

# Seafield Nursery Class

# Information Handbook

2023/2024





Dear Parents/Carers

Welcome to Seafield Primary School. I am delighted that you have chosen to enrol your child in our nursery.

In Seafield we are very proud of our school and our community. Our school has a strong vision and has values which underpin the work we do. Our vision is for our school to nurture and inspire our learners and be the best we can be.

I hope your child has a very happy and successful time at Seafield Primary School.

Lynne Egan (Acting Head)  
Head Teacher

### **Nursery Staff Team**

Head Teacher (Acting)

Principal Teacher

ELC Area Support Manager

Early Years Officer

Early Years Practitioner

Pupil Support Worker

Administrative Assistant

Mrs Lynne Egan

Mr Kenneth Hamilton

Mrs Rebecca Brown

Miss Evelyn Kitchin

Mrs Fiona Drysdale,

Mrs Lauren Roy. Rachael Greig

Mrs Wendy Bowes and Mrs Nikki Thomson

Ms Morag Hunter

### **NURSERY SESSION TIMES**

#### **Morning group**

Monday - Thursday 7.50am - 12.30pm

Friday - 8.00am - 11.54am

#### **Afternoon group**

Monday - Thursday - 12.30pm - 6.14pm

#### **Full Days - specific Two days**

Monday - Thursday 8.00am - 6.14pm

Short session- Mon - Thurs 12.45 - 4.05pm. Friday 8.00am -11.20am



## Our ELC Vision

Together we work to create a safe, happy nurturing community where everyone is inspired to be the best they can be.

## Our ELC Values

- Safe
- Friendship
- Kindness
- Respect
- Achieving

## Settling Children

At the beginning of the session we welcome many new children. All children respond differently to the new experience of attending nursery. Some are confident and excited and settle quickly, others are more apprehensive and require more support.

At Seafield, our settling in procedures are very personal to each individual child. Our staff will work with you to decide what is best for your own child.

The nursery staff are experienced in supporting children and parents during the settling time. Please speak with a staff member regarding individual settling in arrangements.

Working closely with you, we aim to make your child's start at nursery a happy experience.



## Collecting Children

- A designated, responsible adult must collect children.
- Under no circumstances can we allow a child to be collected by anyone other than the adult indicated as responsible by you on a given day, or designated as an emergency contact on your enrolment form.
- You must notify staff if someone different is to collect your child. We operate a password system and the person collecting will be asked for this at collection. If arrangements change at short notice, call us on 01506 652916.

## **Snack and Lunches**

Children will have snack once they attend their first full session. There will be a choice of three to four healthy alternatives including fruit or vegetables every day. Milk or water will be served with snack. Children are encouraged to help in the preparation of snack, serving themselves and "washing up" their own dishes.

All children attending any given session will have the choice of a hot or cold option lunch or they can bring in their own packed lunch if they prefer.

Lunch will be served at around 12noon for am and full day children and 1.15pm for pm and full day short sessions. Packed lunches provided from home will require to have a cool pack in them as we have no facilities to keep in a fridge. You can find information on healthy choices for packed lunch on the Parentclub website:

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

Please be aware that the nursery and school is a NUT FREE zone due to allergies

Seafield Nursery and school is a Health Promoting School, 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>



## **Clothing - PLEASE LABEL ALL ITEMS OF CLOTHING**

- Black gym rubbers with non-marking soles are ideal for indoor wear.
- Children should wear easily washed clothes. Nursery is hard work!
- Children should not wear jewellery or bring toys, money or sweets.
- Children should always have suitable clothes for having fun in the nursery garden. They will get dirty! 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.
- We ask that parents provide a change of clothes, kept in the bag already provided on your child's peg. Yellow for am children and blue for pm children.
- We also ask that parents provide a pair of wellies so that their child can enjoy 'messy' outdoor play.



### First Aid

We are only allowed to administer basic first aid in the nursery. Nursery staff are trained first aiders and will manage first aid if required.

Please ensure that we have an up to date address and telephone number where we can reach you at all times.

### 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.

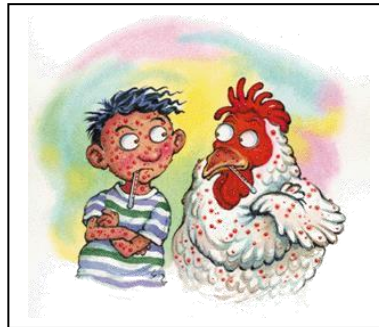
<https://www.westlothian.gov.uk/article/68000/Procedures-for-the-Management-of-Pupils-with-Healthcare-Needs>

### Absences

If your child is absent from nursery, please contact our school office by 9.00 a.m. at the latest and 1.00pm for afternoon sessions. This needs to be repeated **each day that your child is absent**. Please leave a message on our school answer machine if no one is available to take your call. Our answer machine is checked on a regular basis throughout the day. Any unreported absence will be followed by a group call text message requesting parents to contact the school office on 01506 652916. Should we receive no response and are unable to contact parents/carers, information will be passed to appropriate authorities who will then pursue the reason for absence. Continued absences are monitored in school on a regular basis. Please note child cannot return to Nursery for 48 hours from last bout of sickness or diarrhoea.

Please inform us if your child has an infectious illness such as

- Chicken Pox
- Coronavirus
- Measles
- Hand, foot and mouth
- Mumps
- Rubella
- Whooping cough
- Hepatitis
- Allergies



### **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)

### **Injuries**

Minor injuries are recorded in our accident book, which parents are asked to sign. Nursery staff will always inform you of any bumps or bruises during a session. Any more serious injuries will be logged in our health and safety system called Sphera. Parents will be contacted immediately.

### **Personal Care**

We have a code of practice for changing children who need assistance with toileting. Parents will be informed if their child has needed supervision or a change of clothes.

### **Personal Plans**

All children in within the nursery settings will receive a Personal Plan when they start. This plan will be completed by the parents/carers to providing the nursery staff information about their child as an individual, allowing staff to support them according to their age and stage of development and abilities. This plan will be updated every 6 months or earlier if required.

### **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.

## **Birthdays**

Birthdays are celebrated in the nursery class by sharing special news and birthday wishes. As we are a Health Promoting School, unfortunately we cannot accept birthday cakes or sweets.

This is highlighted in the NHS Health Scotland document "Setting the Table: Nutritional guidance and food standards for early years childcare providers in Scotland" 2018.

## **Big Bedtime Read**

Why is bedtime reading so beneficial for children and parents?

As well as national and international research, our own findings show that by reading a story to your child at bedtime it helps support them to become a confident learner, establishes a good bedtime routine, improves behaviour and concentration, helps your child develop decision making skills, improves attachment and bonding between parents and children as well as being great fun for all the family!



How does 'Big Bedtime Read' work?

Your child will come home with their books on a Tuesday and we ask they are returned the following Monday. Each pack contains several books and a parent feedback form.

## **Partnerships with Parent**

Parents are always welcome in nursery. When your child is enrolled at Seafield Nursery and Primary, you automatically become a member of the Parent Forum. We also have a Parent Council group who meet regularly, and you are very welcome to attend. If you have a special talent, we would be grateful for your help.

Please note, that it is West Lothian policy that parent helpers in school are PVG Disclosure Scotland checked - we can organise this for you.

There is a Nursery Parent Focus group which all parents are most welcome to join.

## **Transition to Primary School**

There are many links between the nursery class and school. The children go to gym in the school and often accompany staff on errands into the school. We have a system of buddying within the school. Primary one teachers visit the nursery prior to the children starting in August - and nursery children make several visits to the school and the playground.

Nursery children also regularly attend and contribute to assemblies in school.

## **Promoting Positive Behaviour**

Our aim is to provide a supportive environment that encourages positive relationships, social skills and effective communication. This takes place in a warm, caring environment of mutual respect between staff, children and parents. We encourage development of self-esteem through praise and encouragement, sharing news and newsletters.

**We are a Rights Respecting Nursery and the United Nations Convention for the Rights of the Child is embedded within all that we do.**

## 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 school and nursery. The Designated Member of Staff for Child Protection in our setting are: **Mrs Egan Acting Head Teacher, Mr Hamilton Principal Teacher and Miss Kitchen, Early Years Officer**

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 282255

## Parking and Road Safety

As our school has grown, this has become more of an issue and a concern for all. In our school, we have a policy of encouraging walking wherever possible or parking away from the school and walking the final distance. We know that this is not always possible, especially with small children. Can we ask for your consideration when parking by ensuring that you park in a responsible and safe way.

## 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 Miss Kitchin.

If you require to take your concerns further, please contact Mrs Lynne Egan, Acting Head Teacher.

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



## Care Standard Inspection

It is now a statutory requirement for all Care Services to be inspected against Health and Social Care Standards.

For further information on Care Standards, please ask Nursery Staff or visit the website

<http://www.careinspectorate.com>

## Early Years Curriculum and our Pedagogy

Scotland's curriculum places learners at the heart of education. At its centre are four fundamental capacities. These capacities reflect and recognise the lifelong nature of education and learning. They:

- recognise the need for all children and young people to know themselves as individuals and to develop their relationships with others, in families and in communities
- recognise the knowledge, skills and attributes that children and young people need to acquire to thrive in our interconnected, digital and rapidly changing world
- enable children and young people to be democratic citizens and active shapers of that world



Child-centred play pedagogy starts from the children. Child-centred play pedagogy requires us to take the lead from the children. This approach actively responds to the individual and constantly changing needs of a young child. A young child's voice is interpreted by our observations of their actions, emotions and words. These observations are central to assessment and inform us what children need.

Scottish Government (2020) Realising the Ambition, p.46

curriculum for excellence



In addition to the core subjects of Health and Wellbeing, Literacy and Language, Maths and Numeracy, your child will be exploring the following curriculum areas - Social Studies, Science, Religious and Moral education, Technologies (including ICT) and Expressive arts.

Throughout your child's time at nursery you will be updated on their progress. This may be in written form or through staff consultations.

### **Online Learners Journeys**

At nursery, every child is treated as an individual, developing and learning at his/her own rate. Staff continually observe the children to ensure that they provide stimulating and interesting activities as well as challenge and assistance when required.

Each child has an online Learner's Journey which contains examples of drawings, photographs and additional achievements from home or school. These Journeys can be accessed by both parents and children at any time. Parents and other family members are encouraged to contribute to these.

### **Outdoor Learning**

At Seafield we recognise the huge benefits of outdoor play and contact with nature. The nursery visits the local woodland each week. Days and times will be confirmed at the beginning of the new school year. We will provide each child with waterproofs; we do ask that each child is provided with their own wellie boots. Warm coats hats and gloves in colder season.

If you are able to offer your help with these outdoor sessions, please let us know and you will be made very welcome.



We look forward to working in close partnership with you - so that we can provide a happy, secure and rewarding learning environment for your child.

We hope that you find the content of this handbook helpful. If there is anything you are concerned about or have any unanswered questions please do not hesitate to speak to Mrs McAlpine in the first instance.