

Welcome to Broughton Nursery Class

We hope you will find the following information useful:-

Head Teacher	Mrs Gillian O'Rourke
Depute Head Teacher	Mrs Samantha Rushforth

There are two classes in the Nursery

- 1) **Morning Class comprising of a maximum of 50 children**
The times of this class are: **Monday to Friday 8.30am-11.40am**
- 2) **Afternoon Class comprising of a maximum of 50 children**
The times of this class are: **Monday-Friday 12.20pm-3.30pm**

N.B: Children must be collected promptly by the end of the session and should have left the nursery by 11:40 (morning) and 3:30 (afternoon).

Teacher	Ms Louise Wilson
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Early Years Officer	Ms Morag Milligan
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Early Years Practitioners	Mrs Sarah Brown (Mon, Tues, Wed) Mrs Gwen Howarth (Mornings) Ms Christine Williamson Mrs Margaret Ritchie (Tues, Wed, Thurs) Ms Rowan MacMillan (Thurs, Fri)
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Pupil Support Assistants	Mrs Saima Iqbal (Mon-Fri am)
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During the year both Teaching students and Early Years Practitioner students will spend time in the nursery classes.

Safety and Security

Children's safety is always a priority so it is important to ensure that both the main door and the gate to the garden are **ALWAYS PROPERLY CLOSED**. In the event of difficulty you must tell staff immediately. Please do not use the door at the other end of the building as this is the door used by the school.

THE CAR PARK MUST NOT BE USED TO PICK UP OR DROP OFF CHILDREN AT NURSERY NOR SHOULD IT BE USED AS A SHORTCUT. THE PATH BESIDE THE CAR PARK MUST BE USED.

Our School Motto:

Reach for the Stars!

Our School Aims:

High Expectations

A caring, happy and secure environment

An engaging and challenging curriculum

Everyone supported to achieve their potential

Respectful and inclusive community

Working together and valuing partnerships

Preparing our learners for an ever changing world

Promoting a healthy lifestyle

We deliver our curriculum through the 4 Contexts for Learning:

Life and Ethos of the School

Discrete Subjects

Interdisciplinary Learning

Planned Opportunities for Wider Development

Picking-up your child

If you wish for another adult to pick-up your child from nursery, please add their name to the file on the table in the hallway and inform a member of staff.

It is important that you bring and collect your child on time as access is restricted for security purposes. In the event of an unavoidable delay when collecting your child, please phone the nursery so the staff can reassure your child (0131 556 7028).

Please inform the school office if your child is absent. We recommend that you do not bring your child if he/she is unwell - illness spreads rapidly amongst small children. If your child has sickness and/or diarrhoea he/she should stay at home for 48 hours after the last bout to limit the spread of infection.

Settling in Period

It will be necessary for you to stay with your child initially. This varies from child to child and will be assessed by staff. This is a useful time for you to get to know the nursery, the staff and for you to share information about your child.

Personal Learning Plans

A personal learning plan including a profile of your child will be built up during his/her time in nursery and you will be invited to discuss this with the teacher. You will, of course, be informed if any aspect of development is causing concern and you should feel free to approach staff with your concerns. Successful nursery practice is based on staff and parents working together.

It is also important and, hopefully, helpful to discuss with staff anything different in your child's life (good or bad), which may affect his/her behaviour. The staff will then be able to help the child cope with the situation.

Please make sure the school office are informed of any changes of address, workplace and emergency contacts or any other relevant information.

We discourage children from bringing toys to the nursery - they get lost, broken or borrowed, causing distress.

Parental Participation

We welcome parents who wish to help out in the nursery on a regular basis as well as those who can offer assistance less frequently. All parents wishing to help will be asked to complete an application form and provide references after which a Disclosure Scotland PVG record needs to be applied for prior to beginning. If you prefer you can give support, for example, sewing, knitting at home or by doing refurbishment of equipment or gardening in the nursery - please let us know. Please tell us if you have any special talents which you would like to use to benefit the children in the nursery.

Parents are active and successful fund-raisers - please support all our efforts and offer ideas. The Nursery fund is built up from parent donations and fund raising. It buys extra incidentals and equipment.

Snack Money

We have snack every day in small groups. For this we try to provide tasty, healthy food including fruit and a drink of milk or water. The cost of snack is £2.00 per week. Snack is paid four times per year. Staff will inform you how much is due at the appropriate time. Any surplus snack money is used to subsidise outings, parties etc.

When it is a child's birthday he/she will bake cup cakes with a friend. This will happen on the Friday of the week following the birthday. These are shared with the other children, therefore, it is not necessary for children to bring in sweets or a birthday cake.

Tissues

It would be helpful if every child could bring a box of paper tissues at the beginning of the nursery year.

Clothing

Clothes should be casual as children spend time at messy activities, they shouldn't have to worry about what they are wearing. It is also helpful if children can adjust their own clothing when going to the toilet. Jewellery should not be worn; especially hooped earrings and rings which can catch on equipment.

Please ensure your child has adequate WARM clothing for outdoor play in all weathers. Please make sure your child always wears SENSIBLE footwear.

We keep a supply of 'spare clothes' for use in emergencies. If your child needs to borrow these, please sign the form in the bathroom and return them, washed, as soon as possible.

Outings

On enrolment, we ask you to sign a form giving us permission to take your child out for local visits. These outings are informal but are always well organised and staffed. Any large outings will be discussed with you in advance and your help may be needed.

Photographs and Videos

We regularly record children's work in nursery by taking photographs or occasionally a video. You will be asked to complete a permission slip to authorise us to do this. We will also ask for permission to use photographs or video clips on our school website.

Primary School

We liaise closely with the rest of the school; especially with the Primary 1 teachers and classes to ensure a smooth transition to school. A transition day for all pre-school children and their parents going to Broughton Primary School takes place in June but you will be told about this nearer the time.

Art and Craft

Your child's art and craft can be collected at the end of the nursery session for you to take home. Please value your child's efforts and discuss his/her work with them. We very much value the creative work produced by the children and like to use a variety for display purposes, if the child is willing.

If you have any small craft materials such as ribbons or buttons, we would appreciate them for craft activities. Just approach a member of staff to hand the materials over.

We hope your child will have a happy, productive experience at Broughton nursery. Please feel free to approach staff if you have any concerns.

Making a Complaint

If you have a complaint please speak to one of the nursery team. If you feel it is not being dealt with appropriately, please make an appointment to discuss the matter with the Depute Head Teacher.

If you remain dissatisfied, you can make a complaint to the Education Department's Advice and Conciliation Service. This service provides a helpline during office hours, and can advise you how to take further action.

Alternatively you can put your request in writing to The Principal Officer, Advice and Conciliation Service, at the Education Department address given below.

Contact addresses:

The Education Department for the City of Edinburgh Council is based at:

**Business Centre 1/9
4 East Market Street
Edinburgh
EH8 8BG
Tel: 0131 469 3000
Fax: 0131 469 3141**

You may also wish to contact the Care Inspectorate who regularly inspect all childcare facilities within Scotland:

**Care Inspectorate
South East Region
Stuart House
Eskmills
Musselburgh
EH21 7PB**