



PUMPHERSTON &  
UPHALL STATION  
CPS

# **Pumpherstons & Uphall Station Community Primary School Nursery Class Handbook. 2018/2019**



Welcome to Pumpherston and Uphall Station Community Primary School.

It is my pleasure to welcome you and your child to Pumpherston and Uphall Station Nursery Class. We are delighted to have your child in our care and hope that during their time at nursery they will be happy, will feel supported and challenged in all aspects of their development and will enjoy the learning experiences we provide.

We are committed to working in partnership with you to ensure your child has a positive, high quality nursery experience which ensures that they feel enthusiastic about learning, grow in confidence, have high self esteem and are well prepared for future learning.

We greatly value the support parents/carers can offer not only to their own child but also to the nursery and school community as a whole and we welcome offers of support in any capacity. There will be many opportunities for you to get involved in your child's learning and in nursery life.

This handbook aims to give you some useful information about our nursery and it should answer some of the questions you may have. It is impossible to include all of the information you will require during your child's time with us or answer all of your questions. However, we pride ourselves in offering a welcoming, open-door policy and encourage you to discuss any issues with myself or another member of the team.

I hope that you will find this handbook useful and look forward to working with you throughout your child's time at Pumpherston and Uphall Station Nursery Class.

**Sarah Burton**

**Head Teacher (acting)**

Be at the heart of your child's learning.





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## **Section 1 – Nursery Information**

### **Introduction**

Welcome to Pumpherston & Uphall Station CPS Nursery Class. 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.

Pumpherston & Uphall Station CPS Nursery Class offers both morning and afternoon sessions. Each session is attended by a mix of pre-school and ante pre-school children.

Please refer to this handbook before your child starts and during his/her time with us at nursery.

### **Contact Information**

Pumpherston & Uphall Station Community Primary School  
37 Drumshoreland Road

Pumpherston

West Lothian

EH53 0LF

Tel: 01506 280995

*email:* [puscps@westlothian.org.uk](mailto:puscps@westlothian.org.uk)

*blog:* <https://blogs.glowscotland.org.uk/wl/puscpsnews>

Sarah Burton

Head Teacher (acting)

### **Nursery Staff**

**Head Teacher (acting) Miss S Burton**

Principal Teacher (acting): Miss F Morrison

Early Years Officer: Mrs S Montgomery

Nursery Nurse: Mrs E Arthur

PSW: am – Mrs J Ross

pm – Mrs J Stanton

### **Nursery Hours**

The start and finish times for 2018 - 2019 are as follows:

#### **AM Session Mon – Thurs.**

8.10am – 11.15am:

Children may be dropped off for nursery anytime between 8.10am and 8.45am

#### **AM Session Friday only.**

8.10am – 11.38am:

Children may be dropped off at nursery any time between 8.10am and 8.45am and collected anytime between 11.15am and 11.38am.

#### **PM Session**

12.18pm – 4.15pm.

Children may be collected from nursery anytime between 3.25pm and 4.15pm.

## Nursery Vision and Aims

### Our Vision

- To create a stimulating and nurturing learning environment where children are encouraged to have enquiring minds and the opportunity to reach their full potential as independent learners.

### Our aim is for the children

- To be happy
- To have confidence
- To feel included
- To care for themselves and others
- To be excited about learning

### Our school values

- Inspiration
- Inclusion
- Honesty
- Freedom
- Trust
- Consideration
- Respect



## Section 2 – Starting 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 visit the nursery, 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 help their child to:

- Hang up his/her jacket
- Change his/her shoes
- Find his/her name – Smartboard register

Once your child has settled into the nursery routine we encourage parents/carers to allow their 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



There is a weekly charge of **£1.50** which is used to purchase healthy snacks for the nursery children. This is collected every Monday however, if you wish to pay per term, please ask a member of staff for details.

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, there are security locks in place.

Every child must be collected from nursery 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 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 – Dressing for nursery



#### **What your child should wear for nursery**

Your child should come to nursery suitably dressed to allow him/her to take part in all activities, without worrying about spoiling ‘good’ clothes.



#### **Footwear/Clothing**

Your child will need to change footwear when inside the nursery. Soft plimsolls with Velcro or elastic or a similar type of closed footwear would be ideal.

Children are involved in a variety of activities during nursery both, indoors and outdoors, therefore flip-flops or sandals are not suitable for safety reasons.

We encourage independence in cloakroom routines. Your child may need to put their shoes and coats on and off more than once during each session as they freely move between outdoors and indoors. Please consider the style of shoes your child wears to nursery. The children should be able to put them on with minimal adult support initially until they are able to do so independently. Please ..... no laces.

Children play outside in all types of weather conditions therefore, it is essential, that children always bring appropriate clothing e.g. waterproof jackets, sun hats etc.

All items of clothing/footwear should be clearly labelled with your child’s name.

#### **Personal Items**

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



## Section 4 – Snack



### **Snack**

Your child will be encouraged to try a variety of foods at 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.

Throughout their time in nursery your child will be given an opportunity to help prepare snack, choose from the snack menu and to shop for some of the ingredients. The daily snack menu is displayed within the nursery entrance area.

## Section 5 – Curriculum

Pumpherstons & Uphall Station CPS Nursery Class 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**

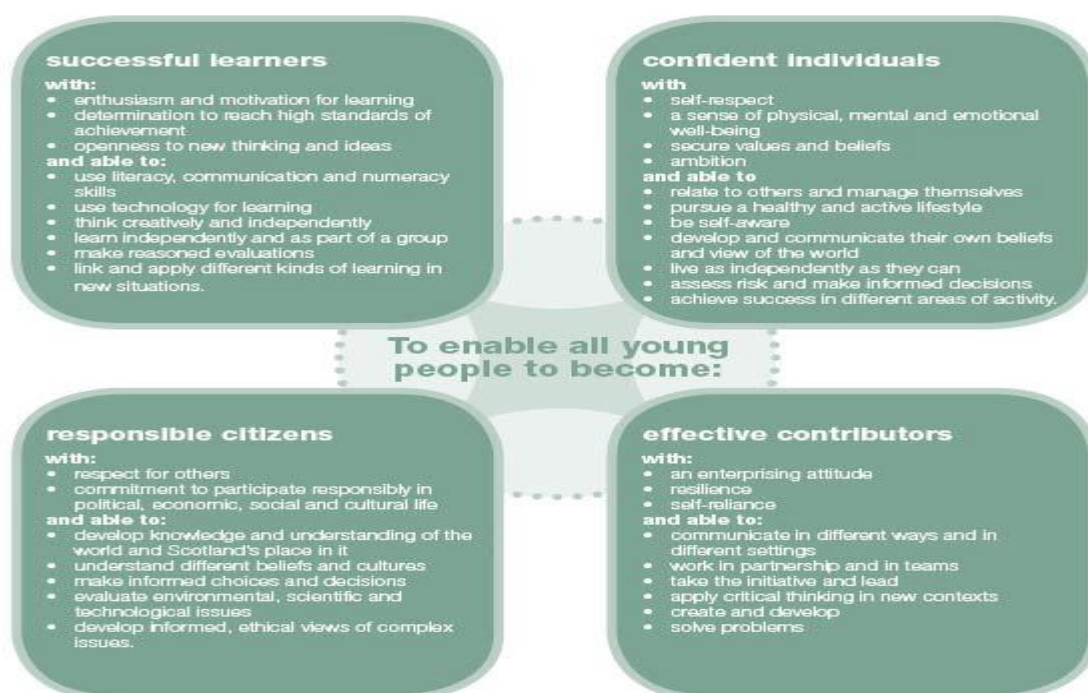
The Curriculum for Excellence is implemented in all schools and nurseries within Scotland. It ranges from ages 3-18 and aims to ensure that all children and

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 from the shelf in the nursery cloak area.



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

[www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk)

[www.curriculumforexcellencescotland.gov.uk](http://www.curriculumforexcellencescotland.gov.uk)

[www.LTScotland.org.uk](http://www.LTScotland.org.uk)



## Nursery Routines

### Library

All nursery children have the opportunity to visit the library on a regular basis. Each child requires their own library card and forms can be found in your child's enrolment pack. The card will be kept in nursery so that your child can borrow and return books during their library visits.

We ask that you spend some time with your child, encouraging them to talk about the story, predict what might happen next or explain some of the main events in the book. Reading library books are designed to be a fun activity that you can share with your child.



### Nursery Rhymes

Children regularly learn and sing nursery rhymes during their time at nursery. Learning nursery rhymes, rhythmic poems and songs at a young age can enhance early reading skills. Nursery rhymes are fun for children to learn and many have accompanying actions. Please encourage your child to sing the rhymes at home. Some of the rhymes we sing include: Hickory Dickory Dock, Humpty Dumpty, Twinkle Twinkle Little Star, Jack and Jill, Pat a cake and many others.



### Nursery Visitors

Throughout the year the nursery is visited by a number of people from the community and specialists in other areas. These include the school nurse, NHS dental team, community police officer and other people who work within the school or any other visitors related to topics or areas of interest.

During the year we also have students who complete placements in the nursery.

Parents/Carers are also welcome within the nursery. If you have a particular skill or interest, or would like to come in to assist in a session please speak to a

member of staff. Like all other schools and nurseries in West Lothian, all adults who work or help in nursery have to complete a Disclosure Scotland form.

## **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 Journey Folders which are situated in the cloakroom area. Children have access to their Learners Journeys and can chose pieces of art work/drawings that they would like to keep in their folder. Parents/carers are welcome to look at their child's Learner's Journey at any time and there are regular opportunities to view them with your child.



### **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. During their time at nursery, the children have access to the school facilities, take part in activities with the primary school children and become familiar with areas out with the playroom.

All pre-school children will also be given the opportunity to take part in a number of induction sessions in Primary 1 including time in the classroom to share a story and to participate in Golden Time.

### **Nursery Buddies**



We have a successful 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 nursery at designated times to interact with their nursery buddy. 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 – Home Nursery Partnership**

### **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.

### **Start and End of Sessions**

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



### **Parent's Noticeboard**

In the cloakroom area there is a noticeboard area for parents. The main noticeboard area has information about the nursery. There is also a community section which includes information regarding outside agencies, local services and any other relevant community information.

### **Whiteboards**

The whiteboards in the cloakroom and nursery entrance areas are updated regularly and include information about what is happening in the nursery and what is being served for snack.



### **Nursery/School Newsletter**

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

### **Open Mornings**

Parents/carers are invited in to the nursery on a termly basis to visit the playroom, interact with their child.

## Section 8 - Health and Well-being

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 group parents **must make contact by 9.30am** 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.



### **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