



## Nursery Handbook

Session 2020 / 2021



Children's Services

February 2021





Riverside Nursery Class

Forrest Road

Stirling

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Website Address: [www.riversideprimaryschool.co.uk](http://www.riversideprimaryschool.co.uk)

Welcome to our Nursery Handbook for 2020-21, we hope you will find it informative.

Our nursery caters for 32 children aged 3-5 years each session. Session times are as follows:

Morning session	8.00 am - 1.00 pm
Afternoon session	1.00 pm - 6.00 pm
Extended Day session	8.00 am - 6.00 pm

However, we do offer flexible start and finish times as follows:-

#### **Morning session**

Parents and carers are welcome to drop their child off at nursery between 8:00am and 9:15am at a time that is most suitable for them.

#### **Afternoon Session**

Parents and carers are welcome to collect their child from nursery from 3:15pm onwards but no later than 6.00pm.

## The Nursery Staff Team

The Nursery class operates a 1:8 staff/child ratio and all staff are fully qualified. Staffing is always subject to change; details for February 2021 are as follows:

Headteacher	Mrs Michelle MacPhee
Depute Headteacher	Mrs Laura Quintin
Acting Depute Headteacher	Mrs Jacqui Gallagher
Acting Depute Headteacher	Mrs Debbie McLeod
Principal Early Childhood Educator	Mrs Kirsty Sinclair
Acting Principal Early Childhood Educator	Ms Sian Adey
Acting Senior Early Childhood Education (Gaelic Input)	Miss Kirstin Jalland
Senior Early Childhood Educator	Mrs Lisa Godward
Early Childhood Educator	Mrs Hollie Vanner
Early Childhood Educator	Miss Caitlin Milligan
Early Childhood Educator	Miss Emma Binnie
Support Worker	Miss Katelinn Lyle
Nursery Administrator	Mrs Kirsten Mitchell
Visiting Nursery Teacher	Mrs Louise Bellin

## VISION AND VALUES OF RIVERSIDE PRIMARY SCHOOL AND NURSERY CLASS

- Respect (Urram)
- Fairness (Ceartas)
- Honesty (Onair)
- Kindness (Caoimhneas)
- Be the best you can (Dèan do dhìcheall)

## AIMS OF RIVERSIDE PRIMARY SCHOOL AND NURSERY CLASS

- To create a positive ethos where everyone in our school community is valued
- To enable each child to develop their potential as successful learners, confident individuals, responsible citizens and effective contributors in a high quality learning environment
- To promote our children's health and wellbeing, encouraging self-esteem and a respect for diversity and fairness in life
- To consult with children and build on partnerships with families, the community and other agencies to provide support for all
- To respond to educational, social and environmental changes and support the development of a learning community



## **Bringing your child to Nursery**

Parents/carers of children offered a place will be invited along to a settle-in visit on their start date. You will have the opportunity to meet with staff and arrange your child's individual settle-in process. The children will start on different dates over a three-week period; this allows your child to have individual time with their Keyworker. You will be informed of his/her start date by letter.

Children must be brought to the Nursery and collected at the end of the session by a responsible adult. You will be asked to give the name of anyone other than yourself who may collect your child. This will be passed on and noted. If the usual arrangements have to be changed please let us know e.g. you are going to be late/delayed, there is a change to the pick-up arrangements for that day.

During current restrictions, we will have group coloured boxes outside nursery for you to drop off and pick up lunch boxes and belongings.

**Children under 16 years of age are not allowed to collect a child from Nursery**

## **Keyworkers**

Although the children are known to all Nursery staff, each child is assigned a Keyworker, who will have special responsibility for their care and development and 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 Keyworker to exchange information. If at any time you have any concerns you need to discuss, you should speak to your child's Keyworker, one of our Senior Early Childhood Educators or our Principal Early Childhood Educator.

**We are all keen to help in any way to support you and your child**

## **Shared Profiles**

During sessions of play all Nursery staff spend periods of time observing the children's learning, recording this and identifying areas where they might require practice. These observations are noted in an individual on-line learning profile that covers all 8 areas of the Curriculum for Excellence (CfE).

Over the year, opportunities will be arranged for you to share information with your child's keyworker.

**All information about children is treated confidentially**

## **Health and Medical Matters**

Children sometimes need special help from time to time. If you think there might be a problem please discuss this with your child's Keyworker. It may be that we should call on specialist services like speech and language therapy for help or advice. This would be done in co-operation with the parent/carer. We have regular visits from the dental hygienist to help the children to be aware of the importance of looking after your teeth. We also take part in Forth Valley Health Board's tooth brushing initiative during the year.

**Please keep nursery staff informed if there are any medical conditions e.g. asthma/allergies. If your child requires medication you will be asked to complete a medication form. Please bring medication in the original box with the prescription label. Staff will regularly check-in to ensure there are no changes to medication so that we can work together to help your child be happy in nursery**

## **Door Entry System**

Access to the nursery is by way of a secure door entry system from the Forrest Road playground. Until staff are familiar with everyone who may collect the children you may be asked to give your name and who you are collecting.

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

## **Accidents or Injuries**

At times, children can become ill or injure themselves and we may need to contact you. We need to have an 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. We have a trained First Aider in nursery.

**Please let the Nursery staff know if the emergency contact has to be changed**

## Snacks

As part of the 'Healthy Living Campaign' to improve health in Scotland, free fruit has been provided to Nursery classes since April 2008.



A choice of two fruits or vegetables forms part of our daily healthy snack along with other healthy foods. Snack is provided in the morning (9:30) and afternoon (2:30). All snacks are vegetarian and milk and water is provided. Children help with the planning and preparation of the snack every day. We follow 'Setting the Table Nutritional Guidance and Food Standards'.

We encourage children to try different foods and there may be special food on certain days e.g. someone's birthday, Pancake Day, Burns' Day or as part of a project.

There is no charge for snack. However, in the past many parents have helped us to continue to provide snack and other nursery extras in a variety of ways including bringing in a few surplus grocery items from time to time. Please ask staff about which items would be most helpful.

Please ensure that children do not bring any food into nursery as we may have children in nursery with food allergies.

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

## Lunches

Children that are attending for a morning session or an extended day session will have lunch in nursery. School lunches are available for free during children's funded sessions. However, if you prefer, you may continue providing your child with a packed lunch (including a drink). Please bring the packed lunch in a hard wipeable container.

## **Practicalities and Toileting**

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 messy! Although we have a range of aprons and waterproof trousers, clothes often get wet or dirty so it is important that they wash easily.

Children will take part in table top activities, exploring outside, climbing etc. as well as sitting listening to stories so it is important that clothes are comfortable.

Children should wear shoes that are suitable for indoor play and can be put on and removed by the children themselves. They should also bring wellies for exploring outdoors. These can be kept at nursery.

In hot weather, please apply the "once a day sun screen" to your child before they come to nursery. It is also helpful to provide a sun hat - please remember to label with your child's name. If your child is attending an extended day session, please supply a suitable sun cream for re-application after lunch.

All children have accidents from time to time. We encourage you to leave a spare set of clothes. These will be kept in the changing room. However, the Nursery always has a small supply of spare clothes in the changing area.

Children are often keen to bring their own toys to Nursery, however during current restrictions, please do not bring toys from home although a comfort toy is acceptable if needed during their settling in period.

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

## **The Nursery Day**

The nursery day is planned to offer a variety of learning experiences.

Throughout Scotland A Curriculum for Excellence is being introduced in all schools and nurseries. Its focus is to develop children's capacities as:

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

We plan learning in eight curricular areas which are:

**Languages and Literacy** ~ communication, listening and talking, enjoyment of stories, rhymes and information books, development of early writing

**Mathematics and Numeracy** ~ learning about and using early number skills, measurement and shapes

**Health and Wellbeing** ~ keeping themselves safe and healthy, gaining confidence and independence, caring for others

**Expressive Arts** ~ learning to express themselves through art, music, dance and drama. Learning how to use their body in active play

**Sciences** ~ developing curiosity and understanding about the world around them

**Social Studies** ~ learning about their community and their place in the world. Developing understanding about the past. Exploring the wonder of nature and learning to care for their environment

**Technologies** ~ exploring a range of technologies to discover what they can do and how they can help them

**Religious and Moral Education** ~ learning to respect the differences between people, learn about beliefs and traditions and make choices

These learning experiences are planned as a result of talking to, working with and observing the children but also as a result of talking to and consulting with parents/carers.

Although we try to be flexible in our approach we try also to maintain a framework to the Nursery day. This involves a consistent timetable. However this may change over the session to take account of the varying needs of children.

Choosing Time/Welcome Time  
Flexible targeted learning time (including  
Gaelic Language learning)  
Active indoor and outdoor learning time  
Play based learning  
Supported risky play  
Tidy up Time  
Large Group Time  
Home Time

Please collect between 12.45pm - 1.00pm / 3.15pm - 6.00 pm

The Nursery is laid out to make it accessible for children and to encourage them to become independent learners. As the 'Context for Learning' changes you will find that the Nursery layout will change. However if you look at the planning boards you will find that we are still offering experiences which cover all areas of the curriculum.

We welcome parents/carers and visitors from the local community and organisations.

**Any information will be updated on the whiteboard in the entrance area.**

## **The Gaelic Experience**

To provide a link with the school's Gaelic Medium Facility, we offer Gaelic input daily. Children taking part in this programme experience Gaelic activities at each session.

## **Building Positive Relationships**

In the Nursery, we are committed to building positive relationships. It is our policy to help children develop confidence in themselves and respect other people and their environment. Children are helped to learn how to share, take turns and solve differences with other children without aggression.

Staff encourage children to identify issues, express and validate feelings and seek solutions. Circle time activities centre around development and allow children to discuss feelings and to build trusting relationships with others.

Praise is given by staff whenever the opportunity arises in order to develop the child's confidence and understanding of what is appropriate.

**We aim to help the children become confident individuals, successful learners, effective contributors and responsible citizens**

## **Outings**

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

## **Emergency Closures**

It is inevitable that at some point we will experience power cuts, floods or extreme weather. There is also the possibility that the school and nursery may have to be closed at short notice. If this should happen, staff would make every effort to contact parents but if that is not possible we need to have other responsible contacts. There will also be an alert sent through the school app.

**You will be kept informed of the situation and when Nursery will reopen.**

## **Parental Involvement**

The Scottish Schools (Parental Involvement) Act 2006, encourages and supports you to become involved in your child's education. We know that parents and carers have a vital role to play in their children's learning.

Every parent/carer of a child at Riverside is part of what is called the Parent Forum for the school. This gives you the right to be involved in deciding who the parent/carer representatives should be. This representative group of parents/carers works in partnership with staff to represent the views of all the parents/carers at the school and is known as the Parent Council.

The Parent Council organises and co-ordinates a number of community events and raises funds for school improvement. Information on all of these events is

communicated through newsletters, the school website, App and noticeboards or you can contact the nursery office.

## **Involvement in Nursery**

You are welcome to visit or help in Nursery at any time. If you would like to become involved please speak to a member of staff.

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 next few days. This can be planned with your Keyworker. Sometimes nursery staff may advise parents to make the initial break, gently but firmly.

**To help us provide the best service we can we welcome comments or suggestions from parents. A comments book is available in the nursery entrance.**

## **Communication**

The school sends out regular newsletters with dates and information, which will be available in your keygroup area. The Nursery Plans along with routine information and reminders will be displayed on the Nursery Noticeboard.

Regular Curriculum Newsletters will be sent out at the beginning of each new Context for Learning, this gives parents/carers information on songs, activities and outings.

We have included a list of the dates our nursery will be closed for the session 2020/2021, which we hope you will find useful.

Check out our school website [www.riversideprimaryschool.co.uk](http://www.riversideprimaryschool.co.uk) ~ you can view the latest Newsletter, find out about our Parent Council and find lots of other useful information on what's happening in Nursery and Primary.

We also use Twitter (**@rpsinstirling**) as an extra way of communicating some school events to parents. Please note that this is not a forum for concerns and these should be addressed in the usual way of communicating directly with the school.

**Please check the Noticeboard regularly for new information**

## **No Smoking Policy**

We operate a **strict NO SMOKING POLICY** throughout the school **and** school grounds.

## **No Dogs in the School Grounds**

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

## **Complaints Procedure**

If you have a comment or complaint, please speak to your child's Keyworker. If they are busy at that time they will arrange to meet with you as soon as possible to discuss this privately. If this does not resolve the problem then a time will be arranged to meet with the Principal Early Childhood Educator, one of our Senior Early Childhood Educators, Depute Headteacher or the Headteacher.

There is a complaints/comments book available for Parents/Carers to record their views. This is very useful for the nursery to help us ensure that we are meeting your needs.

The Care Inspectorate has carried out regular inspections of the Nursery. They have recently been replaced by a new regulator, SCSWIS (Social Care and Social Work Improvement Scotland); they can be contacted on 0845 6030890. A copy of the Care Inspectorate's most recent Inspection Report is always on display on the noticeboard in the entrance area.

**Please let us know of problems or concerns as soon as possible so that we can work together to resolve them**

## **Child Protection**

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.

These procedures also mean that we cannot administer any medication to your child without prior written consent. Your child's Keyworker can advise you on this.

**Help us work together to keep your children safe**

## **Nursery / P.1 Liaison**

The Nursery is an integral part of the school. Nursery children are familiar with many areas of the school and take part in some of the school activities such as our Focus Week. There are also events, which involve children from the older classes who visit to help out and also 'buddy' the Nursery children.

Children who will be starting school the following session have a programme of visits from P.1 staff and to the P.1 classrooms. We have a transition Context for Learning during the pre-school term alongside Primary 1 when nursery and P.1 staff and children are encouraged to work closely together. We find that the children benefit greatly from these shared experiences. Those children not continuing into Riverside Primary School will also access transition arrangements from their own primary school.

**We take every opportunity to ensure a smooth transition - together we aim to make your child's time at Nursery a positive and enriching experience.**

**We hope that this booklet has answered most of your questions, if there are still points you are unsure of please ask your child's Keyworker**

## Riverside Nursery 2020 - 2021 Holidays

In-Service (2 days)	Monday 10 August 2020 - Tuesday 11 August 2020
<b>Pupils return</b>	<b>Wednesday 12 August 2020</b>
October Holiday	Monday 19 October 2020 - Friday 23 October 2020
<b>Pupils return</b>	<b>Monday 26 October 2020</b>
Christmas/New Year (7 days)	Friday 25 December 2020 - Monday 4 January 2021
<b>Pupils return</b>	<b>Tuesday 5 January 2021</b>
In-Service (2 days)	Monday 15 February 2021 - Tuesday 16 February 2021
<b>Pupils return</b>	<b>Wednesday 17 February 2021</b>
Local Holiday	Friday 2 April 2021 (Good Friday)
Local Holiday	Monday 5 April 2021 (Easter Monday)
Spring Holiday (4 days)	Tuesday 6 April 2021 - Friday 9 April 2021
<b>Pupils return</b>	<b>Monday 12 April 2021</b>
Local Holiday	Monday 3 May 2021
In-Service (1 day)	Thursday 6 May 2021
Summer Week 1 (5 days)	Monday 28 <sup>th</sup> June 2021 - Friday 2 <sup>nd</sup> July 2021
Summer Week 2 (5 days)	Monday 5 <sup>th</sup> July 2021 - Friday 8 <sup>th</sup> July 2021
Summer Days (3 days)	Monday 12 <sup>th</sup> July 2021 - Wednesday 14 <sup>th</sup> July 2021

# Riverside Active Parent Partnership

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Hello, and on behalf of the Riverside Active Parents Partnership (RAPP), a very warm welcome to Riverside Primary School.

We hope that you and your family will enjoy being part of the Riverside school community. We look forward to working alongside you to help you to get the most out of the activities and opportunities that RAPP are involved in.

Every parent/carer of a child at Riverside Primary is automatically a member of RAPP. We meet regularly to co-ordinate RAPP's activities and work closely with the School to discuss issues including homework, the Curriculum for Excellence, learning events and opportunities, such as visits to the Edinburgh Book Festival, and extra-curricular activities, including school ceilidhs and discos.

RAPP is here to represent you and to take on board your comments and suggestions. We are very keen to involve parents/carers in our activities and would be pleased to see you at our meetings (these take place - info about regularity and time/venue).

You don't need to come along to every meeting - or even any meetings to play your part. Many people turn out to help at our events such as the Christmas Fayre or the end of summer term fun night and fun run and we could simply not have these events without the support of our parents/carers.

Please don't hesitate to get in touch with us by email (contact info) or come and say hello if you see us in or around the School.

We wish you and your family all the best during your time at Riverside Primary School

Chair and Vice Chair of the Parent Council