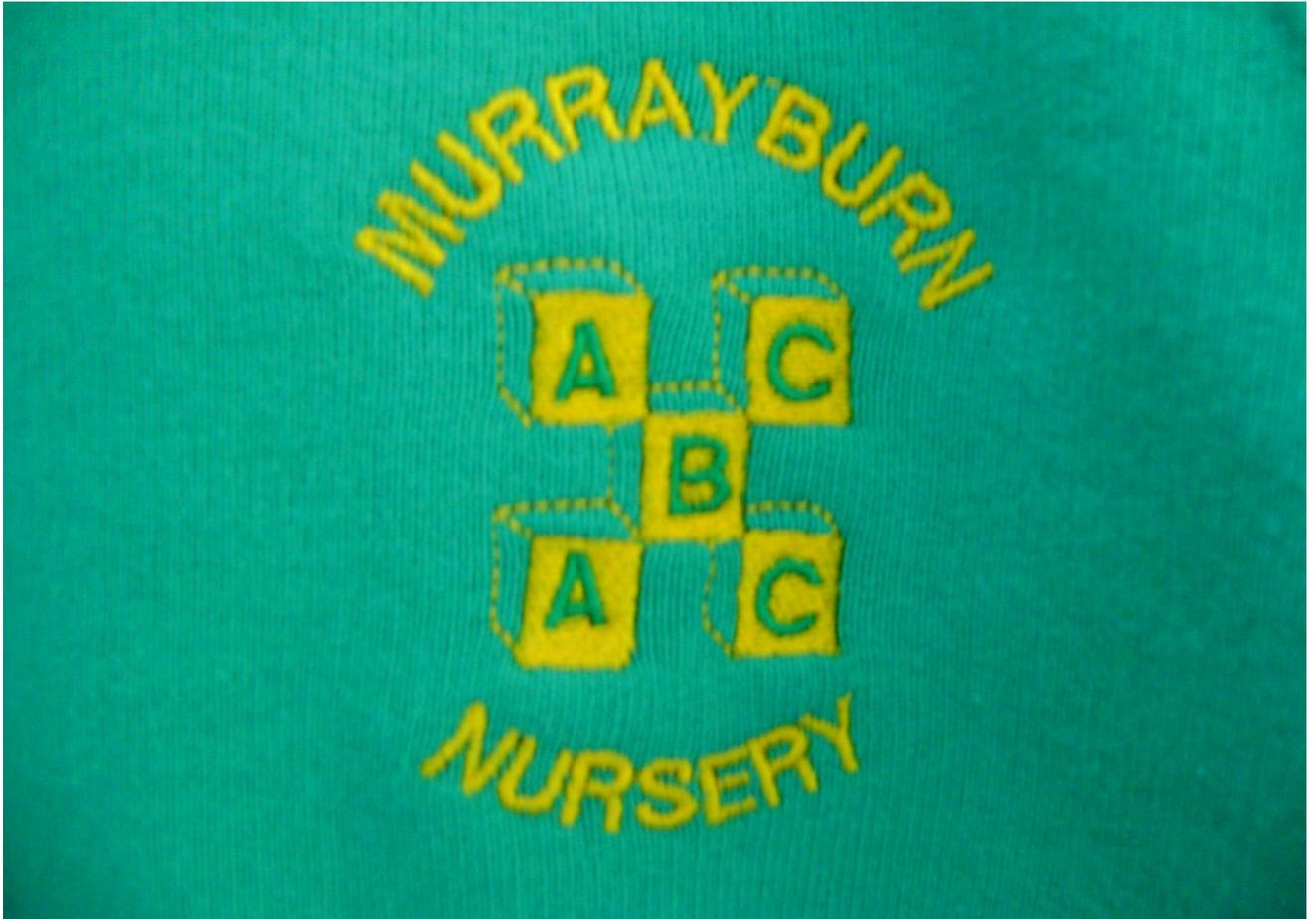


Welcome to



Welcome to the Nursery. We hope your child will be very happy during the time he/she spends with us.

At Murrayburn, the children work with the staff in an ordered, carefully planned environment with equipment and activities suited to their individual needs and interests.

The Nursery class has facilities for 60 children, 30 in the morning and 30 in the afternoon. It is staffed by one teacher and two Early Years Practitioners. It is an integral part of the primary school and is managed by Pamela Briggs, Depute Head Teacher.



OUR NURSERY AIMS

We aim to:

- provide a safe, welcoming and stimulating environment in which children can learn and feel happy and secure.
- offer young children a wide range of opportunities for exploring their world and acquiring skills, knowledge and understanding, which will provide a foundation for their learning in the Primary School and in the world beyond the classroom.
- provide equality of access and enable all children to maximise their progress in all areas of their development.
- provide a wide range of quality resources and support each child in learning through free play as well as planned and structured play opportunities.
- provide support for all children and their families in nurturing their general wellbeing, health, nutrition and safety.
- encourage in each child, a respect for self and for others so they learn to value and care for each other and develop self-esteem.
- Provide a staff team with effective leadership and management skills to develop good relationships and clear communication with families and children.



OUR PRINCIPLES

- Young children learn best through play, first hand experience and talk.
- Children develop at their own pace but adults can stimulate and encourage learning.
- A partnership approach with parents and carers is most effective. Parents and carers are the child's first educators.
- Learning is holistic: developing interest, trust, values, social, physical and emotional skills are as important as cognitive gains.
- Positive interaction between adults and children and between children are important in early years.
- The staff team are committed to continual professional development.



WHEN IS THE NURSERY OPEN?

Nursery Hours

Morning Session 8.30am - 11.40am

Afternoon Session 12.20pm - 3.30pm

It is important that you arrive in good time, both at the start and end of the session. This allows the nursery team the time they need to prepare the room and deliver exciting opportunities for your children. Due to the

extended nursery hours and the legal requirement for staff breaks, there will be **no staff in the nursery after collection times**. We understand that parents can be late to collect their child occasionally. In this case, we will take your child to the school office and they should be collected from there.

WHAT IS NURSERY ALL ABOUT?

Nursery is about providing the necessary elements to allow your child to learn, develop and feel valued, and to enable you, as parents/carers to become actively involved with school and in their education.

In our Nursery every child is equally valued. We encourage children to have a sensitive and caring attitude and we promote good relationships. The Nursery welcomes children with a wide range of additional support needs so sometimes learning assistants work with us to support individuals.

We actively encourage the children to be responsible for their actions and make choices about their conduct. Staff and parents work together, and use praise, to encourage positive behaviour.

Note is taken of those children with allergies and special dietary needs, and careful provision is made for them. A healthy snack is provided for all the children, following the latest government nutrition guidelines.

To gain the most from Nursery, it is important that your child attends regularly, however, please keep your child at home if they are unwell and let us know if your child is to be absent, particularly if illness is infectious.

HOW DO THE CHILDREN BEGIN AT NURSERY?

This is an important new experience for your child. We try to make the settling in time happy and comfortable. To help the children feel secure, the amount of time spent in the Nursery is increased each session, depending on the progress made.

Day 1: Your child visits for a 1 hour session and we ask that you stay with them. You will be introduced to your child's key adult at this time.

Day 2: Your child visits for a 1 hour session during which you can stay and have a coffee or go home. If however, your child is having difficulty

settling, you are welcome to stay with them.

Please feel welcome to stay with your child until he/she feels secure enough for you to leave.

Please ensure that your child is accompanied by an adult who is known to the nursery staff when entering and leaving Nursery. **No child will be allowed to leave the Nursery with anyone under the age of 16.**

If someone different from usual is to collect the child, we ask that you let us know.



CLOTHING

We have our own Nursery sweatshirts and t-shirts which can be ordered before your child starts nursery.

Your child will sometimes be involved in messy play, outdoor learning and art work, so casual, easily washed clothes are always recommended.

The children also need clothes which will encourage independence when going to the toilet. Avoid tight clothes that are difficult to unfasten, and help us to prevent accidents. In line with the school policy, no football strips are allowed.

The children require a change of shoes for indoor use. We suggest gym shoes with velcro fastenings. Please do not send your child to nursery in lace-up shoes.

With the development of our outdoor area, we also request that each child wears willies for all outdoor play. We do have spares but it is very helpful if they have their own.

Please put a name label on all sweatshirts, tops, jackets, hats, shoes and Wellington boots. It really does help us to identify your child's possessions if they mislay them, and all gym shoes tend to look similar!

A change of clothes with all items labelled with your child's name should be kept in a bag on your child's cloakroom peg. All of their belongings, excepting wellies should be kept in their bags at all times. This is to

minimise cloakroom clutter and lost property.

Children should not bring their own toys to nursery, as lost or damaged toys can cause great distress.

SNACK/TOY FUND/SAVINGS £2.00 per week

Snack/Toy Fund Money - £1.50per week payable on Monday mornings. We also ask that you pay an additional 50p a week which will be saved to pay towards your child's parties, outings etc. This helps to spread the cost over the year.

WHAT WILL MY CHILD DO DURING NURSERY CLASS?

One of the staff will welcome you at the door.

Our cloakroom is very small and so we regret that we are unable to accommodate buggies or prams. Please leave these outside the nursery where the member of staff on door duty can look after them for you.

Having hung up jackets and changed shoes the children then self register and choose what activity they would like to start with.

During their time in Nursery the children will be involved in group times and planned experiences, but above all, in a wide range of free-choice play activities both inside and outside. Accordingly, children should come dressed appropriate to the weather. They may choose to be outdoors for the majority of the session.

About 20 minutes before the end of the session, the children are encouraged to help to tidy away.

Once the clearing up is finished the children return to the carpet to recap on the days activities and share a story.



Informal Coffee Mornings/Afternoons

These are organised to give parents an opportunity to meet each other and the staff in an informal way and to involve them in a staff-parent

partnership to further each child's learning and development.

Parents are the child's first teachers. We want to build upon the foundation which you have laid and to work in partnership with you. We welcome parental help and if you have a particular skill you would like to share or would just like to help please let us know. You may like to help with games, shared reading, visits to the library, gardening, administration or the preparation of resources. We greatly appreciate it when parents offer their help for a regular time period each week.

If your child's birthday occurs during term time, we invite a parent or carer to come into nursery to help the child bake a cake. You are then invited back the next day to share in a small informal celebration.

WHAT WILL THEY LEARN?

It is through play and directed activities that the children will learn skills, attitudes and knowledge.

Play areas are changed and developed, and activities planned, to reflect the current interests and needs of the children.

Curriculum for Excellence

Throughout Scotland, children from 3-18 experience learning through the Curriculum for Excellence.

The purpose of this curriculum is to ensure that all children should become:

Successful Learners

- enthusiasm and motivation for learning
- determination to reach high standards of achievement
- openness to new thinking and ideas

Confident Individuals

- self-respect
- a sense of physical, mental and emotional well-being
- secure values and beliefs
- ambition

Responsible Citizens

- respect for others
- commitment to participate responsibly in political, economic, social and cultural life

Effective Contributors

- an enterprising attitude
- resilience
- self-reliance

The curriculum should provide the support, structure and direction to children's learning so that they develop in all of the four areas. Your child will benefit from the experience of being in a nursery class and it will help him/her get ready for starting primary school where the curriculum will continue to be implemented.

A record of your child's learning is kept in the form of an online Learning Journal. Their learning experiences and progress are recorded and tracked across their time at nursery. Staff will ask you for your email address so that you can access your child's profile from home. If you do not have internet access, you are welcome to come in to nursery to view the profile at any time.

Curricular Areas

Your child will experience a wide range of learning opportunities and experiences in eight curricular areas:

- Expressive Arts
- Health and Wellbeing
- Language and Literacy
- Mathematics and Numeracy
- Science
- Social Studies
- Religious and Moral Education
- Technologies



HOW CAN I HELP MY CHILD TO LEARN?

Listen and support when they tell you about Nursery activities, or if they try them out at home.

- Recite nursery rhymes and sing songs
- Talk about colours and shapes
- Read to them daily and point to words, read street names and shop signs
- Talk about number and sing number rhyme songs
- Play ludo or snakes and ladders and show your child how to count on, using a coloured counter
- Count orally and count objects.

Encourage their independence in the following personal activities so that they achieve more and more by themselves.

- Putting on and fastening jackets and shoes
- Blowing their nose
- Going to the toilet and washing their hands

Use the notice board, newsletters and the day-to-day contact with staff to find out what the children have been doing.

WHEN CAN I FIND OUT HOW MY CHILD IS DOING?

We rely on you to let us know how your child is doing, regarding their health, family, worries and interests. This will help the staff respond to your child in an appropriate way.

We also have a "Superstars" wall in the cloakroom. This is used to celebrate the children's achievements outwith nursery. Nomination forms for this are available in the cloakroom or from a member of the nursery staff.

The staff team is always available daily to talk to you, so never hesitate to let us know if you have a question, or would appreciate time for a longer chat.

You will also have the opportunity to come into nursery to share the learning experience with your child.

Letters and information we have for you are distributed via your child's labelled pocket in the cloakroom area. Please feel free to use these pockets for party invitations etc too. Other information and details of events appear on the notice board.

Twice during the year, times are set aside for parents to talk in more depth with the Nursery staff. A written profile of your child is prepared by the teacher and is issued in June.



HOW DOES THE NURSERY HELP MY CHILD GET READY FOR SCHOOL?

The children make visits to school and join in some activities when possible and appropriate. They become familiar with the building and the staff. The Primary One children also come along to share their learning with the nursery children.

In November, parents must enrol their child at their catchment school and complete a request for placement in a non-catchment school if appropriate.

During the summer term in Nursery the children spend time on several occasions in Primary One classrooms and in the playground. In a relaxed, informal way, the children observe the teacher and children at work, join in songs and games, and play in the activity areas.

In June, the children are invited to meet their class teacher and their classmates and to spend a short time in their Primary One classroom.

The parents meet with a member of the school Management team and nursery staff, who explain the arrangements for starting school and provide opportunities for answering any questions.

The P1 children entertain you in the hall with a "Welcome to Murrayburn" assembly.

Items of uniform can be ordered at this meeting.

Your child's profile is passed on to school, when the Nursery staff discuss with the class teachers, each of the children who are making the transition.

We are all looking forward to getting to know you and your child. We are here to help and support you too. Please let us know if we can help you in any way or if you can suggest any ways in which we can improve our nursery for the children.

If you wish to raise a concern about the Education Service, please contact the Head Teacher- Michael Urquhart Tel. 0131 453 5339
admin@murrayburn.edin.sch.uk

If you remain dissatisfied you can make a complaint to the Education Services. The Advice and Conciliation Service provides a Helpline during Office Hours to advise you on how to take further action.

You may also wish to contact the Care Inspectorate:

Care Inspectorate
Stuart House
Eskmills
Musselburgh
EH21 7PB Tel :0131 653 4100