

Welcome to Parkhead

Nursery Class

We look forward to working in partnership with you while your child attends nursery.

We hope to develop and broaden your child's learning experiences so that when they leave nursery they will be confident, eager and enthusiastic learners who are looking forward to the next stage of their education.

Parkhead Nursery Class Team



Headteacher	Mrs V Fish
Acting Depute Headteacher	Miss R Moses
Principal Teacher (Early Years)	Miss A Griffiths
Early Years Officer	Mrs C Goldie
Nursery Nurse	Mrs C MacKenzie
Nursery Nurse	Mrs A Martin
Nursery Nurse	Mrs C Farren
Pupil Support Worker	Mrs L Stewart
Pupil Support Worker	Mrs S Dickinson

Transition into Nursery

1. The first day will be a **1-hour** induction visit along with **1** parent. This is a chance to meet your child's key worker and to fill in paperwork.
2. Day 2 will be a **1 hour** visit to the nursery **without** a parent/carer.
3. Day 3 onwards will be a phased transition, depending on how each individual child has coped with the first 2 visits.

Emotional and Social Development and Behaviour Management

It is important that we help the children in nursery develop their own personalities while considering the needs and feelings of others. We teach the children how to show respect for one another and our differences and how to look after one another.

We encourage the children to sort out problems by discussing openly their feelings about what has happened and trying to find solutions to their problems. "Hitting back is not allowed" and children quickly learn what acceptable behaviour looks like.

If we have any problems with behaviour or unacceptable language we will let you know and we will work together to help your child's social progress, to develop positively.

Parkhead Primary School and Nursery Class Aims

LEARNING AND TEACHING

To raise standards of educational attainment for all using the 7 design principles of Curriculum for Excellence to enable children to become successful learners, effective contributors, responsible citizens and confident individuals.

VISION AND LEADERSHIP

To recognise that each child has an enormous capacity for learning and the potential to achieve in different ways. To equip pupils with core skills and attitudes and expectations required to prosper in today's society and to encourage creativity and ambition. To promote Health and Well-being across the curriculum and within the whole school community.

PARTNERSHIP

Parkhead Primary, in partnership with the community, is committed to setting high expectations for all by creating a stimulating and nurturing environment enabling all pupils to feel valued, cared for, supported and challenged.

PEOPLE

To support and develop the skills of teachers, self-discipline of pupils and to enhance school environments so that they are conducive to learning and teaching.

CULTURE AND ETHOS

To enable pupils to become effective contributors by working collaboratively through all areas of the curriculum, developing respect and inter-dependence within the school and the wider community.

At Parkhead, in partnership with the local community, we create exciting learning opportunities where, as individuals, we feel valued and respected in a safe, caring and happy school. We work both together and independently to build upon our achievements and celebrate our success.

Building the Ambition

“Children are born curious and with an inquiring nature. All children need access to well thought out experiences which will help them develop their inquiry skills to be successful and competent learners.”

It is vital for us to consider ways of encouraging children in using all their senses, to enjoy learning by exploration, enquiry, experimentation, and asking questions and trying to find answers. Ideas that will allow children to demonstrate care, responsibility, concern and respect for all living things and the environment will be explored. Staff will also support children to express their own ideas, opinions and feelings with imagination, creativity and sensitivity.

Nursery Information

SESSION TIMES

The nursery operates two sessions daily sessions Monday - Thursday and a morning session on a Friday.

The morning sessions run from 8:45am - 11:16am - Monday - Thursday and 8:45am - 11:38am on a Friday.

The afternoon sessions run from 12:09pm - 3.16pm - Monday - Thursday, there is no afternoon nursery session on a Friday.

In addition to our core opening hours we also offer flexible drop off and pick up times. During the Flexible Times we serve breakfast (for our morning pupils) and an afternoon snack (for our afternoon pupils)

Breakfast is available from 8:10am - 8:45am

Afternoon snack is available from 3:15pm - 4:00pm

Collecting Children

All children must be brought to the nursery and collected by an adult. No person under the age of 16 can do this and under no circumstances can the nursery staff hand over a child to another child. We ask that you sign in at the door to register your child on arrival and sign out when you collect him/her in the relevant key worker register.

Please ensure the nursery staff are informed as to who is collecting your child if you are unable to do so. If, for any reason, you are going to be late, please let us know. It will save your child a great deal of worry.

Attendance

There is always a waiting list for places in the nursery, so please ensure your child attends regularly. Children who are unwell have difficulty coping with the busy day and would be better at home with you. If your child is absent, please inform the school by telephone, or send a message (01506 871404).

In line with West Lothian Council procedures, a nursery child's absence will be reported to the Health Visitor in the event of the Nursery/School not being made aware of the reason for the absence. Please keep your child off for 48 hours after sickness or diarrhoea.

It is important that we can contact you in an emergency, so make sure that you keep your emergency contact information up to date.

Clothes

It is best for your child to come to nursery in easy fitting play clothes. Tight jeans, belts etc are difficult for your child to manage especially when going to the toilet independently. Elasticated waist bands promote and help your child to be independent,

There are many messy things which your child will be working with, such as paint, dough, glue etc, so we suggest your child doesn't wear anything new or special which cannot be easily washed. We supply aprons however we cannot guarantee all materials we use will be stain free.

Nursery Uniform

We encourage all children in nursery and primary school to wear uniform. The uniform consists of white, or red polo shirt and red or black sweatshirt.

Uniform can be ordered from Border Embroideries – www.border-embroideries.co.uk. Follow links to Parkhead Nursery Class. Delivery to the school is free.

We also have some uniform available to purchase in nursery.

The cost is £6.80 for a polo shirt and £7.00 for the sweatshirts.

For indoor footwear we recommend black gym rubbers, or soft suitable footwear.

Please mark all clothes and items with your child's name.

We ask that **NO FOOTBALL COLOURS** are worn. This is in line with West Lothian's policy and applies to all Schools.

Changing Children

Accidents do happen and your child may need to be changed. A change of clothes can be supplied however we do ask that a change of clothing is supplied, which can be kept in the bag provided on their peg or in a bag you child brings along with them. If your child has been changed we will advise you.

It is also not advisable to bring your child with any personal belongings, as loss or damage may cause distress.

Snack

Free milk is provided for all nursery pupils but a small charge of £1.50 per week is used towards providing a daily snack. (Please note that any excess donation is put towards our nursery toy fund.) This is collected every Monday, or if you wish you can pay on a termly basis. Snacks normally take the form of fresh fruit and a savoury nibble.

Occasionally we have special foods to taste e.g. shortbread to celebrate Robert Burn's birthday and examples of Chinese food for the Chinese New Year.

Please advise if your child has any food allergies or food intolerance.

Due to strict Health and Safety regulations, we are unable to accept donations of home baking. Only boxed birthday cakes can be accepted.

After eating their snack, we encourage children to brush their teeth.

Health and Safety

For health and safety reasons and to help the smooth running of the nursery, we ask that:

- Parents do not bring cars into the school car park
- Parents show consideration to our local residents when parking their cars
- Parents leave buggies and prams outside the nursery

Child Protection

It is our role as educators to ensure all our children live safely and can reach their full potential. Parkhead Primary School has a Child Protection policy which follows National and Local guidance. West Lothian has developed an inter-agency approach to Child Protection. This means that schools work with Social Policy, Lothian and Borders Police and Lothian Health Board to ensure the care and welfare of each child in school. To protect all children from any form of abuse, West Lothian Council has clear procedures and guidelines, which we must follow if any allegation or suspicion of child abuse arises.

Working with Parents/Carers

All of us, as a staff recognise that parents have more influence over their children's education than we do, and that being a parent is the most difficult job in the world, for which few people receive any training. We enjoy working together with parents, to help them to give their children the best possible start in life.

Parent Helpers

Parents and carers are a child's first and most important teachers. We want to build upon the strong foundation you have laid and to work in partnership with you to provide the best education for your children in these very important early years. We very much welcome parental / carer involvement and if you have any special interests e.g. cooking, gardening, art & crafts, etc. please let us know.

It is now a requirement that anyone volunteering to help in the nursery on a regular basis applies to join the PVG Scheme organised by Disclosure Scotland. If you are interested in helping regularly, ask member of the nursery team for a form.

However there other ways you can help:

- Providing reusable materials for the nursery i.e. empty biscuit and cereal boxes, scraps of material, wool, wood (no toilet roll tubes or egg boxes please)
- Coming to parents' evenings
- Coming to parents' workshops
- Work with children to complete our 'Home learning Challenge' activity sheets.

Communication

We communicate to parents in various ways:

- Groupcall – this involves a text message which is sent to the contact number you have provided at enrolment and is usually used alongside the other update methods below or when it involves your child specifically i.e. school closures, missing gym kit etc.
- Facebook – Parkhead Nursery Class page allows the nursery to inform you of any updates, reminders, events info etc.
- School blog – Similar updates are available on the school blog <https://blogs.glowscotland.org.uk/wl/parkheadps/>. Pupil's work will also appear on here in an educational context, moderated by staff.
- School Website – Information regarding both Primary School and Nursery Class matters can be found on <http://www.parkheadprimary.westlothian.org.uk/>
- Notice Board – You will find the notice board in the cloakroom area. Please read the notices regularly as they will keep you informed of the forthcoming holidays, events etc. You will also receive a monthly school newsletter to give you detailed information of what is happening in the nursery and school. We like to be kept up to date with things happening with our children so if you have special news just let us know.
- Newsletter – is issued, by email on a monthly basis. Paper copies are also available in the cloakroom area
- Progress and Online Journals - The nursery staff regularly observe and assess progress and development of children and will build up an online profile on each of them. On entering the nursery all children are allocated a Key Worker. This member of staff will be responsible for the upkeep of your child's Profile although it should be noted that all children will be working with all members of staff, throughout their time in nursery. We are always willing to discuss all aspects of development with you, both formally and informally, as well as at arranged parent's days and evenings, usually held in October and March.

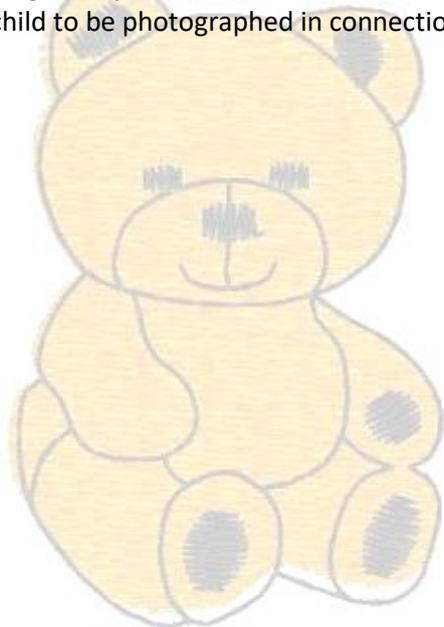
We greatly appreciate feedback on observations added to children's online profiles. It's such a great way for parents/carers to get an insight into the fun of daily nursery life and be kept updated on their child's progress. Please do take some time to look through any updates made on their profiles and leave a comment. It's also a lovely idea to spend time with your child, looking through their profile, so they can look back at their achievements/memories during their time at nursery.

We really encourage you to add any achievements made outside of nursery onto our 'Proud Cloud' display, which is located in our cloakroom. As a team, we will add any achievements made within nursery sessions,

Photographs

As mentioned previously, sometimes we take photographs of children at work and play for display purposes. **If you have any objections to your child's photograph being taken, please let us know when you enrol them.**

- **Publicity:** From time to time members of the press/media are invited into schools to cover events, celebrating success.
- **School Activities:** Staff take photographs at most events, outings, activities etc. These are also used to show areas of the curriculum and will be displayed within the nursery. Folios of children's progress are kept and these will include photographs.
- **Special Events:** Parents may wish to record these occasions e.g. Sports day etc. Photography may be restricted for reasons of child protection or, out of respect for the rights and privacy of individuals. If so, photo opportunities will instead be arranged, if possible. Please ensure that permission has been given by staff. Parents will be asked to inform the nursery teacher if they do not wish their child to be photographed in connection with these events.



NURSERY CLASS

If there is a problem

Nursery staff are always happy to discuss any concerns you may have regarding your child's nursery experience. Please remember you may speak with staff on a day to day basis when bringing your child to and from nursery. If you need to speak privately, please let a member of staff know, we assure you of confidentiality at all times. If you have a complaint regarding the nursery please speak with the Schools Head teacher, Vicky Fish

Further Action

If you remain to feel dissatisfied, you can make a complaint to the Education services. The customer care helpline offers their services during office hours.

Helpline: 0800 328 5143

Email: customer.service@westlothian.gov.uk

You may be asked to put your complaint in writing addressed to:

Customer Care

Education and cultural services

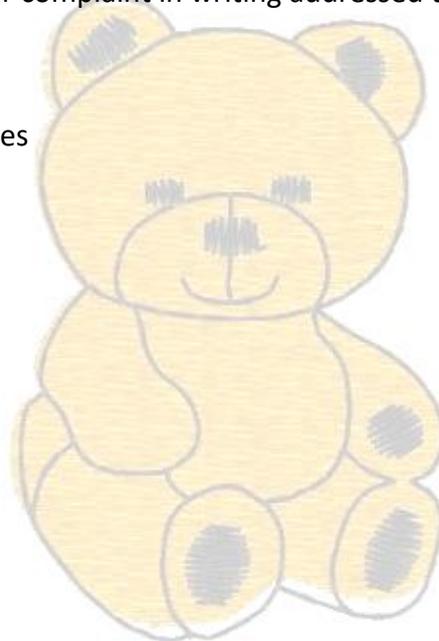
West Lothian Civic Centre

Howden Road South

Livingston

West Lothian

EH54 6FF



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NURSERY CLASS