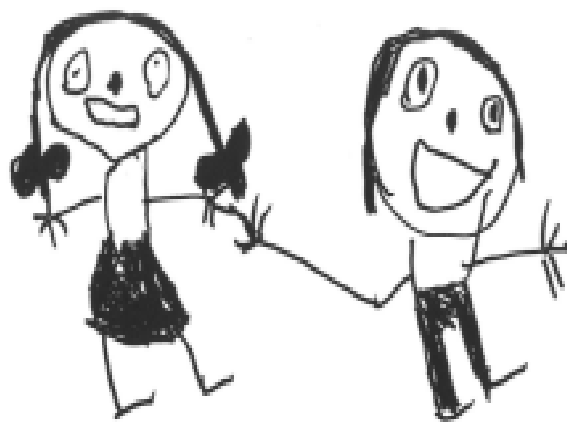


Mid Calder Primary School

Nursery Handbook



Mid Calder Nursery

2017-2018

Welcome to Mid Calder Nursery and Primary School

On behalf of Mid Calder Nursery and Primary School, I am very pleased to welcome all our new pupils and their parents. I am delighted that you have chosen Mid Calder and look forward to working in partnership with you.

Our nursery vision is 'Playing to Learn, Learning to play', this enables us to ensure we have an ethos and curriculum based on play which encourages children to explore, discover, be independent, develop their creativity and have fun!

Our school vision creates a very positive ethos within our school; all members of our learning community '**Believe**' in themselves and thus '**Achieve**' the best they can which will ultimately enable them to '**Succeed**' in all they do.

We aim to prepare all our young people for the challenges of the future. Our learning environment aims to stimulate, challenge, support and provide opportunities to develop life skills. We celebrate attainment and achievement gained not only in school but within the children's personal lives,

You can find out more about our school by visiting our school blog:

<https://blogs.glowscotland.org.uk/wl/mcps/>

We look forward to a happy and successful experience working with you and your child.

Mary McKenzie, Head Teacher



School Information



Mid Calder Primary is a non-denominational primary school serving the village of Mid Calder and the surrounding community. At present the school roll is 250 pupils as well as a 40:40 nursery provision, which includes 16 places for full day pupils. The staff consists of the Head Teacher, a Depute Head Teacher, a Principal Teacher and fifteen class teachers.

School Address Mid Calder Primary School

MID CALDER

Livingston

West Lothian

EH53 ORR

Telephone: 01506 882092

Fax: 01506 885814

Blog: <https://blogs.glowscotland.org.uk/wl/mcps/>

Email: midcalder.ps@westlothian.org.uk

All visitors must report to the school office on arrival and sign the Visitors' Book if visiting any of the class areas.



Our Catchment Area

The school's catchment area consists of the village of Mid Calder, both conservation village itself and the housing estates to the west of the village.

The Parents' Charter gives parents the right to request a place for their child at a school of their choice and, if places are available, children from outside the catchment may also be enrolled. A significant number of children enrolled at the school are from out with the school's catchment area, as a result of parental choice.

Accommodation and Facilities

The school is housed in a main building, built in 1977 and refurbished in June 2004. It comprises fourteen class bases, support for learning base, music room, hall/dining area, drama area, general purpose rooms, changing rooms, toilets, kitchen serving area, staffroom, medical room and offices. The grounds consist of hard and grassed areas, a small landscaped garden and our 'Wild Connections' school woodland.

A Nursery Class is housed in a new building within the school campus. The Nursery Class is staffed by a 0.5 Nursery Teacher, Early Years Practitioner, 2 Nursery Nurses and 1 part-time Nursery Nurse. It is built to accommodate 40 children in the morning and up to 40 children in the afternoon, this ratio includes 16 full day spaces. Children are allocated either a morning, an afternoon or 2 full day placements.



The Nursery Day

Monday - Thursday:

Morning:

8:05-11:10am

All pupils should be in Nursery by 8:40am.

Afternoon:

11:55am – 3:50pm

Doors open for pick up from 3.10pm

Full Day Children:

8:00am – 4pm

Optional Wrap Around: 4 – 6pm

Friday:

8:05-11:33am

Doors open for pick up from 11:25am



Mid Calder Nursery Mission Statement

Playing to learn, learning to play.

Mid Calder Nursery Aims:

- We aim to encourage all our nursery children to play, communicate, cooperate and develop confidence.
- We aim to create a caring and safe learning environment which stimulates, challenges and supports children.
- We aim to deliver an innovative and creative curriculum through play which is relevant to our children's lives and promotes personalisation and choice.
- We aim to provide high quality learning and teaching experiences to enable every child to reach their full potential.
- We aim to foster our core values through creating a positive and welcoming nursery ethos.
- We aim to support each child's skills and talents through recognition and celebration of individual achievements.
- We aim to promote effective partnerships between home, school and the wider community.

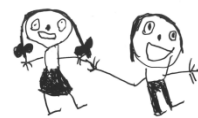
Mid Calder Nursery Values:

- **Friendly** - I show compassion towards others and am considerate of their feelings.
- **Successful** - I am considerate and courteous to others.
- **Respectful** - I try my best individually and as a team member



Staff Responsible for the Nursery

Head Teacher	Mrs McKenzie
Depute Head Teacher	Miss Burton
Admin Assistant	Mrs Bokhari
Nursery Teacher	Mrs Murray
Early Years Officer	Mrs Findlay
Early Years Practitioner	Mrs Aikman
Early Years Practitioner	Mrs Murphy
Early Years Practitioner (Part time)	Mrs Williamson
Wrap Around Co-ordinator	Ms Robertson
Wrap Around Assistant	Mrs Walker



Settling Into Nursery

At the beginning of the session we welcome many new children. The following information and practical advice will help your child to settle and enjoy their nursery experience.

All children respond differently to the new experience of attending nursery. Some are confident and excited and settle quickly, others are more apprehensive and require more support.

At Mid Calder our settling in procedures are very personal to each individual child. Our staff will work with you to decide what is best for your own child. Some may be ready to stay for a full session on their first day; others might need to take the process at a slower pace. The nursery staff are experienced in supporting children and parents during the settling time.

Your child will be assigned to a member of staff who will be their key worker and be responsible for settling your child and supporting you. They will also be responsible for assessing your child and helping your child identify the next steps in their learning.

Each group of children is identified by a colour and these groups are used for group learning times and story times.

General Advice on Leaving Your Child after the Settling Process

After you have handed your child over to a member of the nursery team, leave promptly after saying goodbye, even if your child seems upset. Children usually recover quickly once a parent has left. We will telephone you if there is a problem. If you are anxious, do your best to hide this from your child and talk positively and reassuringly about the nursery.



Nursery Information

Structure of the Day

A member of the nursery team welcomes children and parents or carers. Parents/carers should tick the register and note if there will be a change in pick up arrangements in the jotter provided. Parents/ carers should assist their child in the cloakroom, promoting as much independence as possible. There are individual pegs for coats and they are labelled with your child's name and group colour. The children are encouraged to sign in when they enter the nursery. The garden area opens and children can play freely outdoors and indoors.

There is a detailed timetable in the cloakroom area.

Nursery Curriculum

Children will be offered a range of experiences in the early level curriculum. Learning in the nursery comes through play and interaction with other children and adults. Literacy and numeracy are embedded in to these play activities.

Our planning comes directly from the children and the things they show an interest in. They are fully involved in the planning process.

We provide areas in the nursery where the children play and explore and we aim to provide a balance between free play and structured activities.

Arrival and Collection of Children

It is very important staff are notified of any changes in pick up arrangements. If there is a change in your child's collection arrangements please state this in our Collection Book and inform a member of staff. In the event of an emergency please phone the school office who will communicate this with us and we will be able to tell your child.

Attendance

Regular attendance at nursery is encouraged. Please inform us if your child is going to be absent from nursery for any reason. You should contact the school office in before 9am if your child is going you absent that day.



Uniform

The nursery uniform is a red jumper and grey polo shirt, both of which have the nursery logo embroidered on them. Items of uniform are available from the school office.

We provide aprons to protect your child's clothing but children can get dirty while playing. It is best to dress your child in clothes that your child can manage independently when going to the toilet unaided.

Outdoor play is an essential part of the nursery curriculum and children are outside every day. The nursery provide waterproof jackets and trousers, but please ensure your child wears suitable clothing and footwear and remember to apply sunblock and a hat during the summer.

Please label all clothes that are likely to be removed as this helps us reunite misplaced garments with their owners.

In the event your child has an accident and a change of clothes is provided by the nursery, please return these garments as soon as possible.

Toys from Home

Please do not bring any toys and games from home in to the nursery. We cannot guarantee the safe keeping of personal items. In the event that a child would like to share something special with their friends at nursery, please talk to a member of staff who can keep the item safe until a suitable time to show others.

Accidents/Incidents/Becoming unwell in the Nursery

We will always inform you about any minor accidents when you collect your child. If your child is seriously injured we will make every effort to contact you immediately. Hence it is very important to inform us of any changes in your contact details. All accidents and incidents are recorded in our Medical/Health and Safety Folder and you will be asked to sign this to confirm the incident was communicated to you.

Medical Information

If your child has any medical conditions, including allergies, or requires medication for a short term illness please inform your child's key worker. Forms for any child requiring medication to be taken during school hours are available from the nursery staff, school office or can be downloaded from www.westlothian.gov.uk. For children with significant medical needs, parents will be asked to complete a personal health care plan for their child.



Common Illnesses

In the event your child is ill from a common illness such as chicken pox or sickness and diarrhoea, please inform the staff so we can work together to alert other parents to look for signs and symptoms and prevent further infection.

Please note: If your child has suffered from vomiting or diarrhoea he/she must not return to nursery until **48 hours** after the last episode.

Snack and Healthy Eating

Snack time is an important aspect of the nursery session. Children have the opportunity to be involved in the selection and preparation of a healthy snack and take part in social interactions at the snack table. We provide all snacks for the children.

Snack money is used to purchase foods the children choose to eat, baking ingredients and special foods for festivals and events. Snack costs £1.50 per week and is payable on a termly basis. We would encourage you to pay this using the West Lothian online payment system, iPay impact.

Children who have taken up the full day option should bring their own healthy packed lunch from home which will be stored in the nursery fridge.

Photography

West Lothian schools have a photography policy which is in accordance with data protection and human rights legislation. Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose. All parents are asked to sign a consent form before any photographs are taken.

Partnership with Parents

Mid Calder Nursery prides itself on open and responsive relationship with parents and carers. We regularly communicate events in the nursery through Learning Letters, Newsletters, the school blog, SWAY or informal conversations.

Your child's learning is recorded using online Learning Journals. The nursery staff will upload significant observations of your child as they develop in the nursery setting. The personal online Learning Journals allow you to comment



on the learning, and you will also be given the opportunity to add your child's achievements out with the nursery.



Parents will receive an email inviting them to log on to their child's profile. Please follow the instructions provided in the notification. If you have problems accessing the account please inform a member of the team.

We also hold several 'Pop in and Play' sessions throughout the year, which offer you the opportunity to share the nursery experience with your child.

Parents Helpers

We welcome parents in to the nursery to share any skills they have or help with daily planned activities. If you would like to be a parent helper, please ask the school office for a disclosure form.

Transition to School

Application for admission of pupils to P1 for the August intake normally takes place in November and December of the preceding year. Details appear in local papers, Council Information Centres, in nursery schools and playgroups. Children will be invited to spend some time in school, usually in June, to meet their teachers and see their classroom, attend assemblies and meet their buddies.

Nursery staff and Primary 1 teachers work closely throughout the year to ensure a smooth transition from nursery to Primary. Transition activities include sessions that will support children with their emotional and curriculum transitions.

Feedback, Comments or Complaints

We like to get feedback from our parents about things we are doing well and areas we could improve. If you have any suggestions or comments, either talk to a member of staff or place them in the Suggestion Box situated in the cloakroom area.

If you have any concerns about any aspect of the nursery please do not hesitate to speak to either your child's key worker or any member of the nursery team. The Head Teacher or Depute Head can also be contacted through the school office.



If you are dissatisfied with that response you should contact:

Education Services West Lothian Council

West Lothian Civic Centre

Howden South Road

Livingston

EH54 6FF

Tel: 01506 281254

The Complaints Policy and Procedures for Education & Cultural Services is available in booklet form on request or can be downloaded from the web at www.westlothian.gov.uk

Nursery Staff

<p style="text-align: center;">Mrs Murray Nursery Teacher</p> 	<p style="text-align: center;">Mrs Findlay Early Years Officer</p> 
<p><u>Likes</u> Sunny days, the beach and swimming.</p>	<p><u>Likes</u> Good food, listening to music and family holidays.</p>
<p><u>Dislikes</u> Getting my hair wet!</p>	<p><u>Dislikes</u> Damp weather making my hair go frizzy!</p>
<p><u>Favourite colour</u> Red</p>	<p><u>Favourite colour</u> Pink and blue</p>
<p><u>Favourite Children's book</u> Tiddler by Julia Donaldson</p>	<p><u>Favourite Children's book</u> Lollipop</p>
<p><u>Favourite Nursery Rhyme</u> Hickory Dickory Dock</p>	<p><u>Favourite Nursery Rhyme</u> Humpty Dumpty</p>
<p><u>What I like to do at the weekend</u> Spending time with my family at the beach and taking my two daughters swimming.</p>	<p><u>What I like to do at the weekend</u> Go out for lunch or dinner with my family and shopping.</p>

Mrs Aikman
Early Years Practitioner



Likes

Art and craft activities, camping and reading.

Dislikes

Heights

Favourite colour

Yellow

Favourite Children's book

Stickman by Julia Donaldson

Favourite Nursery Rhyme

Miss Polly had a Dolly

What I like to do at the weekend

Shopping, activities with my grandchildren, repairing clothes