

Stenhouse Nursery Class

*Stenhouse Primary School
4 Saughton Mains Street
Edinburgh EH11 3HH*

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Dear Parent

The staff at Stenhouse Primary School Nursery Class extend a warm welcome to you and your child, and look forward to a long and happy association with you both. We hope your child will feel secure and at home here and that time spent in the nursery is a positive, valuable learning experience.

We value the important role that you, as parents, play in the all-round development of your child and aim to support this by offering a wide range of learning experiences which encourage your child to develop relationships with others, foster independence and discover that learning is fun.

The nursery is committed to working in partnership with parents. As well as constantly striving to build children's self-esteem and confidence, this centre places high importance on the safety and protection of children. The centre has in place Child Protection Guidelines that all staff must follow where there are concerns about a child. Should any parent wish to see the Guidelines these can be made available.

The help which you can offer the nursery greatly enhances the partnership between you and nursery staff and is of great benefit to your child. We therefore encourage you to feel that you are welcome in the nursery and assure you that staff will adopt a professional approach to any concerns you may have.

We look forward to working with you to make sure your child reaches their full potential.

Laura Monaghan
Head Teacher

Marie Goodlad
Principal Teacher

Stenhouse Nursery Aims

We make sure that every child knows they are important to us.



We value children's play.



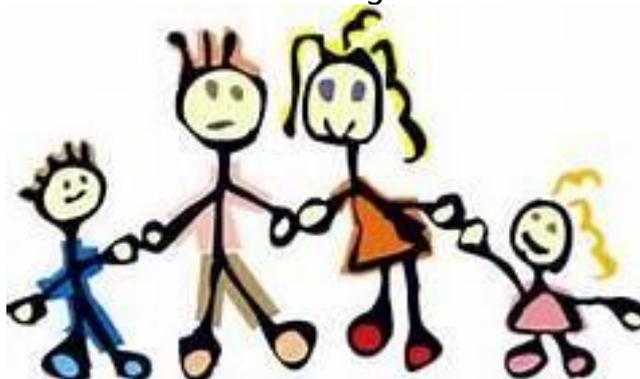
We care for the whole child, making sure they are happy, secure and safe.



We respect everyone's similarities and differences.



We involve children and families in the decision making in the nursery.



We always try to do our best.



GENERAL INFORMATION

The nursery class provides pre-school education and care for children between the ages of 3 and 5.

There are two part-time classes per day. These classes are mixed sessions – meaning that pre-schoolers and ante-pre-schoolers can work together and learn from each other. We try to take into account parent preference when placing children in morning or afternoon sessions.

Session Times

Morning	Monday-Friday	8.30am-11.40am (Collection from 11.25)
Afternoon	Monday-Friday	12.20pm-3.30pm (Collection from 3.15)

Specially trained and qualified staff in the form of a Nursery Teacher, Early Years Officer, Early Years Practitioners and at times Pupil Support Assistants provide the core staffing. Regularly, trainee teachers, HNC early education and childcare students, Speech Therapy students, work experience pupils from secondary schools and many other types of visitor spend time in the nursery.

Nursery Staff

Head Teacher	Mrs Laura Monaghan
Depute Head Teacher	Mr Steven Jamieson
Principal Teacher/Nursery Teacher	Miss Marie Goodlad
Early Years Officer	Miss Effie Mackay
Early Years Practitioners	Miss Michelle Blair Mrs Anne Campbell Mrs Lyndsey Smith Mrs Shirley Wilkie
Pupil Support Assistants	Mrs Kim Casey Mrs Leanne Coppins Miss Vikki Pearson

Most of your queries at this stage of your child's education are best answered in discussion with Miss Goodlad or the nursery team, who will be pleased to talk to you on any subject concerning your child. However, this booklet is designed to be helpful to you by answering some of the questions you may have about the Nursery.

Contact information

Please ensure that information relating to your address, telephone numbers for home, work and your mobile and emergency contacts are kept up-to-date. If an emergency arises concerning your child, and you or a nominated person cannot be contacted, the Head Teacher will take such decisions as necessary in the circumstances.

It is important that children are collected punctually at the end of each session. A child can be upset if they are late being collected. Time is also set aside at the end of the day for the staff discussion and preparation for the next class. If your child is left at the end of the session, they will be taken to the school office or a member of management to await collection.

Taking Children To and From Nursery

Every child must be brought to and collected from the Nursery by a person over the age of 16. That person must sign the child in and out of the Nursery and staff must be notified by you, if your child is to be collected by anyone who does not normally do so. If you do not inform us that someone different will be collecting your child, we will **not** be able to release your child.

Settling In Period

Coming to Nursery may be the first experience your child has had of being away from the family home, and you, for an extended period of time. It is for this reason that children are introduced gradually and that you will be required to stay with your child on their first day and possible subsequent days.

- Please do not arrive before your starting time in the early days – this gives staff time to settle established children.
- Please arrive at the time agreed for collection – this has been given to provide the best possible support for your child.
- During the first few weeks each child's individual needs will be discussed and times will be agreed daily between the parent / carer and their nursery keyworker or class teacher.

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Our aim is to ensure your child's time spent in the nursery is a Positive, valuable experience.



Attendance and Absence

If your child is not in full health he/she is much better at home with you. Please let staff know the reason for the absence particularly in the case of infectious illness, e.g. measles, chickenpox etc. You can do this by calling the school office or replying to the text from the office.

It is important that staff know of any family problem which is likely to upset your child. We will be able to offer appropriate support and comfort your child if we are informed.

Being outdoors is a very important part of nursery education. We cannot keep children indoors – if they are too ill to go outside, please keep them at home.

There is a waiting list for nursery places therefore it is important that your child makes full use of the place by attending regularly. If problems with regular attendance are experienced, please discuss this with staff before they feel obliged to do so with you.

Family Holidays

Your child's nursery experience is to be valued. It is excellent preparation for Primary 1. You are requested, therefore, to consider the disruption to your child's routine and progress arising from absence during the nursery/school session.

Clothing

Comfortable clothes for outdoor as well as indoor play are the order of the day. Aprons are provided for certain types of activities but accidents do happen, therefore do not dress your child in clothes which may be special. It is much easier for a child to be independent at the toilet if difficult buckles, belts and tight jeans are avoided. Slip on shoes are ideal and your child should be encouraged to try to put them on the correct feet. Flip-flops or shoes with sling-backs or open toes should not be worn as these are not safe. Children who wear these types of shoes will not be allowed to use the large equipment outdoors. Encourage your child to put on his/her own coat.

Don't give up trying these things. We will be encouraging these self-sufficiency skills too.

All items of clothing including footwear such as wellingtons and gym shoes should be clearly marked with your child's name.

In case of accidents each child is given a bag on their peg which parents must put a full change of clothes in.



Toys

We have lots of lovely toys in the Nursery which the children enjoy playing with and learning from. If your child brings home a piece of jigsaw or other item of nursery equipment by mistake, please return it as soon as possible.

Children should not bring their own toys to the Nursery. Children become easily upset if their own toys get lost, broken or played with by other children.

Children's Work

Your child works very hard at Nursery and produces works of art which he/she is extremely proud. Please remember to collect it from the tubs in the cloakroom, whenever possible, so that you can display it at home and share it with other members of your family. Unclaimed artwork is recycled every Thursday.



Charges

Free milk is provided for all children in the Nursery. A snack is also provided at the cost of £1.00 per week. The requirement to pay snack is laid down by the Children and Families Department and is a condition of attendance. Snack money is collected on a Monday and is payable in advance, weekly or termly. Please note, you will be expected to pay for your child's snack if he/she is absent from nursery. We also collect an optional 50p per week donation for our toy fund. This goes towards outings, special events like the Christmas party and the upkeep and maintenance of our toys.

Snack

The school has a policy for health promotion and healthy eating and we in the nursery encourage this by offering fruit/veg and a savoury snack which the children usually help to prepare.

We follow the national guidelines "Setting the Table". This document helps us to ensure that we serve healthy, balanced snacks. A copy is available in the cloakroom.



THE NURSERY DAY

Building the Ambition

Stenhouse Nursery follows the guidance from the Building the Ambition document on Early Learning and Childcare. A copy of this document is available in the cloakroom.

Learning and Teaching

Curriculum for Excellence 3 to 18 years is a coherent, flexible and enriched curriculum for learners. The aims of Curriculum for Excellence are that every child and young person should know they are valued and will be supported to become a **successful learner, an effective contributor, a confident individual and a responsible citizen**. The Curriculum is structured around all the experiences that are planned as part of learning and teaching.

The eight key areas are:

- Literacy
- Numeracy and Mathematics
- Health and Wellbeing
- Sciences
- Social Studies
- Technologies
- Expressive Arts
- Religious and Moral Educations



It is widely recognised that children of this age learn best in a child-centred play environment. Through play, children explore, discover and learn many new and exciting facts about their world. The children choose where to play, their natural curiosity motivating them to participate in the opportunities offered. As children play in their chosen areas, staff support and encourage them to make connections between past and new experiences.

There are also opportunities for children to take part in more directed activities, such as group time and story time where children develop skills in listening, talking and turn taking.

The children are encouraged to have a significant role in developing their learning environment. Through careful observation, discussion and reflection the children are involved in the planning and decision making of the nursery.

This safe and friendly atmosphere promotes confidence and self-esteem and lays the ground work for a smooth transition from nursery to primary.

WORKING TOGETHER

Learning Journals

What is a Learning Journal?

- It is an online profile of your child's learning and achievements at nursery and at home. They replace the PLPs that you may have used with older children in the family.
- It brings parents and nursery together to support your child's development and progress.
- Parents have login details to access their child's learning journal on an internet-enabled device at any time; parents can add comments to their child's journal.
- It provides an opportunity to celebrate and record your child's achievements in all areas of their life.
- It supports your child's transition from stage to stage.

What can I do to help?

- Value and praise your child's achievements.
- Take time to share the learning story with your child.
- Look at and discuss their Learning Journals together and add comments.
- Complete 'Learning Together' sheets.

Your Help

Research shows, that parental involvement in children's education from an early age has significant effect on educational achievement. We value your contribution and recognise that this can take many forms.

Ways you can be involved within the nursery include:

- Help within the classroom
- Outings
- Fundraising
- Parent / child groups
- Parent workshops
- Baking
- Reading books in different languages
- Bringing in junk modelling materials
- Gardening
- Contributing to your child's Learning Journal
- Attending nursery events



Parent Council

We have an active Parent Council which provides very good support to the school and nursery. The committee helps promote the educational activities of the school and raises much needed funds for our school through a variety of methods e.g. school discos, fairs etc which the children really enjoy. More parent helpers are always greatly appreciated.

Watch out for newsletters in your child's bag or contact the school for further information. You can like "Stenhouse Primary School Parent Council" on Facebook.

Parent Consultations

You are invited to a parental consultation twice a year with the class teacher and your child's keyworker.

Play and Share

You are invited into the classroom regularly to play with your child, share in your child's online Learning Journal and meet with their key worker.

Transition Record

A Transition Report is provided in June for children who start school in August.

Appointments

If you have any concerns about your child's progress you can make an appointment to discuss this with Miss Goodlad or your child's keyworker.

How we keep you informed

- ◆ Talking to you
- ◆ Nursery / School Newsletters
- ◆ Letters
- ◆ Notice board
- ◆ Video screen
- ◆ Meetings and Events



HEALTH AND WELLBEING



Illness

If you think your child may be unwell please do not bring him/her to the Nursery even if he/she might wish to come. **Please allow 48 hours before allowing your child to return to Nursery following sickness and diarrhea.**

Medicines

If your child requires regular medication you need to complete a medical consent form before we can administer any medicines during the nursery session. In most cases a child who is in need of medicines to treat a temporary illness is best kept at home.

Please note that nursery staff can only give medicines or drugs that are prescribed by a doctor.

Childsmile Tooth Brushing



The establishment of daily supervised tooth brushing programmes in nursery is central to the Scottish Government's oral health initiatives for children. Childsmile regulate this and provide and renew the necessary equipment. Your positive consent is required in order for your child to participate in the tooth brushing programme. A Childsmile Tooth Brushing Consent form will be sent home with your child once they have started nursery.

Getting it Right for Every Child

At Stenhouse we aim to 'Get it Right for Every Child'. This means we work with people from key support agencies including health, social work, psychological services, education and most importantly the parents and child to coordinate support for pupils in order to best meet their needs.

Child Protection Guidelines

The nursery has in place Child Protection Guidelines that all staff must follow where there are concerns about a child. Should any parent wish to see the Guidelines these can be made available.

Positive Behaviour Policy

Stenhouse Nursery Class provides an environment that encourages every child to display a positive attitude to their learning and Behaviour, both in Nursery and the wider community. This is supported through recognition and lots of praise. Such encouragement permeates all nursery activities. Individual needs of children will be met through communication with parents/carers.

Our Positive Behaviour Policy is available to read in our Policy and Procedures Folder or on request.

ENROLMENT

Enrolment To Nursery

Enrolment to the Nursery is governed by the guidelines laid down by the Children and Families Department. The minimum age of entry to the Nursery is three years old, but you may place your child's name on the waiting list from the time he/she is two years old.

Enrolment To Full Time Education

The local authority places an advert in the local press in November each year, requesting that parents whose children are due to be four years old on or before 29 February the following year, should enrol their child for school.

During the authority enrolment week Stenhouse Primary will advertise their enrolment arrangements and requirements. Please look out for this date in early November. Notices will be displayed within the nursery.

The parents of children who do not live within the school catchment area need to make a special request for enrolment at Stenhouse Primary. This is sent to, and considered by, the Education Department.

We are happy to discuss any concerns you may have as this event approaches.

If you live within the school catchment area and wish your child to go to a school other than Stenhouse, it is important that you complete an admission form for Stenhouse. A space will then be kept by the school until approval for your child's attendance at the school of your choice is granted.

COMPLAINTS

We want your child's time at nursery to be a happy one. However, if you have a complaint or concern at any time, please share these with us. Depending on your concern, you can share this with the Class Teacher, The Principal Teacher or the Head Teacher.

If you feel that your complaint has not been dealt with satisfactorily by school staff, you may contact:

Advice and Conciliation Service
Children and Families
Waverley Court
4 East Market Street
Edinburgh

Helpline: 0131 469 3233

For further information on how to raise a complaint.

All care services, including those provided by the local authority, must be registered with the Care Inspectorate. Anyone receiving care services from us has the right to complain, either to the Council or direct to the Care Inspectorate.

Contact: Care Inspectorate: online at <http://www.scswis.com>

enquiries@careinspectorate.com

By telephone on 0845 600 9527

By fax 01382 207 289

THE CARE INSPECTORATE

The Care Inspectorate is a national organisation formed under Act of Scottish Parliament to regulate care services. It has taken over the regulation of care services from local authorities and NHS boards. These services include day care of children up sixteen years and early education provision, including nursery classes.

The Care Inspectorate will inspect our nursery using National Care Standards which were drawn up by a national committee. A copy of the National Care Standards is available to read in our Policy and Procedures Folder or on request.

TRANSITION

Working with Primary 1



In the nursery classroom



In the Primary 1 classroom

