



**Stenhouse  
Primary School**



# Nursery Handbook



Updated – August 2020





Dear Parent or Carer,

The staff at Stenhouse Primary School Nursery Class are delighted to welcome to your child and your family to our nursery community. We look forward to a long and happy association with you all. We hope your child will feel secure, confident, and at home in our nursery environment and that the time they spend at nursery will be a positive and valuable learning experience.

We value the important role that you - as parents, carers, and families - play in your child's all-round development and learning and we aim to support this by offering a wide range of learning experiences which encourage your child to develop relationships with others, foster independence, develop their creativity, follow their curiosity, and learn through play.

The nursery is committed to working in partnership with parents, carers, and families. As well as striving to build children's self-esteem and confidence, we place high importance on the safety and care of our children. All members of our nursery team follow Child Protection procedures, ensuring the safety and welfare of all children. If you wish to view these documents, please let a member of our team know, and we can provide you with a copy.

During the COVID-19 outbreak, our nursery team have been working tirelessly to ensure our setting follows all the relevant Scottish Government and Local Authority Guidance, to reduce the risk of transmission of the virus, whilst providing the highest quality play and learning experiences for our children. We have enhanced cleaning procedures in place, and many of our operating procedures have been adapted to ensure we can open safely. This handbook highlights some of the changes we have put in place.

Whilst our nursery values, aims, and ethos, are all about fully including parents, carers, and families the daily life of the nursery, current Scottish Government guidance prevents any adults other than our nursery team from entering our nursery building. We have more formal drop-off and pick-up arrangements in place, than we would usually like, to ensure adults maintain 2-metres social distancing and keep everyone – our children, our families, and our staff – safe and well. If you don't get the chance to share any important information with our team at drop-off or pick-up, please feel free to call the school office on 0131 443 1255 and ask to be transferred to the nursery, and a member of our team will be happy to talk with you.

We look forward to working with you to make sure your child reaches their full potential.

**Laura Monaghan**  
Head Teacher

**Ross Donald-Hewitt**  
Acting Principal Teacher

# Our School's Vision, Values and Aims



To create a safe, healthy and welcoming school.

To ensure our children are nurtured, happy and secure within our community.

To support children and families educationally, emotionally and socially.

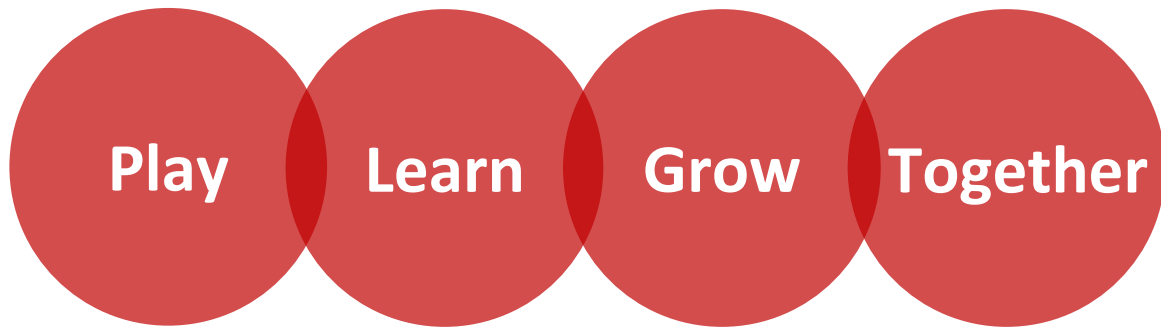
To provide a wide variety of high-quality opportunities and experiences to maximise each child's potential.

To encourage our children to be independent and take responsibility for their own learning.

To equip our children with the knowledge and skills to lead healthy and successful lives.

To enable equity of opportunity across the whole school community.

# Our Nursery Values



## Our Nursery Aims

We make sure that every child knows they are important to us.

We value children's play.

We care for the whole child, making sure they are happy, secure and safe.

We respect everyone's similarities and differences.

We involve children and families in the decision making in the nursery.

We always try to do our best.

## General Information

Our nursery class provides early learning and childcare for children aged three to five years old. From August 2020, we are providing each child with their full annual entitlement of 1140 hours of Early Learning and Childcare. We no longer provide half-day nursery sessions.

**Stenhouse Nursery Class**  
**Stenhouse Primary School**  
**4 Saughton Mains Street**  
**Edinburgh EH11 3HH**

**Telephone: 0131 443 1255**

**Fax: 0131 467 7792**

**email: [admin@stenhouse.edin.sch.uk](mailto:admin@stenhouse.edin.sch.uk)**



# Normal Session Times

Monday to Thursday	Soft start	8.30 am – 9.00 am
	Pick up	2.30 pm – 3.00 pm
Friday	Soft start	8.30 am – 9.00 am
	Pick up	12.00 pm – 12.30 pm

When your child begins to attend our full sessions, you may drop your child off any time during our soft start times, and collect them any time during our rolling pick up times. Due to the current COVID-19 guidance, and because parents and carers must not enter our nursery building, all drop-offs and pick-ups will be via our nursery garden gate.

It is important that children are collected on time at the end of each session. Children can become distressed if they are late being collected. Time is also set aside at the end of the day for staff discussion, training, cleaning processes, and preparation. If your child is not collected on time at the end of the session, they will be taken to the school office or a member of the school management team to await collection.

## Settling In Period

New children will undertake a settling in period over a couple of weeks, and often tailored to the needs of the child, building up gradually to attending our full session times. Coming to Nursery may be the first experience your child has had of being away from their family and their home for an extended period of time. It is for this reason that children are introduced gradually and that you will be required to stay with your child on their first day and possibly on subsequent days.

- Please do not arrive before your starting time on your child's first few days – this allows our team to settle the other children, and prepare for your child's arrival.
- Please arrive at the time agreed for collection – this has been given to provide the best possible support for your child.
- During the first few weeks your child's individual needs will be discussed and drop-off and pick-up times will be agreed daily between you and a member of our nursery team.

# Our Nursery Team

Our nursery team is made up of a range of specially trained and qualified staff. The Nursery Class is very much a part of the wider Stenhouse Primary School, and we share the same vision. The day-to-day running of the nursery is led by our Early Years Officer, supported by our Acting Principal Teacher. As a team, we work closely with other professionals from education and health, such as Health Visitors, Educational Psychologists, Speech and Language Therapists, Occupational Therapists, and Specialist Teachers. We also regularly welcome Trainee Teachers, Modern Apprentices, HNC Early Education and Childcare Students, Speech Therapy Students, and work experience pupils from secondary schools to our team.

Head Teacher	Mrs Laura Monaghan
Depute Head Teacher	Mr Steven Jamieson
Acting Principal Teacher	Mr Ross Donald-Hewitt
Early Years Officer	Miss Effie Mackay
Early Years Practitioner	Miss Vicky Lamb
Early Years Practitioner	Mrs Lyndsey Smith
Early Years Practitioner	Mrs Maggie Buchan
Early Years Practitioner	Miss Kirsty Lamb
Early Years Practitioner	Miss Kerry-Ann Taylor
Early Years Assistant	Miss Kelly Glancy
Modern Apprentice	Miss Kira Stewart
Pupil Support Assistant	Mrs Kirsty Henry

Most of your queries at this stage of your child's education are best answered through informal discussion with members of our nursery team, who will be pleased to talk to you on any subject concerning your child. However, this booklet is designed to be helpful to you by answering some of the questions you may have about our Nursery.

# Your Contact Information

When your child starts at nursery, you are required to complete forms including providing accurate contact information. You will also be asked to review this form, to check that the details are up-to-date during the year. If any of your details – such as your address, telephone numbers, or emergency contact information – change, please make sure you inform the nursery team as soon as possible.

If an emergency arises concerning your child, and you or your nominated emergency contact cannot be contacted, the Head Teacher will take such decisions as necessary in the circumstances.

It is important that children are collected punctually at the end of each session. A child can be upset if they are late being collected. Time is also set aside at the end of the day for the staff discussion and preparation for the next class. If your child is uncollected at the end of the session, they will be taken to the school office or a member of management to await collection.

## Taking your child to and from nursery

Every child must be brought to and collected from the Nursery by a person over the age of 16. Please make sure you inform a member of our nursery team if someone different will be picking up your child from nursery for any reason. If you do not inform us that someone different will be collecting your child, we will **not** be able to release your child.

## Attendance and Absence

If your child is ever unwell, please contact the school (0131 443 1255) to make us aware of the reason for their absence.

Children who have had diarrhoea or vomiting **must not** return to nursery until 48 hours after their last bout.

If your child, or anyone in your household, has a high temperature of 37.8°C or greater, a new and persistent cough, or a loss of, or change in, sense of smell or taste, **they must not attend nursery**. In this situation, you **must** all self-isolate at home and arrange to be tested for COVID-19. You can find out more information and arrange a test here:

<https://bit.ly/2PvThOt>.



Please inform the nursery team as soon as possible if your child has any illness or condition that may be infectious, such as chickenpox or measles. This will enable the team to take the appropriate steps to reduce the risk of any infections spreading.

In the event of your child becoming unwell during the nursery session you will be contacted by the school and asked to collect them.

Playing and exploring the outdoors is a very important part of our children's learning in nursery. We cannot keep children indoors during nursery sessions. If you feel your child is not well enough to play outdoors, please keep them at home.

There is a waiting list for nursery places therefore it is important that your child makes full use of the place by attending regularly. If problems with regular attendance are experienced, please discuss this with a member of our nursery team.

It is important that nursery team members are made aware of any family problem which is likely to upset your child. We will be able to offer the appropriate support and comfort your child needs if you let us know.

## Family Holidays

Your child's nursery experience is to be valued. It is excellent preparation for school and your child's development is supported through regular attendance. Therefore we ask that you consider any disruption to your child's routine and progress that may arise from absence during the nursery and school session. If you do decide to remove your child from nursery for a period of time to go on holiday, please inform a member of the nursery team in advance.

If you travel abroad on holiday, you must tell the nursery which country you will be going to. On your return, you must follow the current government guidance for holiday makers returning to the UK, and self-isolate for the stated period of time at home. **Your child must not return to nursery until this period of self-isolation has ended.**

## Clothing

Comfortable clothes for outdoor as well as indoor play are the order of the day. Aprons are provided for certain types of activities but accidents do happen, therefore do not dress your child in clothes which may be special. It is much easier for a child to be independent at the toilet if difficult buckles, belts and tight jeans are avoided. Slip on shoes are ideal and your child should be encouraged to try to put them on the correct feet. Flip-flops, shoes with

sling-backs, or open toe sandals should not be worn as these are not safe. Children who wear these types of shoes will not be allowed to use the large equipment outdoors. Hoop earrings are not permitted for reasons of safety.

Encourage your child to put on their own coat. They may find this tricky at first, but the more they practice the better they will get. Encourage them to keep giving things a go and not to give up! Our nursery team will also be encouraging them to develop these independence skills at nursery.

**All items of clothing including footwear such as welly boots and gym shoes should be clearly marked with your child's name.**

Please supply the nursery with a plastic bag marked with your child's name and containing a full change of clothes including underwear. These will be used as a change of clothes if needed.

Your child will be issued with a waterproof jacket and a pair of waterproof trousers to use at nursery. These will live on their peg at nursery, and will not be shared with other children to reduce the risk of transmission of COVID-19. Please make sure you bring in a pair of wellies for your child to wear outdoors.

## Toys

We have lots of lovely toys in the Nursery which the children enjoy playing with and which encourage children to explore, be creative and learn new things. If your child brings home a piece of jigsaw or any other item of nursery equipment by mistake, please return it as soon as possible.

Children must not bring their own toys to the Nursery. Scottish Government guidance asks us to ensure items are not brought into the nursery unnecessarily to limit the risk of transmission of infection. Also children can become easily upset if their own toys get lost, broken or played with by other children. Please do not bring back-packs to nursery either.

We understand that some children like to bring a small toy, or bag with them on their journey to nursery, and that this can help them ease the transition from home to nursery, but we must insist that parents and carers take these items home with them when they drop their child at the nursery gate. Thank you for your support with this.

# Children's Work

Children can work very hard at nursery and produce lovely works of art of which they are extremely proud. Your child may bring home some of their creations, and we encourage you to talk to your child about what they have made.

## Lunch and Snacks

When your child attends for a full day Monday to Thursday, they will be offered a morning snack, a lunch, and an afternoon snack. On Fridays, as the children leave at 12.30 pm, they will be offered a morning snack during the session and they will be given a packed lunch home with them at pick-up.

Parents and Carers are no longer required to pay a weekly contribution for snack. The cost of snack and lunch food is covered by the Scottish Government. Milk is also provided for all children free of charge.

Our lunch and snack menu is specially designed to be balanced, healthy, and to encourage children to try new foods. Our hot lunches are prepared at the St Cuthberts Primary School catering kitchen, and delivered to the nursery where the children eat them together.

We aim to provide a 'family-style' dining experience for children at lunch times, with children sitting together around small tables, enjoying their food, and talking together. We will be helping children develop their skills using knives and forks, but we ask that you also support and encourage your child at home to use cutlery at meal times. Like most skills for young children, it takes a lot of practice for them to master it, so don't be discouraged if they find this tricky at first!

The school has a policy for health promotion and healthy eating and in the nursery we encourage this by offering fruit, vegetables and a savoury snack at snack times. We follow the national guidelines "Setting the Table". This document helps us to ensure that we serve healthy, balanced snacks. If you would like to know more you can find the document here: <http://www.healthscotland.com/documents/30341.aspx>.

In normal times, the children would be fully involved in preparing snack, however under current COVID-19 guidance, all snacks will be prepared by staff following health and safety procedures. All food will be served individually onto plates to reduce the chance of transmission.

# Realising the Ambition: Being Me

Over the last few years our Nursery Team have followed the guidance from the *Building the Ambition* document on Early Learning and Childcare. As a team, we are now engaging with the new Realising the Ambition: Being Me document to ensure our approach is child-centred and meets the needs of all our children. A copy of this document can be found here: <https://education.gov.scot/improvement/learning-resources/realising-the-ambition/>

## Teaching and Learning in Nursery

Curriculum for Excellence is a curriculum for all children aged 3 to 18 years. It is a coherent, flexible and enriched curriculum for learners. The aims of Curriculum for Excellence are that every child and young person should know they are valued and will be supported to become ***a successful learner, an effective contributor, a confident individual and a responsible citizen***. The Curriculum is structured around all the experiences that are planned as part of learning and teaching.

The eight key areas are:

- Literacy
- Numeracy and Mathematics
- Health and Wellbeing
- Sciences
- Social Studies
- Technologies
- Expressive Arts
- Religious and Moral Educations

It is widely recognised that nursery-age children learn best in a child-centred play environment. Through play, children explore, discover and learn many new and exciting facts about their world. The children choose where to play - their natural curiosity motivating them to participate in the opportunities offered. As children play in their chosen areas, staff support and encourage them to make connections between past and new experiences.

There are also opportunities for children to take part in more directed activities, such as group time and story time where children develop skills in listening, talking and turn taking. The children are encouraged to have a significant role in developing their learning environment. Through careful observation, discussion and reflection the children are involved in the planning and decision making of the nursery. This safe and friendly atmosphere promotes confidence and self-esteem and lays the groundwork for a smooth transition from nursery to primary.

# Learning Journals

**Your child's online learning journal** is an online profile of your child's learning and achievements at nursery and at home. It brings parents, carers and nursery together to support your child's development and progress. Parents are given login details to access their child's learning journal on an internet-enabled device at any time. You can also add comments and posts to your child's journal from home.

## What can parents and carers do to help?

Value and praise your child's achievements. Take time to look at your child's learning journal posts with them at home. Add your own photos and comments, to celebrate their interests and successes from home.

# Getting Involved

Research shows, that parental involvement in children's education from an early age has a significant positive impact on educational achievement. We value your contribution and recognise that this can take many forms. **During the restrictions caused by the COVID-19 outbreak, we understand that you will not be able to take part in some of our normal activities, but we hope that as restrictions are eased you can get more involved in the future.**

# Parent Council

We have an active Parent Council which provides very good support to the school and nursery. The committee helps promote the educational activities of the school and raises much needed funds for our school and nursery through a variety of methods and events. More parent helpers are always greatly appreciated.

Watch out for Parent Council newsletters or contact the school for further information. You can also search for **Stenhouse Primary School Parent Council** on Facebook and like their page to be kept up to date.

# Parent Consultations

You are invited to a parental consultation twice a year with your child's keyworker. The format of these consultations may be slightly different this year, to allow us to follow Scottish Government Guidance during the COVID-19 outbreak. You can, of course, chat to members of the nursery team during the year about your child – we are happy to listen and support. It is best to catch us when you are dropping off your child at the start of the day.

## Play and Share

In normal times, you would be invited into the nursery regularly to play with your child and to share your child's online Learning Journal. However, this style of event is currently on hold, until Scottish Government guidance allows parents and carers to enter our building again. We will keep you up to date with any changes.

## Transition Report

A Transition Report is provided to parents and carers in June for children who are due to begin primary school in August. These reports are also shared with their new class teachers to help ease the transition into Primary One.

## Appointments & Calls

If you have any concerns about your child's progress you can make an appointment to discuss this with Mr Donald-Hewitt, Miss Mackay, or your child's keyworker. Currently, these appointments will be held over the phone, whilst parents and carers are not allowed to enter the school or nursery buildings.

## How we keep you informed

- ◆ Through informal conversations with you
- ◆ Nursery & School Newsletters
- ◆ Letters
- ◆ By email (via Online Learning Journals), and
- ◆ Outdoor Noticeboard (outside the nursery garden).



# HEALTH AND WELLBEING

## General illness

If you think your child may be unwell please **do not** bring them to the Nursery, even if they wish to come. **Please allow 48 hours before allowing your child to return to Nursery following any vomiting or diarrhoea.**

## COVID-19 Symptoms

If your child, or anyone in your household, has a high temperature of 37.8°C or greater, a new and persistent cough, or a loss of, or change in, sense of smell or taste, **they must not attend nursery**. In this situation, you **must** all self-isolate at home and arrange to be tested for COVID-19. You can find out more information and arrange a test here:

<https://bit.ly/2PvThOt>.

## Medicines

If your child requires regular medication you need to complete a medical consent form before we can administer any medicines during the nursery session. In most cases a child who is in need of medicines to treat a temporary illness is best kept at home. **Please note that the nursery team can only give medicines or drugs that have been prescribed by your child's doctor.**

## ChildSmile Tooth Brushing

The establishment of daily supervised tooth brushing programmes in nursery is central to the Scottish Government's oral health initiatives for children. ChildSmile is coordinated by the NHS and provides all the necessary equipment. Your positive consent is required in order for your child to participate in the tooth brushing programme. A ChildSmile Tooth Brushing opt-out form will be sent home with your child once they have started nursery.

# Getting it Right for Every Child

At Stenhouse we aim to 'Get it Right for Every Child'. This means we work with people from key support agencies including health, social work, psychological services, education and, most importantly, the parents, carers, and child to coordinate support for children in order to best meet their needs.

## Child Protection Guidelines

The nursery and school have child protection procedures in place and all staff undertake regular child protection training. Members of our team must follow the appropriate procedures if they ever have any concern about a child's safety. If you wish to know more about these procedures, please ask a member of the nursery team.

If you ever have a concern about the safety or welfare of any child, you can call Social Care Direct on **0131 200 2324** to report it. In the evening and at weekends or public holidays, you can call Emergency Social Work, free of charge from a landline on **0800 731 6969**. Your mobile phone provider may charge for 0800 calls.

## Positive Behaviour Policy

Stenhouse Nursery Class provides an environment that encourages every child to display a positive attitude to their learning and behaviour, both in Nursery and the wider community. This is supported through recognition and lots of praise. This encouragement permeates all nursery activities. Individual needs of children will be met through communication with parents and carers. Our Positive Behaviour Policy is available to read in our Policy and Procedures Folder or on request.

# ENROLMENT

## Enrolment to Nursery

Enrolment into Nursery is governed by the guidelines laid down by City of Edinburgh Council. The minimum age of entry to the Nursery is three years old, but you may place your child's name on the waiting list from the time they turn two years old. You will be contacted by the school when a place for your child is available.

## Enrolment to Primary School

City of Edinburgh Council advertises in the local press in November each year, requesting parents of children who are due to turn four years old on or before 29<sup>th</sup> February the following year, to enroll their child for primary school.

Stenhouse Primary will advertise their enrolment arrangements and requirements for the city-wide enrolment week. Please look out for this date in early November. Notices will be displayed on the nursery noticeboard, and letters will be distributed to parents and carers.

If you do not live within our school catchment area, you need to make a special request to enroll your child for Primary One at Stenhouse Primary. You must enroll at your catchment school first and then complete an 'Out-of-catchment request form' stating your preference for your child to attend Stenhouse Primary. This is sent to the City of Edinburgh Council's Education Department for consideration.

If you live within the school catchment area and wish your child to go to a school other than Stenhouse, you must still complete an admission form for Stenhouse. A space will then be kept by the school until a decision is made by the authority about your out-of-catchment request. If you have any questions about this process, please speak to a member of the nursery team who will be happy to advise.

# The Care Inspectorate

Like all care providers, we receive regular inspections from the Care Inspectorate. A copy of our most recent report can be viewed by searching for 'Stenhouse Primary School Nursery' on the Care Inspectorate website: [www.careinspectorate.com](http://www.careinspectorate.com)

# Education Scotland

Like all nurseries in Scotland, we are also inspected by Education Scotland. This inspection normally takes place when the whole school is inspected. A copy of our school's most recent inspection report is available online on the Education Scotland website: [www.education.gov.scot/education-scotland/inspection-reports/](http://www.education.gov.scot/education-scotland/inspection-reports/)

# How to make a complaint

We want your child's time at nursery to be a happy one. However, if you have a complaint or concern at any time, please share it with us. You can:

## 1. Speak to a member of our Nursery Team

If you have a concern or a complaint you wish to raise, please speak with a member of the Nursery Team in the first instance. Your comments and observations are taken seriously and can help us improve our procedures and practice. We endeavour to:

- deal with any issue quickly.
- let you know what is happening.
- check that you are satisfied with what we do.

## 2. Contact the Principal Teacher or Head Teacher

If you are not satisfied that your complaint has been resolved properly - or if you would prefer to speak to the Nursery's line manager in the first instance - please contact our Acting Principal Teacher, Mr Donald-Hewitt, or our Head Teacher, Mrs Monaghan. You may contact them via the school office, by calling **0131 443 1255** or by emailing [admin@stenhouse.edin.sch.uk](mailto:admin@stenhouse.edin.sch.uk) and marking the email for the Principal Teacher's or Head Teacher's attention.

## 3. Contact City of Edinburgh Council

Our nursery class is part of Stenhouse Primary School and run by City of Edinburgh Council. If you wish to complain directly to the council, you may contact the relevant department by emailing [cf.complaints@edinburgh.gov.uk](mailto:cf.complaints@edinburgh.gov.uk) or calling **0131 469 3233**.

## 4. Contact the Care Inspectorate

All care services, including nurseries, are monitored and inspected by the Care Inspectorate. If you wish to make your complaint to the Care Inspectorate you may contact them:

- via their website: [www.careinspectorate.com](http://www.careinspectorate.com)
- by calling **0345 600 9527**
- by emailing [concerns@careinspectorate.gov.uk](mailto:concerns@careinspectorate.gov.uk), or
- by post to: **Care Inspectorate, 3 C&D South, Victoria Quay, Edinburgh EH6 6QQ**