

Mid Calder Primary School

Nursery Handbook



Mid Calder Nursery

2023-24

Welcome to Mid Calder Nursery and Primary School

On behalf of Mid Calder Nursery and Primary School, I am very pleased to welcome all our new pupils and their parents. I am delighted that you have chosen Mid Calder and look forward to working in partnership with you.

Our nursery vision is 'Together we Grow, Inspire and Play', enabling us to ensure we have an ethos and curriculum based on play which encourages children to explore, discover, be independent, develop their creativity and have fun!

We look forward to a happy and successful experience working with you and your child.

Miss Coatham, Early Years Officer

Our school badge with the Latin '*Spero Meliora*'... to hope for better things creates a very positive vision within our school; all members of our learning community support and lead each other and themselves to be successful, optimistic and adventurous with their learning while being respectful to themselves, their environment and their Community.

Mid Calder Primary School Mission Statement

The Latin '*Spero Meliora*'... to hope for better things creates a very positive vision within our school; all members of our learning community support and lead each other and themselves to be *Successful*, *Optimistic* and *Adventurous* with their learning while being *Respectful* to themselves, their environment and their Community.

'Together we SOAR'

We aim to prepare all our young people for their future. Our learning environment aims to stimulate, challenge, support and provide opportunities to develop life skills. We celebrate attainment and achievement gained not only in school but within the children's personal lives during a variety of school wide celebration events.

This handbook will only give you a 'snapshot' of life at Mid Calder and visiting the nursery will provide a fuller picture. You are very welcome to come and see us at work – just telephone to arrange a visit. Someone is always very willing to show you round and answer any questions.

You can find out more about our school by visiting our school website or Twitter page:

<https://midcalderprimary.westlothian.org.uk/>

https://twitter.com/MidCalder_PS

We look forward to a happy and successful experience working with you and your child.

Mr Taylor, Head Teacher (Acting)



Mid Calder Nursery

Nursery and School Information

Mid Calder Primary is a non-denominational primary school serving the village of Mid Calder and the surrounding community. At present the school roll is 177 pupils including a 66 place nursery provision which consists of full time and part time sessions. The staff consists of the Head Teacher, a Principal Teacher and 8 classes within the school.

School Address:

Mid Calder Primary School
MID CALDER
Livingston
West Lothian
EH53 ORR

Telephone: 01506 882092

Email: midcalder.ps@westlothian.org.uk

<https://midcalderprimary.westlothian.org.uk/>

All visitors must report to the school office on arrival and sign the Visitors' Book if visiting any of the class areas.

Our Catchment Area

The school's catchment area consists of the village of Mid Calder, both conservation village itself and the housing estates to the west of the village.

The Parents' Charter gives parents the right to request a place for their child at a school of their choice and, if places are available, children from outside the catchment may also be enrolled. A significant number of children enrolled at the school are from out with the school's catchment area, as a result of parental choice.

Accommodation and Facilities



The school is housed in a main building, built in 1977 and refurbished in June 2004. It comprises fourteen class bases, support for learning base, hall/dining area, drama area, general purpose rooms, changing rooms, toilets, kitchen serving area, staffroom, medical room and offices. The grounds consist of hard and grassed areas, a small landscaped garden and our 'Wild Connections' school woodland. Our Nursery is housed in a joined building within the school campus. The Nursery Class is staffed by an, Early Years Officer, 3 full time Early Years Practitioners, 2 part-time Early Years Practitioners and 3 Pupil Support Workers. It is built to accommodate 40 children in the morning and up to 40 children in the afternoon, this ratio includes 16 full day spaces. Children are allocated either a morning, an afternoon or 2 full day/one short session placements.



Our Staff







Staff Responsible for the Nursery



Head Teacher (acting)	Mr Taylor
Principal Teacher	Mrs Ross
Administrative Assistant	Mrs Bell
ELC Area Support Manager	Mrs Young
Early Years Officer	Miss Coatham
Early Years Practitioner	Mrs Aikman
Early Years Practitioner	Miss Robertson
Early Years Practitioner	Miss Loughran
Early Years Practitioner (part time)	Miss Millan
Early Years Practitioner (Part time)	Mrs Lane
Pupil Support Worker/Advanced Pupil Support Worker	Mrs Butler
Pupil Support Worker/Advanced Pupil Support Worker	Mrs Preston
Pupil Support Worker	Mrs Melrose



<p style="text-align: center;">Mr Taylor Head Teacher</p> 	<p style="text-align: center;">Mrs Young ELC Area Support Manager</p> 
<p>Likes DIY, cooking</p>	<p>Likes My dogs, my family, holidays and sunshine</p>
<p>Dislikes Weeds</p>	<p>Dislikes Clouds!</p>
<p>Favourite colour Navy Blue</p>	<p>Favourite colour Red</p>
<p>Favourite Children's book The Eejits</p>	<p>Favourite Children's book The Gruffalo</p>
<p>Favourite Nursery Rhyme Incy Wincy Spider -I like that this is about not giving up when something gets tough.</p>	<p>Favourite Nursery Rhyme Wind the bobbin up</p>

<p style="text-align: center;">Mrs Ross Principal Teacher</p> 	<p style="text-align: center;">Miss Millan Early Years Practitioner</p> 
<p>Likes Spending time with my family, walking my dog, reading and playing the piano</p>	<p>Likes The sunshine, swimming and music</p>
<p>Dislikes Brussel sprouts and laziness</p>	<p>Dislikes Spiders and tomatoes</p>
<p>Favourite colour Red</p>	<p>Favourite colour Green</p>
<p>Favourite Children's book All of the Harry Potters</p>	<p>Favourite Children's book The Gruffalo and the Worrysaurus</p>
<p>Favourite Nursery Rhyme Jack and Jill</p>	<p>Favourite Nursery Rhyme Turtle Tim</p>

<p style="text-align: center;">Miss Coatham Early Years Officer</p> 	<p style="text-align: center;">Mrs Melrose Pupil Support Worker</p> 
<p><u>Likes</u> Gardening, running and shopping</p>	<p><u>Likes</u> Shopping</p>
<p><u>Dislikes</u> Heights</p>	<p><u>Dislikes</u> Spiders</p>
<p><u>Favourite colour</u> Purple</p>	<p><u>Favourite colour</u> Pink</p>
<p><u>Favourite Children's book</u> The Gruffalo by Julia Donaldson</p>	<p><u>Favourite Children's book</u> The Gruffalo</p>
<p><u>Favourite Nursery Rhyme</u> Head, Shoulder, Knees and Toes</p>	<p><u>Favourite Nursery Rhyme</u> Twinkle Twinkle</p>

<p style="text-align: center;">Mrs Aikman Early Years Practitioner</p> 	<p style="text-align: center;">Miss Robertson Early Years Practitioner</p> 
<p><u>Likes</u> Art and craft activities, camping and reading.</p>	<p><u>Likes</u> Eating out</p>
<p><u>Dislikes</u> Heights</p>	<p><u>Dislikes</u> Seafood</p>
<p><u>Favourite colour</u> Yellow</p>	<p><u>Favourite colour</u> Pink and purple</p>
<p><u>Favourite Children's book</u> Stickman by Julia Donaldson</p>	<p><u>Favourite Children's book</u> The Hungry Caterpillar</p>
<p><u>Favourite Nursery Rhyme</u> Miss Polly had a Dolly</p>	<p><u>Favourite Nursery Rhyme</u> Twinkle, Twinkle</p>

<p style="text-align: center;">Mrs Lane Nursery Practitioner</p> 	<p style="text-align: center;">Miss Loughran Nursery Practitioner</p> 
<p><u>Likes</u> Spending time with family</p>	<p><u>Likes</u> spending time with family and friends</p>
<p><u>Dislikes</u> Damp weather makes my hair frizzy!</p>	<p><u>Dislikes</u> frogs and snakes</p>
<p><u>Favourite colour</u> Blue</p>	<p><u>Favourite colour</u> Purple</p>
<p><u>Favourite children's book</u> Monkey Puzzle</p>	<p><u>Favourite children's book</u> Room on the Broom by Julia Donaldson</p>
<p><u>Favourite nursery rhyme</u> Twinkle, Twinkle</p>	<p><u>Favourite Nursery Rhyme</u> Hickory Dickory Dock</p>

<p style="text-align: center;">Mrs Butler Advanced Pupil Support Worker</p> 	<p style="text-align: center;">Miss Bentham Advanced Pupil Support Worker</p> 
<p><u>Likes</u> Spending time with family and friends</p>	<p><u>Likes</u> Gardening and walking</p>
<p><u>Dislikes</u> Mushrooms</p>	<p><u>Dislikes</u> Liars</p>
<p><u>Favourite colour</u> Yellow</p>	<p><u>Favourite Colour</u> Yellow</p>
<p><u>Favourite children's book</u> The Monkey Puzzle</p>	<p><u>Favourite Children's book</u> The Wonky Donkey</p>
<p><u>Favourite nursery rhyme</u> Incy Wincy Spider</p>	<p><u>Favourite nursery rhyme</u> Wind the Bobbin Up</p>

Nursery Vision, Values and Aims



Vision

Together we Grow, Inspire and Play.

Values

- Creativity and Curiosity
- Respect
- Responsible
- Inclusion

Aims

Creativity and curiosity – We aim to evolve and educate ourselves and parents, along with our children and environment, aspiring to show our creative and curious selves along the way.

Respect – We aim to treat others as you would like to be treated.

Responsible – Through providing rich, child led learning opportunities we aim to provide self-motivated challenges which encourage responsibility in our learning environment, towards each other and within ourselves.

Inclusion – Our aim is to see each child as a unique individual in a holistic way. We aim to do this by providing a warm and safe indoor learning environment, rich outdoor learning opportunities and by embracing our community. Being inclusive in not just one space but many!



Nursery Curriculum

Children will be offered a range of experiences in the Early Level curriculum. Learning in the nursery comes through play and interaction with other children and adults. Literacy and numeracy are embedded in to these play activities.

Our planning comes directly from the children and the things they show an interest in. They are fully involved in the planning process.

We provide areas in the nursery where the children play and explore and we aim to provide a balance between free play and structured activities.

Our Nursery Day

Allocated Morning session times:

Monday-Thursday: Drop off from 07:47am

Pick up between 12:15-12:30pm

Friday: Drop off from 08.00 am

Latest pick up 11:54am



Allocated Afternoon session times:

Monday-Thursday: Drop off from 12:30pm

Latest Pick up 18:14pm

Allocated Full Day Sessions:

Monday-Thursday (long session): 08:00am-18:00pm

Monday – Thursday (short session): 12:45pm – 16:05pm

Friday (short session): 08:00am-11:20am

• Nursery Starting Arrangements:

At the beginning of the session we welcome many new children. The following information and practical advice will help your child to settle and enjoy their nursery experience.

All children respond differently to the new experience of attending nursery. Some are confident and excited and settle quickly, others are more apprehensive and require more support.

At Mid Calder our settling in procedures are very personal to each individual child. Our staff will work with you to decide what is best for your own child. Some may be ready to stay for a full session on their first day; others might need to take the process at a slower pace. The nursery staff are experienced in supporting children and parents during the settling time.

Your child will be assigned to a member of staff who will be their key worker and be responsible for settling your child and supporting you. They will also be responsible for assessing your child and helping your child identify the next steps in their learning.

Each group of children is identified by a colour and these groups are used for group learning times and story times.

General Advice on Leaving Your Child after the Settling Process

After you have handed your child over to a member of the nursery team, leave promptly after saying goodbye, even if your child seems upset. Children usually recover quickly once a parent has left. We will telephone you if there is a problem. If you are anxious, do your best to hide this from your child and talk positively and reassuringly about the nursery.

Structure of the Day

A member of the nursery team welcomes children and parents or carers. They will then tick the register and note if there will be a change in pick up arrangements. Parents/carers can assist their child in the cloakroom, promoting as much independence as possible. There are individual pegs for coats and they are labelled with your child's name and group colour. The children are encouraged to sign in when they enter the nursery. The garden area opens and children can play freely outdoors and indoors.

Arrival and Collection of Children

It is very important staff are notified of any changes in pick up arrangements. If there is a change in your child's collection arrangements, please inform a member of staff. In the event of an emergency please phone the school office who will communicate this with us and we will be able to tell your child.

- **Confidentiality:**

Photography

West Lothian schools have a photography policy which is in accordance with data protection and human rights legislation. Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose. All parents are asked to sign a consent form before any photographs are taken.

- **Unexplained absence:**

Regular attendance at nursery is encouraged. Please inform us if your child is going to be absent from nursery for any reason. You should contact the school office before 9am if your child is going to be absent that day.



Common Illnesses

In the event your child is ill from a common illness such as chicken pox or sickness and diarrhoea, please inform the staff so we can work together to alert other parents to look for signs and symptoms and prevent further infection.

Please note: If your child has suffered from vomiting or diarrhoea he/she must not return to nursery until **48 hours** after the last episode.

- **Clothing and Footwear:**



The nursery uniform is a red jumper and grey polo shirt, both of which have the nursery logo embroidered on them. Items of uniform are available to order online.

We provide aprons to protect your child's clothing but children can get dirty while playing. It is best to dress your child in clothes that your child can manage independently when going to the toilet unaided.

Outdoor play is an essential part of the nursery curriculum and children are outside every day. The nursery provide waterproof jackets and trousers, but please ensure your child wears suitable clothing and footwear and remember to apply sunblock and a hat during the summer.

Please label all clothes that are likely to be removed as this helps us reunite misplaced garments with their owners.

In the event your child has an accident and a change of clothes is provided by the nursery, please return these garments as soon as possible.

- **Snack and Healthy eating:**

Snack time is an important aspect of the nursery session. Children have the opportunity to be involved in the selection and preparation of a healthy snack and take part in social interactions at the snack table. We provide all snacks for the children.

Please alert a member of staff if your child has any allergies or dietary requirements.

Lunches

From August 2021, all children are entitled to a free meal as part of the expansion of early learning and childcare.

All children will receive a hot meal option or sandwich option, provided in the nursery. The AM and Day children will have lunch between 11:30-12am, and the PM/short session Day children will have lunch between 12:30-1pm (this means the PM/short session Day children will have lunch as soon as they arrive at nursery)

On arrival to nursery we will have a table set up where you can choose if your child has the hot meal option or a sandwich that day. You can decide this with your child each day.

Please ensure you let us know of any dietary requirements your child may have.

You may wish to provide your child with a packed lunch. If this is the case, please discuss it with us. You can find more information on healthy choices for packed lunch on the parentclub website.

Toys from Home

Please do not bring any toys and games from home in to the nursery. We cannot guarantee the safe keeping of personal items. In the event that a child would like to share something

special with their friends at nursery, please talk to a member of staff who can keep the item safe until a suitable time to show others.

Accidents/Incidents/Becoming unwell in the Nursery

We will always inform you about any minor accidents when you collect your child. If your child is seriously injured we will make every effort to contact you immediately. Hence it is very important to inform us of any changes in your contact details. All accidents and incidents are recorded in our Medical/Health and Safety Folder and you will be asked to sign this to confirm the incident was communicated to you.

Medical Information

If your child has any medical conditions, including allergies, or requires medication for a short term illness please inform your child's key worker. Forms for any child requiring medication to be taken during school hours are available from the nursery staff, school office or can be downloaded from www.westlothian.gov.uk. For children with significant medical needs, parents will be asked to complete a personal health care plan for their child.

Tooth Brushing

The children will be encouraged to brush their teeth during their session. We follow ChildSmile guidelines which are operated on an opt-out service so if you do not wish your child to brush their teeth in nursery then let a member of staff know. This is not a replacement to your child's usual regime and should be seen as an extra opportunity for your child to practice oral hygiene.

Learning in Partnership & Community Partnership

Learner's Journey:

Mid Calder Nursery prides itself on open and responsive relationship with parents and carers. We regularly communicate events in the nursery through regular emails, newsletters, SWAY updates or informal conversations.

Your child's learning is recorded using online Seesaw. The nursery staff will upload significant observations of your child as they develop in the nursery setting. The personal online Seesaw posts allow you to comment on the learning, and you will also be given the opportunity to add your child's achievements out with the nursery.



Parents will receive an email inviting them to log on to their child's profile. Please follow the instructions provided in the notification. If you have problems accessing the account, please inform a member of the team.

Stay Play and Learn:

We also hold 'Pop in and Play' sessions throughout the year, which offer you the opportunity to share the nursery experience with your child.

Lending Library/Home Learning Packs

We run a lending Library located in the entrance of the nursery. You are welcome to use the library as often as you need, using the sign out folder provided. In addition to this we have home learning bags which you can also sign out as needed. The bags have stories and activity cards which are focused on the curriculum to support you when learning at home with your child.

Big Bedtime Read:

We have also launched The Big Bedtime Read. Packs of books will be available in our entrance, you can take a new pack whenever you are ready for a new one. The Big Bedtime Read focusses on raising parents' awareness of the importance of reading to children and on encouraging them to read regularly to their children each night. It includes an emphasis on establishing good bedtime routines and on maximizing opportunities throughout the day to engage children in early reading experiences.

Family Learning Groups:

We welcome parents in to the nursery to share any skills they have or help with daily planned activities. If you would like to be a parent helper, please ask the school office for a disclosure form.

Transition to School

Application for admission of pupils to P1 for the August intake normally takes place in November and December of the preceding year. Details appear in local papers, Council Information Centres, in nursery schools and playgroups. Children will be invited to spend some time in school, usually in June, to meet their teachers and see their classroom, attend assemblies and meet their buddies.

Nursery staff and Primary 1 teachers work closely throughout the year to ensure a smooth transition from nursery to Primary. Transition activities include sessions that will support children with their emotional and curriculum transitions.

Policy for Positive Behaviour:

In our Mid Calder learning community including Nursery and moving into school, we promote positive relationships underpinned by our school values; Successful, Optimistic, Adventurous and Respectful – we also have three overarching school rules; READY, RESPECT AND SAFE. We have a shared understanding and consistency of using these three rules with all of our young people, which continue on from nursery experiences into transition to P1 activities and beyond.

Our positive relationships make the links between our health and wellbeing curriculum and Rights of the Child.



Child Protection

Getting It Right for Every Child ('GIRFEC') means that all those people who have a responsibility to help children and young people will make sure that they do their best to keep them safe and healthy and help them to achieve their potential. They will assist children and young people to get the support and advice that they may need and will involve them in decisions which affect them.

Customer Care

Feedback, Comments or Complaints

We like to get feedback from our parents about things we are doing well and areas we could improve. If you have any suggestions or comments, either talk to a member of staff or place them on the thoughts tree situated in the entrance. We also have a 'you said, we did' book which is updated regularly with responses to your questions and thoughts.

If you have any concerns about any aspect of the nursery, please do not hesitate to speak to either your child's key worker or any member of the nursery team. The Head Teacher can also be contacted through the school office.

If you are dissatisfied with that response you should contact:



Education Services West Lothian Council

West Lothian Civic Centre

Howden South Road

Livingston

EH54 6FF

Tel: 01506 281254

The Complaints Policy and Procedures for Education & Cultural Services is available in booklet form on request or can be downloaded from the web at www.westlothian.gov.uk

Or please contact the Care Inspectorate:

- Telephone: 0345 600 9527
- Email: enquiries@careinspectorate.com