



# Welcome to

Gatehouse Learning and  
Childcare Setting



December 2021

## Welcome

The staff and children of Gatehouse Nursery extend a warm welcome to all parents. Each child in our nursery is an important individual and will have their own individual needs which we hope to support to ensure they get the best support and care they need to achieve.



It is vitally important for your child's education that good, positive communication is established between nursery and home. We need the assistance and co-operation of all parents to achieve this. We hope our nursery will be a safe, happy and stimulating learning environment for all. We offer various opportunities throughout the year for parents to participate in family learning groups.

Our handbook is provided to familiarise you with some of the educational, organisational, and social aspects of nursery. We hope that you find our handbook informative and useful and that it will both encourage and enhance the partnership between nursery and home.

Should any questions be unanswered here, please do not hesitate to contact the school or speak to nursery.

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

**Nikki Smith**

Nursery Manager

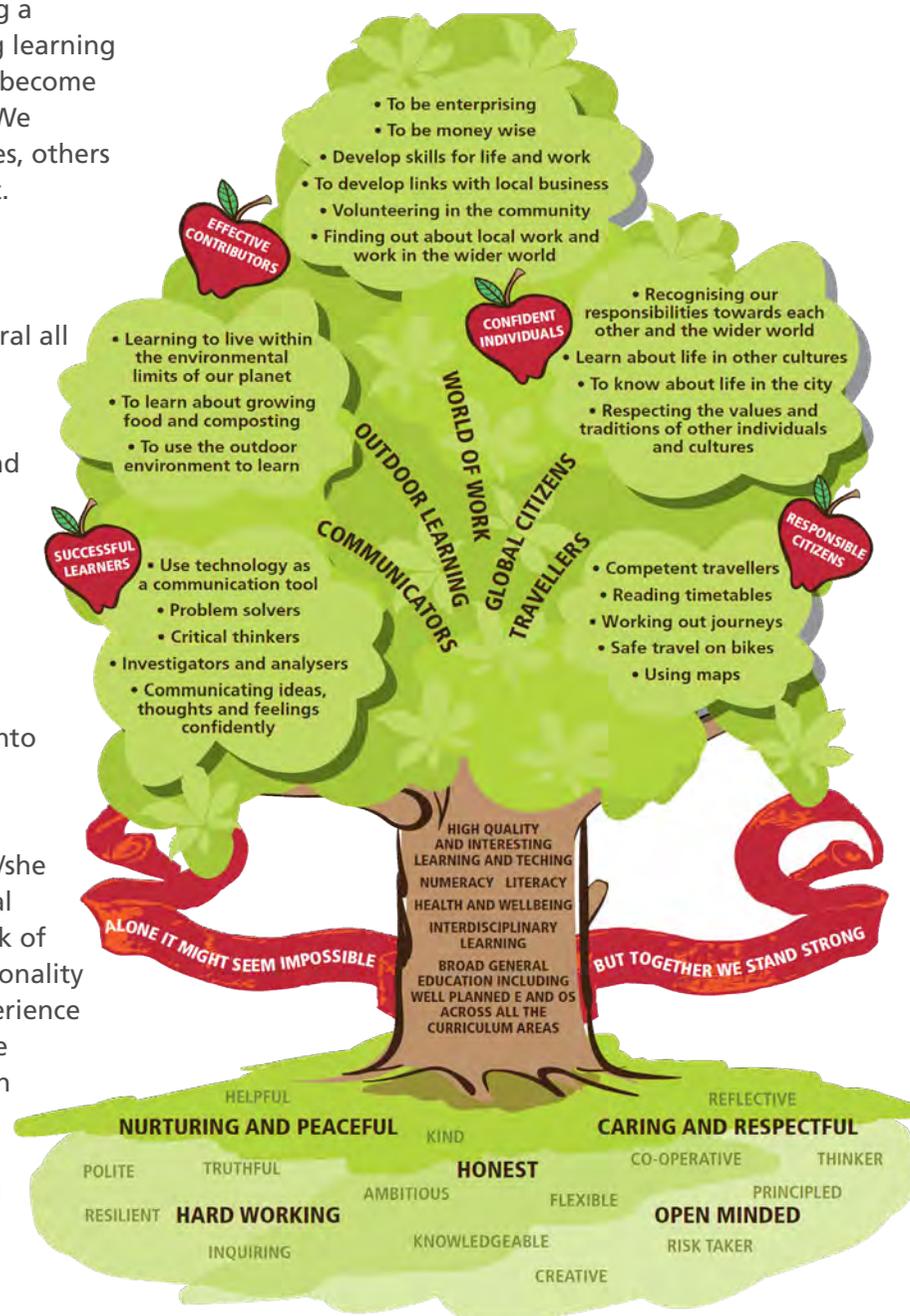
## Vision, Values and Aims

Our schools aim to nurture all individuals in their journey to achieve their full and unique potential. We are committed to developing a respectful, welcoming, safe and stimulating learning environment that will enable our pupils to become responsible citizens and lifelong learners. We encourage co-operation, care for themselves, others and the wider world of which they are part.

In our nursery we aim to:

- Provide a happy, secure and stimulating environment with emphasis on the natural all round development of your child.
- Provide an environment where children can grow in confidence in themselves and become independent.
- Give all children access to the whole curriculum through active learning experiences.
- Foster in children a desire to learn
- Create a smooth transition from home into Nursery and from Nursery to Primary 1.

When your child comes to nursery it might appear they your child is "just playing". He/she is not – they are learning! Play is the natural way in which your child learns and the work of your child. Your child brings their own personality and character to our nursery and their experience will be unique. Our nursery is a place where your child will be accepted and valued as an individual, where they are free to explore, experiment, discover and learn This allows your child to develop their experiences and they can enjoy it, reinforce it, and build on it to help them find fulfilment and a sense of achievement.



# Information at a Glance

## Early Learning and Childcare (ELC) Information

### School Address

Gatehouse Primary School, Gatehouse Nursery,  
Drumore Road, Gatehouse of Fleet, DG7 2JX

Email [gw08officegatehouse@ea.dumgal.sch.uk](mailto:gw08officegatehouse@ea.dumgal.sch.uk)

Website <http://gatehouse.dumgal.sch.uk>

Parent Council Chairperson Mrs Rebecca Vasey

Head teacher Mr John Riley

Registered Capacity 35

### Staff

Nursery Manager Mrs Nikki Smith

Nursery Nurses Miss Denholm

Mrs Frankland

Miss Rennie

Early Years Support assistant Mrs Tighe

## Start and finish times

8.30am – 3.30pm

## Keeping in touch

We will communicate with you in a number of ways, by telephone, group call, e-mail, face to face and through our Facebook group. Our School will send out regular newsletters that will keep you up to date about what is happening within the school and nursery. Our door is always open, so please do not hesitate to speak with us if something is concerning you.

### 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

## Working together with Parents, Carers and Families

Parents are children's prime educators in their early years and they continue to play a major role in their young child's learning when they enter the Early Learning and Childcare setting. Staff value the role of parents in their children's learning and work to create a genuine partnership with them. Where staff and parents work together to support children's learning, this can have significant effects. Continued two-way communication is important to a successful partnership. We hope that the atmosphere produced in Nursery will allow parents to feel comfortable raising ideas and sharing thoughts and any concerns with staff members.

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



## 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 Mr Riley

**ELC depute Child Protection Coordinator** is Mrs Smith

## Induction and Transition - Settling In

To support your child's transition from home to nursery we will invite you and your child for visit to nursery. This allows you both to look around the setting and meet the staff team. You will be able to share with us your child's interests, likes, dislikes and how you feel your child will cope with their transition to nursery. Every child is an individual and each child will settle into nursery at their own time. We will work with parents to ensure that we devise a settling in programme that works for your child.

## Learning developing and growing

Our Early Years Curriculum and the way in which it is presented is determined by the advice set out in A Curriculum for Excellence Document, Realising the Ambition, the National Care Standards and our local regional guidelines.

In nursery the focus is on active play and all the activities that we offer support play and learning. The nursery team plan for the environment and resources, which ensures that we cover the areas of the curriculum:

- Literacy and English
- Numeracy and Mathematics
- Health and Wellbeing
- Social Studies
- Sciences
- Religious and Moral Education
- Technologies
- Expressive Arts

## Active Learning Play Environment

Construction	Sand and Water	Role Play	Music	Snack and Self Help
Outdoor Play	Puzzles and Games	Physical Play	Creative Area	Fine Manipulative
Books	Discovery	Mark Making	ICT	Out and about in community

With careful planning we offer a variety of opportunities for the children to enhance their skills. We provide challenge, depth and progression to their learning experiences while ensuring that all their needs are met. We build upon the valuable learning experiences children will have had at home, in playgroup, in other ELC settings, with families and with friends. Every child is special. We value them as individuals, and we aim to ensure that there are equal opportunities for every child to partake fully in enhancing their knowledge. The different ways that we plan for the children's learning are below.

### Big Books

Building on the children's own interests and ideas is key to children being engaged in their learning. We use Big Books which evidence the process of their ideas and learning as it develops and extends.

We take a holistic approach to meeting the needs of our children and support their learning by meaningful interactions with staff, who use questioning and careful planning to develop further children's curiosity.

The Big Book captures the journey of the learning, through the use of photographs, comments from the children using their own language and this is linked to future learning opportunities.

## 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/carer 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

The staff at Gatehouse Nursery value the role parents/carers have already played in the education of their child. We also realise that your continued involvement is essential if your child is to receive the most from their time in nursery. We believe that an effective partnership between home and nursery should be developed as fully as possible.

This means:

- Parents/carers are always welcome in nursery.
- Parents/carers expertise is recognised and used to support their child.
- Parents/carers are invited to help in the nursery as parent helpers and also if they have a particular skill/job role which they could share with the nursery children. Your knowledge and skills would be an asset to the setting, this could be by reading stories, gardening projects, wood work, art, music or any other ideas you may have.
- Opportunities are available for the parent/carers to visit the setting for stay and play events, open days/evenings etc.
- Parents/carers are given full access to all policies and included in the development of the Vision, Values and Aims.

- We will work with parents/carers to promote positive behaviour and create an environment where mutual respect, trust and open communication are promoted.
- Parents/carers are able to contribute to, and are fully informed of, their child's progress and achievements.
- Opportunities for learning provided in the Nursery are also continued at home
- Parents/Carers have the opportunity to comment, discuss any concerns and give suggestions for improvements and future planning.

## Getting It Right for Every Child (GIRFEC)

You are the expert on your child and what you say matters. Getting it right for every child means that the nursery will always seek to involve you, to listen to your opinions and take them seriously. This starts right at the beginning when we get together with parents/carers to fill in your child's individualised Personal Plan. Through discussion we can build a holistic picture of your child and how best we can support them. The information you share with us is very useful to help us settle your child into the setting, keep them safe and help us to care for them to the best of our ability. Personal Plans are a working document and will be updated when needed and reviewed every 6 months. Care Plans are kept in locked cabinet in nursery and a one page profile will be drawn up to include each child's wellbeing needs and learning next steps.

## PLPs - Personal Learning Plans

These are individual learning records which reflect the learning, development and progressions of each child with photographic observations and next steps. These plans are shared online via learning journals

to allow parents/carers the opportunity to regular find out what their child has been doing at nursery. Parents/carers also have the opportunity to comment, give feedback and share home learning via the journals.

## How is my child doing?

There will be several opportunities for you to discuss your child's progress throughout their time with us. This may be through informal discussions with your child's keyworker or the manager, drop in sessions, stay and play, settling in and transition reports or for some it may be through more formal, focussed meetings with other agencies. If you have any concerns or would like to chat about your child we are here and happy to help.

## 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](http://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 staff at the 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)

## Clothing

Your child should be suitably dressed for Nursery in clothes that are comfortable and allow freedom of movement, e.g. leggings/ jogging pants/ tracksuit. Please do not dress your child in his/her best clothes as some of the nursery activities can be messy and although we offer aprons for the children to wear they can still get messy.

Coats and jackets should be left on your child's peg in the cloakroom. Please provide your child with a pair of wellies or sturdy boots to change into for outdoor play; these should be left in your shoe box until needed.

Children should be dressed appropriately for the weather in the summer and winter. We provide waterproof jackets and trousers for all children on wet days for outdoor play but would appreciate it if you could send in a jacket and wellies for your child on wet/cold days

To avoid any loss or confusion it would be helpful if all clothing and footwear were labelled with your child's name.

We understand that accidents can happen we would appreciate it if you could bring a bag with a change of clothing for your child.

Nursery uniforms are available from Banks and Braes in Kirkcudbright. You are able to purchase Gatehouse Nursery jumpers, hoodies, cardigans and polo shirts. Contact Banks and Braes directly on 01557 339277 or pop into the shop at 14 St Cuthbert Street, Kirkcudbright, DG6 4HZ.

## CAPER (Children and Parents enjoy reading)

Every Thursday children are given the opportunity to go to the school library to choose a book to take home for a week. Your child will be given a blue book bag, a jotter to record their reflections of their chosen books and an information leaflet for parents. Our focus of CAPER is enjoyment. Reading is an important aspect of your child's learning and we want you to enjoy reading book together.

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.

