



# Welcome to Kirkcowan Nursery



December 2021

## Welcome

Dear Parent, Guardian, Carer,

I would like to extend a warm welcome to all our new parents, guardians, carers and new pupils of Kirkcowan Nursery.

Kirkcowan School was built in 1862 and originally consisted of two classrooms and a hall. Over the years the school has been extended and now consists of a gym and four class bases made up of two primary classes and a nursery. The dining hall is housed in a separate building with modern kitchen facilities where school meals are prepared each day. We enjoy good links with our local community and work closely with our partnership school, Wigtown.

In line with the Education Bill (2015) and the National Improvement Framework the school's aim is to ensure that all children are able to reach their full potential through:

- Raising attainment particularly in literacy and numeracy and closing the gap between attainment and socio-economic disadvantage
- Ensuring early intervention
- Supporting children to be healthy and active
- Using data gathered from school, the local authority, children, parents and national organisations to find out what makes a positive difference to children's learning and health and wellbeing

My staff and I look forward to meeting you at the various school occasions that go on throughout each session and we hope you will contribute and become actively involved in the life of the school.

Yours sincerely,

**Kirsty Andrews**  
Head Teacher

## Vision, Values and Aims

At Kirkcowan School we provide a safe and welcoming environment where individuals can realise their potential.

We are committed to ensuring that Kirkcowan School is a community in which:

- Children develop a strong sense of self-worth that endures through successes and failures.
- Children develop a sense of responsibility for themselves, others and the environment with strong community links.
- We respect and care for each other and value the diversity that exists among people, developing teamwork within school.
- Learning is engaging and challenging and fosters a sense of curiosity.
- Education is seen as a life-long experience.
- Children and their wider families feel supported.

### School Ethos –

Staff within school endeavour to foster an ethos of care, achievement, respect and inclusion. They have high expectations for standards of behaviour and organise classrooms to provide a safe, engaging and effective learning environments. Through continual review of learning and teaching, staff strive to promote a culture of challenge and support, drawing on current research and policy to enable children to achieve success and engage in their learning.

The school motto 'Together we succeed' is at the heart of everything that we do and the school's part within the local community.

## The Aims Of The Nursery

In our nursery we aim to:

- Promote early years education and childcare as a vital part of child development.
- Help fulfil the potential of every child in all aspects of their development.
- Create a stimulating learning environment.
- Create opportunities for play.
- Acknowledge the role of parents as partners in the education process by promoting their involvement in and understanding of nursery activities.
- Develop and maintain close school/nursery liaison to enable continuity of experiences.

## Working together with Parents, Carers and Families

### Partnership with Parents

Parents are children's prime educators in the early years and they continue to play a major role in their learning when they enter the pre-school setting. Parents know their own children intimately. It is therefore crucial that information passes from parents to Nursery staff about individual children's needs, experiences, health, feelings, interests etc.

We hope you and your child will always feel welcome in Nursery. Early learning and childcare is an important step in your child's education and our hope is that it will create a solid foundation on which to build throughout your child's school career.

### Communicating with Home

Parents are welcome to have a quick informal chat with the Nursery Staff at any time. If you would prefer information to come to your phone or email please let our clerical staff know and ensure you keep your details up to date.



# Information at a Glance

Kirkcowan Nursery  
Wellhouse Road, Kirkcowan, DG8 0HP

Email  
[gw08officekirkcowan@ea.dumgal.sch.uk](mailto:gw08officekirkcowan@ea.dumgal.sch.uk)

Parent Council Chairperson Mrs Jemma McNeill

Parent Council email  
[kirkcowanparentcouncil@gmail.com](mailto:kirkcowanparentcouncil@gmail.com)

Head teacher Mrs Kirsty Andrews

Nursery Manager Mrs Alexa Duff

Registered Capacity 18

## Staff

Nursery Manager  
**Mrs Alexa Duff**



Nursery Nurse  
**Mrs Elizabeth Bennewith**



Nursery Nurse  
**Mrs Clare Williamson**



Nursery Nurse  
**Mrs Kerry Taylor**



## Start and finish times

Nursery opens 8.30am – 3.30pm

## Keeping in touch

Care plans will be carried out within the first 4 weeks of your child starting Nursery and will be regularly reviewed. Please keep staff informed of any changes. The Nursery holds two parents' nights where pupils, parents and Nursery Staff discuss and record learning progress and next steps. We also communicate through letters & newsletter, these will be emailed to you. Text messaging is used for quick reminders. Please do not hesitate to contact us if you have any questions or concerns.

Phone : 01671 830234

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

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

[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.

## 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 Mrs Kirsty Andrews -Headteacher**

Depute Child Protection Coordinator – Mrs Alexa Duff – Nursery Manager

## Induction and Transition - Settling In

Children and parents will have the opportunity to visit Nursery and meet staff prior to starting. Parents are welcome to stay and settle their child in as long as government guidance allows. Parents know their child the best so the settling in process will be personalised for each child and parent. Please share your thoughts and feelings with nursery staff.

The children will be supported with transition into primary one. They will take part in a wide variety of activities to help with their next step. There will be opportunities for parents to visit and meet the Primary one teacher.

## Learning developing and growing

Nursery is part of Early level, Curriculum for Excellence which your child has begun at home with you. Your children will all be treated individually and given experiences and challenges at their level which you will see in their Personal Learning Plans (scrapbooks).

Within Kirkcowan Nursery we value the importance of play and how children learn through play.

Active learning – your child will learn in a variety of ways and will have a range of tasks but they will be actively engaged in their learning whether it is practical or through focused play activities.

The staff will provide a safe environment to encourage your child to learn. Your child will be supported to form positive relationships with staff and their peers. Parents are valued and encouraged to share the knowledge that staff will require to care for and challenge their child's development. We will work with other professionals to meet the individual needs of your child. They will learn about what they need to keep healthy and active. Staff will nurture the children to help them achieve their goals. All children will be included and respected to help them learn new skills.

The children will have access to outdoor learning within the school grounds and the wider community.

During the session the children will experience a wide range of activities in the form of painting, play dough, role play, and construction, outside play, snack and many more.

On certain days we may join the whole school for assemblies, topic activities, trips, Children in Need etc.



We also hope to build up a structured routine where we will do rhyme time, story days, numeracy activities as focused activities once a week as well as there being activities daily in those areas that your child can choose to do.

## 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

Kirkcowan Nursery recognises the important role parents and the wider family play in their child's education. Family learning encourages family members to learn together, with a focus on intergenerational learning. Family learning activities can also be specifically designed to enable parents to learn how to support their children's learning. Children love to share their successes with their family.

There will be a variety of opportunities for parents to visit Nursery. Tea, toast and talk will provide an informal opportunity for parents to meet staff and other parents for a chat.

Bookbug family sessions, where family members can come along and enjoy some rhymes and a story, this is a great time to bring along younger siblings to meet staff and see the setting.

The children in Nursery like to hear about other people, if you have an interesting job, or a fascinating story we would like to hear just let us know. We encourage children to learn about their community and the important jobs people have, we are always looking for ways to expand the children's knowledge please let us know if you can help.



We are keen to develop our gardening skills; we would appreciate anyone who could share their gardening knowledge.

Please keep us inform of your children's success out with school, this can be verbal or you can write in their PLP when they bring them home.

We want to build strong links with families; we will consult with you to find out the best way we can do this.

Parents will have the opportunity to support us on outings and other activities.

Parents opinions on how we can improve our service is vital and from time to time we will consult with families seeking their opinions.

Please do not hesitate to contact us if you have any concerns, we also like to hear when we are doing a good job.

## 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://Make a complaint online (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)



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.