



Nursery Handbook

Session 2019 / 2020





Riverside Nursery Class

Forrest Road

Stirling

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Website Address: www.riversideprimary.co.uk

Welcome to our Nursery Handbook for 2019 ~ 2020, 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 August 2019 will be follows:

Acting Headteacher	Mrs Michelle MacPhee
Depute Headteacher	Mrs Laura Quintin
Depute Headteacher	Mrs Chrissie Gemmell
Depute Headteacher	Mrs Debbie MacLeod
Principal Early Childhood Educator	Mrs Kirsty Sinclair
Senior Early Childhood Educator	Mrs Lisa Godward
Senior Early Childhood Education	Mrs Vicki Porter
Early Childhood Educator	Ms Angela Paterson
Early Childhood Educator	Mrs Hollie Vanner
Early Childhood Educator	Miss Chelsey Jaffray
Early Childhood Educator (Gaelic Input)	Miss Kirsten Jallard
Support for Learning Assistant	Vacancy
Early Childhood Modern Apprentice	Miss Shannon Richardson
Visiting Nursery Teacher	Mrs Janet Stevens

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 starting in the autumn term will be invited to visit the nursery and to an induction meeting in May or June. There will also be an open afternoon session in August. The children will start on different dates over a three-week period; this allows your child to have individual time with his/her 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.

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 learning profile that covers all 8 areas of the Curriculum for Excellence (CfE).

Over the year, opportunities will be arranged to meet with your child's Keyworker to share information contained within the learning profile.

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 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. By pressing the button you will activate the camera, which allows staff to see you at the door and let you in. Until staff are familiar with everyone who may collect the children you may be asked to give your name and who you are collecting by speaking into the microphone.

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. 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.

Could parents please ensure that children do not bring any food into nursery as we have a number of 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 a morning session/full day should bring a packed lunch (including a drink) with them. From October 2019 we will be piloting school meals for our nursery children attending morning sessions and full days. Children attending a morning session/full day will be able to have a free school meal if they so wish. However, if you prefer, you may continue providing your child with a packed lunch (including a drink). The children will be taken to the dinner hall by a member of staff to have their lunch.

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, 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 in the cloakroom.

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.

All children have accidents from time to time. If your child is likely to find toileting routines difficult you are encouraged to leave us a spare set of clothes. 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. As these can often get lost or broken we encourage them to leave these at home, although a comfort toy is acceptable if needed during the 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 ~ listening and talking, enjoyment of stories, rhymes and information books, development of early writing

Mathematics and Numeracy ~ learning about 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 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.

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 and noticeboards or you can contact the Admin Office in school.

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 term dates for the session 2019/2020, which we hope you will find useful.

Check out our school website 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 Active Parent Partnership

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

Kirsten Mitchell and Kirsty Watson
Chair and Vice Chair of the Parent Council