

Welcome to Dalry Nursery



Nursery Handbook-
For Families and Children to Share

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To prepare your child for the transition into our nursery you could choose to revisit some of these headings with them to help you explain what they can expect from their new nursery.

About Dalry

Our School was built in 1876 and serves the local community of Dalry in the West of Edinburgh. We are a non-denominational, co-educational Primary School.

We have a busy Nursery Class, which offers 64 full time places.

Our main school hosts pupils from Primary 1 to Primary 7.

Dalry Primary has pupils from a wide variety of backgrounds, cultures and countries. We are very proud of the multicultural nature of our school, and as a community we actively promote a positive ethos which values the contributions that all our families bring. We are a highly transient school population with skilled staff who support the transition process with confidence.



Our school vision is

Working together in a safe, nurturing and friendly multicultural school to build a positive and creative learning community where all children can be supported to achieve their full potential and develop their skills for life, learning and work.



Our school values are

Together we are...

Respected, Included, Responsible, Kind

Our school motto is

One Clan, Many Families

We aim to build a school community where all children are

Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included

CONTACT US

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Twitter: @Dalry1876 

www.dalryprimaryschool.com Our Website:



Meet Our Team

Senior Leadership Team:

Head Teacher

Deputy Head Teacher

Senior Development
Officer

Elaine Honeyman



Vanessa Kelly



Michaela Mason



Nursery Team:

Early Years Officers

Early Years Assistant

Nursery Admin

Joanna Russel



Kirsty Simpson



Sarah Murphey



Liz Crilly



Early Years Practitioners

Sandra Brough



Angela Brown



Kirsty Moss



Mandy McVey



Nicola Rennie



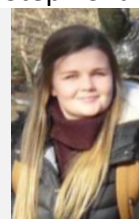
Helen Grant



Ana Mayor



Steph Shaw



Other staff in school who will be pleased to help you are:

Gina Armstrong– School Administrator

Nicola Lockey – Clerical Assistant

At times, we also have students and volunteers gaining work experience in the nursery.

Our staff are experienced and friendly – they are always happy to speak to you. If they cannot answer an enquiry immediately, they will arrange a mutually convenient time later. If you have any questions or concerns about your child's experiences in the nursery, please do not hesitate to speak to a member of staff immediately.

Full Time Nursery Hours

Children can be registered for a Nursery place on their second birthday. They will be offered a Nursery place starting in the term following their third birthday. Please contact our school administrator, Gina Armstrong, at the school office if you would like to register for a place.

Monday – Thursday	Friday
8.30am - 3.00pm	8.30am – 12.30pm
 	 

Settling In

Coming to Nursery is a big step for you and your child. The first day is a short visit of one hour only and you stay in the Nursery with your child and help us to fill in paperwork which helps us get to know your child. The times will be arranged in consultation with your keyworker, together we will plan a gradual settling in programme where you can leave your child in the Nursery for increasingly longer periods of time whilst your child becomes accustomed to being in the Nursery. This settling in period varies for every child. It is very important to ensure that your child is secure and happy before expecting them to stay for a full Nursery session without your support. For further information view full settling in policy.

nursery



The End of a Settling Session

When collecting your child at the end of each nursery session you are kindly asked to wait near the classroom door until a member of staff calls your child forward. Collection time can be very busy and it is important that we make sure that each child is safely reunited with their parent or carer. Once your child is attending for their full nursery session please arrive on time for the start of the nursery session and collect your child on time at the end of the session. This provides your child with their full nursery experience. Children quickly become upset if they are picked up later than expected.

home



(PLEASE NOTE: due to current COVID restrictions transitions will take place with parents and carers outdoors, at drop off time and pick up times we will bring the child in and out of the nursery to you, we will keep you updated with the changing guidance).

We would like to offer you a virtual tour: *(we are pleased to announce the setting has resumed to free- flow and full capacity- an updated video to reflect this will be coming soon)*

Arrival and Collection

We recognise that arriving and leaving nursery is an important time for both parent and child. We provide a warm and personal welcome to all families so that each child can make a smooth transition. The safety of each child is our utmost priority and is the responsibility of staff and parents/ carers, we have processes in place to ensure that a child does not leave nursery on their own or with an unauthorised adult.

Arrival and Departure Times

Monday - Thursday	Arrive	8.30am – 8.45am
	Depart	2.45pm – 3.00pm
Friday	Arrive	8.30am – 8.45am
	Depart	12.10pm – 12.25pm



Arrival at nursery

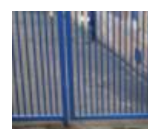
Entry is via the nursery door where staff will be waiting to collect your child. Please make sure a staff member has acknowledged you and welcomed in your child into the nursery before leaving so they can sign your child in.

The interior door is password protected and out of children's reach. This door provides access to the corridor which connects both playrooms and the bathroom, therefore this door will be kept closed throughout the learning day to allow the children to safely free flow throughout the nursery.

Outside the nursery door opening hours or if you are late you will be asked to enter through the school's main entrance at the other side of the school (see p13). Unless prior arranged with a member of staff to wait at the nursery entrance when they are expecting you.

If you enter out with the usual times, please make sure to close any gates and doors behind you for the safety of all children.

Springwell Place Nursery Entrance



Attachment and Mobile Phones

We encourage you not to use mobile phones when dropping children off at nursery and collecting them, instead saying a proper goodbye in the morning and reconnecting with your child on collection. Attachments are the emotional bonds developed based on loving and secure relationships. Attention is the most important gift parents can give allowing children the opportunity to re-connect and tell you about their day. We also ask that you do not take photos in the setting as we wish to respect all families right to privacy and must follow data protection permissions.

Collection from nursery

If someone different to usual is collecting your child that day, we ask you to phone the nursery or let the nursery adult who welcomes them know the name of the person who will be collecting your child. If parents have not phoned and someone different turns up to collect a child, we will phone the parent to check this out with them.

Refusal to Release a Child from our Care

The welfare of the children in the care of the Nursery is of paramount importance to us. We will not release a child from our care if we have concerns for their welfare. For further details, please see our Child Protection Policy.

What to Bring

Your outdoor clothes for the day can be stored on your child's individual peg. You do not need to bring spare clothes, if a change is needed for any reason we have spare clothes in the nursery. All food and water is provided by the nursery, you do not need to bring any foods/ drinks. We love to see your child's favourite storybook, drawings and 'works of art' they've made at home.



However, please discourage them from bringing precious or valuable playthings to school. In a busy nursery it is not possible to keep track of special, expensive toys which may end up lost, broken, or cause sharing misunderstandings causing upset. Exceptions can be made for transitional items in consultation with staff. Scooters, bikes and buggies cannot be stored in the nursery. There are scooter pods and bike racks in the school playground.

What to Wear

Your child will have the chance to take part in lots of different activities, both indoor and out, including: arts and crafts, water and sand, dancing, cooking and, mud play and gardening!

Please send them to Nursery in clothes that they can move in easily and that you won't mind getting messy. We have 'pinnies' for messy play, but your child will be having fun as they learn and this can sometimes mean getting messy. Please also consider comfortable footwear that can allow your child to move, run and jump in comfort.



To allow your child to be independent with dressing and using the bathroom please dress them in clothes they can easily manage – elasticised trousers and skirts and Velcro shoes can be the best. Please avoid belts and buttons and laces your child cannot do by themselves.

Weather



In the Nursery we value outdoor play during all weathers. This is because of the wealth of learning opportunities the natural world offers. The garden will be open and available for your child to play in unless there are safety concerns issued in a weather warning. In Scotland the weather can be very changeable!

Please make sure your child has suitable clothing and footwear for the weather. i.e. a jumper/ cardigan that can easily be taken on and off if cold to wear indoors or out. A waterproof jacket and wellies/ boots for rain. We can supply waterproof trousers. In winter warmer coats/ scarfs/ hats and gloves. In summer; a sun hat, please also consider sandals may be uncomfortable to run in/ walk distances in on an outing.

Sun Cream

All Parents/Carers have been advised to apply sun cream their own child before nursery. If you have forgotten to do this on a sunny day, please advise a member of staff so they are aware the child does not yet have any protection.



All children will be supported by nursery staff to apply a top up to sun protection when necessary- especially after lunch on a sunny day. The nursery will provide this sun cream and will help children apply on completion of sun cream permission form and completion of test sample showing no reaction to the provided cream.

Independence- How can you help prepare?

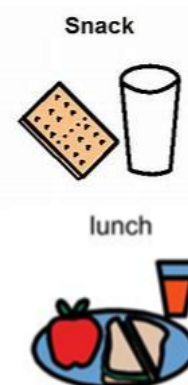
Our aim is to help your child to become a confident individual. You can help by teaching your child to how to put on and take off their own shoes and coat, get dressed, use the toilet, wash their hands and feed themselves independently. If your child is needing support with these we have visuals at nursery to break the skill down into manageable stages, we can share these with you to practice and use at home too!



Healthy Eating



At Dalry we encourage all our children to eat a healthy and balanced diet following 'Setting the Table' nutrition guidelines. Children are offered a healthy snack in the morning and in the afternoon. The children can choose their snack menus and help us prepare the foods. Do you have any snacks eaten at home you would like to suggest for our group to try? We ask you please do not bring additional treats as not all of our children will be able to eat these and we are dedicated to ensuring equality. Hot lunches are delivered to the nursery, we currently provide a vegetarian menu, if you would like to see a copy please ask.



Positive Behaviour

We actively promote positive behaviour in the nursery. We use the school values of being 'respected, responsible, included and kind' to have discussions with children about their behaviour. Our team are also trained to observe behaviours that a child may use to communicate any needs and will respond appropriately and in a dignified way to support the child. If you notice any changes in your child or have queries, please talk to staff.



Involving Parents and Carers

The nursery recognises parents and carers as the main educators of their children. You can be involved in the nursery by helping on trips, joining us in the classroom for a session or to read stories, taking part in our Parent Programmes, joining us for events and celebrations, contributing to your child's on-line Learning Journals, we are keen to know more about your family life so we can plan together relevant experiences with your child, and are always open to more ideas. Please share your views; we are keen for your participation in the development of our nursery community. We also have a Parent Council which meets regularly. New members are always welcome, if interested contact the School Office.

English as an Additional Language

Translators are also available for parents/cares when required. If you have any preferences for types of communication you find easier, please let us know. Children who speak English as an Additional Language are well supported. Nursery staff are skilled and experienced in using sign along, visuals and role-modelling to promote language acquisition and learning across the curriculum.

Equally, if you notice other barriers to you or your child's participation in any way, please let us know.

What Will my Child do at Nursery?

The **Daily Routine** Monday- Thursday is displayed and updated so children know what to expect from their day. An average day:

- **Welcome** 😊, we wash hands and hang up belongings, then have free **play** while everyone arrives.
- Gather into small **groups** where we hold a register, update our calendar and will usually explore a story or rhyme, using this time to extend skills and introduce any planned learning and celebrations.
- **Choosing** freely throughout the day to play and interact between the indoors and outdoor learning environment, adults will be distributed to interact with children and support learning opportunities. Snack is available in the morning and afternoon for children to choose. Handwashing and toileting are supported all day, any time required.
- **Lunch** begins from 11.30 children can choose when to join the table for their hot meal then return to their **choice of play** in and outdoors.
- **Tidy up time** all children are encouraged to return resources to respect the environment
- The day concludes with a short **group** time while we say **goodbye** at the end.



Outings/ Visitors/ Events

If any special events are on i.e. a visitor, outing we will add these symbols to inform the children of any changes. We may responsively go on a local walk with children during the day. You will receive a letter of any larger planned outings which are beyond our local area.



On **Friday** we have a **half day**, we begin the day the same way: choosing during arrivals, group time, then choosing in and outdoors with snack.

On a Friday we have a **planned fire drill** and will tidy up in the morning.

Children will be handed out their cold **packed lunches** at group time to bring home to eat.

Our nursery allows children to experience learning through play using the **Curriculum for Excellence**. We are enabling children to become successful learners, responsible citizens, effective contributors and confident individuals.

Your child will experience a wide range of learning opportunities and experiences in eight curricular areas:

Health and Wellbeing, Language and Literacy, Numeracy and Mathematics, Expressive Arts, Science, Social Studies, Religious and Moral Education, and Technology.

For more information leaning guidance we use you can explore:

<https://education.gov.scot/parentzone/learning-in-scotland/>



Children's Rights



The nursery follows a [rights-based approach](#) using articles that set out children's universal entitlements in the **The United Nations Convention on the Rights of the Child**.

The underlying principles ensure children are all entitled to all their rights, that they have the right to life survival and development, that adults respect children's views and must make decisions in the best interest of the child.

In our setting we promote these rights and ensure children are accessing their education while being treated with dignity. Our child centred approach ensures individuals are supported to reach their full potential by nurturing their individual personalities, talents and beliefs through exploration of arts, culture and their natural world, while

exploring respect of others through equality and inclusion. Children have the right to play and rest in a stimulating and secure environment, which we carefully plan for in our provision. We encourage participation from children and families. Feel free to ask more information and ask questions

A link to more information on your rights and our nursery approach:
<https://sway.office.com/y4qjiH4BGCHBjsaz?ref=Link>



Outdoor Play

The children have 'free-flow play' during each nursery session. This means each child can choose whether to play indoors or outdoors and move freely from area to area depending on their own interests throughout the session. We are very fortunate to have an exciting nursery garden, and the team are continually developing this area.

Why is outdoor play so important? The outdoors can provide space and freedom for a type of learning that is difficult to replicate indoors. All children and young people have the right to play and experience the unique and special nature of being outdoors. We feel it is important to enable children to access the outside environment as a context for learning throughout the year. Our Nursery Team support the children to make choices, test their skills and risk assess their own play.

How can we help your child learn using the outdoor environment? - Our staff will provide a range of learning opportunities for children to ensure that outdoor play enables your child to be creative, active and develop communication and teamwork skills. Staff will also support children in making choices to assess risk and learn about safely.

Additionally, we run planned woodland sessions to Saughton Rec to give your children the opportunity to experience a more natural environment. As well as utilising other local parks and green spaces.

How can you help your child learn using the outdoor environment? – Make sure your child has the appropriate clothing and footwear see section 'What to wear'. For more parent information you can explore:

[Parents](#) | [Outdoor Learning](#) | [Learning through Landscapes \(ltl.org.uk\)](#)



GIRFEC

Another aspect to using a rights-based approach is protecting children.

Using [Getting it Right for Every Child](#) (GIRFEC) we put your child's wellbeing at the centre of everything we do.

We promote the wellbeing indicators (SHANARRI): Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected and Included. These form part of our school values and aims and can be used to gain additional support in any areas a child may need.



Where to See Your Child's Learning Progress



Your child will have electronic on-line 'Learning Journal' Personal Learning Planner (PLP) which is used to observe, record, involve and support each child's individual progression and development in the above areas of the curriculum and wellbeing.

We encourage your contributions and engagement in this process, by replying you can celebrate with your child at home, give your opinions or ask questions about your child's learning experiences. By uploading your own posts, you can share your child's wider and home achievements with us. This will support your child's understanding of their own learning, which we will track and share with you; when we are all aware of learning steps we can work towards the same goals and help children move on to have a smooth and seamless transition into Primary School.

Floorbooks

We use floorbooks to allow the children to engage with the planning in our nursery responsively. This enables them to draw and write their ideas and discuss what they want to learn about in small groups to share their voice and lead their own learning.



Planning

Our main learning topic across the nursery will be shared with you on a [SWAY](#), this is a digital space where we post our intentions for group learning plans. In literacy we share with you our current focus story with challenging HOT questions, rhymes, vocabulary boost words and examples of the children joining in with activities. We also highlight our learning intentions for math and health and wellbeing, so you can explore the same themes and learning at home. We send digital links to our planning through learning journals at the start of each new topic and will update through the month, so you have access and can share the experience at home. The children love sharing this with their families!

Responding with challenge

We recognise the value of learning through play. Staff will have rich interactions with children using their knowledge of child development staff will offer comments, ask questions and have conversations with children to extend thinking with them. The team does this sensitively to ensure quality learning opportunities in play are not interrupted. Understanding your child's learning motivation and interests means staff can carefully change the resources in the play environment to give your child the materials they need to fully explore, and problem solve new skills.

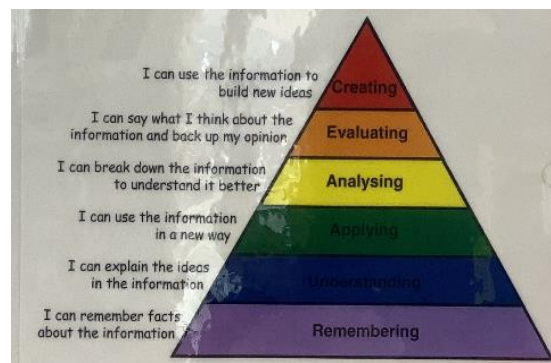


'HOT' questions

When exploring stories or exploring a new project we will ask questions that progressively become more challenging moving up the pyramid to achieve more complex thinking skills.

Higher Order Thinking questions begins with the child being able to **recall** basic facts. Then by asking **why** questions we can explore what the child **understands** about something. Next children can **apply** this understanding by linking to their own experiences; what they would do in the same situation or how to use a new concept in a different situation. **Analysing** information gives deeper understanding; experimenting, exploring further and testing reasons why something works well or not. **Evaluation** stage allows making judgements and exploring effectiveness. Finally, **Creative** thinking is utilising all previous knowledge so children can form their own well-formed ideas, solutions and endings to things.

You can support these stages of thinking at home too by asking the similar questions. When we begin a new story we will share examples of these questions for you to use, in the planning **SWAY**.

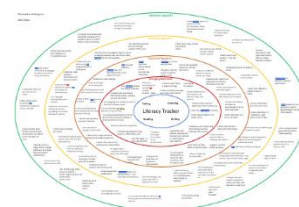


Milestones and tracking

Milestones have core skills in the centre and as your child progresses with their communication, relationships, thinking skills and motor skills each statement achieved is highlighted. We will see the sheet grow outwards with the child's progress.

The information from your enrolment when you begin nursery acts as the starting point. We can mark of achievements with skills learned at nursery and home, if you notice your child

achieve a new skill at home let us know on the learning journals! We will also hold two parent consultations per year to have an in-depth discussion about your child's learning. The nursery tracks literacy and math skills in a similar way; highlighting statements from the curriculum for excellence and use these to plan challenge and next steps, progressing outwards.



All children progress differently at their own pace. If you are concerned your child needs more support, or if your keyworker identifies any areas where your child may be needing some additional support we will communicate this and meet to plan what is right for them.

Our team are experienced and would like to provide the right support for every child, be it for long-term or a temporary need please feel comfortable communicating with us, we are here to help.

Additional communication



Twitter @Dalry1876 is the schools social media tool and can be used to share wider achievements.

Staff will update you regularly about learning through these digital methods, they may call you or will arrange times to speak in person, though you can ask your key worker for more information any time.

Parent pay is a communication tool the school use. It is the quickest way to communicate with the whole school community with important updates. You will be asked to sign up for this so you don't miss out on any important information for you and your child.

Lateness and Absence

If you arrive after the nursery door has been closed please enter the school by the main door and report to the office before coming to the nursery.

If your child is unwell or cannot attend Nursery then a quick phone call to the school office on 0131 3376086 is required.

Cathcart Place Entrance (Main Door and Office)



Health and Medication

Changes to Health

It is very important that staff are informed of any medical problems, including allergies, that your child may have as soon as they come into the nursery.

Refused Entry into Nursery

It may be necessary on occasion to refuse entry to a child due to a medical condition as detailed in the Exclusion Criteria (you can find in Appendix 3 of Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings) document from the NHS) **PLEASE NOTE:** *we are also following current Scottish Government COVID restrictions which provides additional exclusion guidance.*

If your child has been sick or had diarrhoea, they should NOT come to Nursery until clear of sickness or diarrhoea for 48 hours. Please do not hesitate to speak to staff if you have any questions about your child returning to Nursery after an illness.

Illness during nursery session

If your child is unwell whilst they are at Nursery, staff will contact you straight away. Please ensure your **emergency contact details are always up to date.**

Medication

If your child needs to receive prescribed medication of any sort you will be asked to sign a permission form, the appropriate request form must be signed by the parent before leaving. No medication will be administered without written permission in advance. Completed forms are kept with the child's medication. Staff cannot administer the first dose of a medicine, in case of adverse reactions.



Medication Storage

Expiry dates will be checked, and you will be reminded when medication needs to be replaced. It is the parents'/carers' responsibility to bring medication in to as required.

Medication is kept in an individual zipped plastic pockets within our First aid cupboard which is stored out of reach of children within the playroom. EpiPen's and Inhalers must be readily accessible. When recommended by health professionals, medication may be kept in an individual, named container in the fridge. The name and photograph (if long term) of the child to whom the medication belongs will be on the front of the plastic pocket. The pocket will also contain the permission/administration forms.

Medication Administration

Medication will be administered by staff according to the prescription requirements. A written record will be kept of all medication administered. You will be informed and required to sign the record daily.

Extended Absence, Leaving Nursery

If your child will be absent for an extended period of under two weeks, for example on a holiday or for medical reasons please provide us with a letter including relevant details and dates. If the period of absence is over two weeks, or your child is leaving nursery, please ask staff for the relevant form to complete.



Accidents Can Happen-First Aid

If your child has an accident or is injured at Nursery, staff will take advice from our qualified First Aiders and contact you immediately if it is considered necessary, or your child had received a head injury. Otherwise, staff will inform you of any accident and send home an accident form reporting you of the injury at the end of the session.



Our Minor Injury Procedure

- It is a duty of care that all staff are aware of and understand the procedures in place for supporting a child who has sustained an injury within our setting, in the event of any injuries support from a trained first aider will be used to treat the child.
- Gloves must be worn, if bodily spillage present, an apron worn, when attending to any minor injuries. Materials used should be double bagged and disposed of in PPE Bin. (*PLEASE NOTE: face masks must be worn as an added COVID requirement*)
- Any bump to the head including face/nose/teeth/ eye should be treated as a head injury. Parents should be advised to be aware of signs of concussion including vomiting, headache, tiredness or dizziness, Parents should be called to inform them of any head bump incident.
- If a child sustains an injury resulting in a bump, graze, cut, scratch or burn a minor incident form must be completed by the nursery adult who observed the incident or by the nursery adult who became aware of the incident, stating facts of the incident rather than opinion and names of any other children who might have been involved in the incident will not be recorded.
- In the case of a head injury, then a copy of the form should be posted on learning journals along with NHS head injury advice, so parents have access to relevant information in the event any symptoms develop later leading to the need for additional medical advice
- All minor injuries where a parent is advised to seek medical advice or if the nursery have sought medical advice should be reported to Senior leadership team to be recorded.
- The completed form should be shared with key worker, the staff member on the door, communicated on clipboard with the form ready on the clipboard ready to show to parent for them to sign, a copy should be given if requested
- Completed form will be stored in Playroom Incident Folder

Suggestions and Comments

Your comments and suggestions are always welcome. Please speak to a member of staff, fill in one of our comment sheets and pop it in our comment box located in the nursery hallway or email us at admin@dalry.edin.sch.uk. FAO the nursery.



Complaints/ Concerns

We are dedicated to providing a positive experience and are happy to speak to you if there are any areas you think we can improve on. If you have a complaint about our service, you can speak to a member of staff in the first instance or to our Deputy Head Teacher Miss Kelly.

You can email us at admin@dalry.edin.sch.uk You can also make a complaint to the City of Edinburgh Children and Families Department tel: 469

2000 or our regulator, the Care Inspectorate, online:

concerns@careinspectorate.gov.scot, by phone 0845 600 9527 or in writing- our service number CS2003017020.

If you any have a concern about a child's safety or welfare please refer to our Child Protection Policy or speak to a member of nursery staff, Miss Kelly our Deputy Head Teacher or Head Teacher Mrs Honeyman. You can also report to social care direct 0131 200 2327 to speak to social services yourself.



We are happy to translate.

(Arabic) ونحن سعداء لترجمة. الرجاء أطلب من عضو موظفين

(Chinese) 我们很高兴来翻译。 请问一名工作人员。

(Hindi) हम अनुवाद करने के लिए खुश हैं। स्टाफ के एक सदस्य पूछना कृपया।

(Polish) Cieszymy się tłumaczyć. Proszę poprosić personel.

(Tamil) நாம் மொழிபெயர்க்க சந்தோஷமாக இருக்கும். ஊழியர்கள் ஒரு உறுப்பினர் என்று கேளுங்கள்.

(Telegu) మేము అనువదించడానికి సంతోషిస్తున్నాము. దయచేసి సిబ్బంది సభ్యుని అడగండి.

(Urdu) ہم مترجم کرنے کے لئے خوش ہیں. عملے کا ایک رکن براہ کرم دریافت کریں

Any other language you require? Please ask a member of staff. We can use [Google Translate](https://www.google.com/translate)

