

Brunstane Primary School



Nursery Handbook 2020-21

Brunstane Nursery Class

106 Magdalene Drive, Edinburgh, EH15 3BE. Tele 0131 669 4498.

Website: www.brunstaneprimaryschool.wordpress.com



@BrunstanePS

WELCOME TO BRUNSTANE NURSERY



Nursery Staff

Acting Head Teacher: Mr Chris McMillan
E.Y Development officer: Ms Anne Macdonald

Early Years Officers: Miss Donna Walls
Mrs Sarah Henderson

Senior Early Years Intervention Officer Miss Kathleen Mackenzie

Early Years Practitioners: Miss Maxine Corbitt
Ms Dawn Williams
Miss Sophie Swanson
Miss Martina Mfranjkovic
Miss Ashley McLachlan
Miss Emily Macdonald
Miss Aneta Lewandowska

Early Years Assistant: Mrs Ana Dominguez-Viruel
Ms Tina Campbell

Pupil Support Assistant: Mrs Michelle Boucher

Catering Assistant Ms Nicola Allan
Ms Alisha Pryde

Session Times - Arrival and Departure

Full time Children

Monday – Thursday 8.30 – 3.10pm

Friday 8.30-11.50am

(Drop off/Pick up times altered due to Covid: 8.25/8.35 and 3.05/3.15)

BRUNSTANE NURSERY

Our Nursery
an
team, all of
trained and
in working
Years. We
committed to
parents and
ensure high
experiences
The staff are
the
and end of



is staffed with
experienced
whom are
experienced
within Early
are
working with
carers to
quality
for your child.
available at
beginning
sessions if

there is something that you would like to talk to them about. We look forward to welcoming you and your child to Brunstane Nursery.

BRUNSTANE NURSERY CLASS

OUR VISION

At Brunstane Nursery we aim to create a safe, welcoming, inclusive and nurturing ethos for all of our learners.

We treat all children as individuals and work together as a nursery community to support all

children within their play to reach their full personal potential.



Values

We aim to reflect our nursery values in the daily life, learning and work of our nursery.

Our nursery values are:

Respect

Community Care Creativity

Our nursery aims are:

Respect

- To be committed to equality and inclusion and seek to promote achievement and ensure support and for all children
- To value our own professional development as a staff team and continue to develop as leading learners

Community

- To work in positive partnerships with parents/carers, children and other agencies involved with the nursery children
- To value and develop community links

Care

- To create a warm, friendly and welcoming ethos
- To continually evaluate our own practice alongside parents/ carers and children to ensure the highest quality learning opportunities resulting in positive and meaningful outcomes for our learners

Creativity

- To provide a safe, stimulating, supportive and attractive learning environment in which children can investigate and explore through play
- To offer high quality learning experiences which take account of national and authority guidelines developing our children as:
 - Confident individuals
 - Successful learners
 - Responsible citizens
 - Effective contributors

Starting Nursery

During your welcome visit to nursery you will meet with your child's key worker and other members of the nursery team. You will also be asked to complete an Individual Care plan of your child and will have an opportunity to talk about nursery life. We will also talk about your child building up their time spent in nursery so that their wellbeing is supported and it is a positive beginning.

To help your child settle in, please be prepared to stay nearby until they are more familiar with their environment and are confident enough to stay

on their own. It helps if we can give you a phone if need be. We would also like to hear from you about how you think your child is settling in and what he/she enjoys doing at nursery.

Daily registration

When you arrive at nursery please advise the member of staff on the door of the name of the person who will be collecting them. This is for your child's safety. We cannot let children go with anyone unless you let us know this is what you want. They must also know your password. Your child will also be able to 'self register' by finding their name and putting it up. When you collect your child from nursery, you should sign the register again with time of collection.

Children should be brought and collected by a parent/carer or other responsible adult named by the parent/carer. The person collecting the child should be over 16 years of age. Please make every effort to be prompt at home time, this helps the Nursery run smoothly and prevents your child from becoming anxious.



If your plans change during the course of the day and you arrange for someone else to collect your child, please telephone the school on 0131-669-4498 and let us know. Please use the Password system. We will not allow them to leave with someone unknown to us.

At the start of each session we invite you to come in to the nursery and place your child's coat/bag on their peg and then come to the playroom door. This gives you an opportunity to bring your child in safely, communicate any important information to a member of staff and avoids congestion at the entrance.

Please make sure that only your child leaves the building with you.

Each child is provided with a peg and a tray in which to keep items to take home, gym shoes and change of clothes etc. Please check trays on a regular basis. In the interests of hygiene, please do not place food items in the tray.



How you can help your child

Your child learns from you. There are many ways in which you are already helping. The following activities will help when he/she comes to nursery:

- Learns to dress independently
- Use the toilet and wash hands
- Help with little jobs around the house (including tidying up)
- Sit and look at books together
- Take him/her on visits
- Give plenty of opportunity for talking together
- If possible, arrange for your child to meet other children of a similar age.

What clothes are suitable for nursery

Children are much happier if they can manage their own clothing – a little time spent showing them how to put on and/or fasten their own coat is well repaid. Shoes should be suitable for playing indoors and out – trainers with non-slip soles are excellent. Please aim to dress your child in practical, older clothes. Clothes that are tricky are: jumpsuits, tight

jeans and dungarees. It also helps hugely if children don't have laces on their shoes, Velcro or pull on/off are much easier!

Children will have access to large physical play on a daily basis (either in school gym hall or outside) so named gym shoes in a gym bag in their tray would be ideal. In wet or snowy weather when boots are worn, please remember to bring suitable shoes to change into.



We provide aprons because lots of activities are messy – clay, glue, paint, water - which is fun for everyone, but can still be very dirty. Please avoid dressing children in 'best clothes', as it will save the upset when new items become stained by mistake.

Even the best-trained child can have an accident. Please arrange to have a suitable change of clothing always available in a bag on their peg or in their tray. Please ensure that all clothes are labeled with your child's name.

Health Matters

If your child is unwell please keep him/her at home, for their own sake and to protect the health of others. If your child has an incidence of vomiting/diarrhoea, the exclusion time is 48 hours from nursery.

If your child is ill at Nursery or has a minor accident, we will let you know by phone or at home time.

In the event of a serious accident or illness, which distresses the child, you will be informed immediately. Please make sure we know **ALL** of your emergency contact numbers. Please remember to let us know if you change your number.

Brunstane is a Health Promoting Nursery. We encourage healthy living and do this through snack times, recycling, personal care skills and toothbrushing.

Toothbrushing letters will be issued in your welcome pack before your child begins Nursery.

Pupil absences from Nursery

If your child is unwell or unable to attend nursery for any reason you should phone the school office to let us know. Guidelines to protect the safety of children and families have been issued by the City of Edinburgh and if we do not hear from you we will try to contact you by telephone. If we are unable to contact you and there is cause for concern the Head Teacher/Depute will take appropriate action to follow up the absence and record the actions taken.

Food

An important feature of the Nursery day is 'snack time'. Brunstane is a "Health Promoting" school and our snack menu is prepared following the recommendations in Setting the table - Nutritional guidance and food standards for early years childcare providers in Scotland. Fresh fruit or vegetables are provided every day along with a selection of other healthy items including yogurt, crackers, toast or homemade soup. Products containing added salt or sugar are kept at a minimum. During your child's day at nursery, they will be provided with two healthy snacks and a two course lunch. Water and milk is available for them to drink.



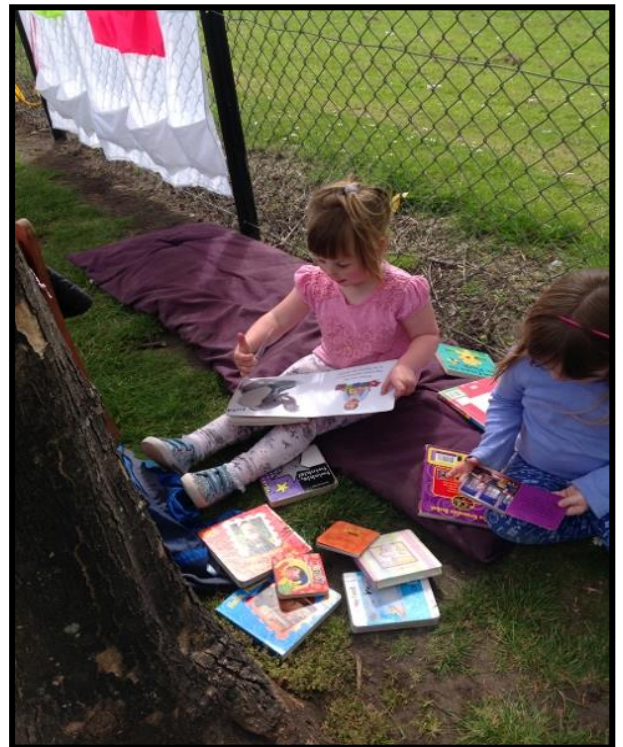
The children are encouraged to explore new tastes and flavours, and to develop good habits of healthy eating and hygiene. We like to offer a variety of cultural and celebratory foods linked to the curriculum. Look out for our 'Special Menus'.

If your child is allergic to any foodstuffs, please let the staff know.

Library

To help the children develop early literacy skills, we have quiet reading corners and books and stories are very much a part of the Nursery day.

We also have a collection of books for lending to children as part of the 'Bedtime Stories' project. Books are available for your child to choose with you. They can change them as often as they would like.



What can children bring to Nursery?

Young children do like to bring toys or 'treasures' to Nursery. It makes them feel more secure and happy but after the initial settling in period, we prefer toys to be left at home. The nursery cannot take any responsibility for toys which are lost, broken or stolen.

We will invite children to bring an object to share with others as part of a 'show and tell'. Your child will receive a letter to let you know when this is

happening. Occasionally, children will be asked to bring a particular item to Nursery as part of an ongoing interest in a topic.

What your child will learn at Nursery?

The nursery is equipped to provide opportunities for children to learn through play and we aim to follow the children's interests in setting up and extending themes, which will encourage them to develop their skills. This will sometimes involve educational visits for instance local walks, visiting the orchard or library. We also go on trips that are further afield and in these instances, you will be required to complete an additional consent form.

Inside the nursery, we have areas for sand and water play, an art and craft area to encourage artistic expression with paints, crayons, glue, fabrics' etc. A 'house' area with dressing-up clothes is used to stimulate role-play, a music corner, and various topic areas, which come and go depending on the interests of the children. There is also ample opportunity to build with a variety of both large and small-scale construction toys. We have a large interactive white board with educational software, and quiet areas where books and puzzles can be enjoyed.



Curriculum

Our aspiration for all of our children is that they should be successful learners, confident individuals, responsible citizens and effective contributors and develop skills for learning, life and work.

We support development through the 8 curriculum areas within

Curriculum for Excellence at EARLY LEVEL.

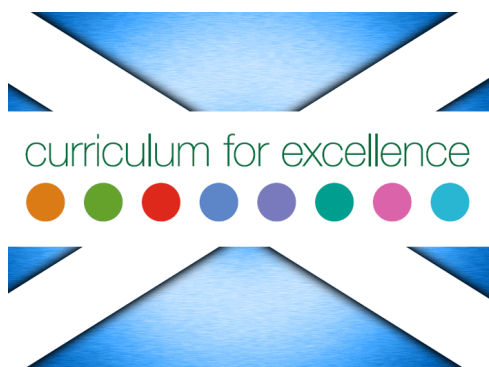
- **Expressive Arts**
- **Health and Wellbeing**
- **Literacy and Language/modern languages**

- Numeracy and Mathematics
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

Curriculum for Excellence achievement framework

Level	Experiences and outcomes for most children or young people
early	in pre-school and in primary 1
first	by end of P4, but earlier for some
second	by end of P7, but earlier for some
third & fourth	in S1-S3, but earlier for some fourth level broadly equates to SCQF level 4
senior	in S4-S6, but earlier for some

We also follow guidance from Building the Ambition, a document produced by the Scottish Government to support high quality Early learning and Childcare.



Online learning journals

When your child begins nursery, an online learning journal will be set up for them. This will be used throughout the two years to assess and record stages of their development. The learning journal is a three way process between the nursery, parent and the child and the child should feel they have ownership of it all times. It is assessed using the Curriculum for Excellence, focusing on the 8 curricular areas, 4 capacities and photographic and written observations. At four points across the academic year, your child will be observed more intensively

by the staff team for a week. At the end of the week you will be invited to nursery to meet with your child's key worker to discuss the learning that has taken place.

You will be given online access to view your child's journal at home. If you do not have access at home you are welcome to view it at nursery. Please just ask member of staff about this.

Outdoor Learning

Outdoor play is provided on a daily basis. Please make sure that your child has suitable clothing for playing outside e.g. a warm coat and hat for the winter and light jacket/sweatshirt and sun hat for the summer. On sunny days please put sun cream on your child. (sun safety details will be issued as necessary)



Outdoor experiences motivate children and we believe well constructed and well-planned outdoor learning helps to develop skills, connect children with the natural world and encourages lifelong involvement and activity outdoors. We also take advantage of our local area. If your child is going to be leaving nursery to visit the local area you will be notified beforehand

Working with Parents

Please remember that you don't always need an appointment to talk to us – your child's key worker is available at the beginning and end of each session for a quick update. If there is anything that interests or puzzles you, please ask. However, if you wish to discuss something at more length, we will set time aside for this in private. We value parent's comments and have both a compliment book and a suggestion box located in the Nursery.

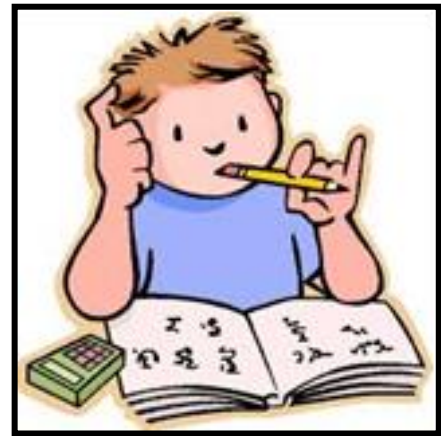
We encourage parents and carers to be part of our learning community. Please let us know how you can support us! We are always keen to utilize your skills and talents. Mums, Dads, grannies, grandads and carers are very welcome to come to our termly 'stay and play' sessions. We have our Thursday afternoon cuppa for parents and carers at 2.15pm. Also, on the last Wednesday of every month 2.30pm, we have our Beats and Treats session. Please ask staff for more information. We also offer Incredible Years parenting workshops and PEEP learning together sessions, again please ask a member of staff for more information. We publish a newsletter every term to keep everyone up to date with what is going on, but please read the notice board in the entrance hall for day-to-day information.



Transition from Nursery to Primary 1

In Brunstane we recognise this as an exciting time for pupils and families and a great milestone in a child's life. However, it is also a time when children and parents can become anxious and every effort is made to ensure that the move is a positive experience.

The following activities are designed to allow parents and pupil's opportunities to experience and find out about the move to P1



- You will have the opportunity to visit any Edinburgh primary school during the Autumn Open Day. Primary 1 enrolment time is in the month of November.
- If you are considering deferring your child's entry to P1, please speak to a member of staff. Deferral forms are available at end of January.
- Nursery children access our wider school for ICT, PE, stories, assemblies and to use the playground and nature trail.
- Nursery staff plan the theme 'Starting School' including going into playground at break time with nursery staff during May and June
- Nursery visit P1 in small groups in June with their parents and nursery staff. During the visits, children experience some school routines as well as familiarizing themselves with the P1 play environment.
- The P1 teacher visits the nursery to observe pupils and meet with staff to discuss transition reports.
- A presentation to parents/carers is held in June. The topics covered include an outline of school policies, what to expect when your child starts school, the literacy and numeracy programmes, school uniform, healthy eating and an overview of our school.
- When children begin Primary 1, they come to school in small groups for a short classroom experience, on the third day all pupils come together for the whole morning.
- In early September curriculum workshops are held regarding Literacy and Numeracy approaches in Primary 1.



