

Welcome to St Columba's Nursery



Parents' Handbook



Where is the Nursery?

St. Columba's Primary School
Phillip Avenue
Boghall
Bathgate
EH48 1NQ
Telephone number 01506 653822

From session 20145/2015, children will be offered 600 hours per year.

Welcome

Welcome to St Columba's Nursery Class.

This handbook will provide you with general information relating to the Nursery Class. It is not intended to replace the personal contact with parents which is actively encouraged. We will be pleased to answer any queries you have about this stage of education.

St Columba's School

St Columba's School and nursery class was built in 1967. The school has undergone regular improvements and our resources are constantly being upgraded.

St Columba's Primary School has two nursery classrooms and currently has a roll of 60 children in the morning and 60 in the afternoon. The nursery is attached to the main building of the school. Both the school and the nursery benefit from a secure entry system and fire doors to the garden are also alarmed.

The nursery is well equipped with its own kitchen facilities and two rooms which are used for a range of activities.

To the side of the building there is a safe, enclosed garden and play area which allows children space to play, explore and learn.

Children occasionally use the school gym hall when larger indoor space for movement is needed.

St Columba's nursery had an inspection by the Care Inspectorate on 10th March 2011 where it's quality of care and support was graded as very good.

See www.Hmie.gov.uk for more details.

Vision/Values/Aims

Vision

In St Columba's Primary School and Nursery we aim to provide a happy, stimulating learning environment.

In St Columba's nursery we aim to ensure that:

- There is a welcoming atmosphere and a positive ethos throughout the nursery, and all children are educated in a safe and secure environment.
- To widen horizons
- We respect others' views and values by developing an ethos of trust, honesty and fairness.
- Everyone is the best they can be by developing a have a go attitude.
- We promote a healthy, caring lifestyle across the community and environment.

In our nursery in accordance with the Unicef Rights of the child we focus and value on the right to play and the right to an education.

- Good behaviour
- Good communication
- Children's learning and achievement with equal opportunities for all.
- We aim to have fun throughout.

Nursery School Curriculum

We are committed to providing A Curriculum for Excellence in line with the Scottish Executive Guidelines. A wide range of learning experiences is offered to all children in an enjoyable way.

These experiences:

- Recognise, value and build on previous learning that has taken place within family and the community.
- Use free flow play and constructive play as a means of extending children's skills, interests and experiences.
- Cater for children's increasing attention span and individual needs.
- Foster the development of early numeracy and literacy skills.
- Promote children's Health and Well Being.
- Encourage children to be able to play with more independence and to play with others - to share and care.

All play areas in the nursery are designed to help children develop intellectually, socially, emotionally and physically.

School and Nursery Class Staff

Mrs. E. Mitchell
Mrs. M. McPhillips
Mrs. K. Potter

Head Teacher.
Principal Teacher.
Nursery Teacher

Mrs. M. Wright	Nursery Nurse
Mrs. M. Dori-Muir	Nursery Nurse.
Mrs. A. Somerville	Nursery Nurse (0.5)
Mrs M .Brass	Nursery Nurse
Ms. K Gilhooley	Nursery Nurse (0.5)
Mrs R.Drummond	Nursery Nurse (0.5)

Nursery Class Hours

Monday – Friday (AM) 9.00am. – 11.33am
Monday –Thursday (PM) 12.20pm – 15.31pm

Try to keep as near as possible to these times because young children may become anxious if they arrive or leave at a different time from their friends. If you are unavoidably delayed please phone the school.

Attendance at Nursery/Safe Arrival

Please inform us as soon as possible if your child is unable to attend on any particular day.

All nursery classes, nursery schools and early year's centres keep attendance registers and when a child is absent with no explanation, serious concerns are raised.

West Lothian Council has adopted the following procedures for any unexplained absences:

- If a child is absent with no prior notification the school will attempt to contact you (or your emergency contact) within one hour of the session (morning) start time on the first day of absence.
- The Health Visitor will make further efforts to contact you (or your emergency contact) in order to ensure that your child is safe.
- If no contact can be made, the Head Teacher will decide what further action should be taken. This may result in the involvement of other agencies.

Please ensure that your contact details are always kept up to date e.g.

1. Home address or telephone number.
2. Work address or telephone number.
3. Emergency contact person.
4. Family doctor.



Taking Children To and From Nursery

Every child must be brought and collected from the nursery class inside the school by an adult, i.e. person over 16 years. If someone different is collecting your child please let a member of staff know either by telephone, letter or in person.

In the interest of safety your child will not be allowed to leave with someone different unless nursery staff have been informed.

On arrival at nursery you should take your child to the cloakroom area, hang her/his coat on named peg, change their shoes and put outdoor shoes away in their box. A member of staff will take a register and direct you to the appropriate welcome room.

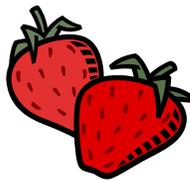
West Lothian Council in accordance with its Health and Safety policy accepts no responsibility for an accident involving parents and/or children on access roads or car parks within school premises.

Therefore, if you bring or collect children by car, please park on the road and escort children into the nursery class via the nursery door. Please keep your child safe by avoiding crossing through the car park, this is a staff car park and cars may be entering or leaving at these times.

If you arrive after the designated entry time you will need to enter through the front door of the school.

Charges

The cost of £1.00 per week helps pay for the daily snack and for special celebrations like Christmas and St. Andrew's Day. Snack consists of milk and something to eat. We try to provide a variety of tastes as well as a healthy balanced diet. Information about the snacks for the week is displayed on the nursery notice board.



Toothbrushing

After snack children will be encouraged to brush their teeth as the nursery has a daily toothbrushing programme in place which follows current guidelines.

Over the course of the year children will receive visits from the Dental Hygiene team "Child Smile" to further promote this.

Enrolment

The minimum age of entry to nursery school is three years, but you can ask to have your child's name placed on a waiting list, held by **West Lothian Council, Pupil Placement Section, Civic Centre, Howden South Road, Livingston. Tel. 01506 281864**, from the time he or she is two years old. Prior to starting nursery school arrangements are made by the Head Teacher for parents to enrol their child.

In order for nursery staff to introduce themselves to you and your child, tell you about the nursery and answer any questions you may have, the nursery arranges a short visit to the class and a tour of the school before children start nursery. If appropriate, parents and children can also visit during the nursery day.

How Can You Help?

Explain to your child that you will be taking him/her to nursery school every day. (Some children believe it will all finish after a day or two!)

If you are worried about how your child may settle, try not to let him/her sense your anxiety. Talk about coming to nursery together and the enjoyable time he/she will have. Delay talk about leaving him/her. Be guided by staff when to leave your child. Once your child is settled try to collect him/her in good time. A child will feel very insecure if you arrive a long time after the other parents.

We take time to welcome each child and make him/her feel at home. We know that every child is different so please share anything you feel would be helpful for us to know beforehand.

Information for Parents

A curriculum information evening for parents generally takes place in the first term once children have settled into nursery.

At this curricular evening you will be given advice about how to support staff in developing early literacy and numeracy skills.

Staff will discuss how they use ongoing observations to build up a profile for each child which ensures progression in his/her learning. They will also talk about general nursery routines to enable you to talk about these with your child.

Throughout the year staff use a range of means to gather assessment information for inclusion in a Learner's Journey. This helps staff to plan for next steps in learning for your child. Parents are welcome to discuss the progress of their child at any time.

Formal written reports are sent to parents annually in June and Parents' consultations are held in October and March.

Who will be working with my child?

Your child will be assigned to a specific group, under the care and supervision of a member of staff. This staff member will act as group leader for these children. Included in her/his role will be responsibility for “group time” learning experiences and for contact/liason with the parents/carers of these children. Children however will be involved with all staff during each session.



Behaviour

Once settled in nursery school we hope children will relax and be themselves. We work to encourage children’s self-confidence and self-esteem, whilst teaching self-care skills and the need for personal safety. We help children to feel at ease with other children and adults and to co-operate with them. We give them a choice in what they do so that they can learn to feel in control of themselves. We also expect children to be considerate, to respect others and their belongings and to care for each other.

Within the nursery we use rules to promote positive behaviour.

- We use gentle hands and feet.
- We take care of the toys and books.
- We share the toys with our friends.
- We look after our nursery and tidy up.
- We listen to others.
- We use kind words to everyone.

Partnership and Communication with Parents.

All parents/carers are welcome to join the Parent Council.

There is a Parent Council notice board at the main entrance listing members’ names.

We value the work of the Parent Council who help organise social activities for children, parents and staff and arrange fund-raising events. Money raised subsidises valuable outdoor excursions.

Parents are also consulted via this Parent Council which meets regularly to discuss school policies or practices.

Some Parent members also form part of our Eco Group as we work towards achieving our Green Flag.

Regular newsletters, Head Teacher’s reports, displays and letters ensure that parents are kept fully informed of the life of the school.

Parental Involvement

Please refer to the council's Parental Involvement Strategy for further information:
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/parentalinvolvementstrategy.pdf>

Health & Safety

If your child is ill or feeling unwell it is usually much better for him/her to be at home. Very often children say they want to come even though they may have been sick during the night. Judge carefully – children do not get the best out of nursery nor are they able to give their best when they are feeling unwell. If a child has had sickness or diarrhoea, it is advisable to allow 48 hours clear from symptoms.

Please let us know if your child has an infectious illness, e.g. chicken pox, measles, whooping cough, mumps, rubella, infective hepatitis.

Regular Risk Assessments and Fire Safety Drills occur in the school and nursery.

Personal hygiene is encouraged.

Parents will be informed of any incidences of a medical or accidental nature.

Please inform us if your child suffers from any existing medical conditions. It is important that you keep us fully informed of any changes in your child's health.

Accidents

These do happen. We have a small supply of pants, socks etc., in the nursery to change children. If your child has been changed please wash and return the clothes as soon as possible.

Lost Property

Please ask any member of staff about lost property. To minimise risks please leave any un-necessary toys etc., at home. If your child brings home any toys or parts of toys, please don't worry, it happens, just return them to the nursery.



Head Lice

We follow the Council Policy regarding head lice. It is no longer policy to issue letters or notices if there is an outbreak of head lice. However we will remind you from time to time. It is the parent's responsibility to check their child's head regularly. We recommend once a week using the wet combing method. Staff can advise you but we are not allowed to check heads.

Confidentiality

Children's records are stored securely but in such a way that staff have easy access to information regarding.

- Contact numbers
- Emergency contacts
- Health information

Staff are aware that any information gained in the course of their work is confidential and must not be discussed outside the workplace.

All staff are aware of the line management structure, so that they have a colleague to whom to turn, when the need arises to discuss confidential information.

Footwear & Clothing

Soft trainers or gym shoes are best. Hard-soled shoes and slippers are unsuitable and a danger when children are involved in physical activities.

Ensure your child wears something comfortable (sleeves which can be easily rolled or pushed up) and avoid restrictive clothing if possible.

All items of clothing, especially footwear such as Wellingtons and indoor shoes should be clearly marked with your child's name.

We can supply a sweatshirt with St Columba's Logo if required. Order forms are available from the nursery.

As children also engage in our door play warm practical clothing may be required too. As children play and explore in the nursery garden children's clothing may get dirty.



Child Protection

Nursery staff have all been trained in Child Protection procedures and a policy for Child Protection is in place in the nursery.

Stay & Play

The nursery operates a weekly stay and play session where parents can try a range of different activities with their child. Details advertised on nursery notice board.



Parent Helpers

Once children are settled into nursery we welcome parents as helpers, daily and for trips.

Volunteer readers, story tellers are very welcome.

All parents helping in the nursery might be asked to complete a Parental Volunteer Group check form. If you would like to offer your help at any time please see the nursery staff.



Photographs

From time to time we take photographs showing children at work in the nursery. These are used for discussion with the children, for displays etc., and to illustrate various learning experiences and situations.

Occasionally photographs are taken by students on placement in the nursery to enhance their course and project work.

Photographs taken are in line with West Lothian Policy. You will be asked to complete a form giving permission for photographs to be taken.

Assemblies/Presentations/Concerts/School Sports

General parental consent is often sought for the recording of special events.

Please check with the head teacher before photographing or videoing your child during these events.

Nursery/Primary Transition

Nursery to Primary 1.

A transition programme ensures a smooth transition between nursery to Primary 1. Informed visits to the school occur throughout the year. Buddies from P1 are assigned to each child and early liaison occurs between staff of both the nursery and school.

A transition programme is organised between the months of May and June. Representatives from the Pupil Council talk to children and ask their opinions about the nursery environment. Curriculum and organisational information is provided to our parents at our various meetings.

Throughout the school year we compile individual pupil profiles about the Learner's Journey in Curriculum for Excellence

These profiles give a brief summary of each child's progress. They give a framework for discussion with parents and are shared with the receiving primary schools.

Partnership Working/Links with the Community

In order to ensure that children's needs are fully met in the nursery we also work with other agencies.

Community Child Health Service

Links with the Community/Partnership Working.

The following people visit the nursery:

Orthoptist	Pre-school eye checks
Speech Therapist	Provides assessment and treatment at the Partnership Centre in Bathgate or at the nursery.
Educational Psychologist	If required can provide an assessment at the nursery.
Health Visitor	West Lothian Education establishments liaise closely with the local Health Visitors. Some of your child's assessments may be carried out in the Nursery. You will be informed when/if this takes place.
Oral Health Promoter	Visits the nursery regularly to promote dental health.
Community Police	Assists with safety advice for children.

Many of these agencies also contribute to the Curricular learning of the nursery.

We look forward to meeting you and your child and to working in partnership for the next few years.

Concerns

If you have any concerns or complaints regarding the service please contact the Head Teacher.

If you are dissatisfied with the response you should contact:

For further advice on how to make a complaint, please refer to:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/howtomakeacomplaint>

Customer Services.

Head Teacher

Mrs. Ellen Mitchell

Tel No: 01506 653822

Customer Care, Education & Cultural Services
West Lothian Civic Centre
Howden Road South
Livingston
EH54 6JJ

Tel No: Free phone 0800 328 5143

The Care Inspectorate
Compass House
11 Riverside Drive
Dundee
DD1 4NY

Tel No: 0845 600 9527



