

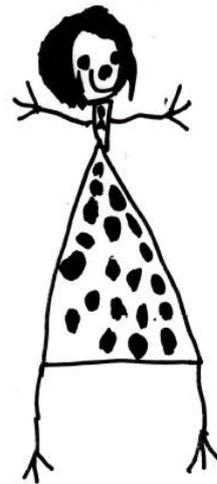


BONNYRIGG NURSERY CLASS

Telephone No: 271 4570
or 271 4571
(Friday afternoons only)

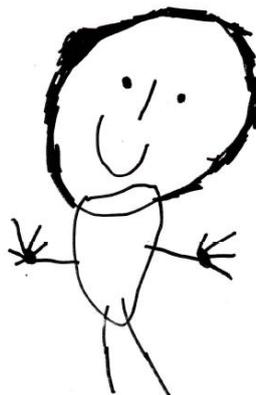
Information Booklet for Parents

Together we play



Together we work

Together we learn



Dear Parent/Carer,

We would like to take this opportunity to wish you a warm welcome to Bonnyrigg Primary, Nursery Class. From the moment you walk through our doors, we hope that you will see just how special our nursery really is. We welcome you as a member of our nursery community and as a partner in learning.

In Bonnyrigg Nursery we work as a team to create a caring and nurturing environment; that allows wellbeing, communication, curiosity, enquiry and creativity to flourish. Whether learning indoors or out, your Little Learner will be encouraged to be independent and lead their own learning, while being supported and challenged at every stage.

As a team, we work to develop your child as a whole, by laying the foundations for them to become confident, responsible members of the community who, as they grow and develop, will be nurtured to show compassion, respect and understanding for others around them. In doing so, we hope they will be able to be effective and active members of the community in which they live.

Partnerships underpin the work that we do in Bonnyrigg Nursery and in order to give your child the best possible start to their learning journey, we would love your support both inside and outside of the nursery. This can range from supporting your child by letting us know their interests at home to sharing photos of experiences your child has had outside of nursery. There is also a variety of ways in which you can become involved in the nursery day. As the saying goes, Every Little Helps!

Our staff are always available to discuss any ideas, concerns or relevant information about your child that you want to share. Staff cannot express in words, the pleasure they receive from helping nurture your child from seed to sapling and the excitement and sadness they feel as they leave us to continue their learning journey at school. You will not believe how quickly this comes, so please enjoy your time with us, become as involved as possible and we will support you and your family in any way that we can.

We look forward to working with you.

The Bonnyrigg Family

Our Vision

Today we achieve, Tomorrow we make a difference

Our Values

Safe
Achieving
Confident
Happy

Our Aims

We are currently working with staff, pupils and parents on aims to support our vision



A Very Warm Welcome To Bonnyrigg Nursery Class

Bonnyrigg Nursery Class is situated at the south end of Bonnyrigg within the primary school building which was built in 2009.

The school is in the middle of residential housing with the majority of our children attending from the Sherwood, Grange and Brixwold Estates.

The accommodation comprises: 1 large playroom, kitchen area, children's cloakroom and toilets. There is a large fenced outside area which is well resourced. The Nursery also has a wealth of resources indoors for extending all aspects of children's development. We also have use of expressive arts and activity halls and school library.

The staffing ratio is in line with authority guidelines. The staff members all have a professional qualification and are experienced in meeting the developmental needs of 3-5 year old children.

We have close links with the local primary schools, although the majority of our children move on to Bonnyrigg Primary School.

We hope that you and your child really enjoy your time at Bonnyrigg Nursery Class.

Learning and Playing in Bonnyrigg Nursery Class

We aim to provide a caring, relaxed environment where your child will have many opportunities to learn more about themselves, others and the world around them. Your child will learn through participating in both free choice and group activities, indoors and outdoors. All staff interact with, observe and support all the children as they develop, extending their experiences in many ways to provide challenge and enjoyment.

'Curriculum for Excellence' is implemented and many of the experiences and outcomes for Early Level are provided. Our aim is to help the children to become:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

Within this framework there are eight curriculum areas:

- Expressive Arts
- Health and Wellbeing
- Language
- Mathematics
- Religious and Moral Education
- Science
- Social Studies
- Technology

We follow the Scottish Government's guidelines for Nursery education.

We aim to address individual and group interests and extend them with our wide range of quality resources. We also follow the natural calendar and plan appropriate learning experiences for each season. Festivals are very important to children and these are celebrated as part of the Nursery curriculum.

Children learn naturally through play and there is little 'formal' teaching in the Nursery. However, we are an experienced, professional staff who support and encourage children in an active manner with their learning. There are regular opportunities for children to engage in small group activities, enabling staff to gain detailed knowledge of the strengths of each child and plan next steps.

Children are observed daily by the staff and a profile of your child will be built up through these observations, photographs and samples of work. We will share your child's progress with you both informally on a regular basis and with a personal consultation.

Throughout the session there will be opportunities for you or a carer to 'Stay and Play' with your child at Nursery. This enables you to work alongside your child and to discover what he/she does during his/her time here.

Please feel free to discuss your child's progress or any other aspects of the Nursery with your child's Key Worker. Staff will always have time to discuss things with you.

Children's Learning Journals:

During your child's time at Nursery a Learning Journal of your child's development will be kept by your child's Key Worker. The Learning Journal will include photographs, observations, drawings and learning stories of your child's progress. Your child's Learning Journal can be taken home at any time, please ask your child's Key Worker. You are invited to add photographs, drawings, special events in your child's life and comments from home. (There is a form to be signed allowing staff to take photographs of your child at work in the Nursery).

The Learning Journal are very much a shared resource designed to assist both parents and staff in assessing children's progress and as such are a vital tool for both home and school.

Helping Your Child Settle Happily into Nursery

The first day at Nursery is a new experience for all children. Even children who have been to playgroup still have to get used to new adults, new children, new surroundings and new rules. We therefore ask you to work closely with us in the early days to help settle your child.

- Day 1: Parent/Carer and child will visit Nursery for one hour only. During this time your child will play and you will be asked to stay in the Nursery foyer. You will also be asked to complete some paperwork.
- Day 2: This session is usually for 1 hour and 30 mins. If your child has settled, we suggest that you leave your child in Nursery and return after 1 hour and 30 mins. If your child needs re-assurance then you are welcome to stay in the Nursery foyer.
- Day 3: If your child was happy for you to go yesterday, we suggest that you leave your child in Nursery so that he/she can attend for the full morning/afternoon session.

As each child is an individual your child's Key Worker will tailor his/her visits to suit your child.

What you can do to help:

- ❖ Help your child to understand that she/he will go to Nursery every day (sometimes children think the experience ends after one day!).
- ❖ Even if you are worried about your child settling happily, try to keep your worries to yourself. Tell your child that you are sure that she/he will have fun.
- ❖ Tell your child that you will stay with her/him for the first few days, and when you do leave it will only be for a short time.
- ❖ Every child is different and there are no hard and fast rules about how long you may need to stay.
- ❖ If your child is very worried about being left make sure that you take off your coat to assure her/him that you are staying.
- ❖ Explain to your child what you will do in the time between leaving and collecting her/him from Nursery.
- ❖ When it is time for you to make the first break from your child the member of staff who is helping to settle your child will discuss it with you.
- ❖ Always leave straight away after saying goodbye to your child - prolonged goodbyes can be very unsettling!
- ❖ Make the first few separations brief, and build up the time gradually. Enjoy some time to yourself, with your friends or younger children.
- ❖ Always collect your child in good time - she/he will be waiting for you. If you are going to be late please telephone the office.
- ❖ Be patient. If you stay with your child for some time, at first, she/he will be less likely to want you to stay later.
- ❖ Once your child is settled he/she should attend Nursery on a regular basis unless illness prevents this.
- ❖ Support the Nursery staff in their behaviour policy and to encourage similar values at home.
- ❖ Discuss with staff any problems/concerns you may have and work together to arrive at a mutual decision.
- ❖ Inform us immediately of any changes in circumstance: address, phone number etc. Also, please tell us if there are changes in family circumstances which may affect your child's behaviour. We can always provide confidential appointments to offer support or advice.
- ❖ Become involved as a parent helper, if possible.

What we will do to help:

- ❖ You and your child will have a Key Worker who will be responsible for helping your child to settle happily. We will welcome and support you and your child throughout their time at Nursery.
- ❖ We will watch your child closely during the first few weeks to see who she/he plays with, what her/his interests are, and see if she/he has any worries.
- ❖ We will work with your child so that we get to know her/him well and find out her/his strengths.
- ❖ Please let us know if you have any worries about your child. We want to work in cooperation with you.
- ❖ To encourage children to behave in a thoughtful and caring manner towards others and their environment. To teach children to negotiate and to be non-aggressive towards others.
- ❖ We will support your child through any difficulties.

Other Information

Birthdays:

When a child has a birthday we celebrate with a gathering of everyone to sing, have special birthday candles and present the child with a card made by other children. Your child will also receive a special birthday sticker.

If you wish to bring something to share with the other children on your child's birthday (this is by no means compulsory) please do not bring cakes, biscuits or sweets as we are a health promoting school with a healthy eating policy. We suggest fruit or raisins.

Communication:

Our Nursery Noticeboard is in the entrance foyer. Please check this regularly for up-to-date information about snack, meetings and events in the Nursery. Our Curriculum board and Floor Book are also up-dated regularly giving you an opportunity to find out about the learning which has taken place within Nursery.

You can also find out about what is happening in our Nursery and school by reading our monthly newsletter, visiting the school website: bonnyrigg.mgfl.net or following us on twitter: [@Bonnyrigg1](https://twitter.com/Bonnyrigg1).

Clothing:

As we have lots of messy activities indoors as well as climbing and tumbling outdoors, we suggest that children wear practical clothes, which are washable and easy for your child to manage; long dresses can be dangerous on the climbing frame and buttons and belts make it very difficult for a child to use the toilet independently. PLEASE NAME sweatshirts, coats, jackets and boots, as many are similar. Nursery sweatshirts, polo shirts and t-shirts are available to buy. You will be given an order form when your child starts Nursery. You may also place an order at any time throughout your child's time at Nursery.

First Aid and Medicines:

All staff have emergency first aid training and are retrained on a 3 year cycle. As part of Midlothian Council's policy on medication, there is no obligation on school staff to administer medication of any kind to any pupils. Parents are asked to note that routine medicine will not be administered by the school. This includes antibiotics, cough bottles, pain killers, creams, eye, ear and nose drops. Parents should make arrangements for children to take this medication when at home and should not send it to Nursery.

Where pupils require regular medication to be administered or self-administered during the Nursery day, parents should complete the relevant request form which is available from the school office. You must include written guidance from a medical professional (your GP or specialist). The written guidance on the medication will generally be sufficient.

Some pupils carry inhalers for asthma and related illnesses, which they self administer at school. It is necessary that parents of pupils who carry their own medication complete the appropriate form (MED 2). This is available from the school office.

If a pupil suffers from a chronic illness requiring long term medication or where medication may be required in an emergency situation, parents must contact the Head Teacher to discuss the situation. Separate guidance detailing arrangements for dealing with a medical condition requiring essential or emergency treatment has been prepared by the Education, Communities and Economy Division. This will be made available to parents, if required.

Health Promoting School:

We promote healthy living both at home and in the Nursery through many different aspects of daily life e.g. healthy eating, active outside play, emotional, social and mental well being for children, families and staff. We work with other outside agencies to enhance the wellbeing of all and foster our community links.

The health and wellbeing of all who use our Nursery is of prime importance to us and we promote a healthy lifestyle through our curriculum. We also learn about recycling and looking after our environment. We are really proud of our green Eco flag.

Biting can be common amongst young children and causes concern for parents/carers, and school staff. Being bitten can be a painful, upsetting and frightening experience for a child. A child who has been bitten will always be looked after by staff.

Biting:

It can also be a frightening experience for the child who bites. Biting can bring about strong reactions from others eg disapproval, disappointment in the child or anger. Children who bite will need help and support from adults as they learn to control the biting impulse and to manage their feelings.

If biting happens in our school, staff will:

- Stop the action
- Quickly assess the situation to determine the cause of biting
- Attend to the victim: wash the area with soap and water, apply cold compress if swollen, comfort the child
- Speak to the child responsible for biting -" Biting hurts! Teeth are not for biting children. Teeth are for eating food"
- Tell the child what he/she can do next time he/she is upset or cross. Give examples of words to use or remind him/her to go to an adult for help
- Move child to another area, sit quietly until calm
- Redirect child to a new activity and stay with him/her until he/she is engaged
- Monitor closely and intervene quickly if needed
- Inform parents/carers of both children what has happened (and ask them to sign incident slips)
- Assure parents/carers you have taken care of the situation and that staff are taking measures to prevent further incidents
- If this is a recurrent problem, work with the parents/carers on a plan of action to be reinforced in the home.

Young children do not always have good control over their emotions or their means of communication and do not always express themselves appropriately. They sometimes experience difficulty in asking for things, requesting help or interacting suitably with others; they do not necessarily have the skills to negotiate or understand another child's perspective. A loving pat sometimes turns into a push or, when they are unable to find the words to express their feelings, they resort to hitting, pushing, or biting.

Staff are aware these children need close adult supervision, especially if they are known to bite. However, even the best supervision may not eliminate all incidents of biting in the Early Years or elsewhere. Staff, therefore, follow these guidelines to address any incidents of biting which might occur.

Illness:

If your child is going to be absent please inform the school office before 9:00am, for morning sessions and before 1.00pm for afternoon sessions. Please keep your child at home if he/she is ill. The children cannot cope with a busy Nursery if they do not feel well. If the illness is contagious eg. chicken-pox, measles etc it is helpful to let us know immediately. Infections spread rapidly amongst small children. Sickness and diarrhoea are especially contagious so children must be kept away from the Nursery for 48 hours after sickness or diarrhoea has ceased.

Let's Celebrate

We are so proud of all achievements that children make both in and out of Nursery, and we really enjoy celebrating each child's success with their friends and teachers on a regular basis. This could be an achievement out of Nursery such as getting a certificate from dancing for mastering a special dance or taking part in a show, a football medal for taking part in a tournament or perhaps your child has slept on their own for the first time for a whole night. We can celebrate any achievement which you feel has been an important step in your child's life.

We would like to encourage you to fill in a small slip under the achievement board and post it in the celebration box, both are in the Nursery foyer, when you drop your child at Nursery. Your child will then be able to share their success and take home a special certificate.

Money:

The Nursery has a TOPPS Fund which covers the cost of most expenses for your child. This includes replacing Toys and equipment, funding Outings, pays for Parties at Christmas, Puppet shows, Snack and various activities throughout the year.

The charge for the year is £88 (£44 for children attending only 2 sessions) and is paid using Parent Pay - Online School Payment Service.

Morning and Afternoon Places:

It is Midlothian Council policy that Nursery schools and classes achieve a balance of 3 and 4 year olds at each session.

In our Nursery we like children to stay in the group to which they are allocated if they are having two years at Nursery.

There is no automatic movement of afternoon children to the morning group at the end of their first year at Nursery or for children to move to another Nursery for their pre-school year. If there are exceptional circumstances for moving a child, parents should put their request in writing. This request will be considered by the Head Teacher.

Outings:

Educational outings are arranged for the children in small groups throughout the year (pre-school children). You will always be asked to sign the official Midlothian Council outings form (PC and PI). Without this, children are not allowed on trips.

When your child joins Nursery you will also be asked to complete a local environment permission form. This enables the Nursery staff to take children out on short local outings eg to practise using road safety skills. Members of the Nursery team and parent helpers will supervise the children at all times.

Parental Involvement:

We actively encourage parents to become involved in the life of our Nursery. The extent of your involvement however, may depend on how much time you have available. Here are a few ways in which you can become involved in our Nursery class:

- ❖ Talk to your child about his/her day at Nursery.
- ❖ Ask your child's Key Worker for your child's folio. This can be taken home at any time to share with your child and his/her family. Please feel free to add in comments or information about holidays, visits to family members, days out etc.
- ❖ Save junk, newspaper, wool and material and bring them to Nursery.
- ❖ If you have any suggestions, then please tell your child's Key Worker or simply place it in our suggestions box in the Nursery Foyer.
- ❖ Throughout the year we will ask you for your feedback. Please take a couple of minutes to complete the questionnaire so we can continue to improve our Nursery provision.
- ❖ We are always looking for parents/carers to support the work of our Nursery. At the start of each session a letter will be issued about Parental Involvement, just complete the relevant section and give it to your child's Key Worker.
- ❖ The school has a Parent Council which meets throughout the year. All parents are encouraged to come along and get involved.

Safety:

Please leave/collect your child from their Key Worker; in a large Nursery this helps us to ensure that no one wanders off. We have a signing in and out routine and this must be adhered to for fire safety. Parents and carers must also record who will collect their child if not themselves. Any person collecting a child must be at least 16 years old.

When you come and go we ask that you ensure that gates and doors are securely closed behind you. This includes the gates in to the school's playground. Safety measures can only be effective with your co-operation.

Our school car park is very small and spaces are limited. We would really appreciate your co-operation and encourage you to park in the spaces which are available in the Sherwood area.

We operate a one way system in the Nursery which helps to ensure easy access during busy times. We ask that parents enter through the double door adjacent to the playground and exit through the main entrance off Cockpen Road. Exceptions to this would be anybody with a buggy who should enter and exit through the nursery cloakroom.

Snack:

An important feature of the Nursery day is 'snack time' which the children can help us to prepare. We try to make this a social occasion; a time when children sit at the table together and share fruit, milk and healthy seasonal food. Everyone is encouraged to explore new tastes and flavours and develop good habits of hygiene and healthy eating. Sweets should not be brought into the Nursery.

All staff members have been trained in elementary food handling and hygiene.

PLEASE LET US KNOW IF YOUR CHILD HAS ANY FOOD ALLERGIES.

Toys:

Unless your child needs a special toy for security, try not to bring toys into the Nursery as they can get lost or broken in a busy Nursery.

Procedures for Primary One

Primary One Registration

In November the Council will write to you regarding registration for the following August and there will also be adverts in the Midlothian Advertiser. Each school within the Authority will have a registration week where you need to register with your catchment school.

You can also apply for your child to be placed in a school outwith your catchment area (make a placing request). However, although Midlothian will try to accommodate your wishes, it may not always be possible to send your child to a school other than their catchment one.

In the event of more registrations than places available, priority will be given to those who have a sibling already attending the school. Remaining places will be granted on the basis of proximity to the school. In the event of more registrations than places available, Mary Smith, Director of Education, Communities and Economy will make the decisions on the allocation of places and advise you of the outcome by the middle of January.

Deferred Entry to Primary School

Parents of children with birthdays in January or February who wish their child to defer entry to primary school have an entitlement to an additional year of pre-school education for their child. Parents must register their child at their catchment school. They should, however, meet with pre-school education staff to discuss any deferral. If appropriate, the pre-school education staff will complete the deferral application and support plan, for the additional year in pre-school education along with parents. The application, including any supporting evidence, will then be submitted for consideration by Education central staff.

Children with September to December birthdays, whose parents wish them to defer entry to primary school, cannot claim an extra year of pre-school as an entitlement. Parents, who wish to request a further year within pre-school education for their child/children, should meet with pre-school education staff to discuss any deferral.

A parent/carer may be concerned about whether or not their child is ready for school or how their additional support needs will be met. Schools have an obligation to support the needs of all children and to plan individual's needs through Nursery/school transition processes.

Decisions about deferrals are best made as part of the ongoing profiling of a child's development and learning which will take place in the pre-school setting. If there is agreement that there are good reasons to proceed with a deferral request the pre-school education staff will complete the deferral application and support plan, for the additional year in pre-school education along with parents. The Local Authority will consider these applications on an individual basis.

Guidelines from Midlothian Council

Parents and the School

Parents and schools separately can do a great deal to assist children's educational development; together, they can achieve even more.

We will keep you informed of your child's progress and we will deal confidentially with any information which will help us in planning her/his education.

We will keep you informed of our policies and procedures and will consult you whenever a significant change is contemplated.

We rely on your support and we welcome your comments.

1. If you are concerned about ...

a particular aspect of our work, please arrange an appointment to discuss the matter with one of the Senior CDWs in the first instance. Where appropriate, they may nominate another senior member of staff to act on her/his behalf.

The Senior CDW will listen carefully to what you have to say, establishing clearly the issue(s) of concern and, if appropriate, providing you with any relevant information.

In some cases, your concerns can be dealt with immediately; other matters may require more extended investigation.

In any event, the Senior CDW will notify you, normally within five working days, of the school's response.

It is anticipated that, in some cases, the above steps will result in a satisfactory solution for all concerned.

2. If for any reasons you are not happy with any aspect of Bonnyrigg Nursery Class the following procedure is in place...

Please discuss any issues with a Senior CDW, first and then a member of the Senior Leadership Team may become involved. Problems can often be solved by an open discussion.

If you are still not satisfied you may wish to follow the complaints procedure for Midlothian Council.

or

Director, Education, Communities and Economy - Mary Smith

If the outcome is still not satisfactory and you wish to take the matter further you may wish to discuss the matter with Social Care & Social Work Improvement Scotland (SCSWIS):

SCSWIS
3 C & D South
Victoria Quay
Edinburgh
EH6 6QQ

Tel: 0345 600 9527

Complaints Procedure

If you have a problem or are dissatisfied with any aspect of our Nursery please discuss this with one of the Senior CDWs first. We are always available to speak to you and our priority is to give the best experience of Nursery that we can to your child and yourself.

The majority of problems can be sorted out quickly and amicably with an open discussion so please approach us first.

However, if you are still not satisfied you may wish to contact Midlothian Council or the Care Inspectorate.

All nurseries are inspected by the Care Inspectorate.

Contact numbers:

Mary Smith: Director, Education, Communities and Economy
Fairfield House,
8 Lothian Road,
DALKEITH
EH22 3ZG

Grace Vickers Head of Education
Fairfield House,
8 Lothian Road,
DALKEITH.
EH22 3ZG

SCSWIS 3 C & D South
Victoria Quay
Edinburgh
EH6 6QQ

Tel: 0345 600 9527

<http://www.careinspectorate.com/index.php/online-complaint-form>

Policy and Procedures for Child Protection

- The safety and well being of all our children is of paramount importance to us.
- Staff have training in child protection which is updated every three years.
- In the event of a disclosure of a child protection issue the Head Teacher will be informed. Midlothian Council procedures will then be followed.
- All child protection issues are treated in the strictest confidence.
- If you wish further information on this matter please contact one of the Senior CDW's
- The PVG and/or Scottish Disclosure System has vetted all staff and others working in the Nursery.

Integrated Inspection by the Care Inspectorate and Education Scotland of Bonnyrigg Nursery Class Midlothian Council

Nursery Schools and classes are now inspected by the Care Inspectorate every 2-3 years and by Education Scotland.

A copy of our Care Inspectorate report can be viewed on our website and our H.M.I.E. report can be viewed on Education Scotland's website.

The latest Care Inspectorate took place in November 2014 and our latest Education Scotland Inspection took place in June 2008.

A last word from our parents/carers:

- I like the wide variety of activities on offer and that there is always a different selection of activities.
- The staff are all very friendly and put both parents and children at their ease.
- There is always plenty for children to do, some things easy and some a little more taxing but always within their limits.
- Staff friendliness and approachability - DEFINITELY NUMBER ONE ON THE LIST.
- Comprehensive newsletter to keep parents up to date with on-going projects.
- Extensive range of story sacks for interaction between home and Nursery.
- I like the displays of children's work and photographs on the walls. It makes the Nursery belong to the children.
- The sharing of the children's own folios with parents is a great idea - we love to see what they have been doing at Nursery.
- My son is always very happy to go to Nursery each day.