

# Croftmalloch

## Nursery Class

### Handbook



2020-2021

# Welcome to Croftmalloch Nursery

## Our Vision, Values and Aims



### What does this mean in our nursery?

Children are at the heart of all that we do. We strive to nurture healthy, independent, curious learners who are confident in their abilities as individuals and show kindness towards themselves and others.

**Our three values, which we share with the wider school are: Be Ready, Be Responsible and Be Respectful.**

We know that the way in which our values are displayed and understood by children will be different from the start of a child's journey at Croftmalloch than what we would expect to see towards the end. We understand that how children understand and display our values depends on their stage of development and unique needs. Our job is to start with the child and support them from where they are.

### In our nursery our values may look like this:

**-Be Ready to Learn!** - I am growing in independence. I am curious and interested in the world around me. I am beginning to share attention with others and develop my ability to listen and take turns. I am beginning to learn how to manage risk.

**-Be Respectful-** I am learning how to be kind, I am learning to share, I am beginning to learn about some feelings.

**-Be Responsible-** I am learning to care for my nursery and the wider environment, I beginning to be able to help others perform a task or complete a task on my own.

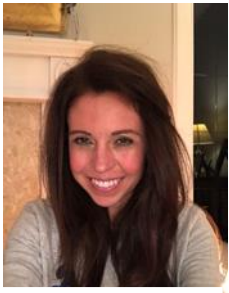
**Learn and Play the Croftie Way!**

### **Welcome to Croftmalloch Nursery Class**

We hope that both you and your child will enjoy your time with us.

The learning process, which your child has already started at home with you, will be developed further here in nursery and we look forward to sharing this with you.

## Meet the Nursery Team



Miss Baillie  
Head Teacher



Miss Kelly  
ELC Area  
Support  
Manager



Mrs Hines  
Early Years  
Officer



Miss Waktins  
Early Years  
Officer  
(Acting)



Mrs Thomson  
Nursery Nurse



Mrs McManus  
Nursery Nurse



Miss Wills  
Nursery Nurse



Miss Murray  
Nursery Nurse



Mr Brewster  
Nursery Nurse



Mrs Larrainzar  
Nursery Nurse



Miss Kerr  
Nursery  
Nurse



Miss Collins  
Pupil Support  
Worker



Mrs Russell  
Pupil Support  
Worker



Miss White  
Pupil Support  
Worker

Miss Baillie is the Headteacher of the school and nursery.

You may also meet students from West Lothian College, Stevenson College, Moray House School of Education and other Universities or local Secondary schools, who will be here to learn more about working with children

## **Nursery Address:**

Croftmalloch Nursery Class  
Croftmalloch Primary School  
Via Raeburn Crescent  
WHITBURN  
West Lothian  
EH47 8HQ

Tel: (01501) 740506

## **Nursery Hours**

Croftmalloch Nursery is now open 50 weeks of the year (closing for 2 weeks at Christmas and New Year.) We would like to know in advance if your child will be attending during holiday periods and will issue you with a holiday provision form before the holiday period. This allows us to ensure that we has sufficient staffing in place to meet our ratios.

## **Morning Session:**

**We are currently operating staggered drop off and pick up times during the current times due to COVID restrictions. This allows us to avoid congestion at the cloakroom area and limit the amount of adults coming into close contact.**

\*The drop off and pick up times are subject to change due to ongoing COVID guidance.

**Monday – Thursday** doors open at **7.50am** and children must be collected by **12.30pm**. This is currently split into 3 staggered drop off and pick up times:

Bubble 1 (Oak) drop off 7.50am, pick up 12.10pm

Bubble 2 (Ash) drop off 8am, pick up 12.20pm

Bubble 3 (Rowan) drop off, 8.10am pick up 12.30pm

**Friday – door opens at 7.50am** and children must be collected **by 11.47am**. Full day children attending their extra session **8am - 11.20am**.

## Afternoon Session:

**Monday – Thursday** doors open at **12.30pm** and children must be collected by **6.14pm**. This is currently split into 3 staggered drop off and pick up times:

Bubble 1 (Oak) drop off 12.30pm, pick up 5.45pm

Bubble 2 (Ash) drop off 12.40pm, pick up 5.55pm

Bubble 3 (Rowan) drop off 12.50pm, pick up 6.05pm

## Full Day Session:

If you have opted for 2 full days then your child will attend on the 2 allocated days you have been granted between Monday – Thursday where doors open from **8am** and all children must be collected by **6pm**. Their additional session will either be a Friday morning or allocated afternoon session. Pupil Placement should have informed you of your child's allocated time.



**If your child has a full day place in nursery you will be granted one other session (morning or afternoon) with the following times:**

**Morning: 8.00am- 11.20am or Afternoon: 12.45pm-4.05pm**

## Starting Nursery

### Nursery Visits

Once your child has been allocated a place by West Lothian Council, you will be contacted by a member of the Nursery staff. You and your child will be invited along to Nursery to meet the staff, complete any necessary paperwork

and answer any questions you may have about Nursery. Currently we are asking parents to go away for this hour and then return to pick up their child.

### **Settling In**

Your child's first session will last an hour. Thereafter, we realise that each child is an individual and it is important that we work together to continue the settling in process we can gradually build up their time or move to their full session depending on your wishes and the needs of your child.

Our staff will support you to leave your child and can give you a call to provide an update, if your child is distressed or has settled.

### **Coming To and From Nursery**

Currently Nursery staff will collect children from the gate at their suggested drop off times.

In the cloakroom, your child will be allocated a peg and shoe box with his/her name on and a book bag for their daily bedtime read book or artwork etc. Outdoor shoes should be put in the box under their peg and a change of shoes put on for indoors. Each child will be allocated an individual bag to store their change of clothes etc. and preferably no bags from home at present.

We would recommend that you clearly label your child's belongings with their name so that they can easily be identified by your child and the staff.

All children must be brought to the Nursery and collected by an adult. No person under the age of 16 can do this and under no circumstances can the Nursery staff hand over a child to another child.

Please ensure staff are informed as to who is collecting your child if you, yourself are unable to do so. We cannot release your child to someone that is not named/ introduced without prior discussion with yourself; we hope you understand that this is to ensure the safety of the children and service users. Please also keep us updated with any changes to contact numbers that we hold for you and the emergency contacts you provide for your child.

### **Clothes**

Your child should come to nursery wearing clothes which enable him/her to take part in all activities without worrying about them being spoiled. Children

are able to play with paint, water, glue and explore outside every day so it is likely that they will be less than spotless by then end of the nursery session!

We do have a stock of nursery t-shirts available for purchase, should you require a nursery jumper we can provide you with these details on request. If you wish, you can purchase items when enrolling or during session time. Currently, we ask that the exact cash is provided in an envelope to limit us handling money. We would recommend that a spare change of clothes is kept in your child's nursery bag in case your child needs to be changed. Please remember that it is essential that these items are clearly labelled to avoid confusion for children, staff and parents/carers.

As we access the outdoors and our forest area on a daily basis, we would recommend that a wet suit/ wellies and change of clothes are left in the Nursery. We have a small supply in Nursery which children can use if they don't have their own.

Outdoor shoes will be changed as soon as your child comes into nursery. They should have a change of shoes which will be kept at Nursery. Please write your child's name on them and they can be kept in nursery. To develop independence, we ask that children wear clothes and shoes which they can easily take off and put on again, on their own, when going to the toilet.

### **Reporting an Absence**

If your child is unwell or there is another reason why he/she can't attend nursery please phone and let us know so that we can keep the register updated. The School number is **01501 740506**, select option **3** for the nursery.

If your child has been sick or has diarrhoea then they need to be kept at home for at least **48 hours after the last period of sickness/diarrhoea**. For periods of absence for other communicable diseases please contact the nursery for advice.

### **Snack**

West Lothian Council now cover the cost of snack for each child therefore there is no longer a charge for this. Our snack menu has recently been revamped for our "Croftie Café". Under normal circumstances children would be involved in menu planning, online shopping and the preparation of a healthy, nutritious snack. At present a consistent adult is preparing all snack to limit risks.



## **Allergies**

Please advise us of any allergies/food intolerances so that we can cater for your child's needs. A list of recipes or allergens that our foods contain can be seen upon request.

## **Medical Needs**

If your child has any medical requirements please discuss this with us and we can complete the relevant paperwork and ensure that we meet their needs as best we can.

## **Communication**

We have several approaches to communicating news, you will be added to our parents email group and will receive nursery newsletters/updates via email. We also post photos and news regularly to our school Twitter feed (@croftmalloch).

## **Outings and Special Visitors \*on hold due to current circumstances**

As part of our early years' curriculum, we like to consult with the children and follow up on their interests. This can often take us out and about in the local community and sometimes further afield. For any outings, we require specific permission from parents/carers and we may ask for appropriate contributions/payment to cover costs. We like to take children out for walks in the community. For these local outings, we will ask you to grant permission on an EE2 form on a yearly basis, rather than handing out permission slips every week.

We often have visitors from various professional and community agencies (e.g. Police, Health, Educational Psychologist, Doctor, Dentist, Speech and Language Therapist) to help advise us or simply to talk about their jobs with the children as part of our learning.



## **The Nursery Curriculum**

In line with National Guidelines our curriculum is based on the Early Level Experiences and Outcomes of Curriculum for Excellence. We aim to ensure that your child's education has breadth and depth which enables him/her to develop skills for learning and life. We place emphasis on literacy, numeracy and promoting a healthy lifestyle. There are eight main areas in the curriculum, all of which the children will experience during their time in nursery:

- Language and Literacy
- Numeracy and Mathematics
- Health and Well-being
- Social Studies
- Expressive Arts
- Science
- Technologies
- Religious and Moral Education

We also refer to the guidelines set out in Building the Ambition and Realising the Ambition, as well as "Pre-birth to Three" guidance which focuses on four key principles:

- Rights of the Child
- Relationships
- Responsive Care
- Respect.

We aim to set out a Froebelian approach to our experience here at Croftmalloch and with this we set out to provide an open ended, child-led approach. We see play as a serious activity and aim to assist your child's learning through freedom with guidance. Through exploration, play and encouragement your child will learn the holistic skills needed to confidently move on to Primary 1 being the best that they can be.

Both inside and outside the nursery there is a varied selection of loose parts resources, real objects and educational items that we will organise and set out for activities according to children's interests and needs considering challenge, enjoyment and ability.

## **The Nursery in the Primary School**

The Nursery is very much part of the Primary School and school facilities are available for use. At times the nursery will join in with the school and take part in special events, attend assemblies etc. Your child will also become familiar with the school through routines such as taking money to the office, collecting resources etc. \*Please note these activities are on hold for now.

School children may also visit the nursery for individual projects or to help out and we have an excellent transition programme for our children moving up to Primary 1.

## **Progress and Learner's Journey**

The nursery staff regularly observe and assess progress and development of children and will build up a profile on each of them, this is called the Learner's Journey. On entering the nursery all children are allocated a Key Worker. This member of staff will be responsible for the upkeep of your child's Journey although it should be noted that all children will be working with all members of staff throughout their time in nursery.

No other parent will be able to access your child's learner's journey. We are always willing to discuss all aspects of development with you both formally and informally as well as at arranged parents days/evenings (\*currently on hold or being held virtually.) There will be opportunities for parents/carers to add to journeys throughout the year as we celebrate children's achievements both inside and out of school. Children's photographs are a large part of the evidence we gather.

## **Photographs**

As previously mentioned, staff will take photos of children at work and play for the purposes of the Learner's Journals, floor book to document planning and action and also for display purposes. You will be asked to fill out a photography consent form for your child at enrolment and here you can discuss or raise any questions/concerns with regards to this.

For events in nursery where you wish to take a photograph of your child, we ask that you respect that other children may not have the same permissions as your child and when doing so you are mindful that no-one else's child is in your photograph. You will always be guided on this at such events but it is important to note.

## **Parent Helpers \*currently on hold**

Once the children are settled, we are pleased to welcome helpers into the nursery. These include Mums, Dads, Grans and other members of the family ready, willing and able to help. Some of the tasks you may be asked to help with are:

- Reading stories
- Playing games
- Gardening
- Sewing/Knitting and weaving
- Arts and Crafts

If you feel that you have the time and would like to offer your help, come and see the EYO or nursery team for more information. We understand that you don't always have the time to spare, you can still help in other ways such as collecting junk modelling items such as cardboard cereal boxes, yoghurt pots, tubes, bottle caps and corks etc for our art area.

## **Child Protection**

It is our role as educators to ensure all our children live safely and can reach their full potential. Croftmalloch Nursery and Primary School has a Child Protection policy (copy available in nursery) which follows National and Local guidance. West Lothian has developed an inter-agency approach to Child Protection. This means that schools work with Social Policy, Police Scotland and Lothian Health Board to ensure the care and welfare of each child in school. To protect all children from any form of abuse, West Lothian Council has clear procedures and guidelines, which we must follow if any allegation or suspicion of child abuse arises.

If you are concerned about the safety or wellbeing of any child in school then please let us know. You can also contact social work, police or health to on the following numbers to report any child protection concern.

Social Work	01506 776719 (Bathgate)
Police PPU	01506 833835
Zone Paed	01506524412

## **Complaints Procedures**

It is important that the nursery runs smoothly and that we work together in a spirit of co-operation in your child's best interest. In the event of any complaint we will make every effort to respond quickly and appropriately. All complaints will be dealt with confidentially. If you have any problems or complaints, please come and speak to the nursery staff or a member of the school

management team. If you are not happy with the outcome you can register your complaint with:

West Lothian Council Customer Services  
West Lothian Civic Centre  
Howden South Road  
Livingston  
West Lothian EH54 6FF  
Email: [customer.service@westlothian.gov.uk](mailto:customer.service@westlothian.gov.uk)  
Telephone: 01506 280000

Or with Care Inspectorate:

- fill in the complaints form online ([www.careinspectorate.com](http://www.careinspectorate.com))
- contact them on 0345 600 9527
- write to any of the offices listed online or headquarters at:  
**Compass House, 11 Riverside Drive, Dundee DD1 4NY**