A decorative border of handprints in white, black, and grey surrounds the central text. The handprints are arranged in a rectangular frame, with some appearing as if stamped on a light grey background.

Melrose Primary School

Nursery Handbook
2015/16

Huntly Road
MELROSE
TD6 9SB

Headteacher Mrs G Innes

Telephone: School 01896 822103

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Email: gcinnes@scotborders.gov.uk

Staff

Headteacher
Depute Headteacher
Depute Headteacher

Mrs Gilly Innes
Mrs Dawn Fernie
Ms Emma Sowerby

Nursery Teacher
Nursery Nurses

Mrs Bree Lees
Mrs Carol Patterson
Mrs Rebekah Hall
Ms Kerry Scott
Mrs Caroline Noble

Nursery Times

Morning session	Starting time 8.40	Session ends 11.50 Doors open from 11.45
Afternoon session	Starting time 12.20	Session ends 3.30 Doors open from 3.25

Children must always be brought to, and collected from nursery by an adult (over 16). If a different adult is collecting your child please let us know in advance. It is most helpful if parents arrive on time at the beginning and end of sessions. If you do arrive at nursery after the door has been closed, either at the beginning or end of a session, please go to the main school entrance and the school office staff will show you through to nursery.

There is no parking area for the nursery. We suggest you park in the Health Centre car park and walk across the Gibson Park or park in St Mary's Road and cross with the crossing patrol officer. The staff car park should not be used.

Access to the nursery is by the path beside Gibson Park rather than through the school playground. Please do not bring your child through the staff car park.

Melrose Nursery and School

The nursery is a part of the school and we take opportunities to promote and develop links. Nursery children make use of school facilities such as the Hall and take part in some school events e.g. assemblies and pupils' concerts. School staff visit the nursery and may work with the children from time to time. Most nursery administration is carried out from the school office, such as collating information forms, banking money, distributing letters etc.

The nursery accommodation has its own entrance and security system. There is a small fenced-off play area outside. Nursery children make use of the school playground on a regular basis.

Nursery places

There are no catchment area restrictions for entry to nursery. However catchment area rules do apply for entry to Primary One and it should not be assumed that because a child living outwith the catchment area has had a nursery place that a school enrolment is guaranteed. Please ask at school for further information.

Free pre-school nursery education is available for all children in the Scottish Borders. All 3 and 4 year old children in Scotland are entitled, at present, to a maximum of 600 hours of Government-funded pre-school education. The entry date for 3 year old children is dependant on the date of their third birthday (see Scottish Borders Council website for further information). Families at Melrose Nursery are offered 5 sessions per week during term time, with each session lasting 3 hours and 10 minutes.

Arrangements at Melrose will be decided once enrolment has taken place in November and potential numbers of pre-school entrants are known. A small number of places are set aside for children with additional educational needs and in such cases Additional Needs Auxiliaries may be employed to work in the nursery.

All children have different personalities and different strengths. Some children settle into nursery very quickly and effortlessly, while others may take a little longer to adapt. Parents are welcome to stay for as long as it takes their child to feel happy, safe and secure.

Useful information

What do children need

- Clothing should be practical and comfortable. Children should not feel anxious about getting in a mess! Please make it easy for your child to go to the toilet e.g. elasticated waistbands are easier to cope with than buttons and zips.
- It is very helpful if 'easy' clothing can be worn for P.E. (Physical Education); you will be informed of the day/s that this will take place. Children are encouraged to change into shorts and t- shirts for some P.E sessions in the summer term.
- Soft indoor shoes, footwear suitable for outdoors (shoes and wellies) and a coat are needed. Children may use these every day at all times of the year.
- Each child has a drawstring bag at nursery in which to keep shorts and shoes. A spare set of clothes should also be kept in the bag in case of 'accidents'.
- **Please make sure all items are named.**
- We aim to develop children's independence in dressing and undressing. Children are encouraged to remove coats, hang items on their own pegs, put on soft shoes and pull up tights and trousers etc themselves, if they can.
- It is most helpful if children know the toilet routine and to wash their hands, as well as when and how to use tissues.

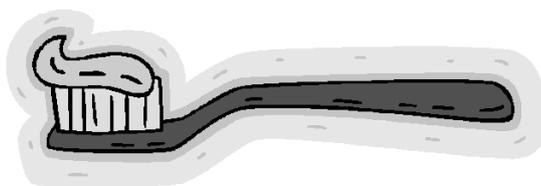
Please help us with your encouragement at the beginning and end of nursery sessions and at home.

Snack

Snack money will be charged at £2.00 per week for five sessions or 40p per session. This is to cover the cost of snacks, fruit, baking materials etc. The money will be collected weekly, usually on Mondays, or termly if you prefer. If paying for more than one week at a time it is our preference that cheques are written making it easier for us to record. If paying by cash please place the money in an envelope marked with your child's name. Please make sure a member of staff marks your payment in the book.

Different types of foods are available for snacks at different times to emphasise for example healthy eating, dental health, festivals, cultures and different skills such as cutting and spreading. A menu of each week's snacks is posted on the nursery noticeboard.

Tooth brushing will be introduced by the community dentist and this will continue as appropriate as part of Health and Wellbeing.



Absence and illness



A register of attendance is kept in nursery. If your child is absent please let us know why by phoning the school office and leaving a message; there is not usually any need to talk directly to nursery staff. It is especially important that we are made aware about infectious illnesses e.g. chickenpox. Please also inform us of cases of head lice.

We also keep a register of Accidents and Medication. If your child requires prescribed medication while in nursery a member of staff will administer it. In compliance with the Care Inspectorate advice you must fill in a medication form and sign the medication register when you collect your child. In the event of your child having an accident that requires attention (e.g. ice pack) you will be informed, shown the accident log and asked to sign.

Curriculum for Excellence

Curriculum for Excellence is the name for the education system in Scotland, covering nurseries, schools, colleges and community learning. It covers the whole 'learning journey' from 3 to 18, and in some cases, beyond. Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it. Learning and teaching will still focus on subjects and knowledge. Experiences and outcomes have been prepared in every subject area.

Subject areas

Language, Mathematics, Health and Wellbeing, Sciences, Social Studies, Technologies, Religious and Moral Education and Expressive Arts.

The pre-school years and Primary 1 work on experiences and outcomes within the 'early level' of Curriculum for Excellence. For further information please refer to the following website

www.ltscotland.org.uk/parentzone



ICT

We are experiencing rapid developments in information and communication technologies in our fast-evolving world. Your children are children of the information age, living in a world rich in media and resources. As early years educators we are building on individual experiences and interests to provide opportunities for children to explore the world of ICT and extend their learning. To that end, we include a range of technologies in our play; remote control toys, programmable toys, battery operated toys, digital cameras, our computers and audio equipment. Building skills and confidence today will prepare children for the (as yet unknown) technologies of the future.



Assessment and Transition to Primary One

Over the course of time that your child is at nursery, staff will observe him/her at play and during activities. These observations help staff to build up a picture of each child. Staff also involve the children in their own assessments and use a range and variety of approaches.

The assessments and observations inform the child's 'Personal Learning Plan' which will be sent home at regular intervals throughout the year and will go with the child from nursery into Primary One.



Promoting Positive Behaviour



In the School and Nursery we work at maintaining and developing a friendly, safe and secure environment that promotes good attitudes to learning and co-operation. We adopt a positive approach to behaviour and will always praise when we can.

Nursery and School rules

Treat others as you would like to be treated
Do as you are asked the first time
Be polite and be respectful
Take care of all people and property
Keep hands, feet and property to yourself



How you can help

We welcome parent helpers in and out of the nursery

Generally you can help us by:

- telling us about your child - likes and dislikes, significant developments, changes in home routines etc
- encouraging your child to talk about nursery
- encouraging your child to draw, paint, cut out etc
- encouraging your child's ability to change shoes and clothes etc
- reading books with your child and saying nursery rhymes etc together
- not arriving too early or too late at the beginning and end of sessions
- providing dressing up clothes and collecting junk materials (boxes, wood off-cuts, plastic bottles etc)
- making sure your child has the correct belongings and ensuring that these are named
- telephoning school if your child is ill and ensuring that he/she does not return until fully better
- returning promptly any requested forms etc

- paying snack money on time

Parental involvement

All parents at the school are members of the Parent Forum. A parent representative group called the Parent Council aims to have representatives from each stage of school, including nursery. If you would like more information on how to become involved please contact the Head teacher.

Community

Visits are organised within the community and links exist with the community police officer, health centre, dental services etc as well as with educational services such as Speech and Language specialists.

Good communication links are in place with other providers ensuring information is passed on to parents and carers.

Policies and procedures

Melrose Nursery is a Scottish Borders Council (SBC) nursery. This means that SBC and national policies regarding the curriculum, Equal Opportunities, Health and Safety and Complaints Procedures apply, as do some school policies and aspects of organisation where appropriate. The work of all SBC nurseries is based on 'A Curriculum for Excellence' and 'The Child at the Centre'

Melrose Nursery is registered with Care Inspectorate and will be inspected by it to make sure that the nursery is meeting the regulations under 'The Regulation of Care (Scotland) Act 2001' and in doing so will take account of the national care standards. Further information about the Care Inspectorate and what it does can be found on its website

www.careinspectorate.com

Child Protection Policy

We have a duty to report any concerns regarding the suspected abuse of a child immediately to the Headteacher, who is the Child Protection Coordinator.

Concerns shall be recorded clearly. The child will at no time be asked leading questions.

If appropriate the concerns will be passed on to the Child Protection Officer based in Galashiels. They have the statutory responsibility for protection of children from abuse, or suspected abuse and they will decide whether to proceed with a formal referral or not.

There are clearly defined guidelines which must be adhered to.

If you require any further information, or wish to speak in confidence, please contact Mrs Innes.

PHOTOGRAPHS AND VIDEOS

Under the 'Consent Under Data Protection Act 1998' parents are asked to give permission for their children to be photographed and video-taped whilst attending education facilities provided by Scottish Borders Council.

Complaints Policy

Our aim is to create a successful three-way partnership between the child, the parent and the Nursery.

It is our policy to encourage open communication between staff and parents at all times. Throughout the child's time in Nursery the needs of the children are our prime concern.

Should a parent wish to make a formal complaint however, it should be made in writing to the Headteacher, who will then consult staff and parents before deciding on an appropriate course of action.

All complaints will be recorded, dealt with promptly and all parties concerned shall be informed of the outcome. This too shall be recorded.

If you are totally dissatisfied with the response being given make it clear to the member of staff that this is the case.

Write to the Director of Education at Newtown St Boswells and ask for a meeting with an appropriate official.

If a complaint has not been dealt with in a suitable manner you may also write to the Care Inspectorate

Their address is:-

Care Inspectorate
Ettrick Riverside Business Centre
Dunsdale Road
Selkirk
TD7 5EB.

Telephone Number: - 01896 664 400

Website address - www.careinspectorate.com

Policy on Confidential Information.

Parents have the right to know what information is recorded about their child and to ensure that records are accurate

All children's records are confidential and will be kept in a secure filing cabinet

The consent of parents must be sought if their child's details are to be passed on to other people. However, in cases of Child Protection it may be necessary to pass on information to the main investigating agencies without the consent of parents

Equal Opportunities Policy

Each child in our care will be

- Encouraged to participate in a range of educational experiences appropriate to their ability
- Introduced to appropriate issues of gender through correct resources
- Valued as an individual. No discrimination will be made on the basis of gender, race or ability
- Introduced to other cultures and encouraged to value the attributes of their own culture as well as that of others
- Treated positively by staff who will ensure that each child in their care achieves success whenever possible