



Pumpherstons & Uphall Station Community Primary School Nursery Class Handbook. 2019/2020



Contents

Section 1	Nursery Information	page 4
Section 2	Starting Nursery	page 6
Section 3	Dressing for Nursery	page 8
Section 4	Snack	page 9
Section 5	Curriculum	page 10
Section 6	Assessment and Transition	page 13
Section 7	Home Nursery Partnership	pages 12
Section 8	Health and Wellbeing	page 15
Section 9	General	page 16

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 four morning, four afternoon or two full day sessions. Each session is attended by a mix of pre-school and ante pre-school children.

Contact Information:

Pumpherston & Uphall Station Community Primary School
37 Drumshoreland Road
Pumpherston
West Lothian
EH53 0LF
Tel: 01506 280995
Nursery telephone number after 4pm: 01506 280997

email: puscps@westlothian.org.uk

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

website: <https://puscps.westlothian.org.uk/>

Twitter: [@PUSCPS](https://twitter.com/PUSCPS)

Facebook: Pumpherston & Uphall Station CPS

Nursery Staff:

Head Teacher: Miss S Burton

Principal Teacher: Mrs L Cougan

Early Years Officer: Mrs S Montgomery

Early Years Practitioners : Mrs E Arthur, Ms R Young, Mrs S. Crooks.

PSWs: Mrs K Watson, Miss Macaulay

Targeted PSW support: Mrs D. Hamill

Admin Assistant: Mrs C. Thom

Nursery Hours:

AM Session: Monday – Thursday

8.00am – 12:45pm:

We would please request that all children are in nursery by 8.45am

PM Session: Monday – Thursday

1:15pm – 6:15pm

We would please request that all children are in nursery by 1:30pm

2 Full Days: Monday – Thursday

8:00am – 6:00pm

We would please request that all children are in nursery by 8.45am

Families have the choice of two days as arranged through pupil placement.

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

- Positive
- Understanding
- Supports
- Confident
- Personal
- Success





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.

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

There are a range of opportunities for snack through our the day:

- Breakfast
- Morning snack
- Afternoon Snack
- Late afternoon 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.

Please ensure that we know about any allergies your child has.

Lunch

Children on full day spaces will have lunch with a member of staff from the nursery at 12:30-1:15pm in our school Cosy Corner. This gives children a break from the nursery setting. Children should bring a packed lunch with, with a cooler pack in their lunch bag and a drink. As a health promoting school we would encourage families to provide a healthy lunch. If children have some food left in their lunch box we may offer it to them during the late afternoon snack.

Snack Payment

There is a weekly charge of **£1.50** which is used to purchase healthy snacks for the nursery children. Please pay this weekly or termly via our Ipay Impact system where possible (details available from the school office). Alternatively it can be paid to the school office.

Section 5 – Curriculum

Pumpherstons & Uphall Station CPS Nursery Class promotes a child centred play based 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.



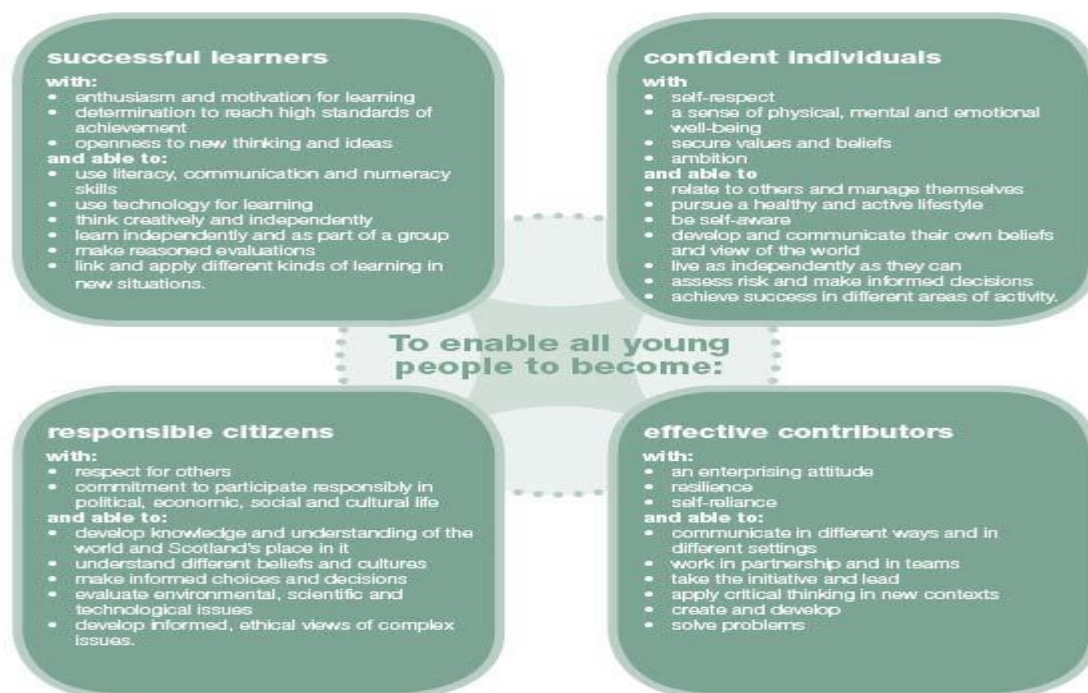
Curriculum for Excellence in the nursery

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 online. Within the first few months of your child being at nursery you will be issued with a log in. You can use this to view your child's learning, to leave comments to share achievements from home.



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

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 Online Learner's Journey.



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 outwith 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 be involved in learning and experiencing the playground.

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 Newsletter

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



Pop in and Play

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

Blog and Social Media

We share out learning in a range of different ways. You can find out more information at:

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

website: <https://puscps.westlothian.org.uk/>

Twitter: [@PUSCPS](https://twitter.com/PUSCPS)

Facebook: Pumpherstons & Uphall Station CPS

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 9.00am** and respond by 10.00 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 1.45pm** and respond by 2.15pm 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

[Nursery HMI Inspection Report – January 2018](#)

[Care Inspectorate Report – February 2019](#)