

*Our Motto*

*Good, better, best, we will never rest  
until our good is better and our better is best.*



# **Longstone Nursery Class**

## **2021**



*Our Vision*

*For every child to reach their full potential,  
enabling them to have the skills and  
confidence to embrace the world we live in.*

## **Longstone Nursery Class**

Welcome to **Longstone Primary School Nursery Class**.

This booklet contains a range of information about our nursery which we hope will be of interest to you and your child. We are committed to working closely with our families as equal partners in your child's learning and development. Family involvement in the support of this is an integral part of nursery life.

We hope that both you and your child will enjoy your time with us and we look forward to working together to expand your child's learning experiences.

Currently, Longstone Nursery operates during term time only and has 55 places for children aged between 2 and 5 years old. Children are currently offered 1140 hours full-time places as outlined below.

### **Nursery Hours**

<b>Monday-Thursday</b>	<b>Friday</b>
<b>0815-1445</b>	<b>0815-1215</b>

### **Nursery Staff**

Head of Centre – Sonia Masson

Early Years Officer- Mrs Carol Griffin

Early years Officer - Mrs Kirsty Simpson

Early Years Practitioner - Mrs Nicola Reilly

Early Years Practitioner - Mrs Fiona Smith

Early Years Practitioner - Mrs Gill MacKenzie

Early Years Practitioner - Miss Hazel Muir

Early Years Practitioner - Miss Katie Gilmour

Early Years Assistant – Mrs Kiran Waheed

Early Year Assistant- Mrs Irene Paul

Domestic Assistant – Miss Leslie Murdie

### **Senior Leadership Team (SLT)**

Head Teacher - Mrs Angela Pearston

Deputy Head - Mrs Sonia Masson

## **Term Dates 2021/2022**

Term dates for the coming years can be found at

<https://www.edinburgh.gov.uk/schools/term-dates>



### **School Session Dates 2021/22**

Staff resume		Monday	16 August *	2021
Staff only		Tuesday	17 August *	2021
Pupils resume		Wednesday	18 August	2021
Autumn Holiday	Schools closed	Monday	20 September	2021
All resume		Tuesday	21 September	2021
Mid-term	All break	Friday	15 October	2021
Staff resume		Monday	25 October *	2021
Pupils resume		Tuesday	26 October	2021
Term ends		Friday	17 December	2021

Staff resume		Wednesday	5 January *	2022
Pupils resume		Thursday	6 January	2022
Mid-term	All break	Friday	11 February	2022
All resume		Monday	21 February	2022
Term ends		Friday	8 April	2022

*The Easter break incorporates the following two holidays*

Good Friday	Schools closed	Friday	15 April	2022
Easter Monday	Schools closed	Monday	18 April	2022

All Resume		Monday	25 April	2022
May Day	Schools closed	Monday	2 May	2022
Staff only		Tuesday	3 May *	2022
Pupils resume		Wednesday	4 May	2022
Victoria Day	Schools closed	Monday	23 May	2022
All resume		Tuesday	24 May	2022
Term ends		Friday	1 July	2022

\* Five In-Service days for all schools.

## **Nursery Curriculum**

In order to offer and plan for rich learning experiences and a high standard of provision and care, we use the Framework, Realising the Ambition and Building the Ambition for all children, as well as the National Curriculum for Excellence (CfE) at Early Level for our older children (4-5 year olds) and Birth to Three curriculum for our 2-3 year olds.

All practice is underpinned by Scotland's Health and Social Care Standards, 2017.

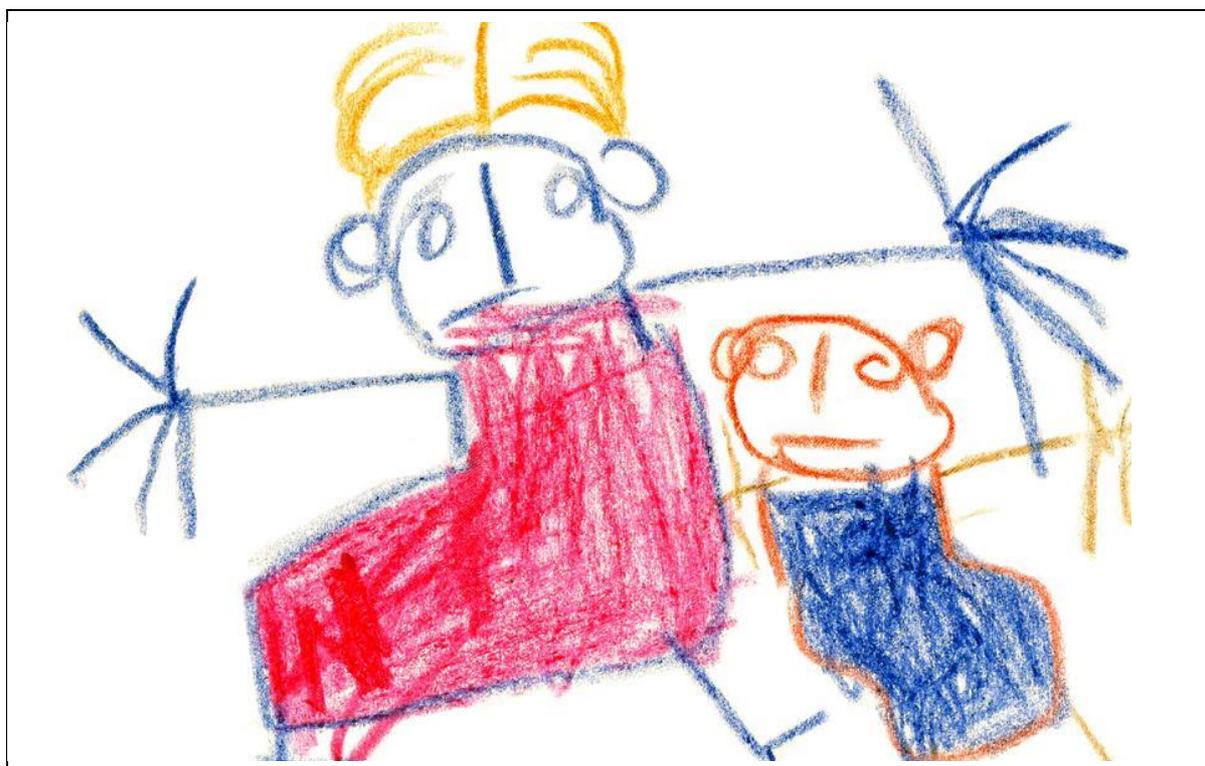
## **Care Inspectorate**

As with all establishments caring for children up to the age of 16, Longstone Nursery Class is monitored by the Care Inspectorate. Our most recent inspection report (February 2019) is available on the Care Inspectorate website.

<https://www.careinspectorate.com/>

The nursery had a joint School and Nursery HMIe Inspection in March 2021. You can download the inspection report here;

<https://education.gov.scot/education-scotland/inspection-reports/reports-page/?id=3542>



## **Starting Nursery**

Starting at nursery is a major stepping stone and very exciting time for you and your child and the staff at Longstone Nursery aim to make the settling in process as positive and smooth a transition as possible. Occasionally, a child may feel shy or uneasy in a new environment and for the first few days we recommend shorter stays with a familiar adult until your child is settled.

On arrival you will be welcomed by a member of staff and meet your child's key worker who will support you through the settling in period. Each child responds differently to starting at nursery and so the process will be tailored to their needs.

Due to the pandemic, we are unable to allow adults, other than staff, access to the nursery building. Our aim is to do most of the settling in the outdoors, so please remember to come prepared for that. In addition, all adults must wear a face-covering when on school grounds and adhere to the current 2m social distancing measures.

Your child's safety is paramount while in our care. You will have had to provide emergency contact details when you applied for your nursery place and when you complete your Child's Plan during the settling process. It is extremely important that you make staff aware of changes to your Emergency Contact Information.

## **The Nursery Building**

In the nursery itself we have two playrooms, The Butterfly Room and The Ladybird Room. These are at either end of the building with a cloakroom and reception foyer between them. The rooms and cloakroom have access to our lovely garden. Children in both rooms have opportunities to move freely between playrooms and the garden area, currently temporarily divided to enable us to operate two bubbles in accordance with City of Edinburgh Council (CEC) Covid-19 Policies and Guidance. The Children are encouraged to explore both the playroom and garden area and to develop their independence and decision making from early on.

## **What to provide for your child at nursery**

Please ensure your child comes to nursery wearing clothes that are comfortable and suitable for messy play. We aim to encourage independence and ask you to consider shoes that are easy to slip on and off. As we are in Scotland, there are very few days where it is not

necessary to have a warm jacket and suitable footwear for the outdoors. Wellies are advisable, and can be stored in the nursery if necessary.

On sunny days, a sun hat should be supplied, and sun cream applied at home. We would advise that you purchase long lasting, single application sun cream, however, if you provide the nursery with sun-cream for your child on sunny days, we can ensure that this is re-applied.

Please ensure that all clothing and shoes are labelled clearly with your child's name.

Please provide a spare set of clothes for changing if necessary. We do not insist on indoor shoes as the children move between indoors and outdoors, but you can provide these if you wish.

A school nursery polo shirt and sweatshirt are available to order if you wish. Please contact the office for details.

## **Snacks and Lunches**

Snack is provided daily in the nursery and children receive milk or water to drink. Following Early Years National Guidance, we provide healthy and tasty snack options such as fruit/vegetables, breadsticks, wraps and oatcakes.

Children in Nursery – P3 get the universal Free School Meal. This comprises of a hot school meal Monday-Thursday and includes a vegetarian option daily. On Friday the children are provided with a sandwich/roll fruit/yogurt and water to take home.

A copy of the school menu is available on request

During settling in you will have opportunity, when completing your Child's Plan with a member of staff, to inform us of any special dietary requirements or allergies.

## **Attendance and Absence**

If your child is unwell, please keep them at home and call the school office to make us aware of the reason for your child's absence. If your child has vomited or had Diarrhoea since being in nursery, please keep them at home until they have been free of symptoms for a period of 48 hours.

Following CEC Covid 19 Policy, if your child shows symptoms of Covid-19 while at nursery we will follow our infection control procedures as well as contact you immediately, to take your child and any siblings they may have at school, home until your child can be tested.

To prevent the spread of infectious disease, please advise staff if your child has an infectious condition. We can then make our families aware of this in order to protect the wider community.

## **Medication**

If your child requires medication to be administered whilst in nursery, please speak to a member of staff who will give you the appropriate forms to complete. A record is maintained of medication administered.

## **Bumps and Bruises**

Staff will inform you at the end of the day of any minor bumps and bruises and maintain a record of minor injuries. Should we have any concerns at all about your child's wellbeing or need for medical attention, we will not hesitate to contact you. All incidents requiring medical attention are recorded on the Care Inspectorate system and monitored.

## **Child Protection**

The nursery follows City of Edinburgh Guidelines on Child Protection and all staff have undertaken appropriate training. Further information on this is available on request.



## **Positive Relationships**

At Longstone Nursery, we take the approach that strong positive relationships between staff and our families will support and build on strong positive interactions to promote healthy child development.

We encourage children to develop positive relationships by modelling positive interactions, praising their positive interactions and at times, when children need support, maintaining a consistent, calm approach, allowing a child space and time and talking things over.

We are encouraging throughout their time in nursery the following aspects

- Forming positive relationships with adults and peers
- Expressing their feelings and needs appropriately
- Becoming aware of and respecting the needs of others
- Learning to follow agreed codes
- Playing co-operatively, taking turns, and sharing resources
- Developing positive attitudes towards other irrespective of gender, language, religion and or culture.

It is our aim to promote equality and to foster positive attitudes and commitment to an education for equality. Children in nursery will be prepared for a life in a multicultural society and will be encouraged to appreciate the benefits of diversity.

Staff will strive to build an inclusive environment, where every child can fulfil their potential.

## **Family Involvement**

Families are always very welcome at Longstone Nursery. Currently however, we are somewhat curtailed. However, we encourage families to stay connected with nursery life through our children's journals and catch up conversations daily. We would encourage you to contribute your child's interests and wider achievements from home so that we can share these at nursery. We look forward to increased family involvement and enhance partnership working in the future.

The Parents' Council, PALS (Parents at Longstone School.) are a very active and supportive group at Longstone. New members from our nursery families are always very welcome. If you are interested in getting involved with our school council, please, speak to nursery staff or contact the school office for information.

## **Reporting to Parents**

Throughout the year we track children's progress across the curriculum building up individual learning stories for each child in the nursery over time.

Regular observations and photos of your child's learning experiences are shared with you via our learning journals and we encourage our families to contribute to their own child's learning stories as much as possible.

In addition, there are opportunities across the year for families to receive progress information in the form of parent consultations and formal written reports.

<b>Age</b>	<b>Reporting Format</b>	<b>Date</b>
2-3 year olds	Parent Consultation	October / November or May/June (depending on start date)
3-4 year olds	Parent Consultation	March /April
4-5 year olds	Parent Consultation  Transition Report	October / November  May / June

## **Complaints Procedure**

If you have any issues or a complaint, you may share that first with nursery staff (if appropriate), and if still unsatisfied, please contact the Deputy Head Teacher, Mrs Masson or the Head Teacher, Mrs Pearston.

If you remain dissatisfied, an approach can be made to Advice and Conciliation Service. This service provides a helpline during office hours and can advise you on how to take further action.

Alternatively, you can put your request in writing to Advice and Conciliation Service

Waverley Court

Level 1 / 2

4 Market Street

Edinburgh

EH 8 8BG

TEL-0131 469 3233

As is the case for all establishments caring for children up to the age of 16. Longstone Nursery Class is monitored by the Social Care and Social Work Improvement Scotland. You may also contact them at:

Social Care and Social Work Improvement Scotland

South East Region

Stuart House

Eskmills

Musselburgh

EH21 7PB

Tel-0131-653-4100

Fax-0131 653 4149

Web Site: [scswis .com](http://scswis.com)

### Parent Feedback

Please take a few minutes to fill in and return the questionnaire on this page. Your feedback will help us improve the hand book next year.

Tell us what you think

Your feedback will help us to improve our handbook.

Name of school: \_\_\_\_\_

Did you find	Please tick	
1. the handbook useful?	Yes	No
2. the information you expected?	Yes	No
3. the handbook easy to use?	Yes	No

Please tell us how we can improve the handbook next year.

Thank you for filling in the questionnaire. Your views are appreciated. Please return this questionnaire to the school office.

Throughout this handbook the term 'parent' has the meaning attributed in the Standards in Scotland's Schools Act 2000 and the Scottish Schools (Parental Involvement) Act 2006. This includes grandparents, carer or anyone else who has parental responsibility for the child.

I hope you find all of the above information helpful and self-explanatory. If you have any queries about any of the information contained in this handbook, or indeed about any aspect of our school, please do not hesitate to contact me.

  
Angela Pearston - Head Teacher

#### OUR VALUES

KINDNESS

RESPECT

RESILIENCE

PRIDE

CREATIVITY



A pink tree