

# Gullane Primary School



## Nursery Class Handbook

The First Steps in Early Years' Education

2019-2020

## Contact and Staffing Information

**Name** Gullane Primary School  
**Address** Muirfield Terrace, Gullane, EH31 2HL  
**Telephone & Fax** 01620 843455  
**E-mail** [gullane.ps@gullane.elcschool.org.uk](mailto:gullane.ps@gullane.elcschool.org.uk)  
**Website** <http://edubuzz.org/blogs/gullane>

**Head Teacher** Mrs Seonaid McGillivray  
**Principal Teacher** Mrs Maxine Cowie  
**Class Teaching Staff** Ms Lynsey Collins  
Mrs Lindsay Grainger  
Mrs Alison Gordon  
Mrs Anne-Marie MacIver ( Part-Time)  
Mr Angus McEwan  
Mrs Laura Cooper  
Mr Gary Adamson  
Mrs Emma Shepherd

**Nursery Staff** Mrs Sarah Anderson (Senior Practitioner)  
Mrs Helen Lindsay  
Ms Linda Ross (Job Share)  
Miss Karen Maloney (Job Share)  
Mrs Arran Waldman

**Visiting Teachers** Music - Mrs Kenny Hutchison  
Physical Education - Miss Eilidh Gordon  
Art - Mr Alan Connell  
Brass Instructor - Mr David Robb

**Business Support Administrator** Mrs Lynsey Bryson  
**Business Support Assistant/Auxiliary** Mrs Janet Ross

**Classroom Assistant** Mrs Susan McHardy  
**Classroom Assistant** Mrs Belinda Elderfield  
**Auxiliary** Mrs Janet Cameron  
**Special Needs Auxiliary** Mrs Morag Black  
Mrs Kim Gillies

**Dining Room Supervisor** Mrs Janet Cameron

**Playground Supervisor** Ms Elina Mwembo

**Janitor** Mr George Blake, Mr Mike Paton

**Cleaning Staff** Mrs L Gatier-Hay, Mr L Borzyszkowski, Mrs A Cuthill, Mrs H Brown

**Kitchen Staff** Miss Denise Forrester, (Kitchen Supervisor) Mrs Laura Gatier-Hay  
Mrs Alexandra Cuthill, Mrs Shari Sibbald

**School Crossing Patrol** Mr Stuart Gillies

Note: Staffing is subject to change and personnel may vary from year to year.



The original Gullane School occupied, from 1760-1872, part of the building which now houses the golf professional's shop. After four years in an upstairs room in a row of buildings off Saltcoats Road, the school moved, in 1876, to 'The Old School' in East Links Road. In 1977 the present school opened in Muirfield Terrace, south of the village.

Gullane School is of an open plan in design. There are, currently, seven open bases and one classroom. The early years' area has a quiet room/library and the upper/middle area includes a library and staff work base. Attached to the early years' area is a self-contained nursery class which was extended in 2004 and has its own entrance area.

The school has a central hall which allows us a multi-use space for PE, Music, Drama, Assembly and dining for the pupils. This space is also used for a range of after school activities throughout the session.

There are attractive and extensive playing facilities in the school grounds and also in the adjoining East Lothian Council field. The nursery has its own enclosed play area.

Gullane School, which is co-educational and non-denominational, provides education for children of approximately five to twelve years. At present, there are approximately 200 pupils in eight classes. For this session, nursery provision is for 30 children aged 3-4 years, with 30 spaces in the morning. This is subject to change **dependent on need across the authority**.

The children in the Nursery Class are valued members of the school community and take a full part in school life, including through attending assemblies etc. Parents and children are very welcome, and indeed encouraged, to join in with all school events. Newsletters will come out from whole school.

\* **Please note:** A place in Gullane Primary Nursery Class does not guarantee an automatic place in P1. Children must live within the Gullane catchment area to be eligible for this.





## Vision

At Gullane Primary School, our vision reflects national and local priorities, providing a broad learning environment for children, incorporating a range of outdoor and indoor learning opportunities. Our whole school community, encompassing children, staff and parents, maintain mutual respect for each other embedding support in the delivery of a dynamic curriculum. Within this, children are provided with relevant experiences creating a framework for life-long learning.

## Values

The community of Gullane Primary School values; fairness, trust, honesty and respect (both physical and emotional) which offers everyone an inclusive, safe environment where they have the opportunity to become confident individuals, successful learners, effective contributors and responsible citizens.

## Aims

The community of Gullane Primary School aims to:

- Provide for the whole child within a safe and stimulating environment which welcomes diversity, promoting equity and inclusion always valuing each child as an individual.
- Actively involve children in their learning through the provision of high quality learning and teaching experiences with access to well-maintained resources that challenge and guide them towards achieving the four capacities of A Curriculum for Excellence.
- Nurture an effective partnership with parents and strive to further strengthen and develop new relationships throughout the local community.

This handbook is designed to give outline information for children beginning their education within our nursery class. The nursery class is part of the school in Gullane.

*Reach  
for the*  
**STARS**

## **SETTLING IN POLICY**

Once a child has been offered a place in nursery, staff will work in partnership with parents/carers to settle a child into the nursery environment. They will be invited to an "open session" where they will meet the staff, look around the nursery and meet other children and parents. There will also be an opportunity to discuss important issues pertinent to their child with a member of staff.

During the settling in process, staff will liaise with parents/carers to best meet the needs of the child, some children will settle very quickly and for others this may take longer. Staff are here to support the family.

For the first few sessions the parent/carer may collect the child early if they wish. This could be discussed during the settling in period.

## **NURSERY HOURS**

Children will attend Monday to Thursday mornings. The session begins at 0830hrs and finishes at 1228hrs.

## **RESPONSIBLE PERSON**

Nursery children should be brought and collected by a responsible adult (i.e. someone over 16 years). It is essential to let us know if someone different will collect your child. There is a diary to write notes to alert staff of planned absences, changes/alterations to normal routines.

It is most important that children are collected on time as staff have a very short period to have a lunch and set up the room for the afternoon class. Good timekeeping is also encouraged at the starts of sessions as starting the day with all the other children is important for a young person's confidence.

## **HOLIDAYS**

The Nursery Class has the same holidays and In-Service days as the rest of the school. Please refer to the holiday dates supplied by the school office and keep an eye on the diary section in the main school newsletters.

## **PICKING UP/DROPPING OFF IF DRIVING**

When bringing and picking up children parents are asked to use the one way system when driving. This unofficial but agreed plan eases any traffic flow. Please drive carefully.

If you choose to allow your child to use a scooter/bicycle/tricycle to travel to school we ask that you do not allow your child to cycle within the grounds. Please park all wheeled vehicles in the space provided.

## **THE CLOAKROOM/ENTRANCE AREA**

The nursery class has its own entrance at the side of the school - all parents/nursery children should enter and leave by this doorway. The cloakroom is a busy place and it is

important that all adults are careful that no child is able to leave the nursery without their responsible adult - keep doors shut etc. This cloakroom space has notice boards where daily routines are posted e.g. information regarding snack, activities, gym, library, visitors, parent helpers etc. There will also be nursery curricular information displayed here.

A reminder - Please do not, under any circumstances, allow a child to press the exit button.

### **STAY AND PLAY**

Within the Nursery parents are invited in twice a year for a Stay and Play session. Stay and Play is an opportunity for you to spend a small part of the session with your child where you will find out about their learning journey.

### **KEY WORKERS**

Your child will have a key worker who will be responsible gathering notes on your child's time in nursery. All members of staff observe all the children and exchange observations on a regular basis.

Communication is a key focus at all times during a young person's learning journey. Keep the staff informed and ask questions if you have them. There may be times when the staff are unable to talk with you at that moment but they will make time for you as soon as is possible. It is also important to note that the Head Teacher, Mrs Seonaid McGillivray, is responsible for the whole school including the nursery class and she is more than happy to speak with parents/carers.

### **DATA PROTECTION**

We observe children to assess their development throughout the course of the year. You may have access to any information we keep on your child.

### **GYM DAYS**

Access to the main school hall is dependent on space in the timetable. Please make sure your child has suitable soft/safe shoes - gym shoes (basic black/white plimsolls) are fine. It is helpful if a pair of these is kept in the nursery cloakroom so that children have access to them during the week - saves remembering days etc. Thank you.

The nursery pupils have direct access to an outdoor space and this is well equipped with appropriate resources. It is important for children to have coats etc. as they are out in all weathers and temperatures.

### **CLOTHING**

All clothing must be labelled with your child's name. Please wear suitable clothes that make it easy for your child to go to the toilet by himself/herself. Shoes that stay on are important for active busy children. Flip-flops are dangerous - too many trips and falls.

Please provide spare clothes for your child, these can be kept on their pegs within the cloakroom area.

### **HEALTH AND WELLBEING**

During each session children will be offered a healthy snack to each child - how this is done is dependent on the groups/staffing/day etc. Children will be offered a drink - this will be water or milk. The staff make up a snack plan in accordance with the guidance that is given to nursery teams. The snacks will vary and it is important that the nursery team are fully aware of any specific food allergies or health concerns/issues. We actively encourage the children to try new tastes. Snack for the day will be displayed on the whiteboard in cloakroom.

Hand washing and general hygiene are very important for all. A nursery class environment is a busy one with very young people all playing and accessing a variety of objects. It is most helpful if families encourage positive habits at home with regard to washing hands after using the toilet, before eating and after playing outside and such like.

The charge for this is currently £1.50 per week; however, this is subject to change. We would appreciate it if snack money could be paid on a termly basis. Details of the amount and payment date will be issued at the beginning of each term. The preferred payment option is using SchoolPay, you will be issued with an account by the school office after your child has enrolled.

**Please contact a member of the school team if you have any concerns/worries/issues about the payment nursery snack money.**

### **NURSERY GOLDEN RULES**

Children are actively involved in deciding on our Nursery Class Rules. We will ensure that these are positive such as Walking in Nursery, rather than Do Not Run.

### **PARENTAL INVOLVEMENT**

Parents/ Carers are welcome to come into nursery to share the nursery experience with their child. There is a calendar located within the cloakroom area, where you can note an interest to come in on a specific date. Unfortunately, this may not always be possible due to school activities but we will do our best to accommodate these requests.

We are also keen to have a varied selection of items to enhance what is provided by the school budget. Here are some things we need on a regular basis for Nursery: wool, cardboard tubes, scrap material, empty boxes, egg boxes, ice-cream tubs, old hats, scarves, jewellery, interesting fabrics/clothes, buttons etc.

### **SWEATSHIRTS**

We still have a small stock of nursery class sweatshirts and polo shirts in stock. Please ask nursery staff for further details. When this supply runs out, sweatshirts can be ordered

online using [www.garmentprinter.co.uk](http://www.garmentprinter.co.uk) , click on school link. Your orders will be delivered, free of charge, to the school.

## HEALTH

If your child is ill or feeling poorly he/she is usually much better at home than in the busy nursery. Please see NHS Guidelines.

Should your child have an accident, simple first aid will be applied in school. If a doctor is needed, we will contact you first therefore it is important that you update us with any changes of telephone numbers or address.

Please let us know if your child has an infectious illness such as:

- Chickenpox
- Measles
- Mumps
- Rubella (German measles)
- Whooping Cough
- Infective Hepatitis (Jaundice)
- Diarrhoea

If your child has a tummy bug, please do not bring your child to nursery until fully recovered, and the **sickness/diarrhoea has ceased for 48 hours** from the last bout (as advised in East Lothian guidance).

## TOILETING AND TOILETING NEEDS

All children, where possible, are encouraged to go to the toilet themselves; therefore it is important to put clothing on that they will manage. Staff will be there to support your child. Children who are wearing nappies will be changed only if they have soiled.

## ABSENCE

Please phone school if your child is going to be absent that day - stating the reason. The phone number is on Page 2 and there is an answering machine, which is checked regularly. New guidelines on nursery attendance mean that your child's attendance is now officially recorded and the records must be accurate.

## OCCASIONAL AND EMERGENCY ARRANGEMENTS

Letters will be sent out to notify families re arrangements for days when there are planned early closures. These may well be as part of a newsletter.

In the case of an unplanned closure (e.g. heating failure), we will get in touch with parents/emergency contacts to arrange to have their children collected. We endeavour to inform parents/carers as soon we know if there is a closure. No pupil will be sent home if we

know there is no adult to receive him/her or we are unable to get in touch with the emergency contact. Where possible, all staff remain on site, depending on emergency.

In the event of the school having to be closed, where possible, information will be given on Radio Forth. All closures are subject to approval from the Head of Education.

Parents are reminded of their responsibility to provide the school with up-to-date information regarding changes of address and persons to be contacted in emergencies.

## **A CURRICULUM FOR EXCELLENCE**

*"Our aspiration for all children and for every young person is that they should be successful learners, confident individuals, responsible citizens and effective contributors to society and at work." Scottish Government 2004*

Our nursery class curriculum is delivered thorough the experiences and outcomes set out in a Curriculum for Excellence (CfE) and is supported by 'A Curriculum Framework for Children in their Pre-School Years'.

The key principles of CfE are those of:

- Challenges and enjoyment
- Breadth
- Progression
- Depth
- Personalisation and choice
- Coherence
- Relevance
- Curriculum and Assessment

The subject areas included in our curriculum are:

- Expressive Arts - Drama, Music, Art & Design, Dance
- Health & Well Being - this encompasses PE
- Literacy and English Language
- Numeracy and Mathematics
- Science
- Social Studies
- Technologies - this includes computing science, craft/design, food & textiles
- Religious and Moral Education

Within the Curriculum for Excellence there are 4 key stages.

Level	Stage
Early	the pre-school years and P1
First	to the end of P4,
Second	to the end of P7,
Third and Fourth	S1 to S3, The fourth level broadly equates to SCQF level 4
Senior phase	S4 – S6 and college or other means of study.

Through the delivery of the curriculum we hope to develop the four capacities in children:

**successful learners**

**with**

- enthusiasm and motivation for learning
- determination to reach high standards of achievement

**and able to**

- use literacy, communication and numeracy skills
- use technology for learning
- think creatively and independently
- learn independently and as part of a group
- make reasoned evaluations
- link and apply different kinds of learning in new situations

**confident individuals**

**with**

- self respect
- a sense of physical, mental and emotional wellbeing
- secure values and beliefs
- ambition

**and able to**

- relate to others and manage themselves
- pursue a healthy and active lifestyle
- be self aware
- develop and communicate their own beliefs and view of the world
- live as independently as they can
- assess risk and take informed decisions
- achieve success in different areas of activity

To enable all young people to become

**responsible citizens**

**with**

- respect for others
- commitment to participate responsibly in political, economic, social and cultural life

**and able to**

- develop knowledge and understanding of the world and Scotland's place in it
- understand different beliefs and cultures
- make informed choices and decisions
- evaluate environmental, scientific and technological issues
- develop informed, ethical views of complex issues

**effective contributors**

**with**

- an enterprising attitude
- resilience
- self-reliance

**and able to**

- communicate in different ways and in different settings
- work in partnership and in teams
- take the initiative and lead
- apply critical thinking in new contexts
- create and develop
- solve problems

Children in the nursery class are engaged in activities designed to develop their personal development in: communicating, investigating, recording, interpreting and designing and making skills.

Content for the nursery curriculum is drawn from the following areas: ourselves; society; the natural world; mathematical experience; and aesthetic experience. Outdoor play is also very important.

Activities which are used to further children's learning are: Art/Craft, Music/Dance, Cooking, Drama/Dressing Up, Home Play, Nature, Science, Stories, Singing, Language/Maths, Outdoor Play. Our work in the Nursery reflects the seasons, interests and needs of the children at that time.

The curriculum provided in the nursery provides the foundation on which early years' staff, and subsequent staff, build.

### **PLANNING THE CURRICULUM**

The planning within the nursery classes is the responsibility of the staff team. The planning will follow broad guidance and will reflect the passing year. The nursery children are involved in the planning. This may be seen through the 'Talking and Thinking Floor Book' kept in the nursery classroom. This evidences the motivation and interests of the children where they add comments, pictures, photos and such like. Children come into class and ask questions, notice things, talk about things they have done and seen. This is all considered when planning the work of the class.

### **WHY PLAY IS IMPORTANT**

People often think that children in Nursery are "just playing", but "play" is children's work. Young children learn very naturally through play. In their play for example, they may find out about materials, use and develop language, act out situations, ask questions, solve problems, look for information in books, make friends, learn rules, read stories etc. Staff support children by observing them at play. They will stretch children in their play by offering ideas, materials or vocabulary, by asking questions, setting challenges or by helping to explain by showing how things may be done. The staff are also aware when it is better not to join in and step back.

## **COMPLAINTS PROCEDURE**

If you have any suggestions, problems, concerns, queries or complaints please speak to a member of staff or make an appointment with Mrs Seonaid McGillivray our head teacher. If the concern has not been managed effectively, in your opinion, ELC has a complaints procedure:

East Lothian Council  
John Muir House  
Haddington  
EH41 3HA - Tel 01620 827827

You may also get in touch with the Social Care and Social Work Improvement Scotland (SCSWIS). They can be contacted at: -

SCSWIS  
South East Region  
Stuart House  
Eskmills  
Musselburgh  
EH21 7PB - Tel 0131-653 4100/4149

## **CHILD PROTECTION**

Should the need arise, we have a statutory duty to inform the relevant authorities about any concerns we may have about individual children. The Child Protection Officer is Mrs Seonaid McGillivray, Head Teacher, and she is fully trained in all aspects. Staff receive regular and appropriate training in this area.

Adults who volunteer in the nursery on a regular basis will require to undergo a Protection of Vulnerable Groups check (PVG). No adult who has not had this check will be left unsupervised by a member of staff.

Where volunteers are in school, advice is given about appropriate practice especially where physical contact may occur e.g. holding a child's hand, giving a child a 'cuddle' if they are hurt or sad.