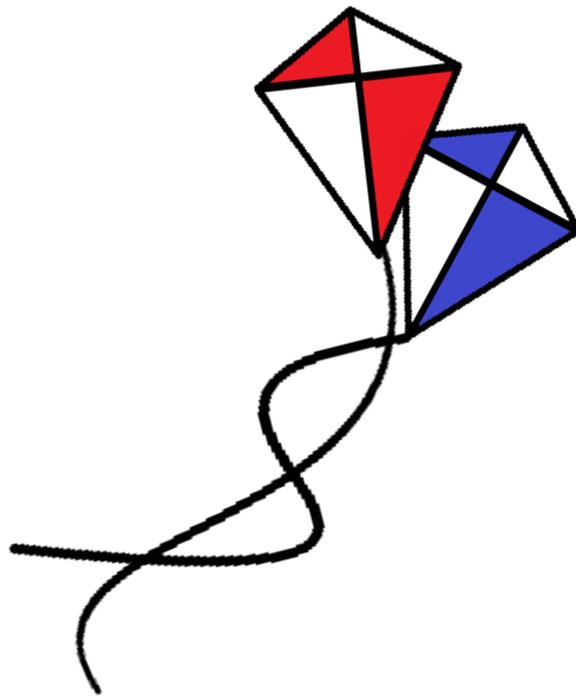


Loretto Nursery Class

2017-2018



Loretto RC Primary School
20 Newbigging
Musselburgh
East Lothian
EH21 7AH

Telephone: 0131 665 2572

www.edubuzz.org/lorettonurseryclass

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LORETTO RC PRIMARY SCHOOL NURSERY CLASS

Loretto Nursery Class is a non-denominational nursery. The nursery caters for children aged 3 to commencing primary school. There are 2 groups (Morning and Afternoon), each with a maximum of 20 children.

STAFF

Head Teacher	Mrs Margaret Anne McBean
Nursery Teacher:	Mrs Karen Hill (Tuesdays to Fridays)
Nursery Nurse:	Mrs Amara Muhammad (All day Monday and Tuesday - Friday mornings)
Nursery Nurse:	Miss Elspeth Pandit (Mondays, Thursday afternoons and Friday mornings)
Nursery Nurse:	Mrs Kylie McCue (Tuesday - Thursday afternoons)

NURSERY HOURS

Morning Group:	Monday - Thursday	Arrive 8:32 Doors open at 12:15 for prompt collection and exit by 12.30
Afternoon Group:	Monday-Thursday	Arrive 1:15 *Early pickup 3:05-3:15 Doors open at 4:00 for prompt collection and exit by 4:15 *Please advise staff at the start of term if you wish to use this slot
	Friday Mornings	Arrive 8:30 Doors open at 12:05 for prompt collection and exit by 12.20



LORETTO MISSION STATEMENT

Our nursery aims to provide a community of learning which is safe, caring and welcoming to others. Through a sense of mutual respect and trust for one another we aim to develop a sense of well-being, confidence and happiness in which all can thrive as individuals of equal worth, realising their full potential and recognising the value of others.

NURSERY AIMS

Curriculum

We aim to provide a broad, stimulating, challenging and well-balanced curriculum with good quality resources.

Attainment

We aim to have high expectations of all pupils and raise pupils' attainment and achievement to the highest possible standards.

Learning and Teaching

We aim to provide the highest quality of learning and teaching experiences that enable pupils to enjoy their education and develop positive attitudes towards learning.

Support for Pupils

We aim to hold the **dignity** of each pupil in high regard, meeting the individual learner's needs and reflecting the values of our nursery by promoting confidence and security in each child.

Ethos

We aim to reflect positive attitudes in our interactions with each other by actively encouraging the sharing of particular strengths and expertise amongst the school community.

Partnership

We aim to promote effective communication and links between the home, school, local and global communities.

CHILD PROTECTION

Staff have a duty of care for all children and a crucial role to play in preventing harm to children. In circumstances where concerns may arise about the health and welfare of a child, Staff are expected to follow the procedures and practice guidelines for child protection in East Lothian. We are very fortunate that there is a high level of inter-agency cooperation when working with children in need of protection.

REGULATING BODY

The Care Inspectorate is an independent regulatory body who inspect and support improvement of care, social work and child protection services across Scotland.

Nurseries are regularly inspected by The Care Inspectorate and also jointly with Education Scotland. Copies of previous inspection reports are available in the nursery cloakroom. They can be found online on the Care Inspectorate website at <http://www.careinspectorate.com/>

NURSERY MONEY

East Lothian Council ask that parents make a contribution to nursery funds. This is £1.50 per child per week and is used to buy consumable resources such as cleaning materials, compost, batteries, Learning Story folders (including paper and printing) as well as items for snack and baking.

Money is payable termly, or alternatively can be paid in advance for the whole year. If you wish to pay by instalments, please speak to a member of staff. Cheques should be made payable to East Lothian Council. Payments should preferably be made online by debit/credit card at www.eastlothian.gov.uk/payforit . There is a link on the home page of the nursery website. Please ask staff if you need help with this.

SETTLING IN AT NURSERY

Even if your child has been to Playgroup or Nursery before, it takes time to adjust and become familiar and secure in a new situation. This settling in period can take time - please be patient and try not to worry.

How to help your child settle:

You and your child should stay together in the nursery for an hour on the first day. On the second day we will usually ask you to leave them with us for an hour. After this, the time will be lengthened on an individual basis as some children settle very quickly whilst others can take several weeks. It is also common for children to appear secure initially and then appear less secure after a day or two. Don't worry, this is quite normal.

When you leave the nursery for the first time, tell your child where you are going, and that you will be back. For many children the separation from their parent/carer is the hardest part of settling in and they may become clingy and tearful. The best way to handle this is to give them one last kiss and hug and to leave quickly. Usually children will settle and be playing within a few minutes. We will always contact you if your child is not settling.

ARRIVAL

Please use the nursery entrance via the nursery playground. This makes it much easier for children to follow nursery routines, and does not disturb the office staff.

Children move their own name card across to the "IN" or "OUT" section at the nursery door. They also do this during the session when they go out to play. Please help your child to become independent in doing this.

There is a register in the cloakroom. PLEASE INITIAL AGAINST YOUR CHILD'S NAME WHEN YOU COME IN AT THE START OF THE SESSION, AND AGAIN AS YOU LEAVE THE NURSERY WITH YOUR CHILD. Please make contact with a member of staff to make doubly sure we know your child has arrived at, or left, nursery. This register is vital in the event of an emergency, e.g. a fire. It is your responsibility to initial your child's name in and out each day.

Please take your child through to the cloakroom to support them with hanging up coats etc. Please also check the notice boards and pigeon holes daily.

TOGETHER TIME

At the beginning of each session we have together time, where we have a circle time, e.g. hear about Adventure Ted and news from home and spend some time talking and thinking about the learning we might be doing in nursery that day.

It is a really important learning and teaching time in nursery.

We aim to start together time at 8:50 in the mornings and at 1:30 in the afternoons to give everyone the opportunity to take part. Please try to make sure your child is at nursery and settled before this, to ensure they get the most from their nursery experience.

COLLECTING

For the protection of your child, you will be asked to give the names of the people who will be regularly collecting them from nursery. Please note that it is advisable that anyone collecting your child is over the age of 16.

If a non-named person will be collecting your child, please tell us and write the details on the sheet next to the register.

If the person collecting your child is someone we have not met before, you will be asked to provide a code word which we shall check with the person collecting.

WE WILL NOT HAND CHILDREN OVER TO SOMEONE WE DON'T KNOW OR HAVE NOT BEEN INFORMED ABOUT.

Please try to collect your child on time. Children can become upset if they are the last to be picked up and are waiting for you. At the end of each session the nursery staff have a planning meeting therefore it is also much appreciated when parents are good timekeepers.

In an emergency we will always look after your child until you arrive, but please phone the nursery in these circumstances. Leave a message if we are unable to get to the phone.



IMPORTANT INFORMATION REGARDING CHILDREN'S SAFETY

For the safety of all nursery children and siblings, please remember to close the gate and put across the catch - even if you can see someone else coming. Children should not be allowed to attempt to open the gate themselves.

Please make sure that only your child enters or leaves the nursery playground with you, even if you can see their parent/carer coming. For the children's safety it is really important that all adults who are dropping off or collecting children are made aware of this information. Please pass it on.

Often there is outdoor equipment and resources set out on the nursery playground, in addition to our fixed climbing frame. **For health and safety reasons no child should play with any toys or equipment (including the climbing frame, trikes/scooters, balls etc.) unless supervised by nursery staff.** This also applies to older or younger siblings at all times. For their safety, children are also not allowed to climb on the wall or railings at any time.

For the safety of everyone, please encourage your child to walk at all times inside the nursery.

Please ensure that they follow these rules.

Thank you for your support.

CONTACT DETAILS

Please keep your contact details up to date (including emergency contact details) as we must be able to get in touch with you while your child is at nursery. Please use one of the slips near the Learning Stories to write down any amendments, pop them in the box and we will pass them on to the office. Remember to update email addresses and mobile numbers too.

ILLNESS

If your child is ill they should not be brought to the Nursery. Even if they say that they want to come, they will not enjoy their time at nursery, and will spread any ailments with the rest of the group and staff.

Please telephone the nursery to let us know if your child will not be coming in. Leave a message if no one is available to answer the phone.

After any bouts of sickness or diarrhoea, children must be kept at home for at least a further **48 hours after the last episode**, even if they seem better. Please remember that the immune systems of pre-school children are still developing and their hygiene is not always very good. Illness spreads quickly.

The Infection Control Policy on the Nursery Website gives information about how long your child needs to be kept off nursery if they are suffering from something infectious (including headlice, impetigo, conjunctivitis, slap cheek etc). This is based on guidance from NHS Lothian.

PARENTS ARE OUR PARTNERS

You are your child's first and most important educator. Your child has learned an enormous amount from you before they start nursery, and we appreciate that you are the person who knows them best. When parents and practitioners work together, the results have a positive impact on children's development and learning. Therefore, it is important to us that we develop an effective partnership with you.

1. We welcome your comments and ideas about the nursery curriculum, resources, environment etc. and have a suggestions basket in the cloakroom.
2. We provide you with an opportunity to give feedback on the nursery through our annual questionnaire.
3. We use your feedback to help us improve the service we offer.
4. We hold Parents' Consultations in the autumn and spring terms where we discuss your child's progress and plan for their future learning.
5. We share your child's progress with you on an ongoing basis through their learning story. The curriculum tracking sheets provide a report of their attainment to date. .
6. We provide a short summary of your child's progress at the end of the summer term.
7. We welcome your input into your child's learning story.
8. We hold a curriculum information evening for parents in the autumn term.
9. We involve parents through our story sack scheme, as helpers on trips and for special events, through our stay and play sessions and our garden gang.
10. We have an open door policy and are available to answer questions about any aspect of your child's time in nursery.

If you have any worries or questions about your child's time in nursery, please don't hesitate to ask.

STAY AND PLAY

Please come and spend a session, or part of a session, with us in the nursery to find out more about what we do and how children learn. Simply fill in the calendar on the Parents' Notice Board to say when you would like to come in. For normal nursery sessions we find that just one extra adult is best. We often ask you to help with activities that require more adult support such as sewing, craft activities, or the computer. You will always be made welcome and there is no pressure put on you.

One session each week we offer woodwork as part of our outdoor provision. We need an adult dedicated to support this activity for it to be safe. If you feel you could make a regular commitment to help please speak to a member of staff.

We also need extra hands for special events such as small group outings,



parties and sponsored events. All help is greatly appreciated and we welcome help from dads and grandparents as well as mums. Help with upkeep of the nursery garden is greatly appreciated - weeding, sweeping and general maintenance of our garden takes a lot of effort!

ETHOS

Our Approach

At Loretto Nursery Class, our approach is influenced by the work of the great German educator, Frederich Froebel (1782-1852). He recognised the importance of the early learning experiences of children and developed the first nursery schools which he named 'Kindergartens'.

The Importance of Play

"Play is the highest level of child development." (Froebel)

Like Froebel, we believe in the importance of play and follow a process-orientated, play-based curriculum to support each child's development. We provide a wide variety of play experiences based on the child's interests. Learning occurs as the child experiences things for themselves. Often it is not the final outcome of these experiences that matters, rather the journey the child makes through them. This focus on the process of learning through play, rather than the final product, allows children to choose, take control, explore, create, imagine and go beyond the here and now.

Prepared Environment

In order to encourage deep level learning and creativity, the environment is thoughtfully prepared and carefully presented. Open-ended resources such as blocks, water and transient heuristic materials support creativity and problem solving, and lead to deep level learning. Our core resources are rarely changed in order to promote security and continuity for the children and allow them to plan, re-visit and develop their work and ideas over time. Experiences are carefully planned and balanced to allow for continuous progression and to encourage the development of language and numeracy skills, creativity, independence, thinking skills and self-esteem.

Role of the Adult

The role of the adult is key to our approach and is based on sensitive observation which allows extension of the child's experiences wherever possible through sustained conversation and thinking. Adults have to know when to intervene and when to stand back in order to develop and nurture children's developing confidence, self-esteem and independence.

Choice

The earlier that young children start to choose and make decisions, the easier they will find it to make choices as adults. Choosing and decision making, are an important part of our curriculum but these are only effective if the choices are between experiences that are equal in their richness and in the opportunities they offer to develop skills.

With choice comes a set of very simple rules. These make sense to the children because they are embedded in a meaningful context - if you choose to build with blocks, you also choose to put them back when you are finished; if you choose to paint, then you choose to wipe the easel afterwards. Everyone can access our curriculum materials, but equally, everyone must take responsibility for tidying them away.

Our nursery ethos is underpinned by

1) Principles which include

- *recognition of the uniqueness of each child's capacity and potential.*
- *a holistic view of each child's development.*
- *recognition of the importance of play as a central integrating element in a child's development and learning.*
- *an ecological view of humankind in the natural world.*
- *recognition of the integrity of childhood in its own right.*
- *recognition of the child as part of a family and a community.*

2) A pedagogy which involves

- *knowledgeable and appropriately qualified early childhood professionals.*
- *skilled and informed observation of children, to support effective development, learning and teaching.*
- *awareness that education relates to all capabilities of each child: imaginative, creative, symbolic, linguistic, mathematical, musical, aesthetic, scientific, physical, social, moral, cultural and spiritual.*
- *parents/carers and educators working in harmony and partnership.*
- *first-hand experience, play, talk and reflection.*
- *activities and experiences that have sense, purpose and meaning to the child, and involve joy, wonder, concentration, unity and satisfaction.*
- *a holistic approach to learning which recognises children as active, feeling and thinking human beings, seeing patterns and making connections.*
- *encouragement rather than punishment.*
- *individual and collaborative activity and play.*
- *an approach to learning which develops children's autonomy and self-confidence.*

3) An environment which

- *is physically safe but intellectually challenging, promoting curiosity, enquiry, sensory stimulation and aesthetic awareness.*
- *demonstrates the unity of indoors and outdoors, of the cultural and the natural.*
- *allows free access to a rich range of materials that promote open-ended opportunities for play, representation and creativity.*
- *entails the setting being an integral part of the community it serves, working in close partnership with parents and other skilled adults.*
- *is educative rather than merely amusing or occupying.*
- *promotes interdependence as well as independence, community as well as individuality and responsibility as well as freedom.*

PROMOTING POSITIVE BEHAVIOUR

At Loretto Nursery we are committed to developing strong relationships with staff, children and carers in an environment where everyone feels included, valued, safe and secure and where each person is treated fairly and with respect.

We aim to:

- Set clear and achievable boundaries with reasonable expectations.
- Be consistent in how we deal with certain behaviour so that children know what to expect.
- Talk about caring for others and the environment and create rules which we all adhere to.
- Allow children to discuss and help set boundaries so that they fully understand why they are there.
- Help children to recognise an injustice and demonstrate how to solve the problem.
- Make time to listen to children when they are experiencing conflict and talk them through how they could go about resolving their issue.
- Help children understand right and wrong by explaining what makes it right or wrong.
- Affirm positive behaviour and praise this desired behaviour as often as possible.

In line with the school's behaviour policy, we use Jenny Mosely's model of Golden Rules and Circle Time to enhance self-esteem, positive behaviour and relationships.

The Six Golden Rules are:

Do be gentle - Do not hurt anybody.

Do be kind and helpful - Do not hurt people's feelings.

Do work hard - Do not waste your or other people's time.

Do look after property - Do not waste or damage things.

Do listen to people - Do not interrupt.

Do be honest - Do not cover up the truth.

We regularly remind children of these rules and help them to follow them during their time at nursery.

Positive Recognition

Our daily language, both verbal and non-verbal, is based on recognising and reinforcing positive behaviour. It may be that a smile or a word of praise is all that is necessary. Sometimes more explicitly stating what the child has done, allows others to learn from their example. Sometimes stickers or increased responsibility are used as a reward.

Thinking Time

Sometimes we ask children to leave an activity to have a short period of 'thinking time'. For example, this may be because they are not being safe, not being considerate to others or not looking after the nursery resources. Supported by an adult they are given a short time to collect themselves and think about what they were doing and why it wasn't appropriate, before returning to play.

Time Out

The purpose of time out is to send a clear message to the child that they must stop what they are doing because their behaviour is unacceptable. The length of time out will depend on the age of the child, with a general rule being one minute for each year of the child's age. We mark this with the use of a sand timer. At the end of time out, we talk to the child to help them understand what they did wrong and how they can change their behaviour.

Involving Parents

At nursery we help children to be aware of their personal safety. We encourage children to share and cooperate, but occasionally disputes arise. Children should not hit or hurt each other. We never allow children to hit back in the nursery and ask for your co-operation in this matter. We do our best to be consistent and fair.

For more serious behaviour issues, either one off incidents or unacceptable behaviour which persists over a period of time, it is our policy to involve parents/carers so we can work together to support the child. Sometimes a member of the senior management team may be involved to provide extra support.

THE NURSERY CURRICULUM

Curriculum for Excellence represents Scotland's vision for the education of all children. It aims to raise standards, improve knowledge and develop skills. Every child in Scotland should experience a broad education that develops skills for learning, for life and work, with a real focus on literacy and numeracy and which promotes an active and healthy lifestyle. Full details of the curriculum can be found online at www.educationscotland.gov.uk Your child will be working at the Early Level, which is for the pre-school years and Primary 1.

Our nursery curriculum planning is done in consultation with the children, taking the lead from their interests and ideas and ensuring we cover the Experiences and Outcomes of Curriculum for Excellence.

Active learning is seen as an appropriate way for children to develop vital skills and knowledge, and 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 and focused learning and teaching, supported when necessary through sensitive intervention to support or extend learning.

All areas of the curriculum can be enriched and developed through play. Young children learn and develop friendships very naturally through play. Play brings about a wealth of opportunities for children to develop their language, creativity and co-ordination skills. These all contribute to healthy growth and development, knowledge and understanding and a capacity to learn.

If you have any questions about the nursery curriculum, please don't hesitate to ask a member of staff

PURPOSES OF THE CURRICULUM 3-18

The Four Capacities

Successful learners

With:

- Enthusiasm and motivation for learning
- Determination to reach high standards of achievement
- Openness to new thinking and ideas

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 well-being
- 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 make informed decisions
- Achieve successes in different areas of activity.

To enable
all young
people to
become:

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

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.

LEARNING STORIES

Parents and carers are the biggest influence on their child's development, particularly in the early years. Staff and parents sharing information is key to the best possible start for children.

At Loretto Nursery each child has their own Learning Story which illustrates their individual learning journey over time. As well as being a record of your child's experiences at nursery, the Learning Story is a way of sharing your child's progress with you. Your child's next steps for their learning are found in their Learning Story.



Parents may stay a little longer in the nursery at the beginning of any session in order to spend some time with their child looking at and discussing their Learning Story or our Talking and Thinking Floorbook, which the whole class works on together. There may not be new additions to the Learning Story each week, but you can add information, photos or drawings about interests, achievements or the regular day to day learning your child is doing at home. Please take this opportunity as and when you wish. The children really appreciate your interest in what they have been doing in nursery. Learning Stories go home during the year, so you can share them with your family and spend longer looking at them.

The Learning Stories are also used to aid transition to Primary 1, and are sent home during the first term of school.

OUTDOOR LEARNING



We firmly believe that children's learning experiences can be enhanced by maximising opportunities for outdoor learning. All aspects of the curriculum can be explored outside and learning outdoors can be enjoyable, creative, challenging and adventurous.

We play outside in all weathers, please make sure your child has suitable clothes: outside play can be wet and muddy and even on sunny days our playground can be cold. Please also apply sunscreen before the session on sunny days and provide a hat.

We are continually collecting resources to enhance our outside space, so if you have access to any bottle crates, bread baskets, quad bike tires, plastic tubes, logs, or any other materials you think we could use, please let us know.



We visit the woods in the school grounds, where we observe the changes in the weather and seasons, or look for minibeasts or plants growing. It is a great way of introducing the children to the natural environment.



We also use the trim-trail on the school field and the children love to challenge themselves with the different activities.

EVENTS THROUGH THE YEAR

Most of our topics follow the children's interests and therefore vary from year to year. However the changing seasons, religious and cultural celebrations such as Christmas and Chinese New Year, Eco awareness and global citizenship provide a backdrop to the other things we may look at.

We fundraise during the year, usually hosting a Wheel-a-Thon in the summer term. These fundraisers help subsidise the Christmas Party and the Family Fun Day in June and help fund new resources for the nursery.



At Christmas, all the nursery children put on a short show for parents, family and friends. They dress up and sing festive songs.

We also have a Christmas party for all the children with party games, dancing, and party food. The party finishes with a visit from Santa and is always lots of fun.

Our Family Fun Day towards the end of the summer term is always a great day out and each child brings their parent or carer.

BIRTHDAYS

If your child's birthday falls on a nursery day, we will bake a simple sponge cake to celebrate the occasion. The birthday boy or girl will choose friends to help make the cake. We sing "Happy Birthday" and share the cake at the end of the session.

Sometimes parents ask if they can bring in sweets or chocolates as a gift from their child to their classmates. As we cater for children with a variety of dietary needs and also have a responsibility to promote healthy eating, unfortunately this is not something we can support.



GYM

The school gym hall is located in a separate building on your left as you walk across the school playground and we visit the gym regularly. Gym days will be written on the noticeboard.

For Health and Safety reasons we ask that for gym your child is dressed in suitable, comfortable and safe clothing. Leggings or jogging bottoms are ideal. (Skirts can get caught on equipment and jeans or buttoned trousers can sometimes be tight and restrict movement.) Earrings other than the stud type are dangerous in the gym hall so please remove them beforehand.

We also ask that you provide a clean pair of shoes for use in the gym. These must not be the same pair they wear outside or to/from nursery. Gym shoes can stay at nursery hanging on your child's peg. A drawstring bag is preferred. PLEASE NAME THE TRAINERS and BAG!

On gym days, please help your child change into their indoor shoes when you arrive at nursery.



ADVENTURE TED

Adventure Ted is a teddy bear who goes home with one child every weekend. There is a list on the wall, and the children are very good at working out when their turn will be!

When it is your turn, please spend a little time with your child, writing down their account of the weekend with Adventure Ted, on the sheet provided. This is an opportunity for parents and carers to support children with their developing literacy skills.

There is space on the back of the sheet for your child to draw their own pictures of Adventure Ted. You might also like to add a photograph or two.

On a Monday, your child tells the group about what they did with Adventure Ted. Staff use the sheet to prompt or support your child and show drawings and photos to the class. This is an important opportunity for your child to develop their confidence as well as their communication skills. The sheet is then put in your child's Learning Story so they can look back on their time with Ted.



CLOTHES

Warning - the nursery is fun, but MESSY! We do our best to see that children wear pinnies at water, clay, painting, and glueing areas, but they can still get messy. Your child is encouraged to be as independent as possible in the Nursery. Tricky clothes, such as dungarees, belts and tight jeans, make going to the toilet much harder. Accidents do happen, but easy clothing (such as trousers with elastic waists) helps prevent some of them.



Nursery sweatshirts and hoodies are red, and polo shirts are red or white. All have the nursery logo embroidered on them. You can order through school or online at www.eeslschools.com - currently with free delivery.

We are frequently running, jumping and climbing outdoors, so please ensure your child is wearing

practical footwear. Trainers are ideal. Please ensure that shoes slip on or have Velcro straps rather than laces. This helps children to be able to get their waterproofs and wellies on easily and independently for outdoor activities such as 'big water play' and our fantastic 'mud kitchen'. Children should also always bring an extra layer to wear, such as a coat in winter, or cardigans/jumpers when the weather is warmer. It can get very chilly and breezy on our playground even on sunny days.

We use our outdoor area in all weathers. Please dress them according to the weather. On sunny days, children will need sunhats and sunscreen, as well as a cardigan or jumper. On wet days if they can bring a raincoat and wellies they will be well equipped to play outdoors. If children do have a spare pair of wellies and a raincoat, these can be left in their gym bag.

PLEASE WRITE YOUR CHILD'S NAME IN ALL CLOTHING, BAGS, AND SHOES ETC. There is a lost property box in the cloakroom, but named items are easier to return to their owners!

SNACK

Children are offered a daily healthy snack. It is important we are made aware in writing if your child has any allergies or special dietary requirements.

We encourage children to adopt healthy eating habits and they frequently contribute to the shopping list for the following week. The daily menu is displayed on our menu board in numbers, words, and pictures. Drinks offered are milk and water only.

Snack time provides opportunities for children to:

- ☺ Practise personal hygiene by washing their hands before snack
- ☺ Prepare some foods, and spread their own bread/crackers
- ☺ Learn about healthy snacks and drinks
- ☺ Become independent in choosing, serving and eating food and clearing the table and washing their plate/cup
- ☺ Chat to staff and other children about their likes and dislikes
- ☺ Develop social skills, such as good table manners, sharing food, respecting others, trying new foods/foods from different cultures
- ☺ Recognise their name
- ☺ 'Read' the snack menu

For the occasional very special celebration (e.g. Christmas, Easter) children may receive chocolate as part of the nursery activities.

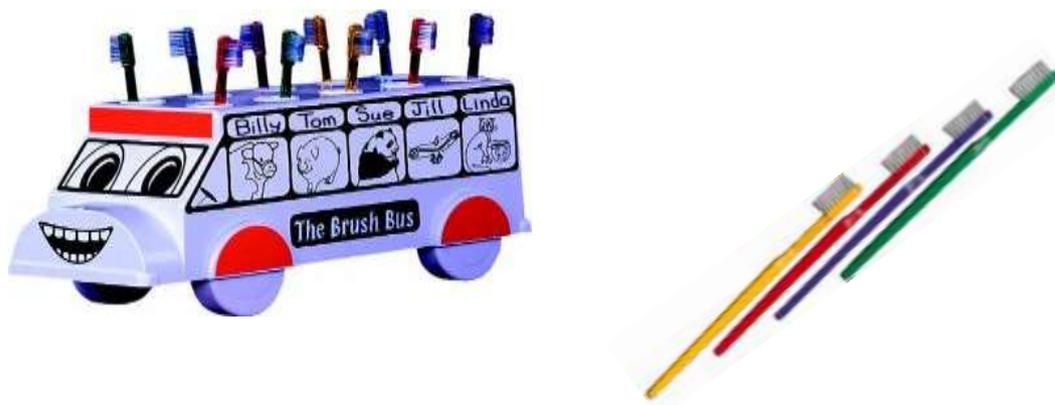
TOOTHBRUSHING

The Childsmile Toothbrushing Programme is a major Scotland-wide initiative run by NHS Scotland. Loretto Nursery Class is involved in this initiative. Every child who attends the nursery will be offered daily supervised toothbrushing with fluoride toothpaste. This is in addition to toothbrushing at home. It is very important that you keep brushing your child's teeth at home, every morning and last thing at night, with a pea-sized blob of paste.

The Toothbrushing Programme also has a healthy living focus, whereby we offer healthy snacks and drinks as part of national initiatives to improve dental health and reduce childhood obesity.

All children are automatically included in the Toothbrushing Programme. If you wish to opt out of this programme please speak to a staff member.

Each child has their own designated toothbrush, and careful measures are taken to prevent any cross-infection. Toothbrushes are stored in a "Brush Bus" which is designed to store the brushes upright with a distance between each brush. The bus is labelled with symbols and names corresponding to those on the brush to allow individual identification. The buses have covers. Toothbrushes are replaced termly, or more frequently if necessary.



If you want any further information about the Toothbrushing Programme at any time, please ask a member of staff. The Childsmile website also has further information about the programme for parents and can be found at www.child-smile.org

NOTICE BOARDS, MAIL, AND EMAIL

The nursery cloakroom has a whiteboard with information about our activities for the week and other news we need to share with you. Please check the board daily for updates. There is also a notice board by the nursery entrance for information such as term dates, snack money reminders etc.

Every child has a named "pigeon-hole" box in the cloakroom where you will find your newsletters, letters from school, information leaflets etc. Please check your box every day.

Where possible nursery and school information is sent out via email or the nursery website- please check your mail regularly. Please keep us informed with changes to your email address and also if there is any reason you are temporarily unable to access your email.

The nursery has a website at www.edubuzz.org/lorettonurseryclass/ Updates/links to the school website appear on the right hand side of the nursery pages. This will be updated with information we need to share with you, what we have been learning and often photos or video of children at play. Sign up for email alerts to any updates to the website by adding your address on the website. This way you will receive an email every time we have something new to share with you. Carers and Grandparents can sign up too, that way they will stay up to date with all our information.

OWN TOYS

Please do not bring toys from home. They can get lost or broken and cause disputes. If your child wants to bring in something special they can show it to their friends and staff at circle time. It will be admired and kept in a safe place, or can be taken home by the person who brought the child. Otherwise PLEASE see that coat pockets, backpacks etc are empty of sweets, money etc.

STORY SACKS

We have a large selection of story sacks to borrow. The story sacks are hanging in the Quiet Room. When you borrow a story sack please fill in the card above the peg. **Please don't put story sacks back on the hooks or tick the card when returning** - put them in the box provided. They need to be checked by one of our parent helpers. Please return story sacks within a week.

Each story sack contains several items, including at least one book to read with your child, plus a related game or toy. There is a suggestion card in each bag, giving ideas on how to share the books and items with your child. The items in the story sack are all designed to be used alongside and support the book. Please supervise your child when they are using the items from the sack. Use the sack to store the items when they are in your home to help to avoid losses.



Please check the sack's contents before you return it to ensure that it is complete. If anything does get lost or broken, please tell a member of staff. We may ask for a donation to cover losses. We need parents to help with the story sacks on a regular basis. Please let us know if you can help.

LENDING LIBRARY

We also have a large selection of books for you to borrow, which can be found in baskets in the cloakroom. Books can be taken from, and returned to, the baskets as you wish.

Please leave the books tidy for others to use and supervise your child when they are selecting books. If you discover any books are damaged, please hand them to a member of staff for repair or recycling.

MOVING ON TO SCHOOL

Moving on can be both an exciting and challenging time. Starting school is a big step for children and the rest of the family. However with some preparation and thought this time can be enjoyable and fun!

Enrolment for school usually takes place in the November of your child's pre-school year. Notices detailing this will be on the nursery notice board.

Our transition programme begins when your child first starts nursery, we make visits to the rest of the school, the gym hall and the library and sometimes take objects up to the dinner hall for re-cycling. This helps the children to become familiar and comfortable with the school environment.

Around Easter of your child's pre-school year, they will be assigned a buddy from the school. The buddies are chosen through observing the interactions of the children in play and they visit the nursery and take part as helpers at nursery events. When your child moves on to Primary 1, their buddy will be there in the playground to help them settle in and may also visit them in the classroom. The buddies take their duties very seriously and get a great deal out of working with the nursery children.

The children also have the opportunity to spend some time in the infant classrooms. They will be introduced to the school playground and have the opportunity to experience break time with the support of the nursery staff.

In June, there is an induction evening where you will have the opportunity to meet the P1 teacher and find out more about school.

EAST LOTHIAN COUNCIL COMPLAINTS PROCEDURE

Copies of East Lothian Council's "Resolving Complaints" leaflet, detailing the complaints procedure can be found in the cloakroom, or obtained from a member of staff.

If you are unhappy about anything at our nursery, please feel free to approach us at any time. We are committed to work with you at resolving any problems at Loretto Nursery Class.

Some matters can be easily dealt with, and often simply a misunderstanding or lack of communication between children, parents and/or staff. A quick chat is often all that is needed to sort things out.

If you feel your issue is more serious, or do not wish to discuss it with the nursery staff, you can speak directly to the Head Teacher.

You can also contact The Care Inspectorate directly at the following address:

The Care Inspectorate
Stuart House
Eskmills
MUSSELBURGH
EH21 7PB
0131 653 4100 or 0845 600 8335