

# Parkhead Nursery Class Handbook



# Welcome to Parkhead

## Nursery Class

We are delighted to welcome our new children and their parents and carers. We are so pleased that you have chosen Parkhead Nursery and we very much look forward to working in partnership with you in supporting your child's learning and development.

Our nursery vision is '**Growing, Caring, Learning. Together.**' This enables us to ensure we have an ethos and curriculum that supports our children to develop and learn to the best of their ability in an inclusive environment with a focus on nurture and their wellbeing.

We look forward to a happy and successful experience working with you and your child.

### **The Parkhead Nursery Team**

#### **Parkhead Nursery Class Team**

Head Teacher	Mrs V Fish
Depute Head Teacher	Miss R Moses
Principal Teacher (Early Years)	Miss Griffiths/Miss McGinlay
Early Years Officer	Mrs S Watton
Early Years Practitioner	Mr A Reid – Green Group Keyworker
Early Years Practitioner	Mrs A Martin – Red Group Keyworker
Early Years Practitioner	Miss L McIlduff – Blue Group Keyworker
Early Years Practitioner	Mrs J Smith – Yellow Group Keyworker
Early Years Practitioner	Mr M Jamil – Purple Group Keyworker
Early Years Practitioner	Mrs K McAffer – Orange Group Keyworker
Early Years Practitioner	Miss P Aitken – Pink Group Keyworker
Early Years Practitioner	Miss M Nisbet – Pink Group Keyworker
Pupil Support Workers	Miss E Weir, Miss A Stephen, Mrs S Scott

## Vision, Values and Aims

### Parkhead Nursery Vision Statement:

Growing, Caring, Learning. Together.



### Parkhead Nursery Values:

We have linked our vision statement to the INSPIRE values promoted in our school to support the children's transition in their education.

<b>Vision Statement</b>	<b>INSPIRE Value</b>	<b>What it means to us</b>
Growing	Nurture	We keep ourselves safe and healthy.
Caring	Respect	We care for our friends and our nursery.
Learning	Achieving	We try our best.
Together	Inclusion	Everyone gets to play and learn.

### Parkhead Nursery Aims:

- To create a welcoming and inclusive environment which promotes positive relationships and supports everyone to feel nurtured, valued and respected.
- To provide engaging, fun, and challenging learning opportunities that promote pupil voice and develop our learner's uniqueness, creativity, independence, and resilience.
- To work in partnership with pupils, parents and our local community to co-create a curriculum that is meaningful, relevant, enjoyable, and develops skills for life-long learning.
- To create a culture of high expectations and aspirations for all our pupils where every child is treated as capable and intelligent and their achievement, participation, and attainment are celebrated.

## Nursery Curriculum Rationale

At Parkhead Nursery, we strive to create an inclusive learning environment where all pupils are motivated, challenged, and supported to achieve their full potential. We aim to meet the needs of all learners and support them to develop skills for life-long learning as well as flourish as successful learners, confident individuals, responsible citizens, and effective contributors. We work as a team to ensure the experiences we provide for our pupils reflect the key principles of Realising the Ambition, Froebel and key Care Inspectorate publications.

We develop, promote and sustain an aspirational vision for our curriculum by working in partnership with staff, pupils and parents. Our curriculum is driven by pupil voice and demonstrates our commitment to securing children's rights and wellbeing. Learning in the nursery occurs through play, outdoor learning, interactions, and engagement with resources that promote curiosity, inquiry, and creativity. All practitioners are responsible for developing literacy, numeracy, and health and wellbeing skills across the curriculum. Our learners are at the centre of our curriculum. We value their knowledge, experiences, and prior learning and seek to challenge them and ensure progression.

We strongly believe that our learners are capable individuals who should be listened to and encouraged to develop independence. We provide strong pastoral care in collaboration with our parents and partners to ensure that every child has the building blocks to overcome barriers.

What makes our nursery unique? Our incredible pupils, parents, staff, partners and local community who work together to ensure all children feel valued and that their curriculum allows them to learn and achieve.

## The Nursery Day

Parkhead Nursery will be offering hours in line with the Scottish Government expansion of early learning and childcare (ELC) to 1140 hours. The following session times will apply across 50 weeks of the year (unless any Scottish Government Covid restrictions are in place):

The **morning** sessions run from: **Monday – Thursday 07:47hrs – 12:30hrs**  
**Friday 07:47hrs – 11:57hrs**

The **afternoon** sessions run from: **Monday - Thursday 12:30hrs – 18:14hrs**

**Full day sessions** run from **08:00hrs – 18:00hrs on 2 allocation days** as well as a short session from **Mon – Thurs 12:45hrs – 16:05hrs on 1 allocated day. Friday- 0800-11:20**

Our new nursery timings are flexible and designed to allow parents/carers the flexibility to meet their needs. There are no longer core times and your allocated hours can be used in a

way that suits you and your child. **Children can be collected at any time within their allocated session/hours.**

### **Collection information**

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. Please ensure anyone you have arranged to collect your child knows the current password in place for your child. This would have been set up with the nursery on your child's first day. You can check this with the nursery at any time.

**Parents will ring the buzzer to alert the staff to your presence. A member of staff will then meet you at the door and invite you into the cloak room. Parents are welcome to come into the nursery to bring their child into their session or to collect their child at the end of their session.**

It is very important that staff are notified of any changes in pick up arrangements. If there are any changes regarding who will be collecting your child please inform a member of the nursery team. If you will be late collecting your child please phone the school office on **01506 871404** which will allow us to reassure your child and avoid any upset or worry.

**For insurance purposes all children who attend the afternoon and full day sessions must be collected by the end of their session time.**

### **Attendance**

Regular attendance at nursery is encouraged. Please inform us if your child is going to be absent from nursery for any reason. You should contact the school office on **01506 871404** if your child is going to be absent that day.

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 the last episode of **sickness or diarrhoea**. In the event your child is ill from a common illness such as chicken pox or sickness/diarrhoea, please inform staff so that we can work together to alert other parents to look for signs and symptoms and prevent further infection. Please check latest Scottish Government and NHS Inform website for information regarding COVID-19 and attending nursery.

## Settling into nursery

All children respond differently to the new experience of attending nursery. Some are confident and excited and settle quickly, others can feel apprehensive and require more support.

Our settling in procedures are very personal to each individual child. The nursery team will work with you to decide what is best for your own child.

Your child will be assigned to a member of staff who will be their key worker and be responsible for settling your child and supporting you. They will also be responsible for keeping records of your child's development and identifying next steps in their learning in their online learning journals.

Each group is identified by a colour:

**Red Group – Mrs Martin**

**Green Group – Mr Reid**

**Blue Group – Miss McIlduff**

**Yellow Group - Mrs Smith**

**Purple Group – Mr Jamil**

**Orange Group – Mrs McAffer**

**Pink Group – Miss Aitken/Miss Nisbet**

## Personal Plans

Every child attending the nursery will have a personal plan which sets out how the child's health, welfare and safety needs are to be met. This is a legal require in line with The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011.

The personal plan is included in the welcome pack to be completed by parents/carers when a child starts nursery. Staff are available to support the completion of this document.

The personal plan will be reviewed with your child's key worker, at least once every 6 months.

## **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 support the children to develop an understanding of our Values: **Nurture, Respect, Achieving** and **Inclusion**, teaching them to show respect for one another and our differences and how to care for and look after one another and our nursery.

We use restorative approaches with the children to manage behaviour and to work through problems. We encourage them to identify and communicate their feelings about what has happened and find solutions to their problems.

We will always ensure we communicate with parents/carers about any behaviour we have concerns about to allow us to all work together to ensure all children in our nursery feel safe, respected and included.

### **Sleep and Rest Time**

In addition to active play and learning experiences our playroom offers your child warm and cosy spaces for quiet times, rest or sleep. Your child can choose when to access these areas. If you feel your child will need a period of rest during the nursery day please discuss with your child's keyworker. This will be reflected in your child's personal plan

### **Clothing**

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 when toileting.

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. We also ask that you bring a spare change of clothes in your child's bag each day so the children can be changed, when required.

We spend most of each day outdoors therefore it would be helpful if you could ensure that your child has suitable outdoor clothing for both sunny and wet weather.

## Nursery Uniform

While not essential, we encourage all children in nursery and primary school to wear uniform. The uniform consists of a white, black or red polo shirt and red or black sweatshirt.

Uniform can be ordered from Border Embroideries



[www.border-embroideries.co.uk](http://www.border-embroideries.co.uk). Follow links to Parkhead Nursery Class.

Delivery to the school is free.

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.

Accidents do happen and your child may need to be changed. We ask that a change of clothing is supplied, which can be kept in the bag provided on their peg. We can supply an emergency change of clothes if required. If your child has been changed we will advise you.

## Meal time and Healthy Eating

Meal time is an important aspect of the nursery day. Children have the opportunity to be involved in the selection and preparation of a healthy snack and take part in social interactions at the snack table. Morning snack will be from 9.30am to 10am, afternoon snack will be from 2.45pm to 3.30pm and a small evening snack will be offered at approximately 5pm.

All children who attend the nursery will have the choice of a hot lunch. This will be between 11.45am and 12.15pm for the children who attend morning or full day sessions. The children who attend afternoon sessions will receive their hot lunch between 12.45pm and 1.15pm.

All children will also be offered other snacks during the session, and all meals will be served with milk and water, following nutritional guidance from Setting the Table and Food

Matters.



<http://www.healthscotland.com/documents/30341.aspx>





<https://hub.careinspectorate.com/media/3241/food-matters-nurturing-happy-healthy-children.pdf>

Please inform us of any dietary requirements or allergies that your child has.

**We cannot accept any NUT products in nursery.**

You may wish to provide your child with a packed lunch. If this is the case, please let us know. You can find information on healthy choices for packed lunch on the Parentclub website:



<https://www.parentclub.scot/>

## **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
- Parents arrange an appointment in advance prior to entering the nursery building
- Please do not bring any dogs or animals into the nursery premises.

## **Medication**

The "Procedures for the Management of Pupils with Healthcare Needs" is a West Lothian Council guide that provides a structure to assist all learning establishments in meeting the healthcare needs of children the measures detailed in the procedures enable practitioners to efficiently support children with healthcare requirements.

Practitioners will work continually with families to ensure that children's health conditions and care requirements are clearly and accurately recorded and that there is full knowledge and understanding of the medication and care interventions required whilst your child is in nursery.



<https://www.westlothian.gov.uk/article/68000/Procedures-for-the-Management-of-Pupils-with-Healthcare-Needs>

## Infection Control

Help and support is offered to children to promote independence in good hand hygiene practices. We actively promote good hand hygiene through frequent handwashing on arrival at nursery, before and after mealtimes and on using the toilet. We encourage children to avoid touching their faces including mouth, eyes and nose, using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste. To minimise the spread of infection we follow Public Health Scotland Infection Prevention and Control guidelines



[https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1\\_infection-prevention-control-childcare-2018-05.pdf](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf)

## Child Protection

“It’s Everyone’s Job to Make Sure I’m Alright” – This document produced by the Scottish Government in 2002 reinforces that all children and young people in Scotland have the right to be cared for and protected from harm and we (staff, parents, carers, community) have an important role in preventing the abuse and neglect of children.

All members of staff in the Early Years Centre have been trained in West Lothian Council’s Child Protection procedures. It is our job to follow them when there is concern, ensuring that the protection and the wellbeing of our children is at the heart of all considerations and decisions taken. Posters outlining Child Protection procedures for staff are displayed in prominent places within the Centre. The Designated Member of Staff for Child Protection in our Centre are

Mrs Watton – EYO

Ailsa Griffiths – PT

Vicky Fish - HT

Taylor Anne Kelly - ELCASM.

Our children have regular opportunities to discuss personal safety issues as part of their curricular experiences and are encouraged to speak to the Nursery staff if they have any worries or concerns.

Remember “**It’s Everyone’s Job to Make Sure I’m Alright**” and if you have concerns about any child please contact:

**Social Work Livingston** 01506 282252

**Police Public Protection Unit Livingston** 01506 28225

## Working with parents/carers

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:

- Attending parent/teacher consultations
- Attending 'Stay and Play' sessions and Family Learning workshops
- Engaging with your child's Seesaw account on a regular basis
- Work with children to complete our Home Learning Challenges.

**Under current Scottish Government and West Lothian guidance we cannot currently have parent helpers in nursery. We will inform our parents/carers if these circumstances change.**

## 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, important reminders, etc.
- **School and nursery website** – Information regarding both Primary School and Nursery Class matters can be found on <http://www.parkheadprimary.westlothian.org.uk/>

There are a range of resources and information in the Nursery section of this website.

- **Notice Board** –You will find the notice board and plasma tv in the cloakroom area. Please read the notices regularly as they will keep you informed of the forthcoming holidays, events etc. 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** – a monthly newsletter is issued by email. Please ensure we have your up to date contact details when completing enrolment paperwork.

- **Seesaw** - The nursery staff regularly observe and assess the progress and development of all children and will build up an online profile for each of their key group children. 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 online 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 consultations, usually held in November and March. We will explain the process of accessing your child's Seesaw during your induction visit.

### **Celebrating Achievements**

- **Seesaw** - 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 and memories from their time at nursery. There is also an option to upload photos and observations from home to their Seesaw account using the children's QR codes. These will be provided when your child first starts nursery. We love learning about the children's successes out of nursery and really appreciate you engaging with this option.

### **Photographs**

All West Lothian schools and nurseries have a photography policy which is in accordance with data protection and human rights legislation. Please ensure you complete the photography section in your child's personal plan when enrolling to inform us of your preferences regarding your child's photograph being taken.

### **Customer Care**

All staff in the Nursery are committed to providing high quality experiences for all our children and their families and want the very best for all users of the setting.

If you do have a complaint regarding any service we provide in the Nursery please speak to any member of the staff in the first instance. If you require to take your concerns further please contact the

**Head Teacher** – Vicky Fish

**Principle Teacher** – Ailsa Griffiths

**ELC Area Support Manager** - Taylor Anne Kelly

You can also contact;

Customer Care  
West Lothian Civic Centre  
Howden South Road,  
Livingston,  
EH54 6FF  
Telephone: 01506 281255

and/or

Care Inspectorate  
Compass House  
11 Riverside Drive  
Dundee  
DD1 4NIY  
Telephone: 0845 9527

