



Armadale Primary Nursery Class Handbook 2024/2025

Armadale Primary School Nursery Class
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On behalf of the staff at Armadale Nursery I would like to extend a warm welcome to you and your child. I am pleased that you are sending your child to our Nursery and look forward to working in close partnership with you to support your child's learning and development at this stage of their education. We pride ourselves in providing a safe and happy environment where children are encouraged to achieve their personal best through meaningful play experiences and to develop an interest in learning which will remain with them throughout their lives.

Home and school are a key influence on a young child's life and I know we can work effectively together to ensure your child has the best opportunities and learning experiences during their time at Armadale. As your support is vital to this process, we will regularly keep you informed of your child's development and progress. The Nursery operates an open door policy and parents/carers are most welcome to arrange an appointment to visit the setting to discuss their child's progress.

I hope that this handbook will be both useful and informative. For any further information, please contact the Nursery staff in the first instance who will be pleased to answer your questions. Most especially, I hope that you will keep in the forefront of your mind the vital role you have already played and must continue to play in your child's learning and development.

We look forward to happy, successful partnership working with you and your child.

Mrs Julie Ross
Head Teacher

Contents

Head Teacher Welcome letter Nursery Information

- Staffing 2024- 2025
- Nursery Aims
- The Curriculum

Our Nursery Day

- Nursery Class Session Times 2024 – 2025
- Early Learning and Childcare Terms and Holidays
- Personal Plans & Support Plans
- Settling in and Pick up
- Confidentiality
- Absence/Illness
- Accidents
- Infection Control
- Medication
- Sleep and Rest time
- Clothing
- Personal Care
- Meal times

Communication

- Seesaw
- Stay and Play
- Big Bedtime Read
- Community Partnership
- Positive Behaviour
- Child Protection
- West Lothian Policies and Procedures
- Complaints Procedure

Staff

Head Teacher

Julie Ross

Depute Head Teacher

Karen Drummond

Principal Teacher

Vic Philip

Principal Teacher (Acting)

Lesley-Anne Lindsay

Early Learning and Childcare Area Support Manager

Liz Notman

Early Years Officer

Heather Scully

ELC Practitioners

Imke Conn

Sharon Brammer

Jillian Haston

Chloe Hanlon

Carri Penrose

PSWs

Kim Cornwall

Aisling Mooney

Our Vision

Together we Flourish and Grow

At Armadale Primary Nursery Class we strive to provide an inclusive, playful, inspiring learning environment that sits at the heart of our community.

Our Values

Nurture Respect Curiosity Community

Our Aims

Culture and Ethos

To create a welcoming, nurturing, happy environment where all our children are supported to progress in learning and their individual successes are celebrated. To foster positive, nurturing relationships where children, families and staff are respected and feel cared for.

Leadership

To develop a shared vision, values and aims for our ELC which reflects the aspirations of all stakeholders and takes account of current national guidance. (1.3)

Partnerships

To ensure our children are fully supported when moving on through effective collaboration, communication and partnership working with families and the wider community, including partner agencies. (2.6/3.1)

To forge strong, supportive links, working for and with our children, families and the wider community, ensuring they are involved in the life and work of our setting. (2.7)

Pedagogy

To provide varied and creative opportunities for our children to experience high quality play both indoors & outdoors. To inspire the children's imagination and excitement for learning, whilst supporting them to develop skills for life and future learning.

Learning & Teaching

To support our children and families to engage in the planning and assessment process. (2.3)

To track our children's achievements to ensure they are celebrated and progress is secure.

(3.2) To encourage children to take the lead in their learning, supporting them to gain independence and share their own ideas with growing confidence.

Curriculum

To design our curriculum to provide progression and equity of opportunity for all, through quality play pedagogy and a sound knowledge of early years principles. (2.2)

Early Years Curriculum and our Pedagogy

Scotland's curriculum places learners at the heart of education. At its centre are four fundamental capacities. These capacities reflect and recognise the lifelong nature of education and learning. They:

- recognise the need for all children and young people to know themselves as individuals and to develop their relationships with others, in families and in communities
- recognise the knowledge, skills and attributes that children and young people need to acquire to thrive in our interconnected, digital and rapidly changing world
- enable children and young people to be democratic citizens and active shapers of that world

Child-centred play pedagogy starts from the children. Child-centred play pedagogy requires us to take the lead from the children. This approach actively responds to the individual and constantly changing needs of a young child. A young child's voice is interpreted by our observations of their actions, emotions and words. These observations are central to assessment and inform us what children need.

- The following documentation Curriculum for Excellence, GIRFEC, the Scottish Government 'Realising the Ambition: Being Me' document and the self-evaluation guide "How Good Is Our Early Learning and Childcare" support and guide our aims for learning.
- We also ensure the UNCRC Rights of the Child is evident in all practice within our nursery.

Please scan the QR codes below if you would like to find out more information.

Curriculum for Excellence



Realising the Ambition Being Me



UNCRC Rights of the Child



Getting it right for every child (GIRFEC)



Nursery Class Session Times 2024 – 2025

Specific sessions are allocated by Pupil Placement

Morning Session:

Monday – Thursday 7.47am - 12.30pm

Friday 8.00am - 11.54am

Afternoon Session:

Monday – Thursday 12.30pm - 6.14pm

Full Day Sessions:

Pupil Placement will allocate 2 full days and one half day session consisting of either an afternoon session or a Friday morning.

Full Day Session times are as follows:

Monday – Thursday 8.00am – 6.00pm

Friday morning session 8.00am - 11.20 am

OR

1 Afternoon session 12.45pm - 4.05pm

Early Learning and Childcare Terms and Holidays

Please scan the QR code below for 2024/2025 ELC holiday information.



Personal Plans & Support Plans

- During your child's induction visit you will receive an Induction pack that will contain your child's Personal Plan for you to complete and return to the nursery on your child's first settling day.
- This document allows us to gain a thorough understanding of your child and how best to support their needs while they are in our care. It will also provide us with key contact, family and medical information.

Settling in

- A bespoke settling plan will be created for your child when they first start Nursery. We are flexible and responsive to the individual needs of each child and therefore agree a settling in period to best support the needs of your child.

For example: Day 1 may be an hour and at pick up the length of time of the next visit can be agreed by yourself and the setting.

Please encourage your child to use the sign in sheets on arrival and select their lunch choice. If your child is a AM session and is going to be in later than 9.15, please can you phone with their lunch choice to ensure a lunch is ordered for them. If your child attends the PM session, please order their lunch for the following day at pick up time.

Pick up

- On your child's Personal Plan we will ask for the contact details of two main people who will collect your child.
- On occasion you may require someone who is not known to staff to collect your child, please advise staff in advance. A password may be required if we have not met the person collecting your child. This password will be on your child's Personal Plan and will be put in place at the point of enrolment before your child starts.
- **Every child must be collected from the nursery by a named adult who must be over 16 years of age.**

Confidentiality

- If you have anything to discuss of a confidential nature, please be assured that we will deal with information in a discrete manner and only share information which is necessary for the well-being of your child.

Absence/Illness

- We kindly ask, if your child has a sickness or infectious illness that you allow 48 hours after the symptoms disappear before returning to the nursery to stop the spread of infection. Please let us know if your child will not be attending nursery, for whatever reason.
- In line with West Lothian Council Policy we follow the Safe Arrivals Procedure - if your child is absent from nursery and you have not advised us in advance or contacted us before 9.30/1.30pm Parents/Carers will receive a Groupcall text asking them to contact us as soon as possible. If there is still no contact this will be followed up with a phone call from staff. If we are still unable to contact parents/carers we may liaise with our Health Visitor colleagues to visit the home to check all is well.
- If your child becomes unwell whilst at nursery staff will comfort your child and contact you to discuss next steps.
- Parents / Carers must provide the nursery with an emergency contact name and number and ensure this is kept up to date. In particular this applies to mobile phones.

Accidents

- Bumps and bruises are a common occurrence with young children. If your child has a bump or accident during their time in Nursery you will be given an accident slip which will give you details of what has happened and how the staff dealt with it. All staff will follow West Lothian Council First Aid procedures and may contact you if they feel the injury is more serious and medical help should be sought from your GP surgery.

Infection Control

- Help and support is offered to children to promote independence in good hand hygiene practices. We actively promote good hand hygiene through frequent handwashing on arrival at nursery, before and after mealtimes and on using the toilet. We encourage children to avoid touching their faces including mouth, eyes and nose, using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste. To minimise the spread of infection we follow Public Health Scotland Infection Prevention and Control guidelines. Please click on the QR code below for further information



Medication

- The "Procedures for the Management of Pupils with Healthcare Needs" is a West Lothian Council guide that provides a structure to assist all learning establishments in meeting the healthcare needs of children the measures detailed in the procedures enable practitioners to efficiently support children with healthcare requirements.
- Practitioners will work continually with families to ensure that children's health conditions and care requirements are clearly and accurately recorded and that there is full knowledge and understanding of the medication and care interventions required whilst your child is in nursery. Please click on the QR code below for Procedures for the Management of Pupils with Healthcare Needs.



Sleep and Rest Time

- In addition to active play and learning experiences our playroom offers your child warm and cosy spaces for quiet times, rest or sleep. Your child can choose when to access these areas. If you feel your child will need a period of rest during the nursery day please discuss with your child's keyworker. This will be reflected in your child's personal plan.

Clothing

- Children should wear suitable clothes for play in all weathers. We promote independence therefore clothes should be easy for children to fasten/unfasten as we encourage children to dress/undress themselves when going to the toilet or outdoor play. Please avoid belts, buckles or difficult fastenings. Football colours are not encouraged in Nursery.
- Please provide your child with a pair of soft shoes for indoor use. Gym shoes with Velcro fastenings are ideal.
- Please label all clothing and footwear with your child's name for ease of identification.
- Your child will be provided with a named coat peg in the cloakroom where they can leave their belongings whilst in the Nursery. We would be grateful if you could provide an extra set of labelled clothing which can be stored in the Nursery cloakroom.
- Nursery sweatshirts and T-shirts are not essential but can be ordered from Border Embroideries if you wish. Please scan QR code below for ordering information.



Personal Care

- We support children to be as independent as possible at their own pace.
- Toilet Accidents do happen and your child may need to change wet or soiled clothes in Nursery.
- All changes are logged explaining why and when your child was changed and you will be asked to sign this on collection.

Mealtimes

- Armadale PS Nursery Class is 'Health Promoting'. In line with local and national guidance, we provide a breakfast, morning snack, lunch, afternoon snack, late snack. Children will also have access to a drinking station at all times to keep them hydrated.
- There are various healthy snacks on offer throughout the day at nursery which follow the NHS Setting the Table Guidance and Food Matters Nurturing happy, healthy children. Please scan the QR code below for further information:



Setting the table



Food Matters

**If your child has specific dietary requirements and/or allergies identified by his/her GP/Consultant please let us know and we will ensure these are catered for,
Due to allergies within the nursery/school please note no nut products are allowed.**

- You may wish to provide your child with a packed lunch instead of the Nursery Lunch. If this is the case, please let us know. You can find information on healthy choices for packed lunch on the Parentclub link below:



Communication

There are lots of ways we keep parents and carers up to date with events in our nursery. As well as talking to staff at drop off/pick up you can also find further information:

- Seesaw
- Newsletters/Sway
- Notice Board
- Parental Consultations
- Nursery Natters
- Stay and Plays
- Nursery Handbook
- Review of child's Personal Plan (minimum 6 month)
- Website: <https://armadaleprimary.westlothian.org.uk/>
- Twitter: ArmadalePrimaryELC @ElcPrimary



Please scan the QR code for the School App

Seesaw

- Whilst your child is in nursery, through observation and engagement, the ELC staff build up a profile of your child's continuing development and progress.
- This is recorded on Seesaw which is held on a secure server. Your child's Seesaw account will contain staff observations of your child, your child's quotes, photographs and examples of your child's art work.
- You will be allocated access to your child's Online Seesaw through email and personalised password.



Stay and Play

Stay and Play sessions allow the children to share and celebrate their learning experiences with their parent and carers. Parents, carers and children engage in a variety of activities and learning experiences which provide parents/carers with a wonderful opportunity to support their child's learning in the Nursery environment. Stay and Play sessions are held on a monthly basis throughout the year.

Big Bedtime Read

Sharing books and listening to stories is an activity that can support your child's language and literacy development. In the cloakroom you will be able to find our Big Bedtime read basket with a variety of book. Your child will be encouraged to choose a book with you at drop off/ pick up time to take home to read together. Please return the book once you have finished reading it, place it back in the basket and select another book with your child. They will be encouraged to share details of the books they have read each week with their key worker and friends during their Skills Session times.



Community Partnership

Our Early Learning and Childcare setting prides itself in working in partnership with local community services.

We work together with local Health and Social Work services to support our children and families. Our Nursery benefits from the services of a Speech and Language Therapist. The Nursery participates in the National Childsmile Toothbrushing scheme which means our children brush their teeth each day at Nursery.

We work closely with the local Primary Schools. Primary 1 staff and Nursery staff meet regularly to implement smooth transition experiences for children starting Primary School.

We provide a variety of study placements for students. We welcome student Teachers from various Universities and Childcare Students from Further Education colleges as part of their training. We provide placements for Work Experience Students from local Secondary Schools, particularly for those exploring a possible career in childcare and education.

Positive Behaviour

Part of a child's development is learning to live, learn and play alongside and with others. Staff encourage children to share and express their needs and feelings in a positive way by

- Having a calm and consistent approach
- Supporting children to resolve conflict
- Helping children find positive ways to deal with their feelings
- Recognising positive behaviours and adopting restorative practice strategies
- Referring to the GIRFEC well-being indicators

Child Protection

- "It's Everyone's Job to Make Sure I'm Alright" – This document produced by the Scottish Government in 2002 reinforces that all children and young people in Scotland have the right to be cared for and protected from harm and we (staff, parents, carers, community) have an important role in preventing the abuse and neglect of children.

- All members of staff in the Early Years Centre have been trained in West Lothian Council's Child Protection procedures. It is our job to follow them when there is concern, ensuring that the protection and the wellbeing of our children is at the heart of all considerations and decisions taken. Posters outlining Child Protection procedures for staff are displayed in prominent places within the Centre. The Designated Member of Staff for Child Protection in our Centre are:
 1. Julie Ross (Head Teacher)
 2. Karen Drummond (Deputy Head Teacher)
 3. Vic Philip (Principal Teacher)
 4. Lesley Ann Lindsay (Acting PT)
 5. Liz Notman (ELCASM)
 6. Heather Scully (EYO)

- Our children have regular opportunities to discuss personal safety issues as part of their curricular experiences and are encouraged to speak to the Nursery staff if they have any worries or concerns.

Remember "It's Everyone's Job to Make Sure I'm Alright" and if you have concerns about any child please contact:

Social Work Livingston 01506 282252

Police Public Protection Unit Livingston 01506 282255

Policies and Procedures

Please scan the QR code below for information on education related policies and procedures in West Lothian, also including general service information, consultations and service standards.



Complaints Procedure

All staff at the Early Years Centre are committed to providing high quality experiences for all our children and their families and want the very best for all users of the Nursery.

If you have any concerns or complaints regarding the service you are receiving, these can be addressed by contacting Heather Scully (EYO), in the first instance. If you are dissatisfied with that response please contact Vic Philip, Principal Teacher or Elizabeth Notman (ELCASM) if out with school hours. If you require to take your concerns further please contact Julie Ross (Head Teacher).

In the unlikely event that the concern/complaint has not been resolved please contact:

Support Services Manager
Education & Cultural Services
Customer Care
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF
Tel: 01506 281254

Or

Care Inspectorate
Compass House,
11 Riverside Drive
Dundee
DD1 4NY
Tel: 0345 600 9527
Email: enquiries@careinspectorate.com