

# Information about Starting Blackwood Early Learning and Childcare



This booklet has been produced to give you information regarding your child starting our Early Learning and Childcare setting.

### Nursery Vision

Our vision was updated in 2019 in conjunction with parents/carers and staff:

'At Blackwood Primary School Early Learning and Childcare we strive to establish a caring, nurturing and stimulating environment which encourages creativity and curiosity and recognises each child as an individual, enabling them to attain and achieve.'

### Nursery Values

We have four values that we strive to support all children to develop during their time with us:

**F** - Friendship

**R** - Respect

**E** - Equality

**D** - Determination



## Staffing

There are many staff working both directly and indirectly with the children to support and develop them emotionally, socially and academically.

### Nursery Leadership Team

Ms. Christine McMillan	Head Teacher
Mrs. Jenny Bowman	Depute Head - responsible for overseeing nursery children who have an Additional Support Need (ASN) including liaisons with different agencies
Miss Vivienne Colquhoun	Principal Teacher - responsible for overseeing day to day running of the nursery
Mrs. Carol Strom	Teacher - responsible for leading learning
Miss Rebecca Morgan	Early Years Team Leader - Wed, Thurs, Fri
Ms. Freda Marshall	Early Years Team Leader - Mon and Tues (Early Years Team Leaders - responsible for day to day running of the nursery)



## Nursery Staff

As we are a large establishment all children are allocated at least one member of staff (key worker) who will be your initial point of contact should you wish to discuss any aspects of your child's development or any concerns that you may have. This session we have seven groups and your child will become part of one of them.

The Badgers -	Mrs. Jennifer Inglis
The Bears -	Mrs. Strom (Mon, Tues) Ms. Marshall (Wed, Thurs, Fri)
The Beavers -	Miss Lorna Forbes
The Hedgehogs -	Miss Kirsten Craig (Mon, Tues, Wed PM) Mrs. Heather Stewart (Wed AM, Thurs, Fri)
The Owls -	Miss Emily Biggart
The Rabbits -	Mrs. Curley
The Squirrels -	Ms. Kay Jones (Mon, Tues, alternate Wed); Ms. Arlene McCall (alternate Wed, Thurs, Fri)

## Nursery Hours

This session all pre-school children have been allocated 1140 hours (9am-3pm) and ante-pre-school children have been allocated 600 hours - 8.45am-3.10pm (Full Day Mon, Tues, and Wed morning 8.45-11.45am or Wed afternoon 1- 4pm, Full Day Thurs, Fri).

In order to alleviate congestion and support social distancing, we will have a flexible drop off between 8.45am and 9.15am and a flexible collection between 2.45pm and 3.15pm.

When attending for the half day session on a Wednesday the door will open from 11.35 am for collection and from 1pm for drop off and from 3.50pm for collection.



### **Drop Off and Collection**

Current guidelines mean that parents/carers are unable to enter the nursery to drop off and collect their child. We are asking that you drop off/collect your child from either the main nursery entrance if your child is in The Bears, Beavers or Squirrel Groups and the nursery garden gate if your child is in The Owls, Rabbits, Badgers or Hedgehog Group.

We ask that you adhere to the 2 metre distance from both members of staff and other adults/carers. When dropping you child off you will be asked by a member of staff at the entrance who is dropping them off and who is collecting them.



### **Start of Session**

All children are allocated a peg and shoe box and when they enter the cloakroom they will be supported to take off and hang up their outdoor jacket and change into their soft indoor shoes e.g. plimsolls.

They will then be supported to wash their hands before going into their learning pod to play.

### **End of Session**

Staff will help your child to get ready to go home and we please ask that you maintain a distance of 2 metres from the member of staff at the door/gate and other parents/carers. The children will wash their hands before getting changed to go home.

### **Toileting**

Children can access the toilets independently and staff will assist your child if necessary. Accidents do happen (so don't worry) - a member of staff will help change your child into dry clothes if permission has been given.

**Current guidelines require parents/carers to supply spare clothes (please keep in your child's bag).**

If your child is in nappies or pull ups, please hand in nappies/pull ups and wipes which will be placed in your child's individual changing box.



### **Online Learning Journals**

All children have their own personal Learning Journal that you will be able to access online. Separate information will be given about this. The journals have proven a popular way to share children's learning and achievements both at nursery and at home.

### **Keeping you Informed**

You will receive regular newsletters both from the school and the nursery. This session we planning to email parents/carers a weekly information sheet once we have updated everyone's details. In the meantime this will be posted on to your child's learning journal. We also regularly update the nursery section of the school website - [www.blackwood-pri.s-lanark.uk](http://www.blackwood-pri.s-lanark.uk).





## Lunch

All nursery children are entitled to a free nursery lunch when attending full day. Mrs. Park, from the school office will email parents/carers via their Parent Pay information about the lunch selection on a weekly basis for you and your child to discuss the preferred lunch option. It is completed weekly so that the catering team know the number of each menu choice required. We would appreciate that your child's selection is emailed back to the school no later than 8.30am on the Monday morning and if any changes need to be made, please inform the nursery as soon as possible.

Please do not worry if your child does not like the choice on offer as you can indicate that you will send your child to nursery with a packed lunch. If this is the preferable option, Care Inspectorate guidelines require that you include a cold ice pack in your child's lunch box. It would assist us further if you placed your child's name on the outside of the packed lunch box, as we are aware that some children may have the same lunch box. When selecting items for your child's lunch box we would like to remind you that the school is a nut free zone and appreciate your support with this requirement.



## Snack

Currently the children are being provided a daily snack that is paid for by South Lanarkshire Council. The children are also given the option of milk or water (this is available throughout the session).

### Parent Pay

Information regarding Parent Pay will be sent out separately. This account will allow you to pay for any events etc. during your child's time at nursery. It is also used as another form of communication.



### Allergies/Medication

If your child has any allergies or medication, please speak to team leader if there are any changes to be made and ensure that information about these are recorded on your child's care plan. Should your child require staff to administer medicine during their time at nursery, you will be required to complete a consent form prior to staff being able to administer it. We are required to contact you every 28 days to check that the medication and dosage doesn't require to be altered.

**It is important that no medication is left in your child's bag, it should be handed to a member of staff or the main school office.**

### Nursery Induction

To support children attending nursery we have a settling into nursery routine tailored to individual children's needs. Letters are sent out regarding times to visit and gradually adapt to the full nursery day routine. Please contact the nursery if you wish to discuss your child's induction.





## Outdoor Play

We are utilising the outdoor areas within the school grounds daily. In accordance with the Scottish Government's guidelines, children are unable to share clothing and footwear. We would therefore appreciate your support in sending your child each day with suitable outdoor clothing for the varying Scottish weather. This includes outdoor jacket, waterproofs and wellington boots. It would assist us further if your child's name were on these items so that they do not get mixed up. If you are unable to supply these items for your child, then please do not hesitate to contact us.

Where warm, sunny weather is forecast we would request that your child comes to nursery having had sun cream applied and brings a sun hat. Please place a bottle of sun cream in your child's bag with their name on it so that we can apply it again later in the day.



## Toys

We know that the children like to bring toys from home, however current guidance states that this should be discouraged. If this is a concern, please contact us.

## Partnership Working

During your child's time at nursery we may ask if other agencies can become involved to support your child during their time at nursery. This may include:

Margaret Imray - Early Years Specialist Support Teacher

Kristen Allan - Educational Psychologist

TBA - Community Paediatrician

TBA - Speech and Language Therapist



## Information Sharing Protocol

In order to best support your child and involve other agencies we will ask you to sign an Information Sharing Protocol form indicating who we are going to share the information with and why.

## Absences

If your child is absent we would be grateful if you could phone the school and leave a message on the school answer machine (01555-892438) or email the school ([office@blackwood-pri.s-lanark.sch.uk](mailto:office@blackwood-pri.s-lanark.sch.uk)). Should you know in advance that your child will be absent we would be grateful if you could contact the nursery to let us know.



### **Sickness Policy**

Please phone if your child is unwell. We follow NHS Lanarkshire Guidelines and ask if your child has had sickness or diarrhoea they should be absent until they have been clear for 48 hours.

We also ask parents/carers to retain their usual vigilance around not sending their child to nursery if unwell, unless it is a very minor illness. Please contact the nursery if in any doubt.



### **Care Inspectorate and Education Scotland**

The nursery had an unannounced Care Inspectorate Inspection in September 2017 - available from [www.careinspectorate.com](http://www.careinspectorate.com) where the service name is Blackwood Primary Nursery Class.

The school and nursery were inspected by HMIe in December 2019 and the inspection report can be found on the Education Scotland website - [www.educationscotland.org.uk](http://www.educationscotland.org.uk).

### **Covid -19 - Self Isolating**

Parents, carers and children with a high temperature, new continuous cough, loss of (or change in) sense of smell or taste or who has had contact with a family/community member with symptoms should not attend the nursery and are asked to return home and be tested.

If a parent/carer is contacted by a contact tracer and told to self-isolate for **fourteen days**, arrangements should be made to collect your child from nursery so that they can self-isolate at home.

Please contact the school office to inform us if you/your child is required to self-isolate.

If you have returned from a holiday abroad, please follow any quarantine guidelines that have been advised.

