

Calderwood Nursery

#BeyondTheDream

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Section 1: Nursery Information

Welcome to Calderwood Nursery. We hope that you will find this handbook provides you with some of the information and advice you will need to ensure that you and your child have a happy and positive experience at our nursery. If you require any further information, please contact us and our staff will be able to answer any questions you may have and will be happy to help you in any way you can. Please refer to this handbook before your child starts and during his/her time with us at nursery.

Meet Our Staff Team



Contact Information

<p>Calderwood Primary School & Nursery 1 Nethershiel Road East Calder EH53 0GU</p>	<p>Contact Number: 01506 280060 Direct Number (after 4pm/Holidays): 01506 280070 Website: https://calderwoodprimary.westlothian.org.uk Blog: https://blogs.glowscotland.org.uk/wl/calderwood/ Twitter: @Calderwood_Pri Email: wcalderwood-ps@westlothian.org.uk</p>
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Provision – Flexibility and Choice

Calderwood Nursery Class offers both morning, afternoon and full day sessions setting over 50 weeks. Each session is attended by a mix of pre-school and ante pre-school children.

The setting is closed for two weeks over the Christmas period. However, other holidays can be taken at any time throughout the year, but we request that parents/carers inform the nursery of **ALL** absences – please call the school office or direct nursery number by 9:30am in order to comply with our 'Safe Arrivals Policy'.

<p>Option 1 50 Weeks – AM Session Mon - Thurs: 7.50am – 12.30pm Friday: 7.50 – 11.47am</p>	<p>Morning Sessions DROP OFF - Please arrive no later than 9:30am PICK UP – Please arrive at 12:20pm</p>
<p>Option 2 50 Weeks – PM Session Mon - Thurs: 12.30pm – 6.14pm</p>	<p>Afternoon Sessions DROP OFF - Please arrive no later than 1:00pm</p>
<p>Option 3 50 Weeks – 2x Full Day sessions plus one addition short session Choose 2 Full Days - 8am – 6pm Also one session: Mon – Thu 12.45 – 16.05pm or a Friday am session 8:00 – 11.20am</p>	<p>Where the setting cannot offer an additional session (this is determined by pupil placement), the balance of hours (which will vary depending on the days of attendance) may be used with a partner provider/childminder.</p>

Our Vision and Values:

We will be developing our vision and values with our whole school community including, children, parents/carers and staff in the coming weeks.



Section 2: Into Calderwood Nursery

Helping your child prepare for nursery

- Talk about coming to nursery school together and the enjoyable time he/she will have.
- After you and your child have had the opportunity to watch the nursery sway, you can refer to this with your child on a regular basis before they start.
- Delay talking about leaving him/her.
- If you are worried about how your child will settle, try not to let him/her sense your anxiety.
- Be guided by staff when to leave your child.

Starting and settling your child in nursery

You and your child will be welcomed by a member of staff who will explain the beginning of session procedure. At the start of each session parents/carers are initially asked to:

- Use 2 metres social distancing and wear a mask, if possible, at the nursery entrance
- Line up along the right of the building and dropping off through the right side door with the Nursery Drop Off sign.
- Wait with your child until an adult registers you child, greets them at the door and brings them into the nursery.

Once your child has settled into the nursery routine we encourage the children to become independent as quickly as possible by getting themselves ready with minimum adult support.

You may leave the nursery if your child has settled and return at the time arranged between yourself and staff. Some children may settle quicker, while others may need a bit longer. Staff and parents/carers may negotiate the length of time needed.

What your child needs to bring

Your child should bring a change of clothes, wellies to play outside and arrive with shoes that they can play both inside and outside in.



Children are asked to bring a box of tissues once a term.

Taking your child to and from nursery

To make the nursery a secure place for children, the gates and main door are secured and we will use a password system – please provide the nursery with a password.

Every child must be collected from nursery, on the left side of the nursery entrance with the Nursery Pick Up sign, by a named adult who **must be over 16 years of age**. If someone else is collecting your child, please **always inform** nursery staff, or telephone the school as this is in the interests of your child's safety, we may refuse to hand over any child if we are unsure of who has come to collect them



Emergency contacts/Emergency closure

It is important for us to have the names, addresses and telephone numbers of two emergency contacts. Parents/carers must ensure that this information is kept up to date. In particular, this applies to mobile phone numbers.

If a child takes ill at nursery, has an accident or it becomes necessary to close the nursery, every effort will be made to contact parents/carers in the first instance. However, if parents/carers are not available then the emergency contact will be informed.

Section 3: Calderwood Couture

Comfortable Casual:



- Navy sweatshirt **or** navy sweatshirt jumper with white Calderwood Nursery logo
- White polo shirt **or** white polo shirt with navy Calderwood Nursery logo; **OR** White polo shirt **or** navy polo shirt **or** navy polo shirt with white Calderwood Nursery logo
- Navy tracksuit bottoms *or* navy tracksuit bottoms with Calderwood Nursery logo; **or** navy leggings **or** navy shorts; any bottoms that are comfortable

- Please wear to nursery shoes that are suitable for outdoors
- Indoor shoes to change into when playing indoors

* We encourage children to be independent so please purchase shoes that they can easily put on and off themselves.

Organised for Outdoors:

- Wellies that can left in nursery
- Waterproof suit **or** jacket and trousers (We can support with supplying these if required)

You can purchase our uniform from:

[Calderwood Nursery - Schools \(border-embroideries.co.uk\)](http://border-embroideries.co.uk)

Personal Items

Personal toys should be left at home as lost and damaged toys can cause great distress.

Section 4 – Calderwood Café

Breakfast/Snack



Your child will be encouraged to try a variety of foods at breakfast/snack time. We aim to promote healthy eating and offer a nutritionally balanced snack which always includes a wide range of fruit and vegetables. We offer either milk or water to drink.

Staff will prepare a healthy snack for children and this will be served to the individual child at the snack table.

- An extended breakfast can be provided from 8am until 10am.

There is also a second snack provided nearer the end of the day for the children attending the PM session.

Lunch

All children are entitled to a free meal as part of the expansion of early learning and childcare.

Children attending full day or morning sessions, will receive a cooked lunch, served between 11.30-1:00pm. Children who attend in the afternoon will be provided with soup and sandwiches. If for any reason you do not wish your child to have a meal, please let a member of staff at the nursery know and provide a packed lunch for your child.

Children can also bring a packed lunch from home. Packed lunches will be stored on a trolley, to keep the food fresh we suggest adding a cool box in the lunch box. Where possible we discourage the inclusion of nuts and peanuts in food in our Nursery and would request that you check your child's lunch does not contain foods that contain nuts or peanuts.

If you would like your child to have a school lunch, you can order this through the online iPay system, until your iPay login is set up, you can request your choice from the member of staff on the door when you arrive.

Section 5: Calderwood Curriculum



Calderwood Nursery promotes a child centred approach to learning. Learning opportunities are designed in a way that makes learning creative, relevant, lively, motivating and fun.

The nursery curriculum is based on a process of growth and experience where your child is the **active learner**, but where nursery staff provide the appropriate experiences in line with The Curriculum for Excellence.

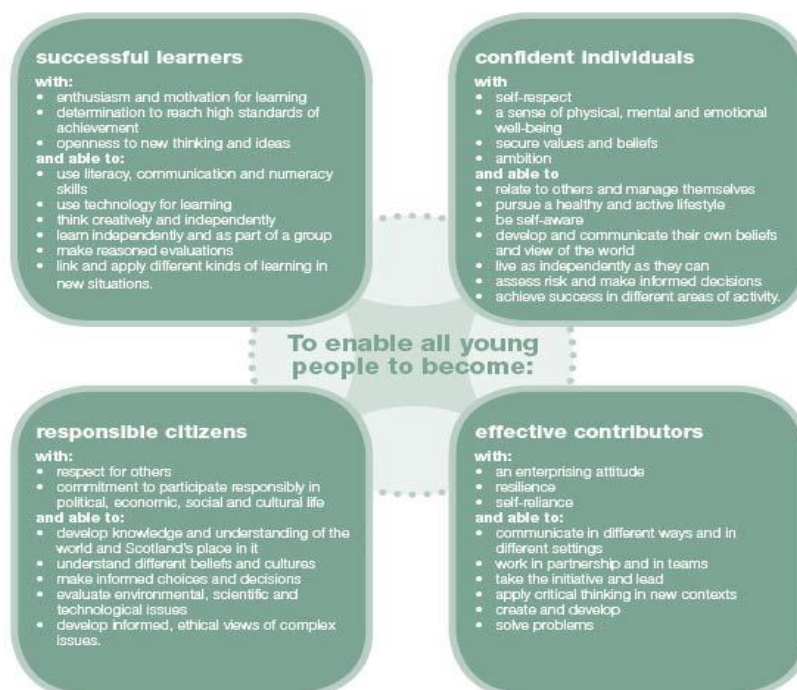
Curriculum for Excellence in the nursery

The Curriculum for Excellence is implemented in all schools and nurseries within Scotland. It ranges from ages 3-18 and aims to ensure that all children and young people in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work.

The knowledge, skills and attributes learners will develop will allow them to demonstrate four key capacities – to be successful learners, confident individuals, responsible citizens and effective contributors.

In nursery the children will begin at the Early Level of Curriculum for Excellence. We will provide active learning opportunities in all curricular areas. Each child will have a personal Learner's Journey which will record and gather some of their nursery experiences. When children move on to primary 1 the Learners Journey will go with them so that children can complete the early level.

Learner's Journeys are available at all times for parents/carers to view and can be accessed online.



Find out more: For further information parents/carers can find out more at:

www.parentzonescotland.gov.uk

www.curriculumforexcellencescotland.gov.uk

www.LTScotland.org.uk

Section 6: Assessment and Transition

Throughout your child’s time at nursery they will be involved in ongoing informal assessments. These assessments provide information on what your child can do, which is the basis for appropriate future planning. Evidence of your child’s learning and some items of their work will be kept in your child’s individual Learner’s Journals which can be accessed online. Children have access with a staff member to their Learners Journeys and can comment and add to their observations. Parents/carers will be given a login for the Learner’s Journals and can access them at any time.

Transition



Transfer from nursery to Primary 1 can be a big step for children who are entering a new environment, but we try to make the transition a smooth, gradual and happy one. This will be in the form of sways and lots of information online with a visit to the class teacher before the child’s commencement date.

Nursery Buddies



We will run a buddy programme that your child will be involved in during their pre-school year. Each child will be allocated a primary 6 buddy who will visit the child at designated times to interact with their buddy through the school day. When your child moves to Primary 1 their buddies will accompany them to the playground and during other activities to help your child with the transition into Primary 1.

Section 7 – Calderwood Communication

We aim to encourage a close relationship between the Nursery and parents/carers on all relevant matters. We try to do this in a number of ways.

Communication @ Calderwood

Keeping Connected with our Parents/Carers and Community!

Sharing Information

Sharing Learning

Website
Every school in West Lothian has a consistent style of website informing families of the same types of information. Our website also has feeds to our blog and twitter accounts, providing a 'one stop shop' for information.

Group Call: Email
It is important that the office have a record of your most up to date email address as we regularly use Groupcall email as our more 'traditional' form of communication. We use email to send information about events such as assemblies, trips, news, important dates, etc. If you do not have access to the internet these emails can be sent out in a paper copy.



Calderwood
Nursery

Twitter
Our Twitter feed is mainly used to alert families to blog posts. It also enables us to quickly share information and photos about learning and events. Twitter also publicises our interesting and innovative approaches to learning and teaching, allowing us not only to be recognised for this but also to share ideas with other schools and partners. We have 364 followers who are mostly school families, local community groups, educational groups from West Lothian and across Scotland and partners who we regularly engage with.

Blog
Our blog is a hub of activity and is dally updated with information from staff, children, management, parents and partners. It includes text, photos and videos about learning, events and news, keeping families up to date with all things about #Calderwood. Our blog posts send feed into Twitter and our Facebook group to alert you that we have a post.

Group Call: Text
It is important that the office have a record of your most up to date mobile number because as use Groupcall texting to quickly share important information.

Newsletters
There is a regular newsletter which gives parent/carers upcoming dates, nursery information and any other relevant news.

Start/End of Session
Informal conversations between staff and parents/carers at the start of each nursery session.

Online Learning Journals

Throughout the year staff build up a profile of your child’s attainment, achievements, development and next steps. This is done using online Learning Journals which parents/carers can access from home.

Section 8 - Health and Wellbeing

We have a "Group Call" system which sends automatic notification by text/voice message if your child is absent from nursery.

If your child is going to be absent it is important that parents/carers contact the nursery. If your child is in the morning or full day group parents **must make contact by 9am** and respond by 10.30 am at the latest to any message sent by the "Group Call" system. For children in the afternoon group parents/carers **must make contact by 1.30pm** and respond by 2.30pm at the latest to any messages sent by the Group Call system.

It is also important for this purpose that all contact numbers are kept up to date.

Personal Plans

Personal Plans are designed to ensure we meet the needs of your child as an individual and it's necessary to have a lot of detail to ensure we can do this and give the the best start to their time in nursery. These will be given out when the child starts nursery and should be returned as soon as possible.



Medication in the Nursery

Most children will at some point have a medical condition that may affect their participation in nursery activities. For many this will be short-term - perhaps finishing prescribed medicine. Others have medical conditions which, without help, could limit their access to nursery. Parents have prime responsibility for their child's health and should provide the nursery with information about their child's medical condition.

All medication must be handed to the Nursery Staff and will be kept in a locked cupboard. It is important that if required, your child has a labelled inhaler for nursery use. It is the parents' responsibility to ensure that these are renewed as necessary. Staff have a list of children requiring these. Any child who requires other medication on a regular basis may require a health care plan. Please contact the nursery staff to discuss this.

If your child is required to take any form of medication during nursery time, a form must be filled in by the parent. Forms are available from the nursery.

School Health Service

The following people visit the nursery: speech and Language Therapist, Educational Psychologist, School Doctor/Nurse, Health Visitor, Physiotherapist, Occupational Therapist and School Dental Service.

Other professionals can be called upon to support children and families if necessary.

Child Protection

Nursery Staff have all been trained in Child Protection procedures.

Section 9 – General

Concerns/Complaints Procedure

If you have any concerns or complaints regarding our service these can be addressed by the following procedure.

- In the first instance if a parent or carer feels they have cause for complaint they should speak to the nursery staff.
- The complaint will be taken seriously and dealt with as quickly as possible.
- If the complaint is not resolved the issue should be raised with the senior management team.
- Parents have the right to contact Education Services or the SCSWIS
If they feel their complaint is unresolved. This contact information is displayed in the cloakroom area.

Education services can be contacted at:

West Lothian Council
Educational & Cultural Services
Customer Care
Civic Centre
Howden South Road
Livingston
01506 775000

SCSWIS can be contacted at:

Comments and Complaints Co-ordinator
Compass House
11 Riverside Drive
Dundee
DD1 4NY Telephone 01382 207100