



Fossoway Nursery Handbook



Playing on the scooters by Jorja

Fossoway Primary School
Drum
KY13 OUL
Tel: 01577 867340

June 2020

Welcome to Fossoway Nursery. We hope this booklet will provide you with all the information you need for starting nursery.

Our aim is to create a warm, welcome and happy atmosphere where children will feel safe, secure, included and valued.

From August 2020 every nursery age child will be entitled to 1140 hours of funded ELC in a local authority setting. Here at Fossoway this will be delivered by offering five full day (6 hour) sessions a week during school term time. Your child may have a free cooked lunch prepared by Tayside Contracts or you may choose to provide a packed lunch. Menus for the cooked lunch will be provided at the beginning of term. Specific dietary requirements can be catered for.

Nursery sessions begin at : 9.00
end at: 3.00

We ask that children are collected **promptly** at the end of the session or day.

Staffing:

Here at Fossoway we are led by Mrs Fiona Allan our headteacher, and supported by a visiting support teacher. Nursery will be staffed by fully qualified ECPs and supported by Play Assistants in accordance with Care Inspectorate regulations and ratios. For more information about the staff working in nursery this term please see our photograph board at the entrance.

Our address is: Fossoway Primary School
Drum
KY13 OUL

Visit our website at fossowayps.schoolwebsite.scot
e-mail us at: Fossoway@pkc.gov.uk
Or follow us on twitter at [@Fossoway_ps](https://twitter.com/Fossoway_ps)

Our school telephone number is: 01577 867340

Parents/carers are asked to always telephone the school if their child is going to be absent. If we do not receive a call, it is our practice to telephone you if your child does not come to nursery when they are expected. We would also ask that you contact us if you are going to be delayed in collecting your child, or if someone other than the usual adult, will be collecting your child.

In our nursery we strive to provide a vibrant, stimulating, secure and safe environment where each child is given the opportunity to develop socially, emotionally, physically and educationally. Children learn through play by

- exploring,
- being challenged
- being encouraged
- being supported

Each child is treated as an equal individual, respected and valued, their efforts and success are celebrated.

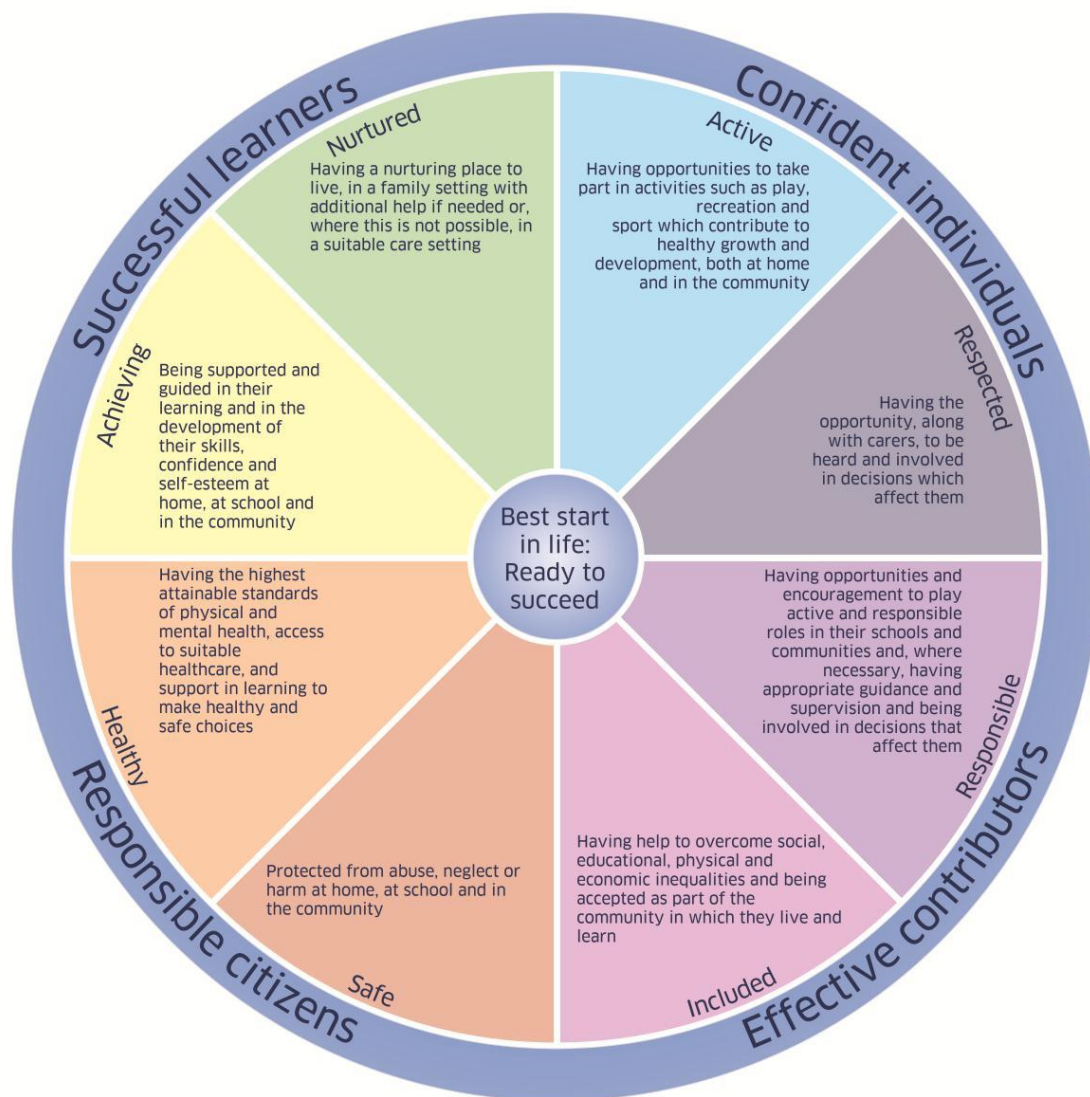


We want children to develop the confidence and independence to explore and enquire, to try something new, to ask questions and to seek answers and to apply their learning to discover and learn even more.

Children are encouraged to respect and care for themselves, for each other, for their nursery, their environment, and for the wider community.



The wellbeing of our children is at the heart of *Getting it Right for Every Child* and at the heart of our nursery. The 'wellbeing wheel' below, shows the areas of wellbeing in which children and young people need to progress in order to do well now and in the future. These eight areas are set in the context of four capacities, which are at the heart of the Curriculum for Excellence.



Our nursery curriculum 'The Curriculum for Excellence' is about ensuring that we help develop and educate our young people, to prepare and provide them with the skillset they will need to continue their learning journey, to become successful learners, confident individuals, responsible citizens and effective contributors.



We provide carefully planned areas, both inside and out offering a variety of play experiences, with both adult led and free flow play in a child centred environment. We encourage children to be part of our planning process, choosing their own activities and following their own interests.

Here at Fossoway we use a secure digital portfolio app called Seesaw. When your child starts at our nursery you will be given more information and a code to access your child's unique page. We will record your child's significant learning experiences and share them with you. You will also be able to share learning from home with us through Seesaw.

Staff will reflect upon children's developing interests and skills, responding to their changing developmental needs and plan to provide motivating learning experiences. These are developed and recorded in Talking thinking floor-books or in our communication book, which you are encouraged to look at.

When your child starts nursery....

We believe that good relationships and routines help children settle and develop confidence and security. We will endeavour to get to know your child, their likes and dislikes. We encourage children to be as independent as possible and this begins when they arrive each day and choose their own peg by putting their name card on it.

Please provide a change of clothing, (including underwear) and, if necessary, nappies, wipes and nappy sacks. We also ask that a carrier bag be supplied so that we can send home any wet or soiled clothing as easily, and hygienically, as possible. If your child has a toileting accident you will be asked for your signature confirming that we have made you aware.



Please ensure that all clothing is clearly labelled with your child's name. Indoor shoes should also be supplied. We find that trainers or plimsolls with velcro fastenings are better for active play including gym and for ease of changing footwear. We encourage all children to do as much as possible for themselves, and tricky laces or fastenings can be difficult and time consuming for small fingers.

What should my child wear?

Your child **WILL** get messy! We offer a variety of art, craft and messy play activities, as well as playing outside in our garden. Practical, machine washable clothing is best. Children are encouraged to be as independent as possible, so please consider this when choosing their nursery clothes. For example, will their clothing allow them to go to the toilet by themselves? Keeping your child safe is our highest priority, and so we ask that no jewellery is worn which could cause accidental injury. Necklaces could become tight if pulled or caught on equipment, or earrings may get caught as a child pulls a jumper off.



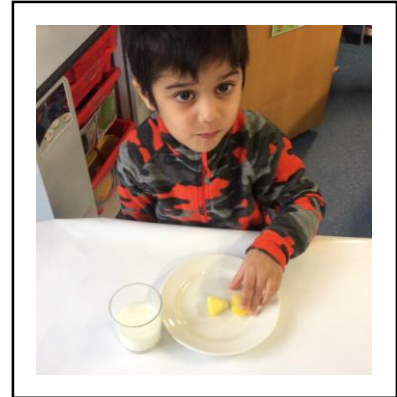
We endeavour to go outside every day, whatever the weather. Please ensure your child has suitably waterproof or warm clothing for this. We have nursery waterproof trousers and jackets if your child needs to borrow them. We also suggest that a pair of wellies can be kept in your child's shoe box - then they are ready whatever the weather. We also have some spare wellies available to borrow if needed. Please provide a sun-hat and sun cream with your child's name on it in the summer.

May my child bring toys to nursery?

We appreciate that some children may like to bring a comfort toy to help them settle at nursery. We will always support children to settle as quickly as possible, however we would ask that you try not to bring toys from home. These can so easily be lost in amongst all the nursery toys, or cause upset when another child wants to play with them. If your child finds the transition from home to nursery difficult we will work with you to best support your child and meet their individual needs.

What will my child get to eat or drink?

We provide a healthy snack every morning, which the children are actively involved in both choosing and preparing. This is an integral part of the nursery experience and offers opportunities for valuable learning, not only about nutrition and healthy eating, but also about the social aspects of eating and sharing a meal together. Fruit or vegetables are available every day, as well as milk or water to drink. We would ask that your child brings a water bottle, filled only with water, which has been **clearly labelled** with their name. They should bring this into the nursery room where it will be stored safely and easily accessible for them should they need it.



Lunch and a morning snack are provided for every child. You will receive a lunch menu for the term when your child begins nursery from which your child may choose a free school lunch. We ask that you discuss the menu options with your child then, as part of their daily routine they can select their lunch from our menu board. Meals are cooked on the premises by Tayside Contracts and they are happy to provide for a range of dietary requirements. Please speak with a member of nursery staff for more information.

Alternatively you may choose to send a packed lunch, these should be packed with an ice pack to keep them cool and please remember to put your child's name on their packed lunch box or bag.

Fossoway operates a cashless payment system called ParentPay which is a safe and secure way to make any cash payments to the school online.

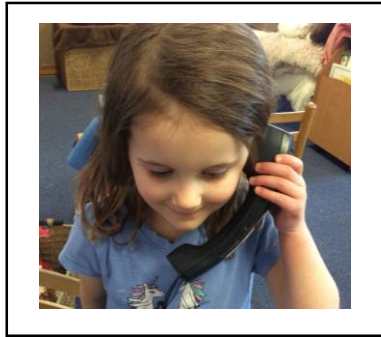
You will be given more information about this when your child begins at nursery. We ask for a voluntary termly contribution to our toy fund.

My child has allergies, how will nursery help him/her?

Nursery staff are experienced in supporting children with a variety of allergies and intolerances. We will always work with you to best support your child, please speak with us if you have any concerns.

What happens if my child becomes ill...

Please let us know if your child is not coming to nursery. In accordance with Health and Safety guidelines, we follow the recognised protocol of exclusions regarding specific illness, e.g chickenpox, measles etc. In particular, if your child is sick or has diarrhoea, they **MUST** be clear of both for 48 hours before returning to nursery. Some illnesses require no exclusion, such as conjunctivitis, however please remember this is contagious and requires careful personal hygiene to prevent spreading.



If your child becomes ill at nursery we will contact you immediately. If we cannot contact you we will contact the emergency number you have provided. For this reason, it is essential that we have up to date contact numbers.

Please remember to let us know if you get a new telephone number or the emergency contact numbers should change.

How do I find out about my child's progress?



Staff will always be happy to answer any questions you may have about how your child has settled or how they are progressing in nursery. We offer a chance to meet for a 'Settling In' review after your child has been with us for about six weeks, or sooner if required. We also use the Seesaw app to share information with you and we would encourage you to respond or to add your own pictures of your child's achievements at home so that we can share and celebrate them at nursery. We endeavour to display children's work in the corridor and cloakroom areas and there is a

Communications Book available there for you to browse through and to write your own comments in - we welcome your suggestions, thoughts and ideas! We also offer parent contact meetings during the year. A member of staff is always at our door to meet and greet children and families at the beginning of every session and we are happy to have a quick chat. However please remember that this can be an exceptionally busy time and it may not always be possible to chat for long.

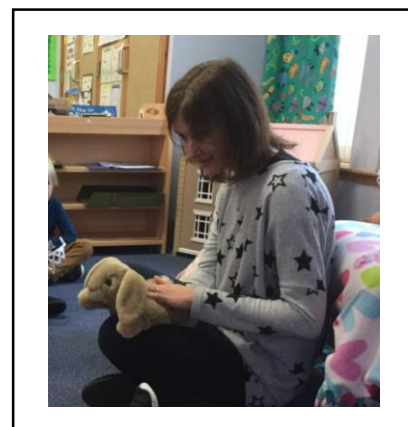
If you do have any concerns we are always happy to make an appointment for you to meet with a member of staff at a mutually convenient time.

As a parent, how can I be involved in the nursery?

The importance of a strong link between parents and nursery cannot be over emphasised. When your child begins nursery we will ask you to complete an 'All about me' booklet which will provide us with more information about your child. This will enable us to get to know them as quickly as possible as well as helping us to understand their needs and preferences. We will ask you to update this throughout the year to ensure it is as relevant as possible.

We offer regular 'Stay and Play' sessions. These provide opportunities for you to bring younger siblings to enjoy time in nursery and for you to join in and experience nursery activities. For younger children, this is a valuable opportunity to prepare for starting nursery and can ease transition considerably. Please check our whiteboard for dates and times.

Here, one of our parent helpers is teaching the children some Gaelic



We have a Celebrating Success display in the cloakroom, designed by the children, and we encourage you to share achievements from home with us so that we can display them here.

If you have any skills or talents, such as music, gardening, sports or art, which you would like to share with the children do let us know. Please check the whiteboard in the cloakroom for information or requests for help

Where can I find information about Nursery ...

Our notice boards in the cloakroom will provide you with lots of information about our own nursery as well as other Children's Services, for example Speech and Language Therapy, local organisations and other ELC information.

We have photographs of staff members to help you get to know us, and also details of other school staff your child may meet in the course of their day. We would urge you to **check our whiteboard** when you arrive each day. We will write up any notices or information which you may need to know for that day or the days to come. We will also always try and 'Seesaw' this message to you too.

There is a parent council board just outside our building near the door, which is updated by parents on a regular basis.

Please note, that although we are happy to put up notices for charitable events we are unable to advertise private businesses or profit making organisations.

Thank you.

What happens if the school/nursery has to close unexpectedly?

Whilst every effort is made to ensure schools remain open, there have been occasions when the weather, or other conditions have simply made it unsafe to do so. This information will be shared on both the school and council website. Go to pkc.gov.uk/schools. There would also be announcements on local radio stations. School app, website, email and occasionally seesaw. Should the school have to close at some point during the day, we would always contact you as quickly as possible. **Please ensure your contact details are kept up to date.**

My child needs to take medication, what do I do?

The health and wellbeing of all the children is paramount. If your child is unwell and requires medicine to aid recovery, it is probably best to keep them at home where they can rest and recover well. The health and safety of all children, and staff, is our primary concern, and small children are still learning about personal hygiene and washing hands!

However if your child needs medication we would follow Perth and Kinross Council policies for this. You may be asked to come in to administer the medication. Alternatively staff will ask you to complete forms giving consent for us to administer the medicine. All medications, including asthma inhalers, must be stored in a secure box (such as Tupperware), with your child's name and a photograph clearly visible. NO medication should be left in your child's bag. If necessary a protocol will be drawn up to ensure all staff know and understand the procedure for administering the medication.

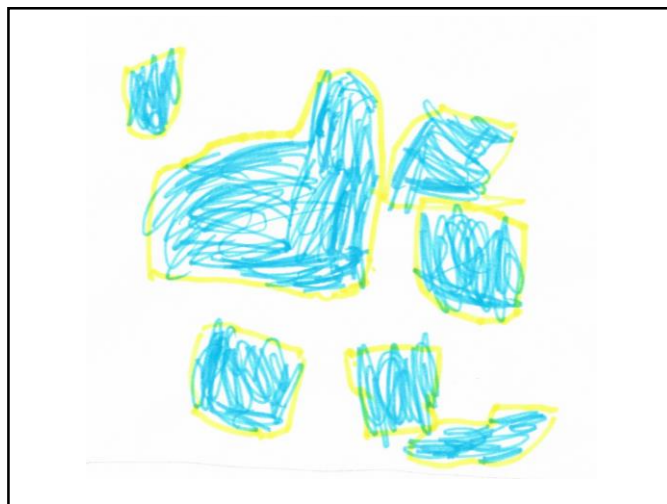
It is your responsibility to provide us with the correct medication, in date and with clear instructions for use. We will store it in our First Aid cupboard with information about your child beside it. All medication should be collected from nursery at the end of each term and returned at the beginning of the next. Please speak with a member of staff for further information.



What support will my child get before they start school?

As we share the Early Years building with Primary 1/2 we share many areas, resources and learning experiences with the class. We have 'Together Time' sessions, spending time in the primary 1/2 class area, as well as all the children playing together in nursery. Each nursery child is allocated an older child as their buddy, someone who will help them develop wider friendships and feel more confident about playing in the P1/2 classroom as well as the wider school environs. The nursery children quickly become familiar with life in Primary 1/2 which eases the transition from nursery to Primary 1. More information about specific activities will be provided as your child enters their final pre-school term.

A copy of the school report and any other professional notes, e.g. from SALT or a Child's Plan will be handed to the Primary 1 teacher, as well as a staff transition meeting to ensure all valuable and relevant information is exchanged.



"I liked playing with the blocks with my friends" Penny

Who do I speak to if I have any concerns?

We hope that your child will have a positive, enjoyable and happy time at our nursery. However if you have any worries or concerns please come and talk to us. We are always happy to chat, either informally at the beginning of our sessions, or if you prefer, we can arrange a more formal meeting at a mutually convenient time. We are fully committed to working together with you, to resolve any issues you may have. Our head teacher Mrs Allan, is also happy to meet with any parents or carers if you are still concerned or dissatisfied with a situation.

If you are not satisfied, you may contact Education and Children's Services - Complaints, at Perth Council, 2 High Street, Perth, or by telephone on 01738 476755. They can also be contacted by e-mail - ecscomplaints@pkc.gov.uk Alternatively you may contact the Care Inspectorate using their complaints procedure. They can be contacted on their national enquiries line 0345 600 9527 or by visiting their website at www.careinspectorate.com



Stories outside in our boat!

We hope that both you, and your child will have nothing but positive, happy experiences in our nursery, and that your child's journey through nursery and in to Primary 1 lays down secure foundations for the rest of their time at Fossoway Primary, and their education beyond. We are all extremely proud of our nursery, and our school and we will endeavour to ensure that your child will be part of a very happy, warm and caring school community.

Fossoway Nursery Staff.

With many thanks to the children and parents of our nursery for allowing us to use their photographs in the making of this booklet.

Glossary of terms and acronyms

PKC - Perth and Kinross Council

HT - Head teacher

PT - Principal Teacher

EYT - Early Years Team

ELC - Early Learning and Childcare

ECP - Early Childhood Practitioner - qualified to HNC level or above, registered with the SSSC and recognised by the Care Inspectorate as qualified to work in ELC settings

SSSC - Scottish Social Services Council - governing body for all social care settings and staff

SALT - Speech and Language Therapy - NHS trained staff who may work with individual children in nursery, school or at an NHS site

OT - Occupational Therapy - as above but supporting children's physical needs

PA - Play Assistant - an adult qualified to NC level or above who provides support to nursery staff and care of children. Their role may vary from setting to setting. They may have responsibility for preparation of snack and supervision of children at lunchtime.

PST - Pupil Support Teacher - a qualified teacher trained in supporting children with additional needs

PSA - Pupil Support Assistant - adult trained in providing targeted support to an individual child or small groups of children, e.g. to deliver activities in nursery or school for SALT, OT or the PST.

ED. Psych - Educational Psychologist

Child's Plan - this refers to an individualised plan to support a child with specific identified needs and would be the result of a Child's Plan Meeting with parents/carers and all professionals working with the child.

Inset days / In Service Days - days when both school and nursery will close for staff training. The precise dates are available online at pkc.gov.uk