

Troqueer School



# Welcome to Troqueer Nursery



January 2022

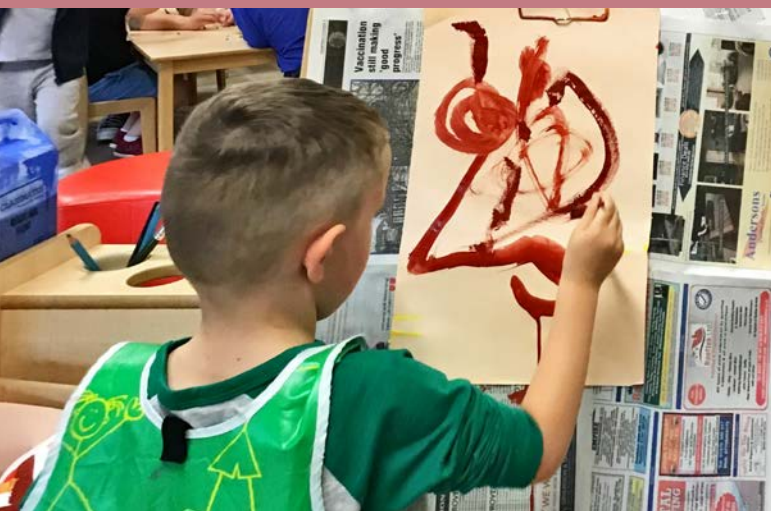
## Welcome

The staff and pupils of Troqueer Nursery extend a warm welcome to all parents. Each person in our nursery class is an important individual and we hope our nursery will be a happy, caring and stimulating place for all. We need the assistance and cooperation of all parents to achieve this.

It is vitally important for your child's education that good, positive communication is established between nursery and home. 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 staff.

**Lili Irving**  
Nursery Manager



## Vision, Values and Aims

*“Aim high and be the best you can be”*

### At Troqueer Nursery we aim:

- To provide a safe and stimulating environment, in which the child feels happy and secure and is valued as an individual
- To encourage the emotional, social, physical, creative and intellectual development of the child.
- To promote the welfare of the child's health and wellbeing, such as to promote positive attitudes to self and others and develop confidence and self-esteem.
- To create balanced opportunities of both child led and personalised learning experiences as well as adult led activities to ensure progression, depth and breadth of learning.
- To extend the child's abilities to communicate positively and effectively in a variety of contexts.
- To work in partnership with parents to support their child's learning.

## Working together with Parents, Carers and Families

Parents/Carers are children's prime educators and our staff value the importance of parents in contributing to their child's learning and progress and aim to create a partnership with them. Partnership working is encouraged through:

- Settling in visits and care plan meetings: Continued two-way communication is important to shape educational plans for the child and our key workers consider daily contact with parents and carers to be vitally important – a time for parents and staff to exchange information.

- In-depth observations: Nursery staff gain greater knowledge of the child's development and learning to which parents are invited to contribute by sharing up to date information and raising any questions about their child's development and learning.
- Online learning journals: These contain children's photographs with short observations outlining their learning as well as stories about general activities at nursery.
- Home achievements: Parents can share these with nursery who add a star on our achievement board.
- Sharing plans for the week, wall displays, and monthly newsletter
- Simple home link activities such as finding interesting items for a topic we discuss at nursery.
- Meetings to discuss your child's progress on an individual basis
- Informal stay and play sessions and parent workshops: These offer opportunities for parents to find out more about activities and learning at nursery as well as simply having fun during play at nursery with their children.
- Helpers for trips and outings and to assist with our library scheme

# Information at a Glance

Troqueer Nursery  
Troqueer Primary School, Hill Avenue  
Dumfries, DG2 7LR

Telephone: 01387 273 020

## Email address:

[gw08officetroqueer@ea.dumgal.sch.uk](mailto:gw08officetroqueer@ea.dumgal.sch.uk)

**Head Teacher** Mr Martin Armstrong

**Registered Capacity** 70 children  
(aged from 2 years to not yet attending primary school)

## Start and finish times

8am to 6 pm, Monday to Friday (term time only)

## Keeping in touch

Information about our nursery and school can be found on the following platforms:

**Website** [www.troqueerprimaryschool.co.uk](http://www.troqueerprimaryschool.co.uk)

### Facebook

Troqueer Primary School and Nursery Sharing Page

### Learning Journals

Nursery mostly uses the Learning Journals app to share information with parents. Through this secure portal parents can view their child's personal information as well as class information shared with all parents from the group. Furthermore, parents can add photos and news to share with the nursery staff.

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

## Staff

**Mrs Lili Irving**

Nursery Manager

**Mrs Beata Plata**

Deputy manager and Coordinator of the Raindrops Group (2 year olds)

**Ms Deborah Kerr**

Red Group

**Ms Alison O'Donnell**

Blue Group

**Miss Kayley Anderson**

Purple Group

**Ms Joanne Lamont**

Green Group

**Mrs Chloe Wallace**

Pink Group

**Ms Sandra Munro**

Early Years Assistant

**Miss Sophie Normand**

Early Years Assistant

**Mrs Rose Graham**

Early Years Assistant

**Mrs Irving**

Child Protection Co-ordinator



**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 Irving**

## Induction and Transition - Settling In

As part of your child's transition we offer short visits to nursery and opportunities for families to join in with our home link activities and online resources to help young children become familiar and feel safe within their new surroundings.

We work with our parents to tailor a transition programme to suit the needs of every child. This may include allowing parents to stay at nursery with their child to help them settle in, flexible routines like reduced session times or attending during quieter times of the day or offering a transitional object such as a comforter of favourite item from home.

Settling in can take time and our nursery team are on hand to share information about how your child settles and what else we can do to help.

## Learning developing and growing

Our nursery is a friendly and welcoming place and our aim is that your child will enjoy the experience of nursery. The nursery staff work together as a team to create a caring and stimulating environment where each child can develop as an individual.

Our nursery curriculum is based on "Prebirth to Three", "Curriculum for Excellence" and "Realising the Ambition" which are published by the Scottish Government and Education Scotland. These documents provide schools with guidance for learning and teaching of children aged 2 – 18 years.

Our nursery team firmly believes in building upon your child's prior learning. The aim of ELC is to develop and broaden the range of children's learning experiences, to encourage them to become confident individuals, responsible citizens, successful and enthusiastic learners who are looking forward to continuing their learning journey throughout primary and secondary school.

The nursery curriculum places a careful emphasis upon the nurturing of your child's social and emotional development. Health & Wellbeing is firmly placed at the core of a holistic approach to child development.

It also includes the development of your child's early language and communication skills and development of early mathematical & numeracy skills and knowledge.

We offer carefully planned experiences, which build upon his/her knowledge and understanding of the world and promote his/her creative and physical abilities.

The curriculum document identifies key aspects of children's development.

- Expressive Arts
- Health and Wellbeing
- Languages
- Mathematics
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

Young children learn through play and practical experience. 'Hands on' activities allow children to explore; investigate; experiment; act out experiences and listen and learn from others. Staff interact sensitively to extend the quality of play and act as role models when appropriate.

At Troqueer we are developing our planning process to include mind mapping in Big Books and the children are encouraged to take responsibility for their own learning so that we can plan activities that provide the highest quality of educational experiences. We value and aim to build upon each child's previous learning experiences and recognise the need to establish strong parental partnerships to support their development. Learning happens throughout nursery, the nursery outdoor learning area, areas in school (eg garden, playground, gym hall) and through walks in the community.

## 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.careinspectorate.com/media/1538/infection-prevention-and-control-in-childcare-settings.pdf)



## Parent/ Carer and Family Engagement

Parents and carers know and understand their child best. As the child's first educators, parents and carers are key partners in supporting their child's learning. At Troqueer Nursery we therefore develop positive relationships with our parents and carers and work closely alongside them and value their contributions. Understanding the complexities, diversities and cultural differences of individual families and how this can impact each child is essential. The conversations we have with each family form the foundations of our relationships, built on trust.

What is parental engagement? Parental engagement is about parents' and families' interaction with their child's learning. It can take place at home, in the setting or in the community. The important thing is the quality of the parent's engagement with their child's learning, the positive impact that it can have and the interaction and mutual development that can occur as a result of that interaction. An example of this would be working in partnership with parents in the creation and review of their child's personal care plan and helping the child develop and grow together.



## 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.

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## 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.