



Welcome to Newington Nursery



August 2020



Welcome from Nursery Manager

The staff and pupils of Newington Nursery extend a warm welcome to all parents. Each person in our nursery class is an important individual and we hope our nursery will be a happy, caring and stimulating place for all. We need the assistance and cooperation of all parents to achieve this. It is vitally important for your child's education that good, positive communication is established between nursery and home. We offer various opportunities throughout the year for parents to participate in family learning groups.

Our handbook is provided to familiarise you with some of the educational, organisational and social aspects of nursery. We hope that you find our handbook informative and useful and that it will both encourage and enhance the partnership between nursery and home.

Should any questions be unanswered here, please do not hesitate to contact the school or speak to nursery staff.

Susan Gallagher
Nursery Manager



Welcome from the Head Teacher

Dear Parent/Carer

The purpose of this booklet is to give you some useful information about Newington Nursery Class.

At Newington Primary School, we believe that every child should have the chance to do the very best they can. We are very lucky to have a hard working Nursery team who will encourage your child's development. We also appreciate the important role that we will ask parents to play, as we work together to help your children achieve their full potential.

We look forward to welcoming your child into our Nursery Class and to working closely with you in the year ahead.

Irvine D Torbett
Head Teacher

Aims

- To provide a safe and stimulating environment in which children can feel happy and secure.
- To encourage and develop the emotional, social, physical, creative and intellectual development of children.
- To create opportunities for play and provide resources to stimulate interest and imagination.
- To encourage positive attitudes to self and others - developing confidence and self-esteem.
- To extend the children's abilities to communicate ideas and feelings in a variety of ways.
- To encourage children to explore, appreciate and respect their environment.

Contact Info for school

Newington Primary School
Newington Nursery
Hospital Road, Annan, DG12 6LA
Tel: 01461 625022

Email: gw08officenewington@ea.dumgal.sch.uk

Head Teacher	Mr Torbett
Nursery Manager	Mrs S Gallagher
Depute Head Teacher	Mrs A Ferguson (early level responsibility)
Janitor	Mr J Kennedy

School term dates can be found at:
<http://www.dumgal.gov.uk/article/15239/>
School-term-and-holiday-dates

Curriculum for Excellence

Curriculum for Excellence (CfE) is bringing learning to life in the way education is delivered for all 3-18 year olds – in nursery, primary, secondary, at college, workplace or community learning. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers. Ultimately it aims to nurture children and young people as successful learners, confident individuals, effective contributors and responsible citizens.

In the nursery the central focus is on play and all of the activities are spontaneous and informal. However the nursery staff do plan the environment and resources, which encourage the children's development and learning. The different ways we plan for the children's learning are below.

Active Learning Play Environment

Throughout the continuous provision of the 15 play areas in the Nursery:

Book area	Construction	Discovery (STEM)
I.C.T.	Sand & Water	Creative area
Snack & Self Help	Role Play	Mark Making
Outdoor play	Puzzles/ games	Physical Play
Listening Centre	Music	Fine Manipulative



Nursery Day

8.30am - 3.30pm - It is important that you drop your child off and collect on time and inform us if you going to be delayed. Please note it is illegal for our school to hand over your child to anyone who is under the age of 16.

Group System

The children start and finish the session at their registration group, with their key worker. Children then free flow between classrooms and choose their own activities.

Each member of the nursery team will be responsible for a group for the whole year. This ensures that your child builds up a good relationship with their key worker.

General information about your child may be given to the staff member at your child's group who will pass it on to the rest of the nursery team. If you have any concerns or worries, please do not hesitate to talk to a member of the nursery staff. They will be only too willing to give all the help they can.

Big Books

Building on the children's interest and enthusiasm in any given area or topic, we have Big Books which evidence the process of their ideas and learning as it develops and extends.

We take a holistic approach to meeting the needs of all children and their learning. Learning is supported and extended by considered and meaningful interactions with staff, whilst planning the environment from their interests to develop curiosity and provide opportunities for depth and breadth in their learning during play. Sensitive and responsive interactions ensure children's wellbeing needs are also met. Our Big Books capture this in a child and parent friendly way using photos, learning stories, children's words, questions and comments and links these to our curriculum benchmarks for early level.

SHANARRI

At Newington Nursery we use **SHANARRI** indicators. This is how the indicators are used within our setting.

Safe	We hold our rings when we are out and about. We wear hi-vis jackets when we go out. We do not run inside the Nursery.
Healthy	We eat healthy snacks. We brush our teeth. We wash our hands
Achieving	We learn new things. We are encouraged to do things for ourselves.
Nurtured	We take part in lots of activities to enhance our learning and receive support, encouragement and praise.
Active	We play outdoors. We go on walks. We do our daily mile.
Respected	We make new friends. We celebrate our own and others' achievements.
Responsible	We put our toys away. We are involved in planning our next steps in learning.
Included	We take part in group time. We take part in activities with P1.

More information is available at www.dumgal.gov.uk/girfec

PLPs (Personal Learning Profiles)

These are individual learning records which reflect the learning, development and progressions of each child with observations and next steps. In August 2020 we are moving to online ones using '2 Build a Profile'. Each family will have their own log in to access their child's PLP and add to their learning journey.

Nursery Induction

All new nursery pupils and their families are invited to attend an open play session in the term before your child is due to begin nursery. This enables the children to begin to familiarise themselves with the nursery setting and it also gives staff a chance to speak to the children and parents and answer any questions you may have.

Settling In

Settling your child in nursery can take time. The thing to remember is that no two children are the same. We are asking our children to take a big step on the road to independence in their nursery year.

Things to think about: -

- Be patient - give your child as much time as he / she needs.
- Remember, our nursery staff are sympathetic to your child's needs. We want them to be happy with us.

- Don't be afraid to discuss any anxieties you may have about your child with us - no matter how trivial they may seem. We are here to help and understand.
- Don't be alarmed if your child seemed to settle in quickly at the beginning but has a little unexpected upset period later on. This, too, is all part of some children's adjustment period and it will pass - we promise!

Group Leaders

The children will take turns to be their group leader for the session. The leaders carry out little jobs in nursery. The children are usually very keen to be leader and it helps the children take responsibility and encourages independence.



Snack / Lunches

As part of 1140 provision each child is entitled to a snack and lunch each day. Menus are given out twice yearly for children to make their choices.

If your child brings a packed lunch from home this should be healthy and not contain any sugary snacks or nut products. Milk and water are provided for all children.

Any allergy / dietary needs should be discussed with your child's key worker when completing their personal plan.

Absence / Illness

Please let us know if your child is going to be absent from Nursery for any reason. You can telephone the nursery at anytime on 01461 625022. Nursery staff must contact you if we have not heard from you and your child is absent. Please see the guidance information on infectious diseases on the parents' notice board outside the nursery. Please note our nursery follows the 48 hour guidance policy. Please keep your child off nursery until 48 hours have passed after the last bout of sickness or diarrhoea. In Nursery children are encouraged to wash their hands before snack, after visiting the toilet and after gardening activities. Please support us by insisting on this good practice at home too. Please also check your child's head regularly for head lice.

Caper (Children and Parents Enjoy Reading)

Every Tuesday children are given the opportunity to choose a book to take home for the week. By sharing a book together you can help your child to associate reading with a pleasurable experience. Establishing a love of reading and talking to your child about books is key to their future development in reading.

Story Teller

Newington Nursery is a registered Early Years Scotland story setting that promotes every child hearing a story every day.

<https://earlyyearsscotland.org/every-days-a-story-day>

Brain Gym

Brain Gym is a series of exercises to music that we take part in every day. It has a number of benefits such as improved concentration and coordination and helps develop gross and fine motor skills. Mrs Kennedy leads this activity.

Nursery Staff

Mrs Kennedy
Nursery Nurse
Red Group



Miss Schiller
Nursery Nurse
Green Group



Miss Ferguson
Nursery Nurse
Purple Group



Mrs Woodhouse
Nursery Nurse
Blue Group



Miss MacDonald
Nursery Nurse
Yellow Group



Mrs Thomson
Early Years Assistant



Miss Dalgliesh
Early Years Assistant



Mrs Duff
Support for Learning Assistant



Ms McKeown
Senior Early Learning
and Childcare Practitioner



Ms McKeown works closely with All staff, children and families to narrow the attainment gap working with small groups and to promote family learning through:

- PEEP
- Bookbug
- CAPER
- TLQ (Talking Listening Questions)
- Words Together



Daily Mile

We also get active every day during our "Daily Mile" where we go out for 15 minutes of walking or jogging round the playground. Miss Schiller leads this activity.

Mindfulness

Mrs Woodhouse delivers an age appropriate Mindfulness programme for 10 weeks for a small group of children at a time. This includes relaxation and sensory activities to support health and emotional wellbeing.

Behaviour

We have some nursery rules which are displayed in the nursery and are there to ensure safety and to develop social awareness. They are discussed with the children and referred to regularly.

- **We share with each other**
- **We care about each other**
- **We talk to each other**
- **We listen to each other**
- **We walk in nursery**

We encourage the children to show respect by being respectful, considerate and mannerly in all our interactions with them. We take opportunities to reinforce cooperative, sociable behaviour by commenting, praising and rewarding. Good manners are also encouraged. Each Friday one child from each group, who has had a super week, will be allowed to take the mascot home for the weekend. Full details on this will be sent home with the mascots.

Parents as Partners in Learning

When your child starts nursery we will ask you to complete a personal care plan with us. This will contain all the details that we need to know about your child in order to care for them. The details in your child's care plan will be reviewed every 6 months to ensure all details we have are up to date. Care plans are kept in a locked cabinet in nursery.

Links to Home

The school has an app which keeps you informed of any news. You can download this for free by searching for "School App for Parents" in your app store then choosing Newington Primary School. We share regular newsletters termly to keep you up to date with what is happening in nursery via the app.

We have lots of opportunities throughout the year for parents to come along as volunteers. We also hold monthly Stay and Play sessions where a parent/ grandparent or carer can come in to play and have some fun with their child for an hour.

We will also be having parents' night where you can come to discuss your child's progress.

At the end of your child's time in nursery, staff will complete a summative report to send home.

Helping your child at home

- Encourage your child with self-help skills; dressing, going to the toilet and washing hands independently.
- Help your child to complete tasks e.g. finish jigsaws and games, tidy up toys.
- Talk about the nursery with your child and about their friends. Perhaps invite them to come and play and encourage your child to share toys with their friends.
- Painting, gluing, modelling and drawing with different materials gives your child an opportunity for expression.
- Through dressing up and pretend play your child makes sense of the world.
- Listening to music and songs assists the development of listening skills, which are essential for learning to read.
- Energetic activities; running, marching, hopping, jumping, balancing, crawling, rolling, throwing and catching etc.
- Small movements can be developed through; drawing, cutting, gluing, threading beads or laces, jigsaws, play dough, pegboards, construction toys e.g. lego etc.
- Talk to your child about the safety aspect when playing but allow some freedom to present challenges to learn for him/herself.
- Share any concerns you have with your child's Key Worker.

Clothing

Some of our activities can be messy and although we provide aprons for the children to wear, we ask you not to dress them in their 'best' clothes, but rather in normal 'play' clothes.

We encourage the children to be as independent as possible in going to the toilet etc, therefore it is best to avoid dungarees, jumpsuits and belts which cause problems. Please put a change of clothes into your child's bag in case of any spills or accidents. It would also be helpful if they came to nursery in shoes they can do up themselves whenever possible.

It would help if all clothes and shoes are labelled with your child's name – little children can become very distressed if they are unable to find their belongings.

We offer outdoor play every day so please ensure your child has a waterproof coat and wellies on wet days.

When the weather gets warmer please bring a sun hat for your child and ensure they come to nursery wearing sun cream. With consent the staff can reapply your child's own sun cream throughout the day.

Children can purchase Newington Primary School sweatshirt and polo shirt from the school office. These are not compulsory. Please contact the school office for further information and prices.

Visits Out of Nursery

We enjoy getting out and about in the community and welcome parent helpers to come along with us on these visits. Throughout the year we visit a number of local places including the library, police station, fire station, cinema, park and the café. We also go on walks to learn about the seasons and our community.

Additional Support Needs

Each child is a unique individual with individual learning needs. Many of the difficulties young children experience are temporary and will be resolved as they develop and learn. Your contribution in helping your child enjoy success in nursery is valued, so that parents and staff work together in partnership to achieve this.

After careful observation, assessment and discussion between parents and staff, it may be decided that additional support such as individual attention,

teaching and special resources may help your child to overcome barriers to learning. Advice and expertise may be required from external agencies such as Speech and Language Therapists, Educational Visitors, Health Visitors, physiotherapists or Learning Support staff. Close cooperation among parents, nursery staff and support services staff is essential to enable some children to enjoy success.

Complaints

If at any time you feel you have cause for complaint, we would like to assure you that this will be dealt with and resolved as quickly as possible. Hopefully most concerns can be dealt with in a satisfactory manner by talking with a member of staff at the beginning or end of a session.

If you feel a formal complaint is required, please contact the Nursery Manager.

Child Protection

The vision for all children and young people in Dumfries and Galloway is that they should be safe, nurtured, healthy, achieving, active, respected and responsible and included.

We all have a part to play in this and in making sure that children and young people get the help they need when they need it.

Each school in Dumfries and Galloway has a senior member of staff who has overall responsibility for ensuring the protection of children within their school. They are called the School Child Protection Co-ordinator.

If a member of staff does have a concern about any child he/she will discuss this with the School Child Protection Co-ordinator, the Head Teacher, Mr Torbett who will decide what action needs to be taken to keep that child safe.

Links to the School

We are fortunate to be situated within the school and as a result the children are given the opportunity to get to know the building and the many other staff members.

We visit the school gym hall each week for PE and take part in activity days. In the final term we make several visits to the infant area of our school. The children join in with playtimes in the infant playground, visit the P1 classes for play sessions and also experience having

snack in the school dining hall. The P1 teachers come up to visit the children in nursery. Some P6 pupils (Buddies) will also visit nursery in the final term to get to know the boys and girls as they will help look after the children in the playground.

P1 teachers come to visit nursery and read a book as our guest story teller. In the final term staff from nursery and P1 teachers meet to discuss children's individual needs and friendships as part of their transition.

Health and Safety

Emergency Procedures

If your child feels ill during the nursery day and we feel that he/she would be better at home, we will telephone you or your emergency contact. Minor accidents, e.g. cuts, bruises, are dealt with by the nursery staff. Serious accidents are few, but should one occur your child will be immediately taken either to your doctor or to hospital, if necessary, and you or your emergency contact will be notified. We cannot stress enough the importance of supplying the nursery with the relevant information we require in such a situation, i.e. your own home and work number and a telephone number of an emergency contact. Please remember that if your child stays in more than one home setting contact details should take account of this.

Severe Weather and School Closure Arrangements

Headteachers are authorised to make an emergency closure when the state of the weather or any other exceptional circumstance make it necessary in the best interests of the pupils. In these circumstances parents will be communicated with in a variety of ways including text messages/ phone calls and emergency contact arrangements. All nursery closures will be notified on the Council Website.

<http://www.dumgal.gov.uk/article/15240/Emergency-school-closures>

Data Protection

Information on how the Council uses personal data is available at <http://www.dumgal.gov.uk/article/15129/Data-protection>

ICT in Schools

For more information on ICT in nursery please see page 19 of the [Education Authority Handbook](#)

Use of the Internet, Social Networking Sites

As part of the process of learning we allow our children supervised access to the Internet and e-mail. The authority runs its own filter system to ensure that young people are not at risk from exposure to inappropriate material. This filtering system is regularly being upgraded. We have a policy for use of the Internet and a contract for responsible use, which we ask parents and young people to sign up to.



We hope that you have found the information contained in our handbook useful. All information contained in our nursery handbook is correct and accurate at the time of printing; we reserve the right to make any changes throughout the nursery session.