



Pumphferston & Uphall Station Community Primary School

Nursery Class Handbook 2020/21





Welcome to Pumpherstons and Uphall Station Community Nursery School

It is my pleasure to welcome you and your child to Pumpherstons 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 Pumpherstons and Uphall Station Nursery Class.

Sarah Burton

Head Teacher



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Some of the information in this Handbook might have changed or change over the year due to Covid19. Please see our blog for updated information on routines, as a result of Covid 19 restrictions.

<https://blogs.glowscotland.org.uk/wl/puscpsnews/category/information-for-parents/covid-19-advice/>



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 morning, afternoon or full day 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

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

Sarah Burton
Head Teacher

Nursery Staff

Head Teacher: Miss S Burton
Principal Teacher: Mrs L Cougan
Early Years Officer: Mrs S Montgomery
Nursery Nurse: Mrs E Arthur
Nursery Nurse: Miss R Young
Nursery Nurse: Mrs S Crooks
Nursery Nurse: Miss L Caldwell
Nursery Nurse: Miss S Cleary
PSW: Mrs K Watson
PSW: Mrs Kogut

Nursery Hours

The start and finish times for 2020/2021 are as follows:

2 x Full Days Monday – Thursday

8:00am – 6:00pm



4 x AM Sessions Monday – Thursday

8:00am – 12.45pm

Please ensure children are picked up by 12.45pm.

4 x PM Sessions Monday – Thursday

1.15pm - 6pm

Please ensure children are picked up by 6pm.

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 Kind, Confident and Creative Children.

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 nursery values

- Kind
- Caring
- Creative



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 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 in the playground.
- Wait with your child until an adult 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, there are security locks in place and 2 locks on the outside gates that must be closed at all times.

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 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 – 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

Children should arrive at nursery wearing clothes suitable for all weathers.

We encourage independence in cloakroom routines. Your child may need to put their wellies 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 unless your child can tie them.

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.

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

Breakfast can be provided from 8am until 8.45am.

A snack is provided for the AM and PM sessions.

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

Section 5 – Curriculum

Pumphreton & 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.

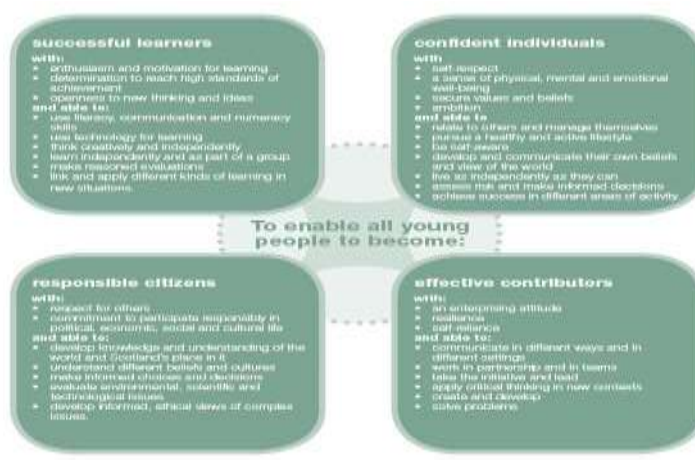
The knowledge, skills and attributes learners will develop will allow them to demonstrate four key capacities – to be successful learners, confident individuals, responsible citizens and effective contributors.

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 Journal which will record and gather some of their nursery experiences.

Online Learner’s Journals are available at all times for parents/carers to view online.

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

www.parentzonescotland.gov.uk





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 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 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 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. This will be dependent on Covid19 restrictions this session.



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 and end of each nursery session.

Whiteboards

The whiteboards at the nursery entrance area are updated regularly and include information about what is happening in the nursery.

Nursery/School Newsletter

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

Blog

Visit our blog to find out what is happening in our nursery:

<https://blogs.glowscotland.org.uk/wl/puscpsnews/category/our-classes/nursery/>

Twitter

Follow our school Twitter account to keep up to date:

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



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 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 have all the relevant information about your child in one place. Please support us by filling out the forms in as much detail as you can. These will continually be reviewed and updated throughout the year.

Medication in the Nursery

Some children might 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