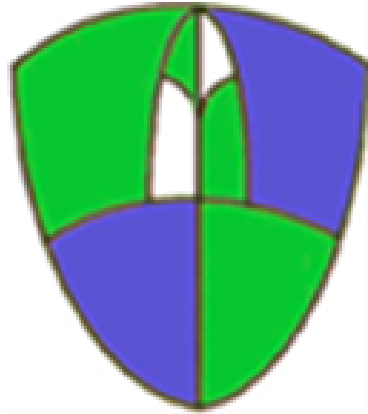


Starting Nursery at Kirkhill Nursery and Primary School



HANDBOOK

**Rashierig
Broxburn
EH52 6AW**

**Telephone No:
01506 853821**

E-mail

wlkirkhill-ps@westlothian.org.uk

Council webpage:

www.westlothian.gov.uk/sitecontent/schools/Kirkhill

Present school roll:

40 children in the morning session
30 children in the afternoon session



Head Teacher (Acting)

Mrs Sandra Shankland

Depute Head Teacher (Acting)

Mrs Rachael McCann

Principal Teacher (Acting)

Mrs Lynne McDonnell

Early Years Officer

Miss Hollie Wilson

Nursery Nurses

Mrs Elaine Frame – Nursery Nurse

Mrs Anne Goodall – Nursery Nurse

Ms Fiona Smith– Nursery Nurse

Miss Chloe Chisholm – Nursery Nurse (AM only)

Pupil Support Worker

Miss Helen Ogilvie

Wraparound Staff

Mrs Margaret Paul

Mrs Kirsty Matthews

Nursery Times

	Early Learning and Childcare	Core Learning Hours
Morning Session		
Monday to Thursday	8.00am-8.45am	8.45am – 11.10am
Friday	8.00am-8.45am	8.45am – 11.10am
Full Day Session (Mon-Thurs)	8.00am-6.00pm	8.45am – 3.10pm
Afternoon Session		
Monday to Wednesday	3.10pm-4.00pm	12.00pm – 3.10pm
Thursday	3.10pm-4.00pm	12.12pm – 3.10pm

Parents/carers are reminded that picking up times are important as the staff require time to plan and organise activities for the next session. Please note that an adult older than 16 must bring/collect your child to/from nursery.

Nursery Access

You can access the Nursery by the service road at the back of the school building. Parents are reminded that this road cannot be used for car parking.

The staff car park is for staff use only.

Welcome



Welcome to Kirkhill Nursery and Primary School.

This additional booklet contains lots of information in addition to information contained in the school handbook and will give you information about your child's time in nursery. Please read it over carefully and keep it in a safe place for future reference.

The staff are, of course, happy to talk to you about your child and the nursery, and to answer any questions you may have.

We hope you and your child will find coming to Kirkhill Nursery and Primary School a happy and rewarding experience.

Confidentiality Statement

Information, both verbal and written, given to nursery by families is treated as confidential to the nursery.

Starting Nursery

At Kirkhill Nursery and Primary School, we aim to provide a warm and friendly atmosphere to make you and your child feel welcomed and relaxed.

Following notification by West Lothian Council of the allocation of a nursery place, the nursery will contact you by post to make arrangements for enrolment.

You will be offered a visit of a drop-in session to the nursery. This allows you and your child to meet the nursery staff prior to starting, and provides the opportunity to share any relevant information and/or concerns. You will receive a starter pack, which includes information about the nursery and enrolment forms to be completed. You should return the completed forms to the nursery and they will allocate a starting date for your child.

To allow for a smooth and less traumatic settling-in period, the children are usually admitted in small groups over a period of a few weeks, we call this our "staggered intake". On the starting day, children and parents will be welcomed, written details checked and procedures for daily registration and collection of children explained. Each child will be allocated to a group for purposes of monitoring progress and development at nursery. Your child will remain in the same colour group with the same key worker all year.

At the beginning of each session you will register your child's attendance with the member of staff on duty at the front door. Once you have helped your child to change into indoor shoes and take their outdoor jacket off, you can seek out your child's key worker in the nursery to say hello and settle him/her to an activity of his/her choice before you leave the building.

Some children will settle more quickly than others - there are various reasons for this. Remember to be patient and take the advice of the very experienced staff on these matters - each situation is different and the staff will offer individual strategies for settling children.

Absence from Nursery

The nursery implements the Council's Absence In School Policy. If your child is going to be absent from nursery, you must **notify the school (01506 853821)** on the first day of absence. If no communication has been received from parent/carer by 9.15am/12.30pm the school may contact the Health Visitor, or other agencies, regarding the unexplained absence. Again for Health and Safety reasons if you are picking up your child early due to an appointment, etc staff will sign them out on the daily register.

Full Day and the Early Years Expansion Plan

This year will see a change to nursery sessions being offered by West Lothian Council. In preparation for the implementation of 1400 hour nursery provision in 2020, Kirkhill will be offering full day places as well as the existing am/ pm sessions.

Full day places are allocated by Pupil Placement and children taking these places will attend nursery for 2 full day sessions instead of 4 half day sessions. The children will arrive at 8am and can stay at nursery until 6pm. The children will be provided with a morning and afternoon snack. Lunch should be provided from home or a school lunch can be ordered at the cost of £2.04 daily.

Online Learners Journals

Whilst in nursery, your child will have photos taken which show the different aspects of their learning, progress and participation in nursery life. Your child's key worker will record these moments and provide observations which will offer insight which document key aspects of learning. Each child will have their own online Learners Journey and you as their parent will have access to look at and comment on the learning and progress they make. You can also share any wider achievements your child may have. Please fill out the consent form provided in your pack and ensure you add your email address to receive updates, notifications and to get started with accessing your child's journal. For further information, please see the leaflet included in your pack or ask staff for details.

Illness and Accidents



Please keep your child at home until he/she is fully recovered even if he/she really wants to come. This is particularly important in the case of sickness and/or diarrhoea when your child must not return **until 48 hours after the symptoms have ceased.**

Bumps and bruises are a common occurrence with young children. If your child has a bump or accident during their time in nursery you will be given an accident slip which will give you details of what has happened and how staff dealt with it. Staff will follow WLC First Aid procedures and may contact you if a plaster is required. A copy of the slip will be retained at the nursery.

If staff have to change children in the case of a wetting/soiling accident, we will inform you and record the incident and who changed the child and note that you have been informed.

If your child requires medication during their time at nursery please speak to the nursery teacher and she will advise you of the local authority's procedures in such cases.

It is expected that your child will be toilet trained prior to starting nursery. However, we understand that this may not be the case for all nursery aged children. If your child is not toilet trained then please discuss this with the nursery teacher in order that the nursery staff team can work with you to reinforce toilet training routines.

Nursery Contribution

£1.20 is collected weekly from parents of all children for snack and a contribution towards the “toy fund”. If a child is absent without prior notice, this money should always be paid as the food for snack is ordered in advance. Part of the weekly contribution is used to replace and maintain equipment and develop resources. Parents can opt to pay this contribution as a lump sum at the beginning of each term. Please speak to our nursery team if you wish to make payments this way.

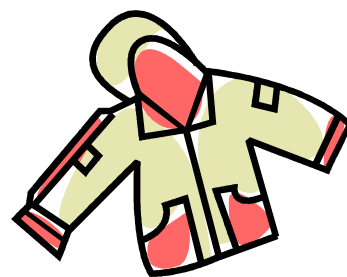
In addition to toy fund and snack money, we are always grateful for donations of clean, washed-out junk, eg washed-out yoghurt pots, corks, ribbon, material, beads, pasta, plastic bottle tops – no packaging from food which contains nuts – AND no toilet roll tubes or egg boxes please! The junk is then recycled and used for various craft and technology activities in the nursery.

Clothing and Footwear

Please think carefully about how your child is dressed for nursery. All clothing must be labelled clearly with your child’s name! Tight jeans, belts and dungarees can cause a problem when children go to the toilet. Elasticated waistbands help your child to be independent.

For indoor play your child needs soft shoes (gym shoes or trainers are safest – NO SLIPPERS please.) A change of shoes is necessary for outdoor play.

Please ensure that outdoor shoes are easy to change into e.g. Velcro fastenings. Please remember to provide suitable outdoor coats, etc for your child each day - whatever the weather, we hope to make regular use of the outside area and go for walks in the surrounding district.



Accidents do happen and your child may need to change wet or soiled clothes in nursery. If this is necessary, the staff follow “*Child Protection and WLC Personal Care Guidelines*”. We have a small supply of clothes and use these as necessary. We are always grateful for any donations of outgrown children’s clothing to add to our emergency stock.

Children are changed in the nursery toilets either in or out of a cubicle depending on the situation and how your child feels (e.g. if a child is soiled and needs washed an adult and the child will go in a toilet cubicle, if a child has a wet t-shirt from playing in the water and is not the least bit shy he/she will be changed in the main toilet area.)

Although only one adult will change your child, another adult will be informed that this is happening. A Personal Care slip will be issued to you when you collect your child that day.

There are many messy things, which the children work with, such as paint, glue; dough, etc so please ensure that your child does not wear anything which cannot be easily washed. We cannot guarantee that all the materials we use are stain free.

We follow West Lothian’s Policy on the application of sunscreen. It would be preferable for children to come to nursery on sunny days with sunscreen already applied. However, if you

wish the nursery to apply sunscreen then you will be asked to complete an administering medication form by a member of the nursery team.



Birthdays at Kirkhill Nursery

When your child celebrates their birthday we mark the occasion in the nursery by celebrating their birthday at Class Time. Parents/carers are asked not to bring birthday cakes/treats as many of our children have special dietary requirements.

Parental Consultation

The nursery is staffed on a ratio of 1 adult to 10 children and all teachers and nursery nurses possess a recognised professional qualification. They are experienced early year's practitioners and will guide and direct your children in making appropriate choices for their learning. Some children do take longer to settle at nursery, so initially with these children, we will concentrate on building their self-esteem and confidence within the nursery environment. Over a short period of time they will be ready to make independent choices and sustain concentration for learning.

To ensure development and progress, we observe and record each child's progress during his/her time at nursery. The information we gather is used by the staff to alter future planning of the environment to meet children's learning needs. Some of it may also be used to collate personal information for your child's pre-school report during their time at nursery.

Towards the end of your child's first year at nursery you will be given an opportunity to discuss their progress with the staff during an allocated session.

As your child moves into his/her pre-school year, another informal opportunity in the form of an open evening will be offered for you to discuss your child's progress to date at nursery. The staff will also discuss recommendations for your child's development and learning as they prepare to move into Primary One. At the end of the pre-school year, a copy of your child's report will be given to you and a duplicate sent to the Primary School where your child will attend. If you wish to discuss your child's report prior to him/her moving on to Primary School, another meeting can be organised to meet with the nursery staff during the summer term.



As mentioned above, opportunities for parental consultation will be offered during the year. This gives parents a more formal opportunity to discuss their child's progress in the nursery with the teaching staff. However, if you feel that there is anything you wish to discuss with the nursery teacher during the school year, please do not hesitate to contact her and an appointment time will be arranged.

Admission to Primary School

Application for admission of pupils to Primary 1 for the August intake, usually takes place in November and December of the preceding year. Details appear in local papers and Council Information Centres. Children will be invited to spend some time in school, usually in June, to meet their teacher and see their classroom.

For details of the policy and procedure, please visit <http://www.westlothian.gov.uk>

Health Promoting

We are a Health Promoting Nursery and School. This includes the issues of healthy living and healthy eating. In line with local and national guidance, all children are offered a healthy snack every day at nursery along with a drink of milk and/or fresh water. Fresh drinking water is very important for all children, parents and staff and water is available for all throughout the day.

We follow local and national advice on nutrition. Healthy snacks include a daily choice of fruit or raw vegetables along with other little snacks, eg biscuit, cheese, yoghurts, etc. There is a snack charge which is included in the donation of £1.20 per week.

If your child has specific dietary requirements, identified by your GP/ Consultant, please let us know and we will take these into consideration when preparing our menu for the week.

Snack time also provides valuable and enjoyable learning experiences, which develop many important social and manipulative skills.

Road Safety at Kirkhill Nursery School

At Kirkhill Nursery and Primary School we promote good practice in Road Safety with our children, their families and the nursery staff.

When we go out on local outings, we will encourage the children to be highly aware of traffic and how to cope safely outside. This includes the important message of "Always hold hands with an adult when you are outside." This will be reinforced in the nursery in role-play, tabletop games, discussions, displays, and visits from relevant people in our community. Lothian and Borders Road Safety Unit also plays a very important supporting role and has already assisted with advice about pedestrian and car access to the nursery.

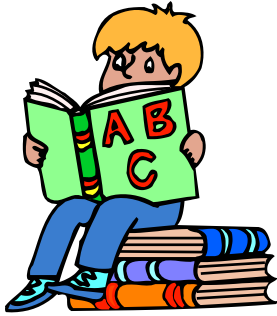
Please remember that you are your child's first educator. It is your responsibility to make sure your child is safe when they are in your care both at home and travelling to and from school.

Access to the nursery has already been mentioned earlier in the handbook. If at all possible, please walk to nursery and try to take the safest route. Be aware of the dangers of parked cars and moving traffic around the nursery at all times.

The Staff Car Park is for staff use only and should not be used as a quick access route to the nursery.



Any parent/carer who wishes to use a space in the car park, eg for reason of disability, etc should put this request directly in writing to the Head Teacher who will consider any requests on priority of need.



Play in Kirkhill Nursery

Our children will engage in a wide variety of play experiences tailored to meet the differing needs of every child. Activities are changed regularly to maintain the children's interests and enthusiasm.

We provide opportunities for:

- Physical play – outdoors and indoors
- Imaginative play
- Experimenting with writing and drawing materials
- Learning about colour, shape and number
- Expressing themselves through craft activities
- Learning about the world around them
- Enjoying and participating in stories, rhymes and singing
- Learning about friendship, caring for others and sharing
- Working with modern technologies

Outings

As part of our curriculum, we like, where possible, to support children's interests and extend learning by offering outings in our local community. When the children are going on an outing you will receive an information slip with a consent form attached. As transport by buses is very costly we may also ask for a donation to cover costs and perhaps request parental help.

Communication with Parents/Carers and Parental Involvement

In the nursery, staff are fortunate to have daily contact with most parents/carers. We value this communication greatly and use it to ensure that we take the needs of our children into consideration when planning activities, etc.

You will have the opportunity to find out what the children have enjoyed about nursery during the week and what they would like to see on the big book at the nursery entrance.



Our parents' information noticeboards are located in the entrance area and in the outdoor wooden shelter. We continually add materials to this area which we think you will find interesting and helpful. Documents available include Kirkhill Nursery and Primary School and WLC policies and procedures; Scottish Government Early Years Policy. Community information is also available for your perusal in the area. If you have any ideas for additional resources please give these to a member of the nursery team.

Online

We communicate via Twitter and often tweet upcoming events or activities the children have participated in to share their learning. We currently have a school website which is linked to the school Twitter feed and this can be found at <http://kirkhillprimary.westlothian.org.uk/>

We also like to encourage "Parent/Carer Helpers" in the nursery. On completion of a Parent Helper Induction, an invitation will be issued to you to place your name on a rota which will enable you to come into the nursery on specific days.

Sometimes helpers have specific skills they wish to share and at other times activities which require an extra pair of hands are organised by the staff, e.g.; woodwork; sewing; craft; storytelling, etc.

Please refer to the Council's Parental Involvement Strategy for further information.
<http://www.westlothian.gov.uk>

Parent Groups

There are various Family Learning initiatives which happen throughout the session. Last session we held very successful Family Breakfast mornings, DADs sessions, a crochet group and we invite parent/ carers to come along to Café Kirkhill every Wednesday morning to have a cuppa and a chat with each other. Please keep a look out for any sessions that you and your child may be interested in.

Working with other Professionals to Support Families and Children

Where appropriate, the staff work with you and professionals from other agencies to support your child during their time at nursery – we call this "Multi Agency" or "Joint Working". These professionals include Health Visitors; Primary School staff; Speech and Language Therapists; Educational Psychologist; Occupational Therapist; Specialist Nurses; School Dentist; School Doctor/Nurse; School Orthoptist; Social Work; SURESTART and Family Support Workers; Community Police, etc.



These professionals are trained to support children in specific areas of development or health. Apart from matters of Child Protection, where the safety of a child may be at risk, no approach is made to any of these agencies/professionals without your consent.

If you wish to find out more about multi agency or joint working, please speak to the Principal Teacher, Depute Head Teacher or Head Teacher.

Policies, Documents and Complaints

These documents provide guidance for parents and staff as to how we plan and implement the nursery curriculum within local educational establishments. We are closely guided by Building the Ambition and the GIRFEC agenda which help to ensure that every child's needs are being met.

Every Early Learning and Childcare facility is also guided by The Care Inspectorate and has to adhere to the Early Learning and Childcare Standards.

As detailed previously, we have a duty of care to the children who attend the nursery. All staff are trained in Child Protection, have Protecting Vulnerable Groups (PVG) checks and implement Child Protection procedures as set down by the Lothian & Borders Child Protection Procedures and West Lothian Council.

Copies of all nursery policies and documents e.g. Health and Safety; Child Protection Procedures; Complaints; Improvement Plans; Standards and Quality reports etc can be found on the noticeboard or in the wall mounted plastic holders.

Education Services policies can be accessed online at:

<http://westlothian.gov.uk>

Hard copies of council policies are available from school, West Lothian libraries and from the Civic Centre upon request.

Complaints Procedures

If you do have a complaint regarding the Nursery please speak to Mrs McDonnell or Mrs McCann in the first instance. Detailed procedures for making a complaint are given in our leaflet "Making a Complaint". This can also be found on the Parents' Information noticeboard in the front entrance area.

If you are still not satisfied you can complain to;

Education Customer Services
West Lothian Civic Centre
Howden Road South
Livingston
EH546FF

and/or

Care Inspectorate
StuartHouse
Eskmill
Musselburgh
EH21 7PB

Telephone: (0131) 653 4100

For further advice, please refer to the Comments and complaints Procedure for Education:

<http://www.westlothian.gov.uk>