

**Loanhead Primary School  
Nursery Class  
34 Edgefield Road  
LOANHEAD  
Midlothian  
EH20 9DY**

**Tel: 0131 271 4625**

**Fax: 0131 448 2924**

**FRIDAY AFTERNOONS  
EMERGENCIES ONLY 0131 271 4626**

**Headteacher: Mrs Diane Donnelly**

**Principal Teachers: Mrs Melanie Caldwell**

**Nursery Teacher: Mrs Lisa Cumming**

**Senior Childcare and Development Worker: Mrs Michelle Harrison**

**Childcare and Development Worker: Ms Catherine Swanson**

**Mrs Fiona Blackburn**

**Students** : The Nursery Team are involved in training students from Moray House and Edinburgh College. We also welcome work experience pupils from the High Schools in our community.

## Arriving at Nursery

Please help us to keep this a safe area for the children by always closing the door behind you.

- Please wait in the cloakroom before the start of each class. Your child will have their own peg with a name tag and picture for easy recognition. Please encourage your child's independence by letting them take off and put on their own coats.
- Remember to tick the registration sheet when bringing your child and again when you collect them. Also please note down if someone different will be collecting your child.
- Please read the notice board for new information and to find out about the activities we are planning for the week.
- Please check trays daily for children's work and letters from the nursery.



# Loanhead Primary School

## Nursery Class

### Our Aims

- To create a happy, caring and safe environment.
- To ensure that the children and families feel a sense of belonging and work in partnership with the nursery staff.
- To create an environment in which children will learn through active exploration and play.
- To prepare the child (socially, emotionally, physically and intellectually) for entry into primary school.
- To encourage and develop self-esteem, independence and resilience.
- To ensure that all children, parents, carers and members of staff are treated with respect.

We hope all our children will become:  
*Successful Learners, Confident Individuals,  
Effective Contributors and Responsible Citizens.*  
(Curriculum for Excellence)

## The Nursery Day

### Morning Class :

Mon to Fri: 8.30 - 11.40am

*Relaxed start 8.30 - 9.00am*

### Afternoon Class :

Mon to Fri 12.25 to 3.35pm

*Relaxed collection 3.15 - 3.35pm*



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### Absence

Please contact nursery before 9.00am or 1.00pm to advise if your child will be absent.

We need to know who will collect your child from nursery. It is important to inform us of any change in arrangements.

**CHILDREN UNDER THE AGE OF 16 ARE NOT ALLOWED TO COLLECT A CHILD.**

Please arrive promptly to collect your child as being late can cause unnecessary upset.

## Partnership with Parents.

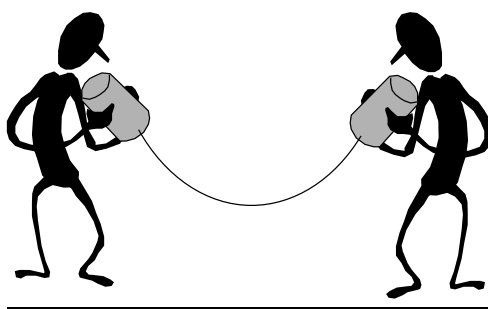
By working in partnership with parents we aim to work effectively together. If you have any questions, concerns or important information about your child please speak to one of the nursery team.

*"Parents, carers and families are by far the most important influences in a child's life. Their support can play a vital role at all stages of education" (Curriculum for Excellence)*

### Communication

Communication is vital for good partnership working. We will produce a termly nursery newsletter; the school will provide a monthly newsletter. Please check the notice board regularly for any news or information. The school website <http://loanhead.mgfl.net/> also helps to keep parents up to date with any new developments or initiatives.

The nursery staff are always available at the start and end of every session should you wish to speak to them.



## Your Child at Nursery.

On arrival the children are free to play and learn wherever they choose within the nursery and outside depending on activities, weather etc.

They can also help prepare snack which will then be on offer for the children to come and have during the session.

Towards the start of the session your child will have a short group time with their Key Worker. This group time will have a learning focus, for example, topic, numeracy, language, singing etc. The children also discuss the day of the week, months, seasons and the weather at this time.

After group time the children will continue to learn through play either inside or outside. Their social development will grow and progress as they play together with their peers. The staff are always on hand to support and challenge their learning and to help them to develop those important social skills.

Throughout the day the nursery staff will encourage the all round development of your child. Literacy, numeracy and Health and Well-being are embedded in all that we do in nursery.



## Regular Events in the Nursery

<b>Monday</b>	<p><u>Snack money due £2 per week</u> Any other money also to be paid on Mondays if possible</p> <p><u>Gym Session for Morning children</u> Remember not to wear tights or lace up shoes - to help develop independence we encourage the children to take off and put on their own shoes and socks.</p>
<b>Tuesday</b>	<p><u>Gym Session for afternoon children</u> Remember not to wear tights or lace up shoes - to help develop independence we encourage the children to take off and put on their own shoes and socks.</p> <p><u>Expressive Arts room for morning children</u> Singing and music games and activities</p>
<b>Wednesday</b>	Gym session morning children
<b>Thursday</b>	<p><u>Expressive Arts room for afternoon children</u> Singing and music games and activities</p>
<b>Friday</b>	<u>Gym Session for afternoon children</u>

We like to make the use of the outdoors as much as possible so please ensure your child always has appropriate clothing and footwear



## Snack



Snack money is payable on Monday. The cost per child is £2.00 which covers a daily snack for the children and a drink of either milk or water.

We follow a policy of healthy eating in the Nursery and provide a varied snack which includes daily fruit and vegetables. This is very much a learning activity as we involve the children to help in the preparation of snack foods, such as cutting fruit and spreading activities. We also encourage children to taste new foods.

Throughout the year we provide baking opportunities linked to seasonal activities or related to topics that we may be learning about.

We also celebrate different festivals with typical foods e.g. Haggis on Burns Day.

If your child has any specific dietary requirements please let the Nursery staff know.



## Specific Requirements

If your child has any specific requirements please let us know.

- If your child has any medical condition or an additional support need please let the staff know in order that we can support this.
- If your child needs medication whilst at nursery you will need to complete a medication form in order for us to administer this.
- We cater for all allergies and can adapt our snack accordingly.
- If your child is on a dairy free diet we ask that you provide margarine, one yogurt a week and a carton of soya milk.
- If your child is on a gluten free diet we ask that you provide some gluten free bread.
- If your child is vegetarian we can provide vegetarian options.
- Please note the whole campus is a NUT FREE ZONE.

## Regular Visitors to the Nursery

We welcome people from the local community into the nursery to tell us about their jobs e.g. Policeman, Crossing Patrol, Health Visitor. This helps to develop the children's understanding of the world around them.

We are also a contact point for other professionals that may help to support your child's development should they need some additional support e.g Health Visitor, School Doctor, Educational Psychologist, Occupational Therapist.



### Tooth Brushing.

Children are required to brush their teeth after snack at nursery. This service is provided by the NHS and we are regularly visited by Dental Nurses who provide us with toothbrushes, toothpaste and brush buses storage to ensure that no cross contamination can occur.

They can also help you to find a dentist if you are not registered with one.

Parental permission is required for tooth brushing.

Please ask a member of staff if you have any questions about tooth brushing.

## Nursery Tops

Red Nursery Sweat Shirts and T-Shirts are available with the Nursery Bear Logo. Please ask nursery staff for an order form if you wish to order these.

Sizes 3/4, 5/6, 7/8



T.Shirts £5.50

Sweat Shirts £8.50

Please note it can take up to three weeks for orders to arrive.

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## Tissues



Each family is asked to provide one box of tissues per child each term.

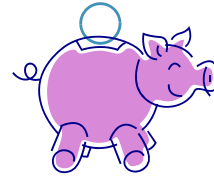
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## Birthdays



Your child will help to bake a cake on their birthday so that we can all celebrate with them. We have a whole group celebration and the other children sing "Happy Birthday"

Remember that we are a **nut free campus** and if you wish to supply any treats for your child's birthday keep this in mind. Many parents bring in Maltesers, Haribo or a healthy alternative such as raisins or apricots which are all safe and nut free.



## Fundraising

- We try to keep fundraising to a minimum though we depend on it to keep supplying good quality resources and help with transport costs for termly trips.
- We have an annual Nursery Christmas Fair.
- We also organise a sponsored Easter Egg Hunt for the children at Easter.

The money from these fundraisers allows us to subsidise transport for trips, replace equipment and toys and also to buy new equipment and exciting resources to develop children's interests.

We fund-raise alongside the school for various charitable causes such as Children in Need, Sport Relief and Red Nose Day etc. We also support the School Summer Fair with their fund-raising for the main school.

We really appreciate the support that parents, carers, family members, and the wider community provide to help us with our fund-raising.

## Positive Behaviour Management

In the nursery we manage children's behaviour in a caring, positive way where we praise the positive behaviours. However we do need to help children understand why some behaviours are unacceptable. This is done in a respectful way where children will hopefully learn about the impact of their behaviour and why it is unacceptable. Learning social skills at nursery is a valuable part of your child's everyday experience; working together, sharing, building friendships and helping each other as well as developing a sense of respect and responsibility. Nursery staff model and support this learning on a daily basis.

If you have any questions or concerns please speak to one of the nursery team.



## Child Protection

All children have a right to be protected from harm and abuse, it is everyone's job to make sure children are safe. Within the nursery we follow the Edinburgh and Lothian's Child Protection Procedures.

In circumstances where a school has a significant concern that a child or young person has, or is at risk of being harmed or abused, the school is required to pass information to the Police, Social Work Department and Health colleagues who have a legal duty to investigate further. While we always endeavour to work in an open manner with parents or guardians, there are some circumstances when it may not be appropriate to inform the parent or guardian that a child protection referral has been made or that information has been passed on to these agencies. Under these circumstances, the decision as to when and how parents and guardians will be informed is the responsibility of the Police, Social Work and Health Service, as part of their investigation, and the school will be informed by these services of the action they have taken.

Should you wish to discuss this or any associated matter further, please contact the Head Teacher, the school's designated Child Protection Co-ordinator or the Education Officer, Pupil Support Services.

## What happens if your child is unwell at nursery?

When a child becomes ill or has an accident in nursery a decision will be made as to whether the child may stay at school or whether we should contact his or her Parent/Carer. If the decision is made that the child is too unwell to stay in school we will initially try to get in touch with the child's main contact. If we are unable to contact the main carer we will attempt to contact the child's next emergency contact. Under these circumstances the Parent, Carer, or a responsible person, will be encouraged where possible to collect the child from school.

Parents/Carers will **always** be informed when a child has a bump on the head.

A child involved in an accident may require to be taken by car or ambulance to the hospital casualty department, usually the Royal Hospital for Sick Children in Edinburgh. Again, parents will be contacted either to come to school or go directly to hospital. An adult will always remain with the pupil until the parent arrives.

It is most important that parents inform the school of any special medical conditions or requirements for the child and that the school is given up-to-date details of an emergency contact.

Where necessary, medication can be administered to pupils by a member of staff, although there is NO obligation on school staff to do so. Where agreed, parents must complete and sign the appropriate form allowing staff to do this.

## Care Inspectorate

Loanhead Nursery Class is required by law to be registered with the Care Inspectorate. We are regularly inspected by the Care Inspectorate. If you wish to read our latest inspection report please ask a member of the staff or alternatively it can be found at:

<http://www.careinspectorate.com>

by using our registration number: CS2007157174





## **Primary 1 Registration**

Information regarding registering your child is sent to you from Midlothian Council usually in the November of your child's preschool year. This will have information about your child's catchment school, how to apply for a school outwith your catchment and about deferring your child's entry to school.

Any child whose fifth birthday occurs between 1 March 2015 and 28 February 2016 is eligible for admission in August 2016.

Children who have registered will have the opportunity to visit the Early Stages frequently during the summer term. In addition they will be invited to school in June to meet their teacher.

Any parents who are seeking a place for their child at Loanhead Primary School, and are unable to take advantage of the normal arrangements, are invited to contact the school at any time to make an appointment to meet Mrs Diane Donnelly, the Head Teacher or Mrs Melanie Caldwell, Principal Teacher.