor play and activities as we like to play outside in all weather.

Please provide a pair of soft gym shoes (with your child's name written inside each shoe) for indoor use and a complete spare set of clothes (in a named bag which can be left on your child's peg) should your child need to change.

Snack

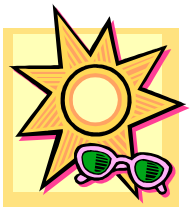
Snack is provided during each nursery session with an emphasis on healthy eating. Please let nursery staff know about any food allergies or medical conditions your child has so that we can take account of this when planning our snack menu. A voluntary contribution of £2 for part time children (and £3 for full time) on the first day of each week is necessary to allow us to provide snack. This will also help support our nursery fund which is used to buy non food items such as toys and craft materials.

School Visits and Activities

We will notify you by letter when children in the nursery are to be taken on a trip or activity outside the school grounds or out with normal school hours. Written permission must be received in order that your child can take part in any such activity.

Child Protection

A copy of our child protection procedures is on the nursery notice board for you to view. All staff are trained in child protection every year and our Child Protection Officers are Marie Gilchrist and Josephine Shore. If you have any child protection concerns please approach any member of nursery staff for help.



Health and Wellbeing

The children in Errol nursery are encouraged to care for their teeth. Toothbrushes and paste are supplied by Child Smile who monitor the routine and update staff training. Parents must give consent if they wish their child to be included. There is also an opportunity for a dental check if you wish. We also ask parents to consider sun awareness. You may supply, and give consent for staff to apply sun block to protect children's skin from sun damage. During the course of the year the Pre-School children will have their eye sight checked by Orthroptic team from PRI.

Equal Opportunities & Race Equality

In line with Perth & Kinross guidelines and the school policy on equal opportunities & race equality we promote an environment of anti-discriminatory practice providing equal opportunities for parents, children and staff.

Health & Safety

- If your child is unable to come to nursery for any reason please telephone the school to let us know as soon as possible. All absences from nursery should also be explained in a letter signed and dated by a parent and given to nursery staff on your child's return to nursery.
- Please ensure your child is brought to nursery and collected on time by a named adult and that staff are informed if another adult is to bring or collect them. You will appreciate that this precaution is for the safety and wellbeing of your child.
- If your child becomes ill in nursery, staff will always try to contact parents first and then the emergency contact. We would expect any sick child to be collected as soon as possible as we do not have accommodation for sick children or staff to supervise them.
- If your child has been sick or had diarrhea you must allow at least 48 hours to pass between the last bout of either before your child returns to nursery.
- Please inform us of any change in your child's health and of any infectious / contagious conditions. In fairness to everyone please do not bring your child to nursery if he / she is at all unwell.
- Please let us know of any change to your address, telephone number, emergency contact, doctor etc.

Medicines in School

It is important that you inform us of any changes in your child's medical details throughout the year. It is school policy that staff do not administer medicines to children except in exceptional circumstances. Please arrange to discuss any medical problems with the Head Teacher especially if it involves taking medicine at nursery. If your child is asthmatic and uses an inhaler, please arrange for a spare inhaler to be kept in school for emergency purposes. Any medicine to be taken in school must be approved by the Head Teacher on completion of the relevant paperwork obtainable from the school office.

Nursery Policies

Emergency Evacuation Procedure

For your information and safety the emergency evacuation procedure is located on the parents' notice board in the nursery foyer. Children in the nursery will become familiar with the evacuation procedure through the school's regular fire drills.

Emergency School Closure

Every effort will be made to ensure that the nursery remains open during nursery hours. When this is not possible, for example, due to severe weather conditions, parents and emergency contacts will be informed in order that children can be collected by them or nominated persons. **(At least one emergency contact number must be for a person living close to the school.)**

The Head Teacher circulates information regarding emergency closures due to bad weather conditions via a newsletter during the winter. Radio Tay puts out regular updates on school closures during poor weather.

Should you wish to discuss any matter privately with Mr. McKenzie please do not hesitate in making an appointment by calling at the school office or telephoning.

Complaints Procedure

If you have any concerns please raise them with nursery staff or the Head Teacher as early as possible. Most concerns can be promptly and effectively dealt with before the need to make a complaint arises. All nursery users are encouraged to discuss any matter they wish to with a member of nursery staff. All concerns will be dealt with sensitively.

If you wish to make a complaint regarding the nursery please follow the procedure below. Following this procedure will ensure your complaint is dealt with promptly. All complaints will be dealt with fairly and in a sensitive manner. You will be given feedback on your complaint.

In the first instance your complaint should be made in person, by telephone or in writing to a member of the nursery staff; or if that is not possible then the complaint should be made to the Head Teacher. Please make it clear you are making a complaint. Your complaint will be recorded detailing the nature of the complaint, your contact details and the relevant dates. Your complaint will be dealt with fairly in a sensitive manner and feedback given to you within seven working days.

If the problem is not resolved you should contact the Service manager with responsibility for Early Years at Perth & Kinross Council, who will organize an investigation. Their contact details are:

Service Manager (Early Years)
School Improvement Services
Education & Children's Services
Pullar House
35 Kinnoull Street
Perth
PH1 5GD Telephone: 01738 476267

You may wish to complain directly to the Care Inspectorate in writing, by telephone or in person. Their contact details are:

Care Inspectorate
Compass House
11 Riverside Drive
Dundee
DD1 4NY Telephone: 01382 207100

Errol Primary School
Station Road
Errol
PH2 7QB

Head Teacher: Alan McKenzie
Tel:01821 642264 Fax:01821 642899
Email: headteacher@errol.pkc.sch.uk

Perth and Kinross Area Education Office
Pullar House
35 Kinnoull Street
Perth PH1 5GD Tel: 017384762554

ERROL PRIMARY SCHOOL NURSERY INDUCTION

PARENTS' RESPONSE FORM

Dear Parent

Please use this form to help us improve our system of induction into nursery by letting us know your thoughts below.

The nursery handbook:

Liked –

Would like –

The induction meeting:

Liked –

Would like –

My child's first visit to nursery:

Liked –

Would like –

Parent's name: Date:

Child's name:

Please return this form to your child's teacher. Thank you.