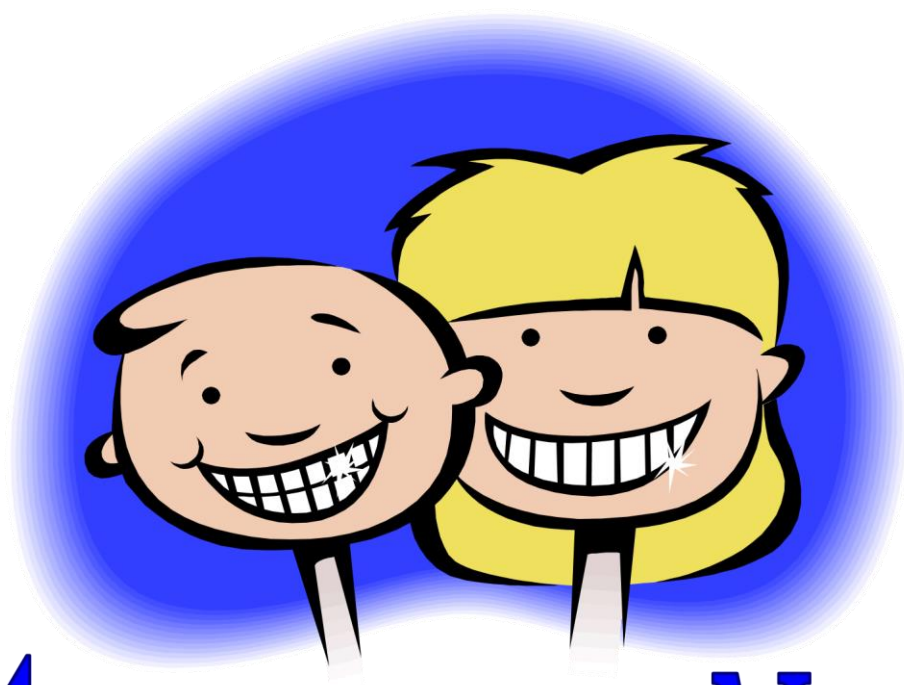




# Luncarty Primary School

## Nursery Handbook



Welcome to our Nursery

# Staff

Luncarty Primary School  
Marshall Road  
Luncarty  
PH1 3EX  
Telephone 01738 474185  
E-Mail [luncarty@pkc.gov.uk](mailto:luncarty@pkc.gov.uk)

Head Teacher	Mrs Emma Bendoris
Principal Teacher	Mrs Emma Hepburn
Early Years Support Teacher	Ms Nicola Brown
Early Childhood Practitioners	Miss Ange Watt Mrs Marie Godden Ms Sharon Fertacz
Nursery Play Assistant	Mrs Mel Scott
School Secretary / First Aider	Mrs Lynn Smith
Childcare Supervisor	Mrs Alison Peters-Waistell
Deputy Childcare Supervisor	Vacant Post
Play worker	Mrs Yvonne Campbell

## Hours

Nursery Session	9.00am - 3.00pm
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## Your child in Nursery - Useful information

**In accepting a place for your child in our nursery / wraparound service, please remember to:**

- Ensure that your child is brought to and collected from Nursery by an adult, aged 16 years or over. This adult should be known to Nursery staff. Please inform the nursery staff if there are any changes to your usual procedure.
- Notify the school of any change of address, telephone number, place of work etc for you or your named emergency contact.
- Inform the Nursery staff of any medical condition affecting your child. This information will remain confidential. Food allergies should also be discussed.
- Contact the school before start of nursery session; if your child is ill and will not be attending their Nursery session.
- Provide a bag, which will be kept in the cloakroom area. Inside this you should have a complete change of clothing appropriate to the season. It would be helpful if your child wore clothes which allow them to be active and to be independent when going to the toilet.
- Indoor shoes are required for indoors and it would be useful to have a spare pair of Wellingtons kept in the cloakroom so your child can enjoy outdoor play in all weather.
- Always remember to dress your child for the weather conditions. Children go out all year round so should have a warm coat, scarf, gloves and appropriate footwear for winter. A hat and sun cream for warmer weather.

## Starting Nursery

On starting Nursery your child will be allocated a coat peg and shoebox. These will be labelled with your child's name and a picture.



We ask you that you encourage your child to take off their coat and change from outdoor shoes or indoor ones as independently as possible. Please ensure names are on all items of clothing and footwear.



If your child is anxious about starting nursery, please discuss this with the nursery staff. It is possible to start later and /or finish earlier to help them settle. You are also welcomed to stay to help settle your child.



## The Curriculum - 'Play is a child's work'

The Scottish Curriculum for Excellence, which starts when your child is in nursery and continues throughout your children's time in education. In nursery the curriculum is based on the principle that children learn through play and this guides staff in planning activities and experiences which promote children's development and learning in each of the following areas.

**\*Language and literacy** - Children's listening and talking develops and they use language for a variety of purposes. They enjoy stories, rhyme and begin to recognise sounds and words. They make marks and experiment with writing.

**\*Mathematics**- Through play children learn about number, colours and shape. In their role play they use coins to pay for their shopping and when baking and making pancakes they are learning to weigh and measure. As they experiment in the water and sand trays children are learning about mass and volume as they pour water and build sandcastles.

**\*Health and Wellbeing**- Children learn how to take care of themselves through brushing teeth, helping prepare snack and physical play indoors and outside. They learn to share, cooperate, take turns, and think about the feelings and needs of others as they play and work safely together.

**\*Science**- Children help plant and grow flowers and vegetables in our garden. They explore the world around them on nature walks and in winter experiment with snow and ice. Through 'space' role play children explore the sky, universe and space.

**\*Social Studies** - Through walks around our village children discover places of interest and the wonder of nature and the people in our community who help us.

**\*Technologies**- Children learn to create and design using a variety of different resources such as junk materials and construction equipment. They are given lots of opportunities to use the computer/iPad to play games, make films and Google search to find out information.

**\*Expressive Arts**- Children participate in painting, drawing and a variety of craft activities. They express ideas and feelings by acting out situations. They enjoy singing and expressive movement and dance in the nursery and using the bigger space in the gym.

**\*Religious and Moral Education**- Children learn about how different people in our country and beyond celebrate important festivals and traditions through stories, artwork, music, dance and food.

### **Assessment**

Staff regularly observe development in each of the afore mentioned aspects of the curriculum. This enables staff to plan appropriately for children's needs and follow up any special interests.

Each child will receive a written report annually and an opportunity to discuss this at a 'Parent Contact' appointment. However, parents are always welcome to discuss their children at any time with staff.

Children's progress and development are regularly highlighted in their Learning Journals, which are accessed online .

### **Attendance**

It is important that your child attends Nursery, if they have an allocated place. There may be an occasion when he/ she does not want to come to nursery. There can be a variety of reasons for this. If there is a worry / problem contact the nursery quickly, so the problem can be discussed, investigated and hopefully resolved.

### **Equal Opportunities**

All children and adults should be valued and respected regardless of culture, race, religion gender or special need. Children will come to our nursery from a variety of backgrounds with widely differing experiences and abilities but with equal rights to benefit fully from the education system. The nursery ethos and staff promote positive attitudes towards others:

- By giving children the opportunity to appreciate other cultures through celebrations of festivals, dressing up, sampling different food, multi cultural books, toys etc.
- By ensuring that children with a special or additional need have access to the building, resources and a suitable curriculum. We will always endeavour to meet the needs of every pupil and we aim to support every child in reaching his/ her full potential.

### **Behaviour Management**

The rules of the nursery are achieved through a quiet, consistent approach by staff with the co-operation of parents/ carers.

## Snack



It is not necessary for your child to bring his/her own snack to Nursery as snack is provided daily by Tayside Contracts and prepared by staff and assisted by the children. Milk and water are provided daily. In Nursery we follow snack guidelines laid down by Perth & Kinross Education & Children's' Services.

Tayside Contracts provide a free school lunch to all nursery children. All parents/carers receive a copy of the menu. You can provide a packed lunch. Please ensure there is a cool pack in the packed lunch. Children will have their lunch with the members of the Nursery staff

## Clothing



Please ensure your child has

- A pair of soft shoes (slip on gym shoes are best).
- Do not send them in their 'best clothes' as there are many activities involving paint and glue. Plastic aprons are provided for some protection, but accidents do happen!
- Please provide spare clothes (pants, socks, trousers etc)
- Appropriate outdoor clothing and footwear is essential for daily outdoor play in all weathers.
- For safety reasons jewellery should not be worn. In the case of pierced ears small studs should be worn.
- It is important to prepare your child by teaching him/her to dress/undress e.g. fasten buttons, pull up zips etc. Making children independent helps build their self-confidence and self-esteem.
- All clothes, shoes, coats etc should have your child's **name** on them.

## Toileting Guide

Children should be able to go to the toilet independently. However, we have the appropriate resources to facilitate the changing of children when necessary.

Should children wet or soil themselves during Nursery they will be helped to change with adult supervision. There should be a change of clothes kept in their cloakroom bag. The Nursery has emergency supplies.



## **Illness & Medication**

If your child is unwell, please keep him/ her at home for 48 hours or longer, to restrict the spread of illness to other children. If your child becomes ill in Nursery, every effort will be made to contact you. You must also have an emergency contact who can be telephoned if you are not available.

Parents / Carers are responsible for the delivery and collection of all medicines that your child requires when in school.

Medicines should be handed to nursery staff and appropriate paperwork completed before any medication can be administered.

## **Accidents**

In the event of your child having an accident whilst in the Nursery we will attend to any injuries and you will be notified of the action taken. We will only use cold/ warm water and/or ice packs. Should your child require further treatment we will inform you immediately. All accidents are recorded by the nursery staff. Please make sure your contact details are always up to date.

## **Confidentiality**

Staff in the Nursery respect confidentiality. Students and volunteers are made aware of this and the importance of respecting privacy in Nursery.

## **Child Protection**

Schools are required to report if they think a child has come to harm as a consequence of possible abuse.

A member of staff in each school has been appointed to be responsible for Child Protection matters. In our school the Child Protection designated officers are Mrs Emma Bendoris, Head Teacher and Mrs Emma Hepburn, Child Protection Officer.

Should you wish to talk further about Child Protection and the safety of children, please contact the school.

We have good contacts with School Medical Officers, Social Workers and Police, any of whom may become involved if abuse is suspected.

We will always ensure that you are informed and participate in any action which we may initiate regarding your child.



### **Parent Helpers**

Children will learn when parents and staff work together in partnership. We need each other's help and support.

Ways in which we can work together:

- Helping with an activity (e.g. baking, craft, reading stories)
- Helping with outings

We are always grateful for your help and support. Please keep an eye on the Parents' notice board to see when help may be needed.

### **Nursery to Primary Transition**

Nursery children have informal contact with the school and get to know the layout of the building and various members of staff by accompanying staff to the office, other classes, using the hall etc.

At specific times Nursery join with the rest of the school for services / assemblies.

Transition activities will be arranged in the final term for the pre-school children to visit the P1 classroom and their teacher.

A detailed handover from Nursery to the P1 teacher, allows for smooth transition into primary school.

### **Concluding Remark**

Please note we operate a No Smoking Policy on the premises. We ask that mobile phones are on silent and out of sight whilst you drop off / collect your child from nursery.

### **School Exclusion Zone**

*Cars are prohibited from using Marshall Road between 8.15am - 9.00am and 2.45pm - 3.30pm unless a permit has been issued.*

*We encourage parents to Park and Stride to school to ensure all children are safe from traffic.*

## Luncarty Primary Nursery Absence Policy

The staff at Luncarty Nursery are committed, in partnership with parents, to ensure the children attend Nursery on a regular basis.

The Nursery staff will:

- Keep a regular and accurate record of attendance for all pupils.
- Encourage good attendance by providing a welcoming atmosphere for children and parents.
- Provide a sympathetic response to any adult/child concerns.

In the event of a child not attending Nursery on their regular day, with no previous explanation for their absence, the following procedure should be followed:

- On the first day of absence school admin staff will endeavour to make contact by telephone to parents, carers or emergency contact to establish a reason for absence. If no contact can be made this will be noted by the school. If the family is known to other agencies, because of possible concerns, then contact will be made with these agencies.
- On the second to third day of absence the school will make vigorous attempts to contact a family member or carer by telephone. If no contact can be made this will be noted by the school.
- On the fourth day of absence if no contact is established the school will arrange a home visit to check the situation. If the child is not found and no satisfactory explanation is given for absence the police will be notified of the child's non-attendance. The police will treat this as a missing persons alert.

For these arrangements to work effectively it is essential that parents:

- Keep the Nursery/school up to date with telephone numbers and emergency contacts.
- Be responsible for the safety and well-being of their child/children whilst they are not in nursery.
- Inform the Nursery/school of any pre-arranged absence.
- Inform the Nursery/school for their child's absence by 9.00am in the morning on the first day of absence.
- Respond promptly to contacts from Nursery/school.