

# St Mary's RC Primary School

## Nursery Class

### Handbook for Parents & Carers



St Mary's Nursery Class October 2015 - Learning through Play

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# Staff List

Head Teacher

Mrs E Laird

Senior Child Care Development Worker

Mrs L Wheeler

Child Care Development Worker

Miss L Kibble

## Our aims in the Nursery

We aim to create a welcome secure environment in which all children can investigate and explore through practical play experiences.

We aim to develop childrens' self esteem so that they become confident and independent.

## Partnership with parents

We recognise and value partnership with parents and encourage sharing in your child's learning. This includes nursery playdates, regular informal communication, ongoing opportunities to share and comment on your child's learning journal as well as Nursery Parent representation at Parent Council meetings. Parents are invited to volunteer to help in the Nursery and with planned visits and outings. Learning opportunities are shared with parents in a visual way via the Learning Tree in the Nursery Room.

As parents and carers you are the expert on your child. We value this knowledge and would like to work with you to provide the best for your child.

We appreciate and encourage parents, carers and friends to come into the nursery to help with outings, play activities, work with children outdoors or to give practical help e.g. labelling books. If you are able to do this, even occasionally, you will gain a deeper understanding of what goes on in nursery and the type of experiences your child is having here.

We aim to provide strong foundations through play to develop your child's skills in literacy, numeracy and health and wellbeing.

We aim to work effectively as a nursery team, liaising closely with the school and developing ourselves professionally and personally.

# Nursery Sessions and Routines

am session                      8.30-11.40 Monday to Friday

(core times 8.50-11.20)

When your child first starts Nursery, there is a settling in time over a few days or longer depending on the needs of your child. Please refer to your letter of offer of a Nursery place for times and expectations for these visits.

We operate a self registration system in nursery. Coats are hung on individually named coat pegs. Please bring your child into the nursery and encourage them to hang up their own coat and say 'hello' to a member of the nursery team. Your child is free to choose an activity that interests them.

The children gather at the end of each session for singing, stories and rhymes. This is organised to fit in with the arrival of parents/carers towards the end of the core times. If you need to pick your child up before end of core time please let staff know.

Please let us know if someone different is collecting your child and please note that children must always be collected promptly at the end of the session by a responsible adult who is over 16 years of age.

# What will my child experience in Nursery?

At St Mary's Nursery the nursery team are in full partnership with each child and their parents and carers.

Your child will have many opportunities to learn naturally through play based activities with a particular focus on literacy, numeracy and health and wellbeing.

Your child will be encouraged to be curious and interested in the world around them. Your child will be supported in becoming a confident individual, a successful learner, a responsible citizen and an effective contributor - in line with the aims of "Getting it Right for Every Child" (GIRFEC), Scottish Curriculum for Excellence and Midlothian Council Early Learning and Childcare policy for nurseries and schools. Your child will be developing and consolidating their interests at Early Level.

# Early Level Literacy

Your child will be encouraged to

- express themselves
- listen
- role play
- become aware of the written word
- make use of their own drawings
- make marks to communicate
- learn songs and rhymes.

Your child will also use a variety of media and techniques to express themselves, make music, and sing and dance.

# Early Level Numeracy

Using their senses your child will

- experiment
- question
- design
- problem solve
- sort
- match
- count
- measure

Your child will experience mathematics and number skills through games, rhymes, music and technologies such as food technologies and the computer.



# Early Level Health and Wellbeing

Your child will be supported in building confidence and self worth, making friends and getting along with others, and in becoming independent. This includes using consistent age appropriate approaches to managing behaviour and working with parents as their child develops. Your child will be involved in energetic activity outside and in the gym hall, develop skill and control, learn to understand safety and the importance of health and fitness. Daily toothbrushing in partnership with NHS is part of our Healthy Living Curriculum. Your child is also involved in preparing healthy snacks and baking.

# Interdisciplinary Learning

The Early Level Curriculum is planned with the child at the centre and at St Mary's Nursery we adopt a balanced approach to responsive planning and forward planning to ensure your child experiences learning in all areas of the Curriculum. Regular observations are carried out to track the progress your child is making and this information is transferred to their Learning Journals.

## Meeting your child's needs

We work closely with partner agencies such as Speech and Language Therapists, Health Visitors, Occupational Therapists, English as Additional Language Teachers and ASD Outreach teachers for advice and additional support. If you have a concern about your child's progress or development please discuss this with Nursery staff. Nursery staff will always discuss any concerns with you before seeking further advice or support from partner agencies. Nursery staff are available to talk to each day, but if your concern is sensitive or more serious, then please allow us to maintain your child's confidentiality by arranging an appointment for discussion.

## Helping your child become bilingual

For many children the only opportunity they have to learn and develop their first language is at home.

English is spoken everywhere they go; school, the park, on TV. To help your children achieve balanced bilingual languages the advice from The Principal Teacher of English as an additional Language is:

- always speak your best (first) language at home so children get the best language model
- discuss school work in first language so they can learn academic words in first language

try to make sure they are exposed to books and other written material in first language

# Nursery Fund

We offer each child a healthy snack during each session. Wherever possible we involve your child in snack preparation and we regularly bake together. If your child has specific food requirements or allergies please let our staff know.

The Nursery Fund covers the cost of healthy snack, baking and a wide range of special activities which enhance your child's experiences within the nursery. It also covers the cost of photographs which we take of your child for their learning journals which will be given to you when your child leaves the nursery.

The cost to you is £2.00 each week and is payable on Monday each week. Payment can be made weekly, monthly or termly. If your child is absent for longer than a week, fees will be waived. Please be prompt with payments.

# Safety

Please always remember to close and lock the Nursery gate as you enter and leave the Nursery grounds. Please do not allow your child to climb on the railings at the ramp.

# Clothing

Your child needs to be suitably dressed for outdoor play which reflects the weather and for going to the toilet by themselves. There is space for a change of shoes. Wellies please for wet days! Please name all clothing including shoes. Please provide plimsolls for gym. Clothes with belts, laces and best clothes are not nursery friendly. Nursery sweatshirts and polo shirts can be ordered via the link on the school website [stmarys@mgfl.net](mailto:stmarys@mgfl.net) Please ask Nursery staff if they have any Nursery shirts in the uniform exchange.

# Dogs

Dogs are not permitted in any part of the nursery or school grounds.

# Scooters

If your child comes to nursery by scooter please park and lock it at the scooter pod provided by the main gate. Unlocked scooters are your responsibility.

# Illness

If your child is unable to attend nursery due to illness or for any other reason please let us know by telephone. Please do not bring your child to nursery if they are unwell or have had sickness or diarrhoea in the last 48 hours. Even if your child wishes to come they may spread infection and should stay at home. This is guidance given by NHS Scotland to Schools.

Please let us know if your child has a medical condition and if your child is on medication, including inhalers. If medicine or inhalers need to be administered at nursery we require a medical permission form to be completed and signed by parent or carer. Please ask nursery staff for further guidance. If your child develops any common childhood illness e.g. chickenpox, please let us know as soon as possible so that we can inform other parents.

# Accidents

If your child should have a minor bump or graze staff will take appropriate first aid measures, record the accident and let the person collecting your child know what has happened. The nursery team or Office staff will always inform parents or the named emergency contact person if your child needs to be taken home, attend a doctor or hospital.

# Child Protection

We are bound by Midlothian Council Child Protection procedures and follow St Mary's RC Primary School Policy for Child Protection. All Nursery staff receive training in managing child protection concerns.

# St Mary's Nursery Outings

Outings form a valuable part of the curriculum, exploring the local area and linking ongoing interests in the nursery. Written permission will always be requested before your child can take part in outings involving minibus or coach transport. Nursery funds often subsidise the cost of outings however sometimes a small contribution towards costs may be required and parents and carers will be informed of this. Parental help is much appreciated when we take children into the community.

## Transitions

Transitions from activity to activity and to different areas in and around the school are ongoing throughout your child's time in Nursery eg school library, gym hall, music room. There is a planned programme of visits for Transition into St Mary's Primary 1 in the Summer Term. This ensures progression in learning within Early Level.



# Complaints Procedure

If you have a concern about an aspect of the work of the nursery please discuss this with the nursery teacher. Most concerns can be dealt with in this way.

Should the concern persist parents and carers should then approach the Head Teacher.

If for any reason the concern is unable to be resolved at school level, parents and carers should then write to:

Mary Smith, Director	or	Care Inspectorate
Education, Communities & Economy		Stuart House
Fairfield House		Station Road
8 Lothian Road		Eskmills
Dalkeith		Musselburgh
EH22 3AA		EH21 7PB
Tel: 0131 270 7500		Tel: 0131 653 4100

## Other

We hope that this booklet has answered some of your questions about the nursery. If you have further questions our staff will be happy to discuss them with you.

The nursery team are here to continue your child's learning through play experiences and to prepare your child as they move into primary school.

We hope that your child will enjoy being at St Mary's Nursery and will find it a happy and enriching experience.

Copies of the School Handbook, the School Improvement Plan and the Standards & Quality Report are available from the School Office.