



Pentland Primary School

Nursery Class

Handbook

*'Respect for Oneself, Others, Learning and Opportunity'*



Contact Details:

Pentland Primary School

Nursery Class

Oxgangs Green

Edinburgh

EH13 9JF

0131 445 1510

School's website <http://pentlandprimaryschool.cloudaccess.net/>

## Welcome to the Nursery

Our team works happily together to ensure that you and your child feel welcome and valued members of the school community.

We will sometimes have students working with us and we will notify you of this.

We have 48 places in the morning session and 48 places in the afternoon session. Our nursery times are as follows:

<p><b><u>Morning session</u></b> Monday – Friday <b>8:30 am-11:40 am</b></p>	<p><b><u>Afternoon session</u></b> Monday to Wednesday <b>12:10 pm-4:05 pm</b> Thursday <b>12:10 pm – 4:15 pm</b> Friday <b>closed in afternoon</b></p>
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## Soft Start

We operate a ‘soft start’ approach to the beginning of your child’s nursery session. A member of nursery staff will greet you and your child at the main nursery entrance. The door will be open for the first 20 minutes of each session (**8:30 – 8:50 and 12:10 – 12:30**). Please arrive at any time with the first 20 minutes of the start of the session. This is to encourage a relaxed start for each child and family.

## Our Nursery Vision

*A strong community striving to deliver learning that is real, fun and inspiring for all.*

## Our Values

'Respect for Oneself, Others, Learning and Opportunity'

## Our Aims

At Pentland we aim to create an ethos where every learner is:

- fully **Engaged** with their learning
- confidently **Aspirational** in their outlook
- honestly **Reflective** about their efforts, progress and achievements
- appropriately **Supported** in their endeavours, and supportive of others



## What will you experience at Pentland Nursery?

- A committed and knowledgeable staff who value play
- A welcoming environment that is conducive to listening, reflecting and adapting
- An environment that enables children to take the lead in their learning
- Children, staff, parents and partners working co-operatively and respectfully
- Creative and engaging learning opportunities across all curricular areas
- Strong sense of community through partnership with local services
- Aspiration to create a sustainable environment for nature and for our future
- Strong connections with the wider world through creative global citizenship learning
- A garden and wider school grounds that provide an engaging environment for learning across all curricular areas
- Recognition and celebration of nursery and wider achievement

## Our Curriculum

We follow the guidelines in the *Curriculum for Excellence* to support children's learning and development. Our curricular planning allows a balance of adult-led and child-led experiences, designed in response to children's readiness and interest.

In our Nursery, the children learn through play. Children listen, observe, talk, explore, investigate and experiment, in order to learn about themselves and the world around them. Our secure, stimulating environment ensures a combination of high quality learning and engaging experiences, which make learning fun. Our staff observe the children and interact with them, to support and extend their learning.

The children at Pentland Nursery are:

**Successful Learners** – supported, through informed planning, observation, assessment and celebration of their achievements

**Confident Individuals** – who learn in a creative and stimulating, safe environment where everyone feels valued and positive about themselves and others

**Responsible Citizens** – who are supported to assess and manage risk in their outdoor and indoor play. Children who are encouraged to take an active role in caring for each other and the environment

**Effective Contributors** – who are enabled to take the lead in their learning sharing their ideas, opinions and making informed choices, while being guided by dedicated and knowledgeable staff.

## Nature Play

At Pentland Nursery we regard the indoor and outdoor learning environments equally. We are committed to supporting children to engage with the natural environment and visit our woodland site on a weekly basis. Our Nature Play sessions enable children to:

- engage in regular play opportunities in the woodland, throughout the year, in almost all weather
- explore using multiple senses
- assess and manage risk taking in their play

We will provide waterproof suits. We ask you to provide – hat, gloves/mittens, Wellington boots (write name inside), warm fleece jumper and warm trousers

## **Settling In**

Children settle in to nursery in different ways and so the process is specific to each child's needs. We invite parents/carers to stay for their child's first session, this allows you time to meet nursery staff and helps your child to settle into the new environment. Gradually your child's time is increased to stay in nursery for the full session.

## **Clothing**

Nursery children are encouraged to explore and investigate! The children will use a wide range of materials - sand, water, mud, paint, glue, clay and dough. They enjoy opportunities to run, jump, climb, ride bikes and scooters. We go outside to play every day. It is very important that the children are comfortable, safe and relaxed in their clothing. Please do not expect your child to stay clean, neat and tidy at nursery! We provide aprons for messy activities.

## **Spare Clothes**

Please provide spare clothing for your child. A bag of items can be left on your child's peg. If your child's clothing has required to be changed during the nursery session, a member of staff will inform you of the reason for this.

## **Parent Partnership**

At Pentland we work in partnership with parents, supporting each other to provide quality experiences that enable children to thrive and make progress in their learning. We listen actively to parent voice and recognise your vital role in the education process. We have a broad range of approaches designed to enable parental participation and engagement with your child's learning:

- Parents as helpers supporting children in a range of play activities including baking, sewing, gardening and clay
- Joining us for 'Stay and Play' sessions – an opportunity to observe and support your child's engagement with learning at nursery
- Joining us for 'Activity Time' – an opportunity to participate in themed family learning activities
- Curricular Workshops led by staff to share information about play and how to support your child's learning
- Annual parent's consultation to discuss your child's progress
- A written report to support transition into to P1
- You are invited to attend an assembly to share and celebrate your child's learning
- You are invited to join us to celebrate festivals and cultural events
- Children share their Learning Journals with you at home each term
- Monthly home learning activities that enable you to support your child with their learning

## **Parent Council**

Parent Councils are the formal representative body for parents / carers with children attending school and nursery. Our Parent Council meets regularly throughout the year to organise a variety of events including fundraising and coffee mornings. If you would like to be involved, please visit the school website or school office for more information.

## **Recycled Materials**

You can help us by saving materials and bringing recycled materials to the nursery for craftwork. We need a constant supply of items for our creative work and we can all help to reduce items going to landfill by giving them a second life! Here are some ideas for items that you and your family could gather for us:

- Boxes of different shapes and sizes - cereals, biscuits, toothpaste
- Paper/card - wrapping paper, birthday cards
- Wool, ribbon, lace, fabric
- Plastic - pots, containers, bottle tops
- Buttons
- Natural materials - shells, pebbles, pine cones, fir cones

## **Snack**

The children are provided with a healthy daily snack. Milk and water are always available. The children come for snack at a small table, at a time of their choosing. They must wash their hands before they begin and then post their name stick to indicate that they have had snack. Sometimes, the children decide that they do not want to take snack. We encourage the children to come and try; we make sure that everyone has had the opportunity to take snack. Many important skills are being learned as they pour from a jug, talk to others around the table, help one another, share, 'read' the menu and count how many pieces they can take. Although the children do not have to take snack, we always encourage them to have a 'taste'. If you are concerned that your child may be missing snack, please come and talk to a member of the nursery staff. We kindly that ask you pay £1.50 per week to cover the cost of snack. Please pay online using ParentPay.

## **ParentPay**

The City of Edinburgh Council has introduced an online payment service for schools provided by ParentPay. This provides an easy system for you to pay for nursery snack and other items such as photographs or trips. You will receive information about how to set up your ParentPay account after your child has enrolled at the nursery.

## Nursery Security

The safety and security of children and staff when attending or working in the nursery is very important to us. Although the main nursery door will be open for drop off and collection, we kindly ask that if you visit the nursery out-with these times that you use the secure entry phone system. Normally anyone calling to nursery e.g. Speech Therapist will be asked to report to the school office. If someone different is collecting your child please inform a member of nursery staff.

## Medical Needs

At Pentland Nursery we aim to help meet the health care needs of all our children. If your child becomes ill or has an accident during the session, we will make contact with you as soon as possible. If a serious accident were to occur, we would call emergency services and make contact with you. If you cannot be contacted, we will phone the emergency contact numbers you have provided when your child started nursery. A member of nursery staff and school support staff are trained in Emergency First Aid.

Please make us aware of your child's medical needs through the completion of the medical information form and then update this if circumstances change. A health care plan can be compiled to support children if this is necessary. Training may also be organised to support staff. It is very important that we are immediately aware of any allergies, dietary requirements, or regular medication.

If your child requires a course of medication but is still attending nursery, a parental consent form must be completed. These are available in our nursery and on our school website. All medication must be clearly marked with the child's name and correct dosage and handed in with the completed parental consent form.

## Attendance

If your child cannot attend nursery for any reason please contact the school office (**445 1510**) **by 9am** to inform us. If your child does not appear in nursery and no notification has been given of an absence, the school office staff will contact you via text message. Please let the nursery staff or school office know by letter or phone if your child is likely to be absent for some time. If you think your child is not well enough to play outdoors then they are probably not well enough to come to nursery. It is the recommendation by City of Edinburgh Council and NHS Lothian that if your child has sickness and/or diarrhoea, they should not come back to nursery until 48 hours after the last sickness/diarrhoea episode. This is to prevent the spread of further infection.

## **Toys**

Please encourage your child to leave their toys at home. We cannot look after individual items and it can be very upsetting for everyone if a special toy becomes lost or broken. Unless we specifically ask for contributions from home to support an interest, you can be sure that we have resources to initiate and develop experiences. Sometimes the children love our equipment so much that they take it home with them. If this happens, please bring it back to the nursery!

## **Change of Information**

It is essential that you inform us immediately of any changes to your address, phone numbers including your mobile and emergency contact number. Remember that we may need to contact you very quickly in an emergency.





## Rights Respecting School (2018 - 2019)

At Pentland Primary, we have formed a partnership with UNICEF UK to promote a child right-based approach to education. The UNICEF UK Rights Respecting School Award (RRSA) is based on the principles of equality, dignity, respect, non-discrimination and participation.

The intended impact of RRSA on our school community is:

- an increase of levels of respect within our school and community
- a developed sense of security as rights-respecting language and behaviour is used consistently throughout the school
- a deepened understanding and respect for religions, cultures and abilities different to our own
- a deepened understanding of the connections between us and people around the world.

We have an enthusiastic group of staff and pupils who form the Rights Respecting Group. This group meet regularly to plan and deliver dedicated assemblies and activities that promote children's rights from the Convention. The group is continually monitoring how well we are doing and creating ways to inspire others to learn about children's rights through our curriculum.

At Pentland, we have received our Level 1 Accreditation from UNICEF RRSA and are on our way to achieving Level 2.

Embarking on a rights-based education is a really exciting opportunity for all at Pentland and we look forward to involving you on our journey.

Take a look at the Rights Respecting Schools website below and our school website for more information.

[www.unicef.org.uk/rights-respecting-schools/](http://www.unicef.org.uk/rights-respecting-schools/)

<http://pentlandprimaryschool.cloudaccess.net/>