



Law Primary School Nursery Handbook

August 2021

Contact us:-

✉ 8 Law Road, North Berwick, East Lothian, EH39 4PN

☎ 01620 893775 option 2

nurseryadmin@law.elcschool.org.uk



Welcome



Everyone here hopes that the nursery experience for you and your child will be a happy one. This booklet is designed to provide the basic information you will need about nursery life.

The Nursery Team

Head Teacher	Mrs Jacqui Mackinnon
Depute Head Teacher	Mrs Ailsa Swinburne
Early Years Centre Manager	Mrs Karen McKnight
Senior Early Years Practitioners	Miss Nicole Porter Miss Jessica Stockford
Early Years Practitioners	Miss Kim Clark Mrs Shirley Daniel Mrs June Gibberd Mrs Paula Jones Mrs Becky Marr Mrs Nicola McKain Miss Lauren Mackenzie Mrs Ann Moffat Mrs Donna Thomson Miss Courtney Thomson Miss Tatiana Correia Mrs Jennifer Mattinsen
Support Workers	Mrs Sarah Scobie Miss Fiona Beck Miss Marta Maciejek Mrs Fiona Anthony
Senior Business Support Assistant	Mrs Yvonne Lauder

Law Primary School Nursery

We currently have a roll capacity of 144 children aged between 3 and 5 years (6 years of age if a deferred child). The staff-pupil ratio is one adult to eight children.

All children are appointed a key worker. The job of the key worker is to be the main point of contact for you as a parent/carer, to liaise with you with regard to your child and to support his/her learning and development. Each key worker group is known by a colour. Two or three colour groups currently share the same classroom and garden zone. This is known as their 'bubble' or cohort.

Our approach is based on nurture principles. As a staff team, we recognise that positive relationships are central to both learning and wellbeing. We value the importance of these relationships and how they shape children's social, emotional and cognitive development.

Session Times

In order to facilitate social distancing, there is a one-way queueing system leading towards the nursery gate. Members of the nursery team will be there to greet you.

	Nursery	Law P1-2/P3-7
Drop-off	08:15-08:30	08:45
Drop-off	09:00	
Pick-up	15:30	14:55/15:15
Pick-up	16:45	
Pick-up	17:30-17:45	

Settling In

New children are enrolled gradually to enable us to settle everyone happily into the nursery. A child's initial period in nursery is important and their needs will vary according to personality and past experience. It is helpful if your child has had the routine explained – who will bring them, what time they will be collected, who will be there etc. The time period for your child to build up to full days can be agreed with the nursery team.

Please assist nursery staff by

- Informing us if someone different is collecting your child
- Putting sun cream on your child before coming to nursery in warmer weather
- Naming all items of clothing
- Providing a change of clothes that can stay on your child's cloakroom peg
- Informing us of changes of address, telephone numbers or carers
- Letting us know if anything is upsetting or worrying your child
- Informing us of your child's medical history and whether he/she needs to take medicine during the nursery day. This information will be treated confidentially.

Blended Placements

If your child attends another child-care setting such as a private nursery, playgroup or child-minder, please ensure the nursery team has a record of this. If a child-minder is involved at drop-off or pick-up from our nursery then an individual risk assessment has to be in place to help to minimise risk and prevent transmission of Covid-19. Mrs Swinburne, Miss Porter and Miss Stockford can assist with this.

Clothing



Please ensure all clothing and footwear is clearly labelled. The children should wear comfortable clothes as they will be painting, gluing and playing outside. If they are afraid of getting dirty they may hold back and miss valuable experiences. We try to encourage the children to be independent so please consider this when buying clothes

– items of clothing such as laced boots and laced trainers are difficult for children. It is also helpful to ensure it easy for your child to go to the toilet. Dungarees or tight jeans are difficult. Elasticated waists are preferred.

Please ensure that your child has suitable clothing and footwear for both indoor and outdoor play each day. Waterproofs and wellies are ideal for outdoor play. Woolly hats and gloves are essential in winter and sunhats and sun cream are essential in summer. Sun cream should be applied by parents and carers before nursery. This will be re-applied during the day if necessary. We have a stock of sun cream in nursery however you may prefer to provide a named bottle from home.

Nursery clothing, including jumpers, t-shirts and polo shirts, are available to purchase if you wish. Orders can be made online <https://www.garmentprinter.co.uk/>

Absence

If children are to benefit fully from their nursery experience, they should attend regularly. If your child is absent, parents/carers are asked to notify the nursery by telephone of the reason for their child's absence. The telephone number is 01620 893775.

Illness



If your child is not well please do not bring him/her to nursery. It is particularly important in cases of sickness and diarrhoea that a child should not return to nursery until 48 hours after their last bout of sickness/diarrhoea.

Follow NHS guidance regarding Covid-19 symptoms and know how to keep your family and others safe.

If your child becomes unwell whilst in our care, we will phone you to agree a time for you to collect him/her.

Immunisation

As your child will now be mixing with other children, it is important that they are protected and up-to-date with their immunisations. You can access further information about the immunisation schedule at <http://www.immunisationscotland.org.uk>

If you think your child has missed any vaccinations please contact your G.P. surgery to arrange an appointment. You can also ask your health visitor for advice.

Lunches and Snack

Your child may bring a nut-free packed lunch from home or you can order a free school packed lunch in advance via 'SchoolPay'.



All children will be offered suitable foods at snack times – this includes children with special dietary requirements and allergies. The menu provides children with a varied and healthy diet and milk and water are served too. Children are encouraged to develop good eating skills and table manners and are given plenty of time to eat. These are social occasions and they provide great opportunities to develop independence and turn-taking. Eating healthily is an important aspect of nursery life.

We ask families to contribute towards the cost of snack each term. Payments can also be made via 'SchoolPay'. You will be sent a unique code and instructions on how to sign up for 'SchoolPay'. If there are any problems please contact the school office.

Tooth-brushing



this again.

As part of the Oral Health Promotion programme (NHS Lothian), we participate in a tooth-brushing programme in nursery entitled 'Childsmile'. This encourages good dental health. You will receive information about the 'Childsmile' programme when we are ready to introduce

Communication and Reporting

The link between nursery and home is essential in ensuring every child in our learning community reaches their potential. We greatly value the role your family takes and we look forward to working in partnership with you.

As a nursery, we continually use a range of reporting activities, to ensure you have the information you need to support your child's learning. Sharing information regularly about your child's strengths and development needs, observed in nursery, is an important part of this process. Our practitioners will use a variety of methods to share your child's achievements with you.



Twitter @law_nursery

Our Twitter account will be updated regularly. It will give you an insight into our learning focuses in nursery and the current interests of the children. We will also use this as a platform to share ideas on how to support learning at home. The team will start to Tweet once all photo permissions have been completed and processed.



The early level of Curriculum for Excellence spans nursery and primary as it is designed to meet the needs of most children from 3 years until the end of Primary 1, thus promoting better continuity and progression of learning across the early learning and childcare and primary sectors. Many of the core messages of Curriculum for Excellence relate to the importance of:

- active, experiential learning;
- an holistic approach to learning;
- smooth transitions;
- learning through play.

In Scotland active learning is seen as an appropriate way for children to develop vital skills and knowledge and gain a positive attitude to learning. Active learning is learning which engages and challenges children's thinking using real-life and imaginary situations. It takes full advantage of the opportunities for learning presented by:

- spontaneous play;
- planned, purposeful play;
- investigating and exploring;
- events and life experiences;
- focused learning and teaching.

These experiences are supported through sensitive intervention to support or extend learning. All areas of the curriculum can be enriched and developed through play.

The Nursery Day

Learning indoors and outdoors reflects the seasons and interests of the children at that time. Displays, books, resources and activities are provided to support and enhance the interests which arise.

The nursery play areas are carefully structured to allow the children to select freely from a choice of activities, which provide opportunities for extending and enriching their individual experiences. The staff use observational skills and professional knowledge to assess each child's stage of development and how they may be helped to learn.

Our large garden is structured to provide opportunities for imaginative, physical, social and creative play. Children can explore and discover nature and living things. Logs, stones and a compost heap provide habitats for mini-

beasts. An area has been designed as a wildlife garden and an old sink provides the opportunity for studying pond life. Berried shrubs and a variety of plants attract insects and birds to the area. Gardening is also a seasonal activity.

Support

Should you feel that you need some help establishing routines, sleeping, toilet training, transition or behaviours at home, please speak to one of our practitioners in confidence and we will do all that we can to assist. Your Health Visitor may also be able to give you advice or direct you to a qualified professional.

Child Protection Guidelines

East Lothian's Inter-Agency Child Protection Guidelines promote a high level of inter-agency co-operation when working with children who may be in need of protection. Training is available for all staff in East Lothian to ensure that their skill and commitment is used effectively in identifying and protecting children who have been abused or may be at risk of abuse. The Guidelines encourage the partnership that exists between Social Work, Education, Health and the Police in East Lothian and help towards building a partnership with parents/carers in carrying out our duties and responsibilities to East Lothian's children and young people.

Professionals Visiting Nursery/Information Sharing and Confidentiality

Nursery staff can call on professionals from a number of different agencies/services for help and advice. These include Educational Psychologists, health professionals and officers within the Inclusion and Equality Division. Such discussions can only take place with the consent of parents/carers. Professionals from outside agencies are permitted to visit the nursery at the moment however help and advice may be offered by telephone or video meetings.

School Session Dates 2021-2021

School Session Dates 2021/2022 (calendar format) 48 Week

August 2021					
Term 1	M	T	W	T	F
	16	17	18	19	20
	23	24	25	26	27
	30	31			

September 2021					
M	T	W	T	F	
			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	

October 2021					
M	T	W	T	F	
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

November 2021					
M	T	W	T	F	
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

December 2021					
M	T	W	T	F	
			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

January 2022					
Term 2	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

February 2022					
M	T	W	T	F	
			1	2	3
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28				

March 2022					
M	T	W	T	F	
			1	2	3
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

April 2022					
M	T	W	T	F	
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

May 2022					
Term 3	M	T	W	T	F
	*2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

June 2022					
M	T	W	T	F	
			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	

July/August 2022					
M	T	W	T	F	
					1
July	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
August	1	2	3	4	5
	8	9	10	11	12

* for children impacted by Jubilee Day closure

In Service Day (Holiday for children)
Holiday Closure

Friday Attendance
Mon/Tues Group Attending
Wed/Thurs Group Attending

