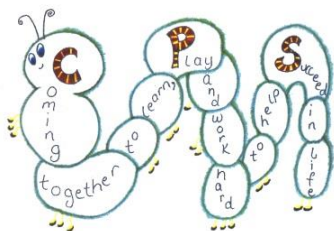
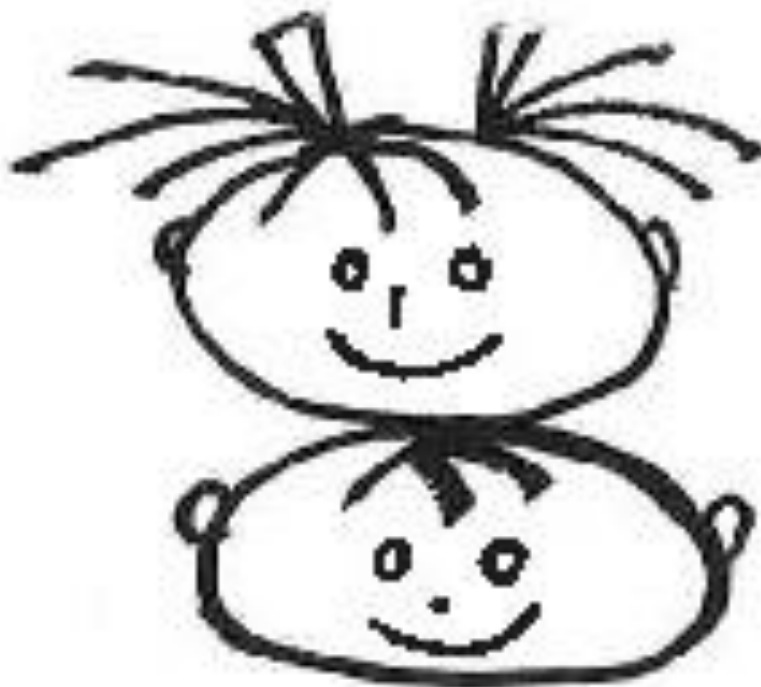


# Welcome to Cockenzie Nursery School



Curious  
Positive  
Successful  
Respectful

Welcome to Cockenzie Primary School Nursery!

Within this booklet you will find key information to help you prepare your child for this exciting time.

Cockenzie Primary School Nursery is part of Cockenzie Primary School with catchment children feeding into the school after their pre-school year.

The nursery has a roll capacity of up to 88 full time spaces for children with some children choosing to attend for half days and some for full days.

The children are split across five coloured group, each over seen by two/three key workers (dependant on part time staff). The nursery is free flow with the children being encouraged to explore, experience and learn all together throughout the inside and outside nursery space.

Finally, a warm welcome to Cockenzie Nursery School, we hope to make both you and your child's time here as enjoyable as possible.

Lynda Banks  
Head Teacher



# Our Daily Timetable

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## Monday to Thursday

	Drop off	Pick up
Red/Purple: Nursery door	8.30am	2.50-3pm
Blue/Yellow/ Quiet garden	8.30am	2.50-3pm
Orange:		

## Friday: (same doors as Mon-Thur)

Red/Purple	8.30am	12.20-12.30pm
Blue/Yellow	8.40am	12.20- 12.30pm
Orange		



# Our Nursery Team

## Leadership Team

Head Teacher -	Lynda Banks
Depute Head Teacher -	Lisa Murray (Nursery and P1)
Depute Head Teacher (Acting) -	Sean Stitt
Senior Early Years Practitioner -	Karyn Pollard

## Nursery Team

Orange Group	Emily Rogerson & Sami Neil
Blue Group	Chloe Connolly & Suzanne Willison
Purple Group	Gail Horsburgh, Nicola Nisbet & Nicola Henderson
Red Group	Karen Purves & Roshan Erussard
Yellow Group	Gill Hardman & Vacancy
ASN Auxilliary	Linsay Shepherd

## School Office

Senior Admin Assistant	Ann Muir
Admin Assistant	Gillian Anderson
School Auxilliary	Angela Mackay

## Complaints Procedure

Most complaints can and should be resolved at a nursery level. If you have a cause for concern about the progress of your child, the first person to approach will normally be your child's key worker. However, if your concern is more serious you may wish to speak to the Senior Early Years Practitioner, Karyn Pollard, or the Head Teacher, Lynda Banks.

Please do not hesitate to contact the school office to arrange a convenient time.

If a meeting is required this will be arranged as quickly as possible with your child's key worker and the Senior Early Years practitioner. If you remain dissatisfied then your concerns will be brought to the attention of the Senior Leadership and Management Team and Head Teacher and a meeting will be arranged as soon as possible.

Hopefully any concerns will then be resolved in this manner. If however you are not satisfied with the outcome then complaints should be directed to the Care Inspectorate.

Complaints can be made to the Care Inspectorate by;

- Phoning 0345 600 9527
- emailing [concerns@careinspectorate.gov.scot](mailto:concerns@careinspectorate.gov.scot)
- online <https://www.careinspectorate.com/index.php/online-complaint-form>

## **School nursery jumpers can be purchased from:**

The Workshop  
20 Links Road  
Port Seton, EH32 0DU T: 01875 818330  
E: [theworkshop@uwclub.net](mailto:theworkshop@uwclub.net)

*Preloved sweatshirts can be found at the PTA uniform bank in the Pantry at Port Seton Community Centre.*

## **Parent Teacher Association (PTA)**

The PTA is a group of parents and teachers who meet on the first Tuesday of every month in the staffroom at 7.00pm. They organise fundraising events throughout the year for pupils, parents and the wider community. The PTA consults with the school staff on how best to spend the money raised to support the school.

If you would like to join the group, have any ideas for fundraising or simply want to meet other parents then please come along.

PTA Chairperson - Sarah Pryde

## **Parent Link**

The Parent Link is a group of parents selected by members of the Parent Forum to represent all parents and carers of children at our school. For further details including parent representatives and meeting dates, please refer to the school blog.

Parent Link Co-Chairpersons - Marie McMath and Claire Jamieson

## **Nursery Blog**

[www.edubuzz.org/cockenzienursery](http://www.edubuzz.org/cockenzienursery)

We can also be found on Twitter @CockenziePN

## **What will happen on my child's first few days in nursery?**

Once you have confirmed your place at nursery you will receive your start date and time. Please arrive at your time and not before as we may be with another family if you arrive early.

On your first day you will be met by your child's key worker who will support your child in joining in with the other nursery children before meeting with yourself to find out more about your child and sharing key information about the nursery with you.

In order to build up your child's confidence at nursery your child will stay for:

- 1 hour on day one
- Lunchtime on day two

*How long your child stays each day thereafter will be discussed between your child's key worker and yourself.*

## **What should my child wear?**

Your child will have a busy time in nursery so make sure that they are comfortably dressed and in clothes that they are able to get mucky through an active and fun filled time.

We have an open door policy so please ensure your child is prepared for all weather - we will be going outside in rain, snow and sun!

In warmer weather your child may need sunscreen. Please provide a labelled bottle.

## **Contacting the Nursery**

School (absence line)	01875 811327 (Option 1)
School Nursery (direct line)	01875 811327 (Option 2)
School (main office)	01875 811327 (Option 3)
School Email	<a href="mailto:admin@cockenzie.elcschool.org.uk">admin@cockenzie.elcschool.org.uk</a>

## **Reporting Absences**

Although attending nursery is not compulsory we greatly appreciate you letting us know in advance of any planned absences or phoning on the day to notify us if your child will be off.

## **Illness**

If your child is not well please do not bring them to nursery as this can spread illness and infection to other children and staff. It is especially important that if your child has had sickness and/or diarrhoea they should not return to nursery until **48 hours** after their last bout of sickness/diarrhoea.

If your child requires medication then please speak to a member of the nursery team in order to complete the required medical form.

## **Snack Money**

We ask for a contribution of £1 per week for snack.

You can pay this as:

- 4 x termly payments, the amount differs each term and will be requested on School Pay.

All payments must be made online and information will be provided following your child's first day at nursery on how to do so.

Information on how to pay online can be found at:

<https://www.eastlothian.gov.uk/schoolpay>



## **Learning Stories**

Your child will have their own Learning Story which will stay with them throughout their time at nursery as a record of their experiences and achievements. The entire nursery team will feed into your child's Learning Story as well as sharing it regularly with your child. Your child's learning story will be sent home twice a year so they can share their learning with you.

## **Change of clothes**

Accidents do happen whether it is toileting related or simply getting wet/muddy from playing but you can help us by ensuring your child has a change of clothes in their bag. Please check regularly to see that there is a full change available for your child (including pants, trousers and a top) and that this still fits your child.

## **A few things you can do to help us:**

- Please name everything!
- Informing the nursery if someone different will be collecting your child
- Speaking to us about anything that may be worrying or upsetting your child
- Informing us of any changes of address, telephone number or circumstances
- Try and avoid bringing any toys/personal items from home to nursery
- Check the blog regularly