



Clermiston Primary School



# Nursery Handbook



Updated – August 2021



Dear Parents and Carers,

We would like to extend a warm welcome to you and your family as your child joins us at Clermiston Primary School Nursery.

Nursery is an important part of your child's learning journey and your family is very much a part of this! We hope you will feel welcome here and a full part of our nursery and school community. We value your experience, your ideas and your input.

At nursery, we understand the importance of high-quality play. It is how our children take leaps in their learning! We aim to create an environment where children can learn and develop through creativity, investigation and exploration, whilst the nursery team responds to their needs and interests. Staff encourage your child to form positive relationships, and to develop the skills needed to become independent learners and to cooperate with others.

If you ever have any questions in the meantime, please do not hesitate to ask a member of the nursery team.

Kind Regards

Suzanne Gilhooley  
*Principal Teacher*

Our nursery class is very much part of the wider Clermiston Primary School community, and as such we share a common vision, and have the same values and aims. From time to time, we review our values and you may be asked to give your opinions and ideas, so that we can ensure they are relevant and meaningful for our children.

## **Our Vision**

We are a school where everyone is supported and challenged to be the very best that they can be. We want our pupils to develop and show respect for themselves and for others.

Our pupils should be confident in their right and ability to influence change through positive actions in their own lives and in their local and global communities.

## **Our Values**

### **Community**

We are a school at the heart of our community and are committed to building new partnerships.

### **Learning**

We are committed to providing effective, creative and enjoyable learning for all our pupils.

### **Environment**

We believe in developing our environment to support a positive ethos learning and innovative learning and teaching.

### **Achievement**

We promote and celebrate pupil achievement in school and in our wider community.

### **Respect**

We work hard to build and sustain a culture of respect throughout our school.

## Our Aims

- To provide a caring environment in which every member of our school community feels happy, secure, valued and respected.
- To continue to develop a responsive, forward-thinking curriculum which supports and challenges our pupils, and encourages cooperation and critical thinking.
- To raise personal attainment through effective learning and teaching approaches.
- To foster a strong pupil voice to help pupils build partnerships within school and with local and global communities.
- That staff, pupils and parents will work in partnership to develop the work and life of the school.

## We are a Silver Rights Respecting School

We are delighted to have received the Silver Level Rights Respecting Schools Award in recognition of the work carried out by our children and staff to ensure we are all fully aware of children's rights and actively respect those rights in all that we do.



The United Nations Convention on the Rights of the Child includes 54 'articles' outlining the rights that all children should have. For example:

**Article 19** – You have the right to be protected from being hurt or mistreated, in body or mind.

**Article 31** – You have the right to play and rest.

To find out more about the UN Convention on the Rights of the Child please visit:

[www.unicef.org.uk/what-we-do/un-convention-child-rights/](http://www.unicef.org.uk/what-we-do/un-convention-child-rights/)

# The Nursery Team

Head Teacher	Mr Gordon McIntyre
Principal Teacher	Mrs Suzanne Gilhooley
Early Years Officer	Miss Lauren Grieve
Early Years Practitioner	Miss Jennifer Chave (Monday to Wednesday)
Early Years Practitioner	Miss Cristel Garcia
Early Years Practitioner	Mrs Fiona Ho (Thursday and Friday)
Early Years Practitioner	Mrs Theresa Jeffrey
Early Years Practitioner	Miss Tereza Vasileva
Early Years Assistant	Ms Paula Donaghue
Domestic Support	Mrs Ann MacCorquodale
Early Years Apprentice	Miss Katie Hunter

From time to time we may also have visiting Early Years Practitioners, Early Years Apprentices or student teachers working with us in the nursery too.

## Contact Information

Clermiston Nursery Class  
Clermiston Primary School  
18 Parkgrove Place  
Edinburgh  
EH4 7NP

0131 336 3361

If your child will miss nursery, please call the number above, so we can update our registers correctly. **If your child is unwell with a condition that may spread easily (such as Chicken Pox) is it**

**important that you contact the Nursery as soon as possible to enable us to put control procedures in place. Thank you.**

# COVID Restrictions and Safety Measures

We aim for your child to have as 'normal' an experience as possible in the nursery. There will be some added measures in place to keep everyone safe:

- Parents and carers are not allowed in the nursery. Drop off and pick up will be at the nursery door. We ask parents and carers to wear a face covering (unless exempt) and to maintain distancing while dropping off and picking up children.
- Children will wash their hands on arrival and at regular intervals throughout the day.
- Nursery equipment and resources will be cleaned thoroughly at the end of the day.
- A 'fogging' procedure will take place monthly.
- We encourage children not to bring in anything from home and we will avoid where possible sending anything home. Letters will be sent via Learning Journals.

# Dropping Off and Collecting Your Child

## Nursery Session Times

**Monday to Thursday : 8.30 am – 3.00pm**

**Friday: 8.30-12.30**

- A member of staff will be at the door during the start and pick up times to welcome you and to open the secure doors.
- Your child must be brought to nursery and collected by a responsible adult over 16 years of age.
- If someone different will be collecting your child, please make sure that you have recorded this on the sheet next to the register. If you are unsure, please speak to a member of staff. A child cannot leave with someone else unless the nursery has been informed in advance.
- Please try to avoid ringing the nursery bell at other times above as it can interrupt the children's learning.

# Communication

## Your Contact Details

Please ensure your **contact details are always up-to-date** in case we need to contact you about your child. We ask you to complete an 'admission form' for your child when they first start at nursery and again at the start of the new session in August. You will also be asked to check these details are up-to-date every six months. If you move address or get a new contact number, please let us know the new details as soon as possible.

## ParentPay – email communication

We are moving to a system where letters and important information will be emailed directly to parents and carers via ParentPay. Whilst the system gets up and running we will also issue paper letters, but we aim to reduce the amount of parent we use to help protect the environment. You will receive an envelope with details of how to activate your ParentPay account.

## Noticeboard



There is a noticeboard at the entrance where up-to-date information is also posted. Feel free to take a photo of any signs or messages that appear on the noticeboard.

## Online Learning Journals

A record of your child's experiences and progress will be kept using Online Learning Journals and we often send communication this way, so it is important we have your email address. These journals allow parents and carers to easily access and comment on their child's learning from home. The journals are username, password and PIN protected. Details of how to access these journals will be shared with you during the settling in process at nursery.

## Twitter

The Nursery has a Twitter account **@ClerNursery** where we post snapshots of life in the nursery,

## Settling Your Child

Children are introduced gradually over the course of several sessions. You will receive a letter from the school with a start date and time to arrive for the initial session.

If your child seems upset or reluctant to stay, please do not worry. The Nursery Team is very experienced in supporting children in these situations. All Nursery staff have a role to play in supporting your child's development in Nursery, however, each child will also be allocated a 'Key Worker' who will track the progress of your child during their time in nursery.



## Suitable Clothing

Please dress your child in clothes which they can put on and take off easily. They will be painting, gluing and playing in water, sand and mud, so please make sure they don't come to nursery in their best clothes!

We are outdoors every day, and in all weathers, so it is important that your child comes to nursery with suitable outdoor clothing, including a pair of wellies that should be kept on the racks in the cloakroom.

Drawstring bags will be provided for children to keep a full change of clothes (including underwear) in case of any accidents. These bags should stay on your child's peg in the cloakroom. They should also have a pair of indoor shoes for nursery in this bag.

**Please clearly label all items of clothing and shoes with your child's name!**

## Snack

A morning and afternoon snack is offered during each nursery session. We aim to ensure that these snacks are healthy, and the children have an opportunity to suggest ideas for the snack menu.

Please see the snack menu on the noticeboard each week to see what your child has been offered for snack. Please ensure staff aware of any changes to your child's dietary requirements or allergies.

## **Lunch**

A hot lunch is offered Monday to Thursday with a packed lunch offered on a Friday. The lunch menu for the week will be emailed, displayed on the nursery noticeboard and on Twitter.

## **Sun Awareness**

On warm, sunny days please apply sun cream to your child before bringing them to nursery. We have sun cream in the nursery and we support the children with application throughout the day. We will provide sun hats to help children 'cover up' but please ensure your child is wearing a top that covers their shoulders.

## **Toys from Home**

Children should not bring their own toys into the nursery, as they may become lost or broken which can be upsetting for your child. We have plenty of toys for the children to engage with both indoors and outside. We understand that some children like to travel to nursery with a toy, but we ask that parents and carers take this home with them after they drop their child off.

## **Administration of Medication**

If your child requires medication during the Nursery session, please inform a member of the nursery team who will ask you to complete the appropriate medication form.

# Nursery Attendance

If your child is ever unwell, please contact the school (0131 336 3361) to make us aware of the reason for their absence.

## COVID-19

If your child has any of the following symptoms they must remain at home and you should seek guidance ([COVID guidance for parents](#)). Please inform the nursery as soon as possible.

COVID symptoms:

- A **new** continuous cough
- fever/high temperature (37.8C or greater)
- loss of, or change in, sense of smell or taste (anosmia)

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

Please inform the nursery team as soon as possible if your child has any illness or condition that may be infectious. 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.

## Preparing your child for nursery

At nursery, we encourage your child to develop their independence. Here are a few things you could do to help your child prepare for nursery.

- Is your child developing their ability to toilet themselves independently?
- Is your child dressed in clothes that are easy to pull up and down by themselves?

- Is your child able to put on and take off their own coat?
- Is your child able to put on and take off their own shoes and wellies?
- Is your child encouraged to tidy up toys once they have finished playing with them?
- Is your child encourage to share and take turns when they play with other children?

Not all children will be able to do all these things when they first start at nursery and our team are here to support your child whenever they require help.

## Your Child's Learning

The nursery follows the Curriculum for Excellence which ***“aims to ensure that all children and young people in Scotland develop the attributes, knowledge and skills they need to flourish in life, learning and work. The knowledge, skills and attributes learners will develop will allow them to demonstrate four key capacities – to be successful learners, confident individuals, responsible citizens and effective contributors.”***

The Early Level of Curriculum for Excellence is designed to meet the needs of children across Nursery and Primary One. We have engaged with the 'Realising the Ambition' document to give staff practical guidance on the experiences and interactions necessary to deliver the learning journey for our young children, striving for good practice in creating a caring and nurturing setting that allows wellbeing, communication, curiosity, inquiry and creativity to flourish.

Children are actively engaged in learning through high-quality play opportunities. These opportunities are planned in response to the needs and interests of the children. Opportunities for children to make real choices and decisions are important. Literacy, Numeracy, Health and Wellbeing are embedded across all areas of the nursery.

We use large 'floor books' to allow the children to engage with the planning in our nursery. This enables them to draw and write their ideas and discuss what they want to learn about in small groups. These floor books will be available to view on a regular basis.

## **Our Nursery Garden**



The children have 'free-flow play' during each nursery session. This means each child can choose whether to play indoors or outdoors and move freely from area to area depending on their own interests throughout the session. We are very fortunate to have a large and exciting nursery garden, and the team are continually developing this area.

### **Why is outdoor play so important?**

The outdoors can provide space and freedom for a type of learning that is difficult to replicate indoors. All children and young people have the right to experience the unique and special nature of being outdoors. We feel it is important to enable children to access the outside environment as a context for learning throughout the year. Our Nursery Team support the children to make choices, test their skills and develop their learning indoors and outdoors.

## Access to outdoor play

It is important for parents and carers to know that we are following best practice in the area of outdoor play and **we would not restrict children's access to the outdoors unless specific special circumstances applied**. We are sensitive to individual circumstances such as a child returning from illness, however, if you feel your child is not yet well enough to play outdoors then they are not yet well enough to return to nursery. Please feel free to speak to a member of the Nursery Team if you have any questions relating to this.

## How can you help your child learn using the outdoor environment?



Please ensure that your child has warm and waterproof clothes for each daily nursery session – including appropriate footwear. Children often get dirty or muddy more often when playing and learning outdoors, so clothes that allow active movement and can be easily washed are advisable.



Be aware that children have access to the outdoors area all year round and in almost all weather conditions.

## How can we help your child learn using the outdoor environment?



Our staff will provide a range of learning opportunities for children to ensure that outdoor play enables your child to be creative, active and develop communication and teamwork skills.



Staff will also support children in making choices to assess risk and learn about appropriate and safe behaviour. It is important for parents to know that the outdoor area is just as important a learning area as our indoor space – children will still have rules and supports in place at all times.

# Partnership with Parents

We aim to keep you up to date with your child's progress through the Online Learning Journals.

We also have a YouTube channel – Learning Boosts – which is full of tips and hints to help parents support their children's learning. Visit [www.youtube.com/learningboosts](http://www.youtube.com/learningboosts) and click 'subscribe'.

The noticeboard in the cloakroom displays information about events, planning and snacks.

A termly newsletter is produced, listing important dates, giving reminders and detailing what has been happening in the nursery.

## Suggestions

We are committed to maintaining and improving the service that we provide to children and parents. If you have any suggestions for us to consider, please post a note in the suggestion box at the front entrance or simply speak to a member of the Nursery Team.

## How to make a complaint

### 1. Contact the Principal Teacher

If you have a concern or a complaint you wish to raise, please speak with the Principal Teacher:

[Suzanne.Gilhooley@clermiston.edin.sch.uk](mailto:Suzanne.Gilhooley@clermiston.edin.sch.uk)

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 Head Teacher

If you are not satisfied 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 Head Teacher, Mr McIntyre. Mr McIntyre can be contacted via the school office, by calling 0131 336 3361 or by emailing [admin@clermiston.edin.sch.uk](mailto:admin@clermiston.edin.sch.uk) marking the email for the Head Teacher's attention.

## 3. Contact City of Edinburgh Council

Our nursery class is part of Clermiston 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**

## 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 in our Welcome Foyer. Alternatively, you can search for 'Clermiston 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 on the Education Scotland website:

[www.education.gov.scot/education-scotland/inspection-reports/](http://www.education.gov.scot/education-scotland/inspection-reports/)