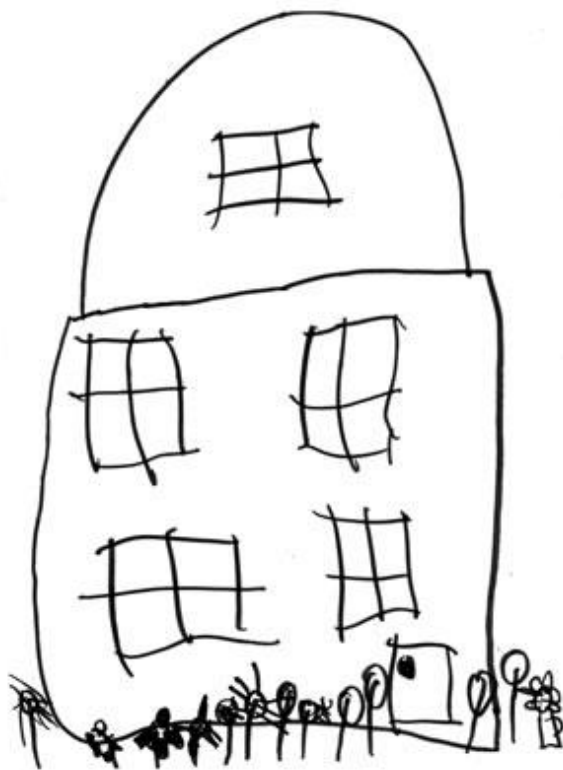


Welcome to  
Markinch Nursery



**Information for parents / carers**







Dear Parents and Carers

We are delighted to welcome you and your child to Markinch Nursery which is part of Markinch Primary School. Coming to nursery is an important step in your child's school career. We recognise that the children will have had a range of experiences already and that for some the start of nursery will be the first time the child has been away from home independently. The information in this booklet is designed to help you understand what happens in nursery, the routines and organisation of the nursery so that you can help your child to make a confident start.

You will already know that the pace of learning and development in the years from 0-5 is very rapid - more so than at any other stage in life. We would like to support you to build on the knowledge and experiences your child already has by providing a high quality nursery experience.

We see the learning process throughout the school as a partnership with parents. Therefore, we place a high emphasis on ensuring that we are available to talk to parents whenever there is an idea, question or concern you may wish to discuss. We in turn will always discuss with you anything affecting your child.

The most important thing to remember is that if your child is happy and having fun, then they are learning. At Markinch Nursery our passion is to stimulate your child's love of learning.

We hope that this booklet answers the majority of questions you may have about life at Markinch Nursery. If any further information or clarification is required, please contact the Nursery Staff or Jenna Gilfillan who will be pleased to help.

We wish you and your child well and look forward to getting to know you better.

Best wishes

*Jenna Gilfillan*

*J Gilfillan*

Katherine Easson  
Headteacher

Jenna Gilfillan  
Depute Headteacher

Phone 01592 583446

Email [jenna.gilfillan@fife.gov.uk](mailto:jenna.gilfillan@fife.gov.uk)

Text 07860003807



Our Vision:

At Markinch we believe children should have the right to the best possible childhood where they are respected, listened to, well looked after, safe and happy. We expect that all our children, parents, staff and wider community demonstrate our values in all that we say and do.

Our motto:

Dream - Believe - Achieve

Our values

Ambitious



Fair



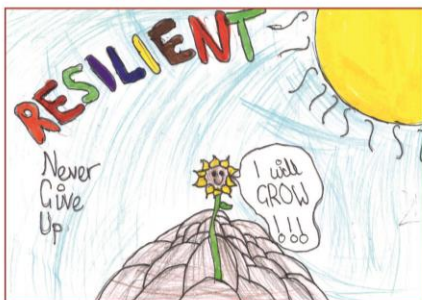
Happy



Honest



Resilient



Respectful



## Staff at Markinch Nursery



**Katherine Easson**  
Headteacher



**Jenna Gilfillan**  
Deputy Headteacher



**Mrs J Fraser**  
Teacher



**Miss Sarah Bradley**  
Full Time Early Years Officer



**Miss Natalie Goodlad**  
Full Time Early Years Officer



**Mrs Mary Baxter**  
Full Time Early Years Officer



**Mrs Kerry Stebbings**  
Part Time Early Years Officer



**Miss Anndrea Brown**  
Part Time Early Years Officer



**Mrs F Proudfoot**  
Admin Assistant School Office



**Mrs B Halley**  
Clerical Assistant School Office

In addition, throughout the year we provide student placements to a range of students undertaking teacher or early years training. The nursery staff work closely with the Primary 1 staff and plan several activities throughout the year for the children to visit the main school.

Our nursery class is also supported by a range of other staff who we can call on with your agreement. These include School Nurse, Kerry Lyndsay - Health Visitor, Mhairi Cowley - Speech and Language Therapist and Aileen Bracken- Educational Psychologist. We also have visits from other professionals working within our community, including for example, the Community Police and the Dental Hygienist. It is important to note that Nursery staff will have regular meetings with the Health Visitor and we liaise very closely with her. The Health Visitor will remain your child's *named person* until they reach 5 years old. For further information about this please speak to any member of staff.

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## *Nursery Times and Sessions*

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Our nursery class is open to children from age 3-5. Currently children are entitled to 600 hours of nursery education over the course of the school year. This is provided in a morning or afternoon session lasting for 3 hours 10 minutes every day.

We try to accommodate parent's choice of morning or afternoon place wherever possible. However demand for morning places tends to be higher and we may not always be able to meet this. We also try to ensure that there is a balance of older and younger children in each session because we believe that this has many benefits for all the children. If there are too many requests for either am or pm places then a ballot will be held to decide places.



Morning Session	8.30 – 11.40am
Afternoon Session	12.40 – 3.50pm



### **Drop off / Collection routine / Attendance**

You are welcome to bring your baby or toddler into the Nursery when you bring/collect your child. Please leave buggies outside the Nursery to avoid congestion in the foyer. Children who attend School must wait outside the Nursery at all times.

On arrival, please support your child to change their shoes and hang up their coat and bag on their peg. You can then accompany your child into the Nursery room and sign them in.

If your child is for any reason unable to attend nursery we would appreciate a phone call or text to the school office. 01592 583446 or text 07860003807

We try to pack a lot into the nursery session every day. There is an element of flexibility at the start and end of each session for drop off and pick up. If you are held up for any reason at the end of your child's session, please make contact with our school office so that we know you are on your way and can explain this to your child.

It is important that we know who will be collecting your child. If there is a change to the usual routine, please tell us. We will not hand your child over to an adult we do not know unless you have given us your permission. The person bringing and collecting your child must be over the age of 16.

### ***Settling In***

Every child is unique and some children will settle quickly while others take longer. The aim of nursery staff is to ensure your child feels happy, safe and secure without you.

Children are usually very quickly settled at nursery as the result of careful preparation we do in partnership with you. If your child needs a bit longer to settle into the new experience, we can make arrangements to support you with this. Settling in meetings will be arranged by the Nursery team and enable you to discuss your child's progress with his/her keyworker.

## *Nursery Foyer*

Our nursery foyer can get very congested at drop off and collection times, parents are welcome to catch up and chat with each other in our parents' room.

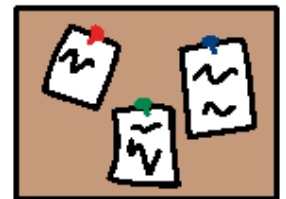
## *Key Worker*

When your child has been allocated a nursery place, they will also be allocated a key person who will work closely with you and your child during the transition between home and nursery and their settling in period and will continue to liaise with you and your child during your time with us. Your key person should be your first point of call to share information about your child.

Your child's key worker will be responsible for monitoring your child's development and progress through observations, photographs and keeping examples of their creativity and successes in their PLJ (Personal Learning Journey). We encourage you to share with us observations of your child at home so that these can be included in your child's record of achievement.

## *Noticeboards and information*

Our whiteboard in the foyer displays our weekly diary and any special events that are taking place throughout the week. We will send out regular newsletters by email. Please check out our website for more information.  
<http://www.fifedirect.org.uk/markinchps/>



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## *LEARNING THROUGH PLAY*

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### *The Nursery curriculum*

We believe play underpins all development and learning for young children. It is through play that children develop intellectually, creatively, physically, socially and emotionally.

Within the nursery we provide a wide range of learning opportunities to enable the children to access a variety of experiences. Every child starts nursery at a different stage of development. Their individual needs are assessed and staff plan appropriately to meet those needs, providing suitable resources and activities which allow for progression.

Through play children develop a range of skills and competences. They learn to:

- communicate and share with others
- persevere in the face of difficulty
- solve problems
- develop their own interests and curiosity
- imagine and create
- develop their knowledge and skills



Play experiences and spaces in the nursery are planned to support children's learning across a broad range of areas. We support implementation of the national Curriculum for Excellence and our nursery and Primary 1 children are working within the Early Stage of this. Curriculum for Excellence emphasises the development of literacy, numeracy, health and wellbeing as core skills for learning, life and work. In addition children will be learning through play and exploration about science, maths, expressive arts



(music, movement, drama, art), social subjects (learning about the people and places in their world), technologies and religious and moral education. These areas will then be developed and extended across your child's school career.

Documents we consult – 'Building the Ambition', National Care Standards' and Care Inspectorate Guidelines.

### *Outdoor learning*

We have a purpose designed nursery outdoor area which children can access directly from the nursery. We make use of this outdoor area all year round and for many children this is their favourite place to be. We also have a local allotment that many nursery and school children enjoy visiting. If you are green fingered (or practical and energetic!) and would like to help we would be pleased to hear from you.



### *Forest kindergarten*

As part of the curriculum, all nursery children go to Balbirnie Woods on a regular basis. This experience covers all aspects of the curriculum including allowing the children to become more independent and work as part of a team. We go to the woods in most weathers, so children should be suitably dressed, no open toe shoes e.g. sandals, and long trousers should be worn to protect from nettles. Further information will be given prior to any woods visits.

Forest session times : Morning session - 8.30am – 11.30am  
Afternoon session – 12.40pm – 3.40pm

### *Nursery - an all-weather experience*

As the children are offered opportunities to be outside in all weathers we would appreciate your help in ensuring that they have appropriate clothing for the weather conditions. They will need wellington boots and waterproofs when it is cold and wet and in the better weather please ensure that they are wearing long sleeved tops.



We ask that you leave a change of clothes on your child's peg just in case of any accidents or incidents. Please label every item of clothing belonging to your child clearly. Little socks and tee shirts can all look very similar!

### *Sun awareness*

At Markinch we acknowledge the importance of sun protection and are developing children's awareness of safety in the sun. Parents are required to provide sun hats for their child if required and sunscreen should be applied before coming to nursery.

### *Tooth brushing*

We are part of the *Child Smile* programme whereby children are encouraged to brush their teeth during the session. Parental permission will be asked for when your child starts nursery.



## Computers

Information and Computer Technology (ICT) provides the children with important tools for learning. We make use of photographs in our Floor books to help children discuss and remember events happening in the nursery. Children have access to a range of software programmes on the computer as well as the Smart Board. We support all children to become confident learners and to develop basic computer skills. However, we often find that they can teach us more than we can teach them!

## Lending library

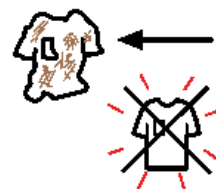
Children can borrow a book from the lending library on a Monday please spend some time with your child choosing a book.

## Play @ Home bags

All children will have the opportunity to borrow Play @ Home bags over their time in Nursery.

## Learning can be messy!

The children will have opportunities to play with a range of materials including glue, paint, mud, dough and sand. As we would like them to feel free to get stuck in, it is important that they come to nursery in clothes that can be easily washed and that are not too precious. We provide aprons for wet and messy activities.



## First Aid and children unwell at nursery

We can deal with minor injuries and we record these in an accident book. Whoever picks up your child will be asked to sign this book to confirm they have been informed of what has happened. If your child has a more serious injury or becomes unwell we will call you or your emergency contact. Please make sure we have up-to-date contact numbers.



If your child has been feeling unwell and had any medication before attending their nursery session, you must inform a member of our nursery team who will ask you to complete a medication form.

## Children's illness

Please inform us of the reason your child is absent from Nursery.

Illness	Appropriate action
Sickness or diarrhoea	Following a bout of, we ask that you keep your child at home for a full 48 hours after the last episode
	Recommended action
Conjunctivitis	Please do not bring your child to nursery if their eyes are 'gunky'. Wait until 24 hours after treatment has been started
Chickenpox	Please do not bring your child to nursery until the last spot has scabbed
Hand, foot and mouth	Please do not bring your child to nursery until the last blister has dried up
Scarlet Fever	Please do not bring your child to nursery until the last blister has dried up

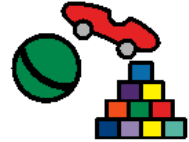
Notwithstanding the above, it is expected that parents/carers use their discretion and if their children remain unfit for Nursery beyond the above guidelines their children stay at home.

### *Intimate care of children*

During their time at Markinch Nursery your child may need intimate care. Staff who provide intimate care to children have a high awareness of child protection issues. This can be when cleaning up a child after they have soiled themselves, helping them to change clothes when wet or changing nappies for those children who are not yet toilet trained. Markinch Nursery is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.

### *Toys from home*

Occasionally children like to bring a toy from home to show other children or an adult in the Nursery. Treasures can easily be lost or misplaced which can be very upsetting for the child. Please discourage this.

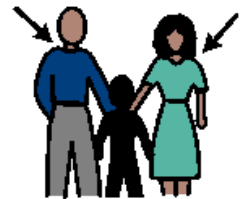


### *Weekly donation*

We do not charge for the nursery service. However, we ask parents to make a voluntary, weekly contribution of £2.00 to pay for snack, baking ingredients, parties, consumables, books, toys and games. If you would rather pay termly then please ask a member of staff about this.

### *Parent helpers*

Parental involvement and support is important to us and always welcomed. We believe that if we make parents welcome in the nursery and strive to involve them in all aspects of their children's education, then it will be to the benefit of all concerned. We also pledge to support parents in any way we can and help them to make contact with other professionals or support groups if this is more appropriate.



We want parents, as well as the children, to feel comfortable within the nursery environment and once children are settled into nursery all parents/carers are offered the opportunity to spend time with us.

### *Curriculum planning*

A plan is developed by nursery staff to build on children's interests and enquiries and to promote continuity of experience. The plan aims to ensure that every child is progressing and is appropriately challenged. In addition, it aims to ensure that children have a broad and balanced experience.

### *Keeping you informed about your child's progress*

We gather information about your child's progress throughout their time at nursery. This mostly involves watching the children at play and listening to them interacting with us and with one another. We record the children's progress in their PLJ (Personal Learning Journey) we use a lot of photographs to show the different activities they have been involved in. You can look at your child's PLJ any time you wish and we organise planned events to go through the PLJ and discuss your child's progress.



We also share the children's learning on our Learning Wall and our Floor Book which can be seen in the Nursery foyer.

We find the most helpful way of sharing information is through the informal contact you have with staff every day when you bring your children and collect them. The nursery staff are happy to discuss any aspects of your child's progress anytime. If you feel you need a more detailed discussion, staff will be happy to arrange a time to suit you where you can have an uninterrupted discussion.

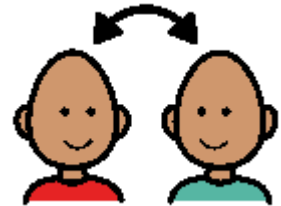
## *The nursery and the school*

At Markinch Primary School we see the nursery class as a vital part of our School. Most of our nursery children go on to Primary 1 at Markinch and therefore we try from the beginning to support the children to get to know the school and see themselves as part of it. The nursery children use the Gym Hall and we include them in school assemblies once we know that they have all settled in. Throughout the summer term the transition for our pre-school children going in to Primary 1 begins. We always try to develop strong continuity and progression in the children's experience of nursery and school.

You will also receive letters and newsletters, by email, termly to keep you up to date with all that's happening across the school. Information can also be viewed on our website and Facebook page.

## *Learning is a partnership - you, us and the children*

Although we get to know your child very well, we appreciate that we cannot ever know your child as well as you do. Parents are their children's first and most important teachers and many of the skills, special interests and attitudes that children have will have been fostered by their parents. We are always happy to talk to you about ways in which you can support your child's learning. Here are some ideas that may help.



- Take an interest in your child's activities and interests and talk with them about their day
- Give your child as many opportunities to talk as possible and encourage them in conversation
- Support your child's independence by letting them make choices and do things for him/herself like tidying up, washing, dressing, helping you
- Encourage your child to notice, look at and talk about things around them, notices and signs in shops and in the street, shells, stones, flowers and plants, the weather, traffic, people at work
- Share books and stories, talking about the pictures and about when you were a child
- Appreciate their work; they will bring home plenty of pictures and models and will become more confident if you praise their efforts
- Allow them to try new experiences, to take risks, not to worry if they don't get things right first time- remember we all learn by doing and we all learn in different ways and at different speeds

## *It's everyone's job to make sure that every child is safe.*

We follow Fife Council's Child Protection Guidelines. The Child Protection Coordinator for Markinch School & Nursery is the Headteacher. If we are concerned about your child we will try to discuss this with you in the first instance. We may occasionally require to seek advice from other professionals including the Health Visitor or Social Work and we will always tell you this.

## *Stay and play.*

These sessions are for parents to share their child's learning experiences. It is a special time for you and your child, we regret that we are unable to allow younger brothers and sisters to attend. This is also for Health and Safety reasons.

## Fife Education and Children's Directorate



Fife's Education and Children's Directorate is the second largest in Scotland. We provide high quality education and social work services to children, young people and families and in relation to criminal justice.

Our vision is to improve life chances for all

The Education and Children's Services Directorate plays a key role in taking forward the wider aims of the council by:

- Raising attainment and achievement
- Ensuring inclusion and making a positive difference in our communities
- Improving the learning environment
- Supporting and protecting the most vulnerable

Our approach is founded on the values of:

- Compassion
- Ambition
- Respect
- Equity

Our priorities are to improve:

- Educational Outcomes– *raising attainment, literacy, numeracy levels etc.*
- Employability Skills– *raising overall achievement, including skills for work and life in the community.*
- Equality and Equity– *reducing inequalities and seeking to break the cycle of social disadvantage. Our interventions need to be as early as possible and then sustained.*
- Enhancing opportunities for our most vulnerable groups and individuals - *protecting our most vulnerable children, families, and service users but also enhancing opportunities to improve their whole life outcomes and seek to secure positive outcomes and destinations for learners.*

Our commitment in practice:

We will attract and recruit the most effective practitioners; and we will develop their professional learning and practice.

We will develop effective partnerships and integrate services in a child and family-centred way.

We will focus our efforts on prevention, early intervention to break the cycle of disadvantage and protect the vulnerable.

We will be relentless in our focus on improving outcomes for all

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## ADDITIONAL INFORMATION

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### *Data Collection*

Fife Council collects information on pupils, parents and other carers to enable the provision of educational and other support services including personal data, contact details, pupil's attainment records and health information. We are keen to help all our pupils do well in all aspects of school life and achieve better exam results. Sometimes the best way is by sharing information with our partner agencies including NHS Fife, Fife Constabulary, Careers Scotland and the Scottish Government Education Department. These agencies have a responsibility to protect children, young people and vulnerable adults and sharing information between agencies helps to do this. Examples include: the provision of dental services, immunisation programmes and road safety campaigns.

### *The benefits of data sharing*

Sharing information between partner agencies ensures integrated service provision which provides a positive contribution to the safety and well-being of children and young adults. Data sharing helps:

- protect children and young people from suffering harm, abuse or neglect;
- ensure children and young adults with additional needs get the services they require;
- enable children to achieve their academic potential and attain their goals.

### *What information can be shared?*

Information collected through enrolment forms or provided by parents and other carers will be held on computer systems and used within Fife Council for the purposes of furthering education and training, career guidance, health monitoring and Parent Council elections and advice. Information will be shared with partner agencies when there are clear concerns about the care, safety and welfare of children, young people or vulnerable adults and to aid careers planning.

Personal data will not be shared out-with the above circumstances and information will not be disclosed to any third parties except where permitted or required by law or where informed consent has been received. The uses of the information are covered by the Council's registration under the Data Protection Act 1998.

### *Sharing information with the Scottish Government*

Education authorities and the Scottish Government Education Department (SGED) manage and transfer data about pupils electronically through the ScotXed programme. The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed to SGED. The postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by SGED. Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on the website will help you understand the importance of providing this data.

## *Data Protection Rights*

The collection, transfer, processing and sharing of both ScotXed and Careers Scotland data is done in accordance with the Data Protection Act (1998). It also complies with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how your data will be used. Full details of the uses of pupil data can be found on the ScotXed website ([www.scotxed.net](http://www.scotxed.net)).

SGED works with a range of partners including HM Inspectorate of Education and the Scottish Qualifications Authority. They may make individual data available to partners and academic institutions to carry out research and statistical analysis. They will provide partners with information they need in order to fulfil their official responsibilities. Sharing of data will be done under the strict control and prior agreement of the Data Access Panel in SGED, which will ensure that no individual level data will be made public as a result of the data sharing and this data will not be used to take action in respect of an individual.

## *Access to Records*

In most circumstances, pupils and their parents and / or appointed guardians have the right to see all the information held by Fife Council about the pupil.

Parents, guardians and other carers have the right to see personal data about themselves under the Data Protection Act 1998.

## *Severe Weather Conditions*

In the event of early closure due to severe weather conditions parents are advised to arrange for children to be received at home or by a neighbour, etc.

- Listen to Kingdom FM (95.2 and 96.1), Radio Forth (97.3), Radio Tay(102.8 and 96.4) or other local radio stations or
- log on to [www.fifedirect.org.uk/news](http://www.fifedirect.org.uk/news) or find fife council on twitter or facebook
- access the information on your Sky or Virgin digital set-top box.

See 'Fife Council TV' on the A-Z of Services on [www.fifedirect.org.uk](http://www.fifedirect.org.uk), or in the Useful Guide to Council Services.

Parents can receive text or email alerts sent direct regarding school and other council facility closures.

- Log on to [www.fifedirect.org.uk/closures](http://www.fifedirect.org.uk/closures).
- Click on Sign up for Alerts.
- Click on School Closure Alerts and follow the instructions to either sign in or register

## *The school to which your child will transfer*

On completion of your child's nursery education the normal arrangement is for children to transfer to your local primary school. You will of course be aware that you have a choice of primary school. Nursery Staff can discuss this with you. If your child is to transfer to another nursery school (eg because you are moving home) you should complete and return a pupil transfer form (available from the school).

Where a child goes missing from school without warning then the education service is obliged to link with other services to discover where the child has gone and confirm their safety and wellbeing.

## *Complaints Procedure*

Should you have a complaint, including one that relates to the Additional Support for Learning Act, concerning the school or your child's education you should contact the school office in the first instance and if necessary, arrange to discuss the matter with the Depute Head or the Head Teacher. If the matter cannot be resolved at this stage, then you will be advised to write to the Executive Director Education. Fife Council Education Service has produced a leaflet Compliments, Concerns & Complaints which explains the procedure for providing feedback; it can be obtained from the school office, public libraries or Fife Council Local Services Centres.

You may wish to refer your complaint to the Care Inspectorate. Leaflets explaining both Fife Council's and the Care Inspectorate's Complaints Procedures can be obtained from the school office, public libraries or Fife Council Local Offices.

The address for the Care Inspectorate is:  
Compass House,  
11 Riverside Drive,  
Dundee DD1 4NY.

You can contact the Care Inspectorate on:  
Tel: 0800 600 9527  
Email: [enquiries@careinspectorate.com](mailto:enquiries@careinspectorate.com)