



St Mary's Nursery Handbook

Session 2018-2019

A happy, sunny place to be ...



Welcome to our St. Mary's Nursery Handbook for 2018-2019. We hope that you will find it informative.

St. Mary's Episcopal Nursery

Smithy Loan

Dunblane

FK15 OHQ

☎ 01786-822740

Email: stmaryeps@stirling.gov.uk

Website address: <http://stmarysepsdunblane.org.uk/>

The Nursery Team

Mrs. Siobhan Hewitt

Head Teacher

Mrs. Alyson Pearson

Senior Early Childhood Educator

Mrs Joanne Polatajko

Early Childhood Educator

Mr Jim McAllister

Visiting Nursery Teacher [Shared with other nurseries]

The Nursery operates a 1:10 staff/child ratio and all staff are fully qualified.

Our nursery caters for up to 20 children during a morning session which runs from 9.00 am to 12.10 pm. Children are entitled to up to five sessions per week.

Values of St. Mary's Episcopal Primary School and Nursery

- Respect
- Enthusiasm
- Aspiration
- Compassion
- Honesty



Aims of St. Mary's Episcopal Primary School and Nursery

St Mary's Nursery reflects the aims of *Stirling Council Children's Services* to put children and young people first and to provide a socially inclusive service for them and their families by:

- Promoting and delivering integrated education, health, care and support services of the highest quality.
- Ensuring that services are accessible to all and promoting the rights and responsibilities of those who use them
- Raising achievement and reducing inequality

Although attendance at Nursery does not guarantee a place in the main school the nursery is very much part of the school and shares the school's aims and values.

We fully endorse the values embedded in the Scottish Government's *Curriculum for Excellence* which aims to enable all young people to become successful learners, confident individuals, effective contributors and responsible citizens.



Our Vision

Our vision for St Mary's Episcopal School and Nursery is that it should be a happy community where everyone is encouraged and supported to achieve their academic and personal potential.

To achieve this we will:

- Create an ethos where everyone is welcomed, treated fairly and with respect.
- Promote positive behaviour and effective discipline with the emphasis on encouragement and praise.
- Provide the best quality learning experience we can through a balanced curriculum which promotes academic achievement whilst recognising the importance of aesthetic, physical, moral and spiritual development.
- Promote partnership with parents, carers and the local community.
- Continue to build on the strong tradition of St Mary's as an Episcopal School whilst welcoming people of all beliefs.
- Welcome individuality and diversity whilst ensuring that we promote equality of opportunity.
- Ensure that these aims and values are underpinned by a whole school commitment to self-evaluation, quality assurance and accountability.



Applying for a Place

Application forms are available from the school office. Children will normally be eligible to come to nursery after their third birthday and are entitled to up to 5 sessions per week. As we are required to verify your child's date of birth, it is helpful if you bring your child's birth certificate with you when submitting your form. Children on the waiting list are considered for a place starting the term following their third birthday. Applications are "pointed" depending on the information given on the application form. The Admissions Panel considers the allocation of places. There is no advantage to having your child's name on the waiting list early.



"It's Mrs Pearson and Mrs Polatajko holding hands" - by Annie

Starting Nursery

Parents/carers of children offered a place starting in the autumn term will be invited to the Nursery for induction visits in May or June. In August, children new to our Nursery will start on different dates over the course of the first few weeks of term to allow your child to have individual time with his/her Key Worker and to settle into nursery. You will be informed of his/her start date by letter.

If your child starts during a term, there will be an opportunity for you and your child to visit the Nursery and meet with the Nursery staff prior to the start date.

Parents/carers may stay with their child on their first day at Nursery until they are happy to stay on their own. It may then be that your child will stay for a shorter session over the following few days. This can be planned with your child's Key Worker. Sometimes nursery staff may advise parents to make the initial break, gently but firmly.



"It's a smiling sun, that means it's our charter" - Matthew

Key Workers

Although the Nursery staff work with all of the children during the normal course of the session, each child is assigned a Key Worker who will have special responsibility for your child's care and development and for maintaining records of their achievements. The Key Worker will be your main daily point of contact. On your child's first day at Nursery, you will have the opportunity to have a short informal chat with your child's Key Worker to exchange information. Key Workers are also usually available for a brief, informal chat at the end of each morning session, and if at any time you have any concerns you need to discuss in more depth, you should speak, in the first instance, to your child's Key Worker or to the Senior Early Childhood Educator to arrange a mutually convenient time to do this. We are keen to help in any way to support you and your child.



"That's our sunny nursery, that's a birthday cake, that's Mrs Polatajko and that's me!" by Frieda

Shared Profiles

To support children's development and learning, St. Mary's Nursery is committed to listening to children and following their interests to extend and develop their knowledge, understanding and skills. Your child's learning is recorded during sessions of play through written observations, photographs, children's drawings, and the recording of your child's achievements in their individual learning folder. In addition, evidence gathered, together with a record of their own words, are kept in a Learning Journal as a record of their interests, achievements and development during their time at Nursery. The children's interests and voices influence and inform our curriculum planning and this documentation ensures that children are being listened to and their learning planned for in a responsive way. Your child's journal is readily available for both you and your child to look at, and when your child moves on to school they can take their Learning Journal as a record of their time in Nursery. Over the year, opportunities will be available to meet with your child's Key Worker to share information contained within your child's learning profile. All information about children is treated confidentially.

Staff Training and Development

All staff working in the nursery undertake to keep abreast of current research and developments which could impact upon or improve nursery provision. All staff are reviewed annually and also participate in regular professional development courses to ensure their knowledge and practice is of high quality and is up-to-date. All staff are also trained in food hygiene and a First Aider is available.

Communication with Families/Parent Partnership

The importance of working in partnership with parents and carers is recognised and strongly encouraged in both the Nursery and School. It is hoped that families will be active participants in the life of St. Mary's Nursery and be involved whenever possible in working with the Nursery team to enhance and promote the children's development and learning. Effective and genuine working relations between staff and parents are viewed as being crucial in supporting the children. In addition to daily contact between parents/carers and nursery staff, we communicate with families in a variety of ways. These include regular newsletters, the School website, which is updated regularly with Nursery news, parents' evening, our Home Link wall and recently we have started to provide instant communication with parents via Class Dojo. Nursery Policies are available to view in a folder on the welcome table in the hallway and the daily plan detailing the proposed activities for the session is also displayed there. A list of term dates for the session 2018/2019, which we hope you will find useful, is also attached at the end of this handbook.

We also actively encourage feedback and comments to ensure we are providing the best possible experience for the children. Nursery staff regularly seek feedback at the end of learning contexts to inform future practice. Parents and carers should feel free to come into the Nursery to see the experiences in which their children are engaged, and are also actively encouraged to come into the Nursery to help during sessions or to share special skills or interests with the children. Please speak to a member of staff if you wish to do so. Our Parent Partnership Policy is available on the school website and also in the Policy Folder on the welcome table.



Encouraging Positive Behaviour

We are committed to promoting positive behaviour. It is our policy to help children develop confidence in themselves and to respect other people and their environment. Children are helped to learn how to share, take turns and solve differences with other children without aggression. Praise is given by staff whenever the opportunity arises in order to develop the child's confidence and understanding of what is appropriate. A positive behaviour policy, which is reflected in our day-to-day practice, is available for you to read. This sets out expected levels of behaviour and how staff will encourage positive behaviour. The Nursery Charter, which details expectations of behaviour proposed by and agreed with the children, is displayed within the nursery. Our aim is to help the children become confident individuals, successful learners, effective contributors and responsible citizens.



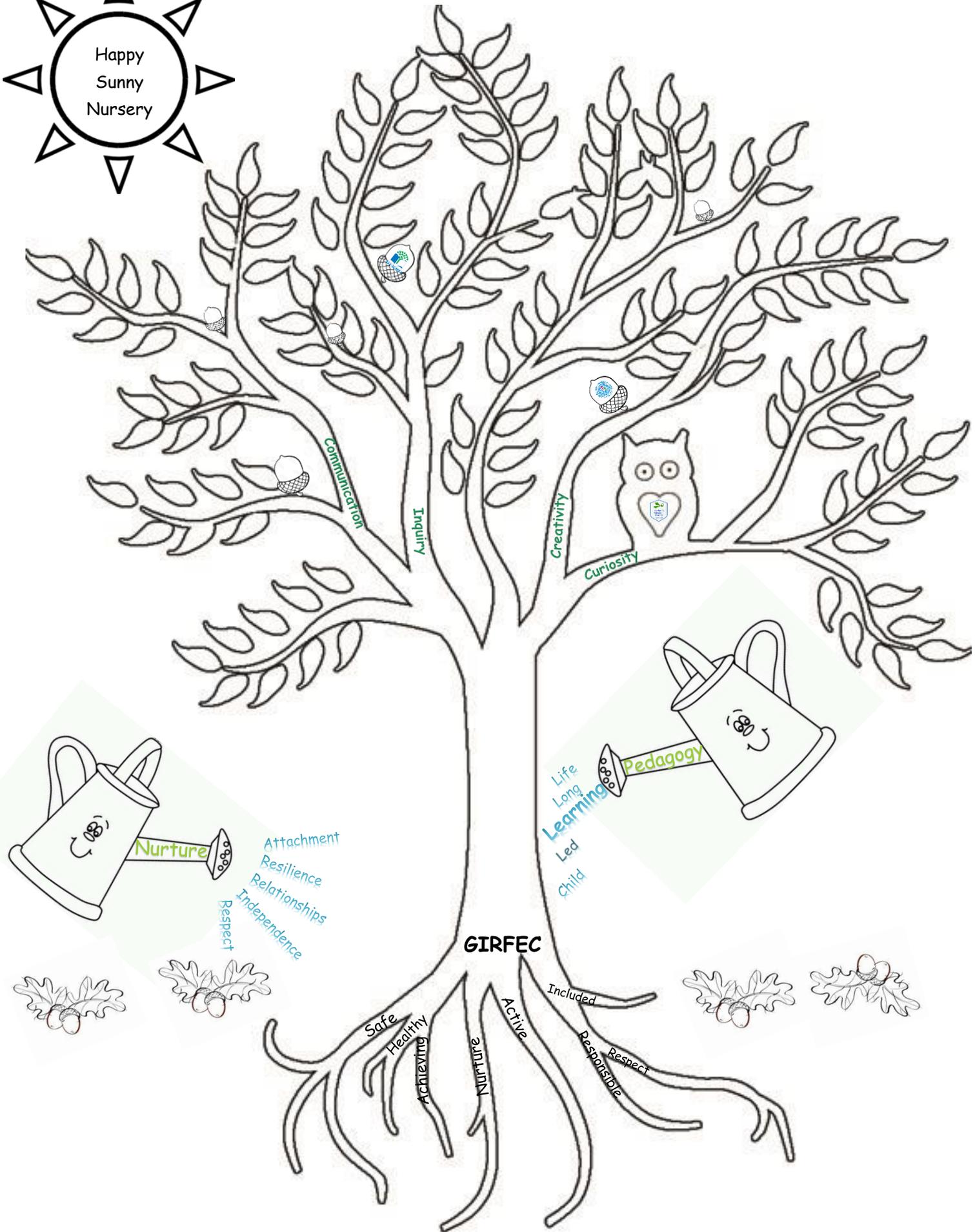
"School" - by Molly

Fairness and Equality

We at St Mary's School and Nursery believe in fairness and equality of opportunity. We undertake in our daily interactions to treat all our service users with respect and value the contributions of all. In addition to this we also plan activities designed to promote multi-cultural awareness and understanding of the needs and rights of all members of society. We are a Rights Respecting School and Nursery. Our Equality and Fairness Policy is available on the website and in the Policy Folder.



Our High Level Curriculum Illustration



Nursery Curriculum

St. Mary's Episcopal Nursery follows the Scottish Government's *Curriculum for Excellence*. The focus of this is to develop children's capacities as:

Successful Learners
Confident Individuals
Responsible Citizens
Effective Contributors

In Nursery we plan learning in the eight curricular areas of the *Curriculum for Excellence*:

Expressive Arts

Learning to express ourselves through art, music, dance and drama. Learning how to use our bodies in active play.

Health and Wellbeing

Learning how to keep ourselves safe and healthy, gaining confidence and independence, caring for others.

Languages

Listening and talking, enjoyment of stories, rhymes and information books, development of early writing.

Mathematics

Learning about numbers, quantity, measurement and shapes.

Religious and Moral Education

Learning to respect the differences between people, learn about different beliefs and traditions and why and how to make positive choices.

Sciences

Developing curiosity and understanding of the world around us.

Social Studies

Learning about our community and our place in the world. Developing an understanding about the past. Exploring the wonder of nature and learning to care for our environment.

Technologies

Exploring a range of technologies to discover how they work and how they can help us.

Nursery Day

The Nursery day is planned to offer a variety of learning experiences. Activities are organised around a *Context for Learning* which provides activities aimed to develop the key curricular aspects outlined above. The planning process is responsive and evolving and is related as far as possible to the interests of the children. Learning experiences are planned as a result of talking to, working with and observing the children, and also as a result of talking with parents/carers. We recognise that not all children learn in the same way or develop at the same rate and the individuality of each child is respected. Children will be encouraged to join in with all nursery activities and to follow nursery routines. Details of planned activities are shared daily with parents on the welcome table at the entrance to the nursery. Should any child require additional support to access the nursery curriculum we will work with parents and other agencies as required to provide this. Nursery staff encourage and welcome comments and feedback from parents about learning contexts and activities to enable us to continually review and improve our practice wherever possible.

Although we aim to be flexible in our approach to take account of the varying needs of the children, we try to maintain a framework to the Nursery day:

9.00	Staff welcome children into Nursery; free play Free play; active indoor and outdoor learning time. Planning time with individual children.
10.20	Snack is made and opened; children play indoors during school break time
10.50	Snack closes; free play continues
11.20	Free play; children who have planned in their journal that day review their learning with their Key Worker
11.40	Tidy-up Time: all children help to tidy the Nursery
11.50	End-circle Time: songs; stories; reviewing the session
12.10	Nursery session ends, children are collected

Key Worker work with the children throughout the session on different planned and unplanned activities which target specific learning.

Each child has a planning day on which they will discuss their plans for the day which will be recorded in their journal. This book belongs to the child and will form a record of their time in nursery. At the end of the nursery day these children will review their day and with their Key Worker will record their activities in an appropriate format: a drawing, photos, or their own words scribed by their Key Worker. On their planning day your child will be encouraged to take the book home to share with you and you are very welcome to comment on it or add to it with your child if you wish. Please return the planning book to nursery for your child's next planning day.

Practicalities

Travelling to and from Nursery and Car Parking

St Mary's is an Eco and Health Promoting establishment and walking or cycling to school is encouraged. Considerable time and effort has been put into making the area outside school as safe as possible with parking restrictions in place. To ensure the safety of children we would ask that you respect those parking restrictions. The Indian restaurant at the roundabout permits parents delivering or collecting children to and from the school to use their car park for this purpose.



Door Entry System

Access to the Nursery is by way of a secure door entry system. You will be asked to give your name and who you are collecting via the intercom prior to gaining entry.

To keep everyone safe please do not hold doors open for others and ensure all doors are closed after use.

Drop off/Collection

Children must be brought to Nursery and collected at the end of the session by a responsible adult. Please collect your child promptly at the end of each session as children can and do become anxious if they feel they are "last".

Children **MUST** be signed for by an adult at the end of the session. If your arrangements for collecting your child are different from usual please let nursery staff know by completing the form on the entrance table.

You will be asked to complete a form which will include emergency contact details and details of adults other than yourself who may collect your child - please ask their permission to give us their name and number. Children under 16 years of age are not allowed to collect a child from Nursery.

We are currently using a one-way system for the 12.10 pm pick-up time. Please come to the front door to enter the building and leave the building via the rear nursery door once you have collected your child.

Toys and Items from Home

We recognise the importance of children's home experiences to their learning and we therefore welcome items from home which are of interest to your child and link to our learning. This helps us to learn about them and assists us in making our planning individualised. Items from home will be stored in your child's Key Group basket during the session to ensure that they do not get lost or broken. We ask that fragile items are not brought to nursery.

Dressing for Nursery

At Nursery we offer a wide range of experiences both inside and out, dry and wet, planned and spontaneous. The one thing they usually have in common is that they are often messy! Although we have a range of aprons, clothes often get wet or dirty so it is important that they wash easily. As the children have access to outside every day warm, waterproof jackets and suitable footwear are important. Children should wear shoes that are suitable for indoor play and can be put on and removed by the children themselves, and they should also bring *wellies* for exploring outdoors. These can be kept in the cloakroom. As the children will take part in a range of activities, exploring outside, climbing, pedalling bikes, physical activities at Hall Time, etc, it is important that clothes are comfortable. The Nursery always has a small supply of spare clothes in the changing area.



Please remember to label all of your child's clothing and footwear.

Toilet

We hope that all children will be independent in going to the toilet before they start nursery. However, all children have accidents from time-to-time, so please ensure that your child brings a spare set of clothes with which to change into should the need arise. It helps if parents/carers take children to the toilet just before that start of the nursery session. Nursery staff would not normally clean children after they have been to the toilet although they will of course help out in an emergency.

Snack

The nursery actively encourages all children to eat healthily and to be aware of their own health and fitness. Children help with the preparation of snack each day. All snacks are vegetarian and a choice of water or milk is available each day. Children are also welcome to take a drink of water outside snack time if they wish. We encourage children to try different foods and there may be special foods on certain days, e.g. birthdays, Pancake Day, Burns' Day, or as part of our learning context.

Please inform us if your child has any food allergies or dietary requirements of which we should be aware.



Donations towards the cost of snack

Donations towards the cost of snack are welcome [40p per day/session or £2 per week]. We would appreciate if parents could pay snack money by cash, either weekly or termly. All payments should be handed-in to the school office or to a member the nursery team. .

Outings

We plan regular community walks and outings and parent/carer helpers are very welcome to join us on these occasions. You will be kept informed of any planned outings.

Emergency Closures

In the event of an unforeseen closure of the school at short notice, staff would make every effort to contact parents directly. We also require the name and contact number of an alternative emergency contact in the event that it is not possible to contact a parent or carer directly at short notice. Parent/carers would be kept informed of the situation and advised as soon as possible when Nursery would reopen.

Health and Medical Matters

Allergies

You will be asked to fill in a form detailing any allergies that your child may have. It is extremely important that the nursery is kept informed of any suspected or diagnosed allergies. A notice detailing a child's allergies along with a photograph of the child is displayed in the kitchen area for the attention of Nursery staff.

Please keep nursery staff informed if there are any medical conditions, e.g. asthma/allergies so that we can work together to ensure your child is safe and happy in nursery.

Sickness

We ask that you do not bring your child to nursery if they are unwell. Health and Safety advice is that no child should be in nursery for 48 hours after sickness or tummy upsets.

Medication

Stirling Council has a policy on the safe administration of medicines. If your child requires medicine whilst at nursery, whether this be short or long term, please discuss this with your child's Key Worker. Due to Child Protection regulations we cannot administer any medication to your child without prior written consent.

Accidents or Injuries

At times, children can become ill or injure themselves and we may need to contact you. We need to have an alternative emergency contact name and telephone number in case we are unable to get in touch with you. You are asked to provide these details when completing the application form. Please ensure that the person is aware that they may be contacted. All accidents are recorded and shared with parents/carers. **Please let the Nursery staff know if the emergency contact for your child changes.**

Dental Hygiene

The children brush their teeth daily after snack. We also have regular visits from the dental hygienist to help ensure that the children are aware of the importance of looking after their teeth.



Additional Support

Children sometimes need additional help from time to time. If you have a concern about your child please discuss this with your child's Key Worker. It may be that your child requires support, help or advice from specialist services such as speech and language therapy, or some other external professional. If required, this would always be arranged in co-operation with parents/carers.

Happiness

Most of all, it is important that both you and your child are happy with the nursery. It is essential for your child's development that any worries are brought to the attention of the staff. No worry or comment is too small for us to be concerned about.

Risk Assessment

We take the safety of the children in our care very seriously and risk assessment policies and procedures are in place. Whole school risk assessments are carried out twice per session and ongoing risk assessments are carried out as required.

Smoking Policy

In line with national legislation, *Stirling Council* Policy and our status as a Health Promoting School and Nursery, we have a strict No Smoking Policy throughout the school and school grounds.

Dogs

We ask that you do not bring your dog into the school grounds at any time.

Child Protection

In line with *Stirling Council* policy all staff have an annual training session on Child Protection Policies and Procedures. Should you have any concerns relating to the care and welfare of a young person you can approach any member of the school staff.

While the children are in our care we have a responsibility to keep them safe. This means that if we have concerns with their behaviour or wellbeing we will speak to you as part of our child protection procedures.

All Staff are aware of the regulations contained in the *Code of Practice for Social Service Workers* and follow the guidance it contains. A summary of these regulations is displayed on the nursery notice board. We also have copies available for you to borrow.

The Child Protection Officer for St Mary's is the Head Teacher, Mrs Siobhan Hewitt.

Complaints Procedure

We aim to provide you and your child with the best quality nursery experience we can. As part of this commitment we welcome your comments and suggestions on any aspect of the service we provide.

We have a 2 stage complaints procedure,

Stage One - Frontline resolution

Should you be dissatisfied in any way, please contact any member of staff, including the Head Teacher, telling them as much as you can about the complaint, what has gone wrong and what you want them to do to resolve the matter. We will undertake to resolve your issue or concern as best we can. Please let us know of problems or concerns as soon as possible so that we can work together to resolve them.

Stage Two -Investigation

Should you be dissatisfied with your Stage One response you can move to stage two unhappy you can contact the Head of Education and ask for a formal investigation under Stage Two.

Kevin Kelman

Head of Service

Viewforth Tel:- Stirling Council's Low Call number 0845 277 7000

The Care Inspectorate carries out regular inspections of the Nursery. A copy of the Care Inspectorate's most recent Inspection Report is always on display in the entrance hallway.

Care Inspectorate - ☎ 0845 600 9527