



**Wellington**  
**SCHOOL**

# Nursery Handbook for Parents



Session 2019/20

# Introduction by Head of Nursery

Dear Parent

Welcome to Wellington School Nursery.

I look forward to meeting you and your child at the Nursery.

I hope that your child's time at Nursery is very happy and look forward to getting to know you and your child. This handbook will give you an idea of what goes on at Wellington School Nursery as well as providing information which you may need during the year. The staff and I are always available and willing to answer any questions or help with any problems you may have.

Wellington School's Indoor and Outdoor Nursery provides a stimulating and dynamic environment where the emphasis is placed on the individual and we are delighted that you have chosen, or are considering Wellington for your child's early years' experience.

As Parents play a big part in the life of our Nursery, we would encourage your involvement and invite you to join us as often as possible.

I know your child will enjoy their time with us as they grow, learn and progress every day.

Jimmy Cox  
Head of Nursery



# What is a Nursery?

Our Nursery is

A place where your child can:

- Make friends
- Learn to share

Where your child can

- Run
- Jump
- Climb
- Sing
- Make a mess

A place where your child can develop, through play, the concentration and ability to use language effectively by

- Observing
- Creating
- Experimenting
- Questioning
- Discussing

And have fun!

ALL OF WHICH IS VITAL FOR FUTURE DEVELOPMENT

# Wellington Nursery Vision

IN WELLINGTON SCHOOL NURSERY IT IS OUR VISION TO:



PROVIDE A HAPPY, SAFE AND  
STIMULATING  
ENVIRONMENT TO MEET  
THE NEEDS OF EVERY CHILD.

## Our Nursery Values

WISDOM, JUSTICE, COMPASSION AND INTEGRITY

WE:

- Provide a coherent pre school learning experience, based within a play context, for children in their pre school and ante pre school years which will enable them to progress to Primary 1 with confidence and ease.
- Seek to develop the individual potential of each pupil working carefully with parents.
- Provide a stimulating, supportive, secure and well resourced learning environment.
- Promote at all times the self-confidence and self-esteem of the child.
- Assist children to become more independent and to think for themselves.
- Teach children to care for their environment and to be aware of the needs of others.

# Applying for a Nursery Place

We offer places to 3 and 4 year old children with enrolment taking place each year in February. All places are allocated according to South Ayrshire Council's Pre-5 Admissions Policy.

Should you have any questions about the form or the Admissions process, please contact our Admissions Registrar, Marian Dunlop: 01292 269321 or [admissions@wellingtonschool.org](mailto:admissions@wellingtonschool.org).

Admission for three year old children is as follows:

If your child's date of birth is on or between: 1st March 2016 and 18th August 2016, he/she will be eligible for a funded education place from: School term commencement date on August 21st 2019

If your child's date of birth is on or between 19th August 2016-28th February 2017, he / she will be eligible for a funded education place from the week after their third birthday

Following enrolment children and parents will be invited to visit the Nursery for a tour and to meet the staff. We also have meetings in May for all new Nursery parents. At these meetings parents will hear more about how our Nursery Day works, meet Key workers and other members of staff who work in the school and have an opportunity to ask any questions they might have.

Parents will also be given an opportunity to visit our Outdoor Nursery setting and speak to the staff there.

An 'Expression of Interest' Form can be completed at any time prior to your child starting Nursery.



# Nursery Policies

The nursery has an extensive range of policies and procedures to ensure that the highest level of care and education is provided. The following policies are currently in place in the Nursery, please speak to Mrs Lomas / Mr Cox should you wish a copy of any of these policies.

## POLICIES AND PROCEDURES

- Induction Pack for Nursery Staff
- Reporting Policy
- Guidance on Wellbeing and Child Protection 2016
- Policy Statement for Absent Children
- Lost Child Procedure
- Outdoor Nursery Lost Child Procedure
- Nursery Risk Assessment Policy
- Toileting Policy
- Communication Policy
- Handwashing Policy
- Pre-Activity Checklist
- Administration of Medication Procedures
- Policy and Procedure for Fire at the Outdoor Nursery
- Outdoor Nursery Letter
- Medication Policy and Guidance for Staff
- Nursery Risk Assessment Policy
- Statement for Purpose and Function
- Recruitment Policy
- Whistle Blowing Policy
- Complaints Procedure Information For Parents
- Complaint Procedure
- Communicable Disease Control
- Clinical Waste Disposal Policy
- Behaviour Management Policy
- Policy for Induction of New Children
- Student Placement Policy
- Nursery Student Placement Induction Checklist
- Infection Control Policy Guidance on Infection Control in Schools
- Healthy Eating Policy
- Guidance in Infection Control in Schools
- Transport Policy

# Arrival and Collection of Children

## NURSERY OPENING HOURS

Our Nursery opens for Education and Care between 8.50 a.m and 12 noon. Our afternoon session is from 12.40 p.m. until 3.50 p.m.

We provide Early Morning Care from 8.15 a.m.until 8.50 a.m. and Lunch Time Care from 12.00 p.m. until 12.40 p.m. We also provide After Nursery Care from 3.50 p.m. until 5.30 p.m. There is a charge for Early Morning Care, Lunch Time Care and After Nursery Care which is noted on our Nursery Fees information sheet.

Your child must be brought and collected by a responsible adult. In the interests of your child's safety, it is essential that you make a point of telling staff if someone else will be collecting your child. This avoids difficult situations arising when a child cannot be allowed to leave with an adult who is a 'stranger' to staff.

## SECURITY MEASURES

All entrances to the school are security controlled for the safety of children and staff.

## NURSERY LUNCHES

Children who are in Nursery for Lunch Time Care have the option of bringing a packed lunch or enjoying a school lunch in our school dining room. Packed lunches are stored in our Nursery refridgerator.

All children walk to the dining room with Nursery staff to enjoy their lunch. Catering at Wellington School is provided by Sodexo, who also design the school's nutritious and varied menus. Catering is managed locally by husband and wife team, David and Dot Gray, who have worked at the school for over 10 years. Together with their team of staff, they work tirelessly to serve only the highest quality food.

A downloadable version of the 6-week rotational menu is available on the school web-page.

A note of costs can be found on our 'Nursery Fees Sheet'.

## PARENTAL INVOLVEMENT- WORKING TOGETHER TO SUPPORT LEARNING

Our Nursery has an 'open door' policy which means parents are always welcome to visit.

The school recognises the role of parents as the child's first educator. We encourage you to become actively involved in your child's education during their time in Nursery. If you have a special knowledge or interest in any subject which might interest the children please tell a member of staff.

Please take time to share experiences as you bring and collect your child. If you have any problems or concerns please come and discuss them.

Stay and Play Sessions are organised and enjoyed termly. These opportunities give parents/ carers/ grandparents an insight into life in our Nursery. Your child will love showing you round and having you there to play with. The format of these sessions regularly alters, reacting to parental and staff ideas and input. They usually last for around an hour and can involve participation in a music or P.E. session, as well as sharing a story or art activity.

Stay and Play Sessions at our Outdoor Nursery usually run for a week each term and give parents a valuable insight into the fun and learning that goes on in our Woods.

### PARENT FOCUS GROUP

Once per term Mr Cox and Mrs Lomas invite any parents who have time and are interested to join them for a coffee and a chat about 'Nursery life'. These meetings are very informal, but hugely beneficial. Among other things these meetings allow parents to discuss any issues or ideas they might have, give their opinion or hear about some new initiatives being explored in the Nursery.

They promote communication and partnerships with parents and enhance the Nursery experience for all. Everyone is warmly welcome to attend, even on an occasional basis.

### PARENT LIBRARY HELPERS

We have a small group of parents who volunteer to run our Nursery Library. Any parent who has a couple of hours to spare once a week would be very welcome to join the group. Usually our library runs two days a week and the parents involved help children select a book, manage the issue and return of books and occasionally have time to share a story with children.

### PARENT WORKSHOPS

There can be a number of Parent Workshops throughout the year. These could relate, for example, to Transition to Primary 1, Early Reading, Outdoor Learning or Paediatric First Aid Training.

### CHILD SMILE TOOTHBRUSHING PROGRAMME

Childsmile is a national programme designed to improve the oral health of children in Scotland.

Children in the Nursery participate in this supervised toothbrushing programme. Parents will be issued with a letter from 'Childsmile' giving more information. Your child will be enrolled in the programme automatically, however, if you do not wish your child to participate, please write to us stipulating this.

### ATTENDANCE

Regular attendance at the Nursery is encouraged. If your child is absent from Nursery for any reason we respectfully request that you telephone the School before 9.00 a.m. to inform us of the absence. There is an answering service available out with school hours. I am sure you appreciate the need to protect and keep our youngest pupils safe at all times.

It is imperative that this procedure is followed if your child travels to Nursery on a School bus.

Please note: If your child has suffered from vomiting or diarrhoea he/she must not return to Nursery until 48 hours after the last episode of vomiting or diarrhoea.

## SUITABLE CLOTHING

Children learn and enjoy themselves having fun and taking part in a variety of activities including messy ones! We provide aprons to protect clothing but would encourage you to dress your child in play clothes (e.g. tracksuits, sweatshirts, t- shirts)

- To be comfortable
- To prevent spoiling 'good' clothes
- To encourage independent dressing and undressing

Children have the option of purchasing a Wellington Nursery polo shirt and sweat shirt. Parents will be given an order form for these in the 'New Parent Information' pack.

## Outdoor shoes and clothing

Please always provide appropriate outdoor clothing as they are needed for outdoor play or for a visit.

## Outdoor Nursery Clothing

Before starting to attend our Outdoor Nursery staff will talk to parents about suitable clothing. Suitable clothing need not be expensive but it is important that children are warm enough and have suitable waterproof clothing for our changeable climate.

## OUTINGS AND PARENTAL CONSENT FORMS

You will be asked to complete consent forms when your child starts for outings involving the school minibus or on foot in the immediate area. These should be returned as soon as possible. Separate consent forms are issued for outings that require coach transport as the need arises.

Please note that children can only take part in outings when the necessary consent forms have been received by the Nursery.

## TOYS FROM HOME

We do not encourage the children to bring toys from home. However if a small familiar toy offers some feeling of security for your child, then bring it along. However, please understand that we cannot be responsible for lost or damaged toys. Please note that toys, which would be considered as weapons (e.g. guns, swords), are strictly forbidden in school.

## HEALTHY EATING

Our snacktime in Nursery is ongoing between 9.30 a.m. and 11.30 a.m. We encourage healthy eating in Nursery and children are provided with a healthy snack. The cost of this is noted on our Nursery Fees Sheet. A choice of milk or water is provided free of charge and fresh fruit is always available. Should your child have particular dietary requirements please speak directly to your child's Key Worker or Mrs Lomas. Children staying for the extended care facility can either have a school lunch or bring a packed lunch from home. An afternoon snack is also provided. Information on allergens is provided on the Nursery notice board.

## BIRTHDAYS

At birthday time we celebrate each child's birthday by singing 'Happy Birthday'. They sometimes

wish to wear our 'Birthday Hat' and usually like to select a small treat from our 'Birthday Bag'. It was decided at our Parent Focus Group, some time ago, that birthdays should not be celebrated with Birthday Cake and we therefore respectfully request that birthday cakes and edible treats are not brought into Nursery.

## EQUALITY

We are committed to ensuring that no-one will be subject to discrimination.

All children are encouraged to develop positive attitudes towards others whose gender, language, religion or culture for example is different from their own.

Parents from Ethnic Minorities who celebrate particular religious festivals may wish their children to be absent in order to attend religious events. Such occasions will be supported by the nursery.

## FIRE DRILLS

Fire procedure notices are displayed throughout the nursery. Regular fire drills are carried out throughout the school year and we ensure that children evacuate the building as quickly and calmly as possible.

## EMERGENCY CLOSURE ARRANGEMENTS

Contingency Arrangements - The school has in place arrangements in the event of an emergency closure. Key information will be regularly updated on the school website. Parents will be e-mailed as soon as possible with regular updates.

## QUALITY ASSURANCE

The school has a well-established management structure and systems to internally monitor and evaluate all areas of its work. As a registered centre our nursery will also be inspected annually by the Care Commission and be included in a joint Care Commission / HMIE programme and you will be fully informed as to the outcome of these inspections.

## NURSERY IMPROVEMENT

Each year the Nursery produces a Nursery Improvement Plan. We also produce an end of year Quality and Standards Report. These documents are shared with the Parent Focus Group, submitted to South Ayrshire Council and can also be accessed on the Nursery Notice Board.

## COMPLAINTS PROCEDURE

We are always anxious to maintain and improve our service. If you have a complaint about any aspect of our service you should contact the establishment's Head. The school aims to ensure that complaints are considered in a fair and timely manner. If you feel your complaint has not been satisfactorily resolved please refer to our school web-page/ Parents Information/ Policies and procedures/ Complaints procedures.

### Additional Contact for Nursery:-

Scottish Commission for Regulation of Care  
Care Inspectorate  
South West Region  
1st Floor  
Rivergate House  
Rivergate  
Irvine  
Tel:- 01294323920

### MEDICAL INFORMATION

If your child has any medical problems, including allergies, it is very important that staff are informed and made aware of any difficulties.

### MEDICATION

If your child requires medication during his/her time at nursery – please inform your child's Key Worker. It is essential for you to keep us up to date with relevant medical information and it may be necessary for us to draw up a health plan.

### IF YOUR CHILD IS UNWELL

Please telephone the nursery before 9.00 a.m. if your child is not able to attend nursery on a particular day.

If your child becomes ill while at nursery we will try to contact you or the emergency contact which you give us on your child's admission to nursery.

If your child has an infectious disease such as chickenpox, please inform the nursery as this will help to contain outbreaks.

Notices are always posted to inform Parents of any infectious illnesses.

### ACCIDENTS

These will be dealt with within the nursery. We will always inform you about any minor accidents when you collect your child. If your child is seriously injured we will make every effort to contact you immediately. All accidents are recorded in the 'Accident Folder' with a note of action taken.

### VISITS BY MEDICAL STAFF

All children in their pre-school year will be seen by the orthoptist. Parents are invited to be present during this visit.

# Child Protection

Nursery staff provide support to children in their daily work and have a vital role to help protect them from harm. Nursery staff help keep children safe and well by:

- Helping them learn about their personal safety
- Being a trusted adult who children may turn to for help, and who will take them seriously
- Identifying when children may need help
- Understanding the steps that must be taken when there are concerns for children's safety and well-being.

The school has a designated Child Protection co-ordinator, Mrs. Natalie O'Connell, who will co-ordinate the school's response to concerns for children's safety and well-being. If you have any concerns about the safety and well-being of a child in Nursery, including a 'gut feeling', talk to Mrs Lomas. All Nursery Staff undergo regular Child Protection Training.

## GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)

The GIRFEC approach builds on multi-agency joint working using the Well-being Indicators to record observations and concerns in order to put together an individual plan for a child. The approach supports the recording of information in a consistent way to provide a shared understanding of the needs of the child or young person.

Getting it right for every child aims to have in place a network of support to promote wellbeing so that children and young people get the right help at the right time. This network will always include family and/or carers, our Nursery and the universal health services as appropriate and in some cases a social worker maybe involved. This approach looks at the whole child and considers the following factors. Parents of children who require this level of support will be fully engaged with a multi agency team.

## ADDITIONAL SUPPORT NEEDS

At all times we try to ensure that each child progresses as an individual. A range of support services are available to assist children with additional support needs. Advice may be sought with parental agreement from professionals such as: - Psychologists, Speech Therapists, Physiotherapists, Occupational Therapists, Dieticians, Teachers for the visually and hearing impaired.

Some children and young people need extra help in Nursery to make progress. It is our duty to give some extra help to all children and young people with additional support needs. Additional support needs can last for only a short time or could last for much longer. For instance, additional support may be needed for a child or young person who is gifted, has behavioural or learning difficulties, is bereaved, is deaf or blind or has medical needs.

## DATA PROTECTION ACT

PERSONAL INFORMATION ON CHILDREN, THEIR PARENTS OR GUARDIANS MAY BE PROCESSED FOR TEACHING, REGISTRATION, ASSESSMENT AND OTHER ADMINISTRATION DUTIES.

THE INFORMATION IS PROTECTED BY THE DATA PROTECTION ACT 1998 AND WILL ONLY BE DISCLOSED IN ACCORDANCE WITH THE APPROPRIATE CODE OF PRACTICE

# Nursery Curriculum

We aim to provide a well-balanced, planned programme of activities tailored to each individual child by providing suitable equipment in safe, nurturing surroundings. This will encourage the child's natural curiosity and allow them the valuable opportunity to progress at their own pace in an educationally stimulating environment enabling them to achieve their full potential.

## How we promote learning

The first five years of a child's life encompass a complex period of rapid growth and development. The experiences which children have during these early years exert a powerful influence on their long-term development and, more immediately, on their future learning. The curriculum used in the Nursery and the School is "Curriculum for Excellence 3-18". This curriculum is fully embraced in Wellington School Nursery. There are 4 capacities for children to work towards being:

- Successful Learners
- Confident Individuals
- Effective Contributors
- Responsible Citizens

There are 8 curriculum areas with a strong emphasis placed upon Early Literacy, Early Numeracy and Health and Well-Being:

- Expressive arts
- Language and Literacy
- Health and wellbeing
- Mathematics and numeracy
- Religious and moral education
- Sciences
- Social studies
- Technologies

## Planning and Consulting with Children

We use information gained from parents, children and staff, to plan and provide interesting challenging and achievable learning experiences within the context of 'A Curriculum for Excellence'.

At all times staff take account of the individual needs, stage of development and interests of each child.



# Assessment & Reporting

Sharing of information between parents and staff is very important. Please feel free to discuss with staff your child's progress and any concerns you may have.

Parents' Information Days are held and information about these will be sent out in a calendar.

Staff observe the children all the time, make notes and track their learning. Each child's parents/ carer will have four 'Care Plan' meetings per year. These are by appointment and are an opportunity to spend time with your child's Key Worker discussing their progress, learning and next steps. Often profiles are shared.

Each child has a e-profile containing photographs and examples of work that track their learning. You may look at your own child's folio in Nursery. Children can access these at any time and are very much encouraged to take an interest and pride in them. Profiles can be air-dropped, downloaded on to a memory stick or printed for parents at the end of the nursery year.

The school will also hold two parents' meetings each session.

Two reports, written by your child's Key Worker will also be completed.

Information about the activities your child is involved in during the time he/she is in the Nursery is displayed in the cloakroom area and is updated on a regular basis. If you have any concerns at all about your child in the Nursery, please feel free to come along and talk about them. Working together, we can usually sort them out very quickly.

## Next Steps

Staff from the primary one classes and nursery will work together throughout the year to ensure a smooth transition from Nursery to primary.

Staff will also liaise closely with other nursery establishments and primary schools to provide a smooth transition for children, and information and continuity for parents.

Parents meetings/workshops take place in the summer term to provide information about the transfer of children into Primary 1. Dates of these events distributed at the end Easter Term.

### Transition to School Programme

We run a Transition to School programme for 6 weeks of the summer term. Children are invited to enjoy and experience an extended Nursery day and get involved in a variety of 'Getting Ready for School' activities. The 'Transition' floorbook records what children want to know about moving on to primary. Primary pupils support the nursery children and spend time with them talking about their experiences. Further details of this programme can be found on the school web-page.

Contact with other receiving primaries is established and teachers from receiving primaries are invited to visit our Nursery.

Wellington Junior School, naturally, have very close links with the Nursery throughout the year, but a

# How Can I Help as a Parent?

Please:

- Keep us up to date with any changes to address or telephone number
- Inform school if emergency contact number changes
- Clearly name your child's clothing / footwear
- Inform nursery if child is being collected by another adult
- Let nursery know if your child may be upset by something which has happened at home e.g. death of a pet or illness of a family member
- Encourage your child to talk about his experiences at Nursery
- Use designated entrances for Nursery pupils
- Encourage your child to move carefully within the nursery, to use toilets properly and to respect other people's belongings
- Enjoy your child's time at Nursery

## PLEASE NOTE

Although the information in this handbook is correct at the time of printing there could be changes affecting any of the matters dealt with in it, either before your child's placement begins or during the course of their placement. The Headmaster will tell you of any important changes to the information.

