



# Welcome to

## Canonbie Nursery



January 2022



## Welcome

The staff and children of Canonbie Nursery extend a warm welcome to all new children, families, friends and visitors.

We strive for our Nursery to be a happy, caring and stimulating place for everyone and we welcome your assistance and co-operation in achieving this.

This handbook is provided to familiarise you with some of the education, organisational and social aspects of the Nursery. I hope you find the information useful, but should any of your questions not be answered here, please do not hesitate to contact me.

I look forward to meeting and working with you to ensure that your child's Nursery experience is both happy and rewarding.

**Kate Smith**

Nursery Manager



## Vision, Values and Aims

### Vision

To be a cluster of schools where everyone is listened to, supported and encouraged to aim high and do their best; where everyone takes responsibility for learning and every experience is a learning opportunity.

### Values

Respect- we act with care for the feelings, wishes and rights of ourselves and each other and we look after our environment

Endeavour - we try hard and aim high

Responsibility- we are accountable for our actions and deal with things in the right way

### Aims

We aim to raise attainment and deliver excellence and equity through:

- A safe and supportive culture where everyone's individual talents are recognised, respected and developed
- Strong partnerships between home, school and our community where we all share responsibility for learning and improvement
- Learning and teaching which is engaging, active and appropriate to each learner, based on a rich, relevant and well-planned curriculum
- Progression in learning from 3 to 18 for all children and young people in all curricular areas particularly in literacy and numeracy
- A range of opportunities for wider achievement, adding breadth, choice and richness to our curriculum - allowing all pupils to experience success and develop confidence and self-belief

- Improvement in the health and well-being of our children and young people and high quality, coordinated support for all those who need it in an inclusive and nurturing setting
- Learning about employability and positive and sustained destination for every young person

## Working together with Parents, Carers and Families

Canonbie Nursery recognises the fast pace of change for your children in these crucial years and strives to support children and their families in all aspects of their lives.

If you have any unanswered questions, or would like to visit the nursery, please contact the primary school office to make an appointment.

We look forward to welcoming and working with you in these earliest educational years for your child.





# Information at a Glance

Canonbie Nursery  
Canonbie Primary School  
Canonbie, Dumfriesshire, DG14 0XA

Telephone: 013873 71336

**Email address:**

**[gw08officecanonbie@ea.dumgal.sch.uk](mailto:gw08officecanonbie@ea.dumgal.sch.uk)**

**Parent Council Chairperson:** Neil Imrie

**Head Teacher** Lauren McLean-Gill

**Registered Capacity** 20

## Start and finish times

Start 8.30am

Finish 3.30pm



## Keeping in touch

As well as keeping in touch over the phone, via email or face to face at the school gate, we encourage all parents to download the app 'Class Dojo'. This has a private message function that you can use to contact staff. Your child will be assigned a private profile which is used by staff to record observations of their learning and progress. There is also a 'class story' where whole class updates will be posted daily.

**Parental Involvement information:**

**[www.dumgal.gov.uk/schools](http://www.dumgal.gov.uk/schools)**

**[www.parentclub.scot/](http://www.parentclub.scot/)**

**Parentzone Scotland:**

**[education.gov.scot/parentzone](http://education.gov.scot/parentzone)**

School term dates can be found at:

**[www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates](http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates)**

Care Inspectorate full contact details

**[www.careinspectorate.com/index.php/contact-us](http://www.careinspectorate.com/index.php/contact-us)**

General enquiries 0345 600 9527

**If you would like some help understanding this or need it in another format please contact  
030 33 33 3000.**

**Primary School Depute  
Headteacher**  
Carol Wilson



**Nursery Manager**  
Kate Smith



**Nursery Nurse**  
Kayleigh Cartner



**Nursery Nurse**  
Leoniek van Belzen



**Supply Cover**  
Donna McKinnel



**Supply Cover**  
Gina Litherland Marena



## Registration with the Care Inspectorate

Early learning and childcare settings are registered with Care Inspectorate, the regulatory body for Early Learning and Childcare Services. We are inspected regularly to ensure that we are meeting the appropriate standards and to support us to improve. This helps us to continue to deliver high quality services to you and your child. Our certificate of registration and our most recent inspection report is displayed on our noticeboard.

All Providers must meet **The National Standard** for Early Learning and Childcare. All staff are registered with the Scottish Social Services Council (SSSC) and hold a Protecting Vulnerable Groups (PVG) membership.

## ELC Registration Procedure

All three and four year olds and eligible two year old children can receive up to 1140 hours a year of Early Learning and Childcare. That works out at 30 hours per week during school term time.

Nursery registration takes place in January or February each year.

Parents of children due to start nursery will receive a letter and registration form in the term prior to registration. You will be asked to complete the form and return this to your preferred provider with a copy of your child's birth certificate and proof of address. Children moving into their second year of ELC will be provided with an ELC2 registration form from staff to complete and return. If you wish to change your provider you should collect a form from the nursery and take this to your new provider.

As part of Funded ELC offer your child will be also be entitled to one free meal and a snack each day. If you are using more than one provider on any day, you must let the providers know where your child is taking their one free meal/snack and milk.

The Council Webpage provides further information for families:

**[www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds](http://www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds)**

## Key Worker/Person

Before your child starts nursery, they will be allocated a key worker. This is the person who will be the key contact for you. You and your child will get an opportunity to meet and chat with their keyworker during your initial visit. They will hold a meeting with you to create a Personal Plan for your child either before your child starts nursery or in the first few weeks to ensure that the nursery will be able to meet your child's needs. If you have any concerns or worries regarding your child, please speak to their keyworker. Your key worker is responsible for sharing any information about your child with you throughout their time in nursery. During the session your child will be supported by all members of staff.

## Links with other agencies

Early learning and childcare settings work closely with other agencies including Speech and Language Therapy, Occupational Therapy, Health Visitors, Educational Visitors and Educational Psychologists, when appropriate. If you have any concerns or queries, we can help you to make contact with these agencies. Please do not hesitate to speak to a member of staff and we will be happy to help.

## Child Protection

Children's wellbeing is at the heart of what we do. 'Getting it right for every child' makes sure that if your child needs support the right help will be there at the right time. All children have the right to be protected from harm, abuse and neglect. We believe all children should be safe, healthy, achieving, nurtured, active, respected and responsible and included.. Further information can be found at: **[www.dumgal.gov.uk/article/16640/Support-forchildren-and-families](http://www.dumgal.gov.uk/article/16640/Support-forchildren-and-families)**

Further information can be found on the ELC Noticeboard

**ELC Child Protection Coordinator is**  
Carol Wilson, Depute Headteacher

## Induction and Transition - Settling In

We understand the importance of positive transitions from home or other settings , to nursery. Our transitions are made both through face to face visits and digitally through Class Dojo. The nursery manager will make contact with you prior to your child starting nursery to organise this arrangement.

We also have an established transition programme to Primary One. Throughout the time spent in nursery the children have opportunities to meet with teachers and pupils and become familiar with the internal and external spaces of the primary school. This includes a weekly visit to nursery from the Canonbie Primary One children.



## Learning developing and growing

In 2021 Canonbie Nursery began to adopt a 'Frobelian' approach, using principles from the 19th century educational pioneer, Fredrich Froebel. (for more information please visit [www.froebel.org.uk](http://www.froebel.org.uk)) or contact the nursery)

In line with Froebel's thoughts on children's learning the nursery strive to provide as much learning outdoors as possible with a focus on skills. We achieve this by having continuous access to our own nursery garden, as well as a small field on the primary school site. We also visit a local woodland fortnightly.

We believe that children learn best through free play, guided by knowledgeable staff to make the most out of their experiences. Staff support children to look for connections in their learning and encourage children to self-evaluate their skills and learning. Independence in learning is encouraged. Planning in the nursery is child led, starting with what the children know and building knowledge and skills as ideas are explored and extended.

Your child's progress is recorded on Class Dojo using individual profile posts. During the course of the school year your child will also receive a regular 'learning letter' from their key worker or the nursery manager. This letter will detail a learning experience that has been observed and will have an analysis sheet attached to track progress and set next steps. You will be offered a 1:1 meeting or phone call to discuss each learning letter.

Nursery children are represented in the primary school pupil council and 'house point' system. We celebrate achievements weekly in Maths Literacy and using GIRFEC indicators in line with the primary school.



## Lunch and Snack Time

Snack is available throughout the nursery session. Your child can decide when they want to have snack, once ready they will wash their hands and collect their cup, plate and cutlery. Snack time is a very sociable time where children chat to their peers and ELC Staff. We follow the nutritional guidance **Setting the Table** and the **Eatwell Guide** when devising snack menus.

If your child has any dietary requirements, please let us know. There is a choice of milk or water to drink.

## Lunch

With the introduction of 1140 hours, children attending all day have the entitlement to have lunch provided. This is a time where children will have the opportunity to develop and learn new skills. They will be able to choose their lunch, self-serve as well as having the opportunity to further develop their social skills between their friends and staff.

Detailed information on school meals is available at [www.dumgal.gov.uk/schoolmenus](http://www.dumgal.gov.uk/schoolmenus)

## Special Dietary Requirements

Catering provide special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin. Simply ask for a registration form to allow us to inform the catering team who will discuss your child's requirements in full.

It would be beneficial for all children who have an allergen, food intolerance or special diet to register. For more information contact the Solutions Centre on 01387 271 112 or [solutionscentre@dumgal.gov.uk](mailto:solutionscentre@dumgal.gov.uk) to access the Legislation & Nutrition Officer.





## Absence/ Illness

If your child is not feeling well please do not send them until they are well feeling better. Please phone if your child will not be attending Nursery for whatever reason.

## Accidents

If your child is involved in a serious accident or becomes unwell we will inform you immediately. Therefore, it is essential that your contact details are up to date.

Medical help will be sought if necessary.

We will always inform you about minor incidents and accidents and provide you with a written copy of the incident and what action we have taken.

## Administration of Medicines

Parents /carers are responsible for their child's medication.

If possible, it is helpful for you to ask the prescribing doctor if the medication can be prescribed to allow for administration out with of ELC hours or if you can come in to dispense this to your child.

Medication will only be administered by a member of ELC staff once a completed parent/ carer administration of medicines request form has been received.

For medication such as asthma inhalers it is the responsibility of the parent/carers and the ELC staff to check that the medication is not out-of-date, that there is a sufficient quantity, that it is removed as necessary and that any unused supplies are uplifted for disposal.

All information regarding medication will expire at the end of each year. If the administration of medication is to continue, all relevant information must be supplied on a new request form at the start of the next session. Pupil and Parent/Carer confidentiality will be respected in all matters.

## Intimate Care

From time-to-time toileting 'accidents' happen. We will discuss how we will support your child's stage of development and intimate care needs at your child's Personal Plan meeting so that we are taking similar approaches in ELC and at home to help your child.

## Infection Control

Good hygiene is crucial in controlling the spread of infection and children are encouraged to use disposable tissues to wipe their noses, wash hands before snack/lunch and after going to the toilet, etc.

We are obliged to inform Care Inspectorate and Public Health when there is an outbreak of infectious diseases.

The exclusion times for childhood infections are on display. Should a difference of opinion between the parent and the Nursery Manager/Head Teacher arise about the child's fitness to attend, advice will be sought from the School Nurse. Generally, parents will be advised by their G.P. when a child should remain at home.

Further information can be found at:

**[hub.careinspectorate.com/media/1538/infection-prevention-and-control-in-childcare-settings.pdf](https://www.hub.careinspectorate.com/media/1538/infection-prevention-and-control-in-childcare-settings.pdf)**



## Parent/ Carer and Family Engagement

Canonbie Nursery values the benefit of family engagement from the earliest opportunity. From before your child has registered at our nursery you may see nursery staff in the local community visiting local toddler groups or supporting community events. Being a familiar face when our children start nursery is very important to us, as is building a strong relationship with our families.

Completion of Care Plans are a legal requirement within 28 days of children starting Nursery. Each child's Key Worker will arrange an individual meeting with parents to complete the Care Plan together. The Care Plan will be reviewed every 6 months (or sooner if a change occurs) in consultation with parents and carers until children leave Nursery to start Primary 1.

You are the expert on your child and what you think matters. Getting it right for every child (GIRFEC) means that the school will always seek to involve you, to listen to your opinions and take them seriously. Each year the setting produces an improvement plan for the academic year. We welcome parent and family input in this process and parents are consulted in line with our self-evaluation calendar regularly throughout the school year.



Nursery staff give daily feedback to parents and carers as they drop off and collect children from Nursery. Your child will also have a Class Dojo profile which is usually updated daily and you can access this from home. Nursery staff will write regular 'Learning Letters' to your child each academic year with an analysis sheet detailing the curriculum areas and skills covered within the letter. Families are given the opportunity to discuss each letter sent home and their child's progress on a one to one basis with nursery staff.

On a termly basis we invite families into the nursery to attend 'Stay, Play and Learn' sessions, where the aim is to support family learning. This is an opportunity to spend time learning with your child and meet with other parents, families and the staff informally. Parents and carers are always very welcome to volunteer during nursery sessions or external trips and visits if they are able to.

We truly value the skills our parents and families have and strive to encourage opportunities where these skills can be shared and utilised in our nursery. Please let us know if you would be prepared to support us in this way.

## Partner Involvement

We work with a range of partners to ensure that we are providing a family service to the children in our care. This ranges from NHS; Social Work; Speech & Language; Local businesses and the Lifelong Learning Team.

## Family Learning

The Lifelong Learning team come in and deliver the Peep programme. This programme helps to promote parents' and carers' awareness of children's very early learning and development through making the most of everyday activities and interactions. The programme also offers accreditation for all parents.

The Lifelong Learning team also work with us and school in family learning events and adult learning classes. So if you feel you would like more input to help support your child's learning we can work with our partners to deliver this.

## ELC Policies and Procedures

A copy of our policies and procedure documents are available in nursery for parents to view at a time that is convenient to them.

## Complaints/ Concerns

The first step is to speak to the ELC Manager if a situation arises that you are unhappy with. It is hoped that most concerns can be resolved this way. If however this is not the case, there are a number of ways you can direct your enquiries or requests to the relevant service or you can make a complaint online by visiting [Make a complaint online \(dumgal.gov.uk\)](https://www.dumgal.gov.uk) Or by calling : 030 33 33 3000

Complaints can also be raised with the Care Inspectorate, Compass House, 11 Riverside Drive, Dundee, DD1 4NY. Telephone: 0345 600 9527



## Emergency Contact and Collection Forms

You have completed an 'Emergency Contact and Collection' form. If there are any changes to who is allowed to drop off and pick up your child, then you must let us know so this can be updated. (Under 16yr olds are not allowed to collect children).

## Emergency Closure

In the event of the nursery/school having to close in an emergency e.g. adverse weather conditions, heating failure.

For more information on Emergency Closure processes please see - Link to Authority Handbook

## Transition to Primary 1

As your child approaches school age we will work with your child's school to ensure that transition to Primary One is as smooth as possible. Your child's records will be passed on to school. You have the right to request to see any information held about your child.

## Deferred entry to Primary 1

Most children start school when they are between 4 years 6 months and 5 years old but it is possible to start children later depending on the circumstances. This is called deferred entry.

You can choose for your child to start primary school later if they turn five from the school start date in August and before the last day of February.

If you are considering deferring entry to school talk to nursery staff or the head teacher at the school about your concerns.

You'll also need to remember to **apply for a school place** even if you are still trying to decide whether your child should start school later or not. Any delays in applying can mean you lose a priority place at your child's catchment school.

Children born before January don't have an automatic right to another year of nursery but you can ask for your request to be considered. More information can be found here: [www.dumgal.gov.uk/article/15237/Deferred-entry-to-Primary-1](http://www.dumgal.gov.uk/article/15237/Deferred-entry-to-Primary-1)



We hope that you have found the information contained in our handbook useful. All information contained in our ELC handbook is correct and accurate at the time of printing; we reserve the right to make any changes throughout the ELC session.