

WELCOME TO WILLIAMSTON PRIMARY SCHOOL NURSERY
CLASS

Dear Parent,

On behalf of the staff of Williamston Nursery Class I extend a warm welcome to all new pupils and their parents. I am pleased that you are considering sending your child to our school and look forward to working in close partnership with you to support your child's learning and development at this stage of his/her education. You will find that our school has a warm, welcoming, safe and secure atmosphere, where the children will be cared for and will learn in a safe, happy and secure environment. We hope that all pupils will be happy in this nursery and that they will settle in quickly and work hard to achieve their full potential.

At the nursery we strive to develop individual children to their fullest potential through meaningful play experiences. As your support is vital to this process, we will regularly keep you informed of your child's development and progress. The nursery operates an open door policy for parents who are most welcome to visit the school to discuss their child's progress.

I hope that this handbook will be both useful and informative. For any further information, please contact the nursery staff in the first instance, who will be pleased to answer your questions. Most especially, I hope that you will keep in the forefront of your mind the vital role you have already played and must continue to play in your child's education. We look forward to a happy, successful partnership working with you and your child.

Arlene Black
Head Teacher.

The information contained within this section relates to the day-to-day running of our nursery class and is pertinent to our nursery class and our pupils.

It dovetails with the guidance provided by West Lothian Council, which can be found in the next section of the handbook.



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School Address

Williamston Primary School
Bankton Lane
Murieston
Livingston
West Lothian
EH54 9DQ

Tel no: 01506 415311

Fax no: 01506 462829

Email: williamston.ps@wled.org.uk

Website: <http://www.williamston-pri.westlothian.sch.uk/>

The School Day

Children attend either mornings (Monday to Friday) or afternoons (Monday to Thursday).

Session Times Morning Group: 8.56am to 11.30am
 Afternoon Group: 12.30pm to 3.40pm

Arrangement to relieve congestion

Please remember to register your child when you arrive at nursery. Children may arrive within the first ten minutes of each session. This prevents a noisy, busy start to the session and helps to avoid congestion in the cloakroom area.

Pick Up Times

Pick up times are important. Your child will be waiting for you to arrive and young children can become upset if they are last to be collected. Staff also require time to plan and organise activities for the next session. If someone other than the person named on the admission form is going to collect your child it is important to let a member of staff know.

Cost £1.05 per week (snack included)

West Lothian Council Mission Statement

To provide education of the highest quality for all pupils which will meet their educational, personal and spiritual needs and which will enable them to be successful learners, confident individuals, responsible citizens and to make an effective contribution to society in their present and future lives.

Williamston Primary School Values

We believe that it is essential to create a school community where a fundamental value system is at its core, helping us to get it right for every child. The values of wisdom, justice, compassion and integrity guide us towards our goals and give us a framework within which we can reflect and through which we can help our children to become responsible citizens within society, today and in future years.

School Aims

Attainment and Achievement

- To ensure a broad and balanced curriculum that provides young people with the best possible learning opportunities and experiences.
- To ensure that all learners are able to realise their potential through the promotion and recognition of achievement and excellence.
- To provide the highest quality of learning and teaching experiences that enable pupils to enjoy their education and develop positive attitudes towards learning.

Framework for Learning

- To provide a welcoming, safe and caring environment in which each learner is valued and supported.
- To improve the quality of educational experiences for learners through a programme of continuing professional development for all staff.
- To ensure that all learners are able to experience a calm, positive and safe environment that promotes good behaviour, self-discipline and respect for others.

Inclusion and Equality

- To provide effective support systems for all learners which promote personal and social development and underpin academic achievement.

Values and Citizenship

- To provide pupils with opportunities to develop knowledge and understanding in relation to their duties and responsibilities of citizenship in a democratic society.
- To build and maintain effective partnerships between the school and its parental body, external support agencies and its wider community.

Learning for Life

- To develop in our pupils' creativity and ambition through the curricular and extra-curricular experiences offered by the school.
- To further develop the health promotion agenda enabling our pupils to make healthy lifestyle choices.

Staffing

All full time staff are fully qualified and have been disclosure checked by West Lothian Council.

Full time staff

Head Teacher:	Mrs Arlene Black
Depute:	Mrs Allison Kennedy
Nursery Teacher:	Mrs Rachael Banks/ Mrs Rachel McConnachie
Nursery Nurses:	Mrs Doris Stewart Mrs Julie Kerr (Temp)
Wraparound Team Leaders:	Mrs Jan Hunter Miss Louise MacDonald
Wraparound Care Assistants:	Mr Grant Campbell Mrs Louise Paterson
Administrative Assistant:	Mrs Carol McKenzie
Clerical Assistant:	Mrs Caroline Scott
Facilities Management Assistant:	Mr Douglas Sommerville

Key Worker System

The Head Teacher has overall responsibility for Williamston Nursery Class. In addition each staff member has responsibility for the education, care and welfare of the children. On admission, your child will be 'assigned' to a Key Worker.

Other professionals who support the nursery

Speech Therapist:	Gillian Barnett	01506 419666
Educational Psychologist:	Fiona Sturrock	01506 777462
Police, Livingston:	P.C. Paul Dickson	01506 445675
School Health Visitor:	Liz Marks	01506 414586

Emergency Closure

Sometimes it is necessary to close the nursery unexpectedly e.g. severe weather or power cut. You should always ensure that your contact numbers are up to date.

Parking outside the school

The area round the school can become very congested at peak times. There are a small number of parking spaces allocated solely to nursery parents to the left of the car park entrance. You may also park in the drop off zone out with school hours. Please park considerately when bringing you child to nursery. **Parking is not permitted on the yellow boxed areas as these must be kept clear at all times for emergency service vehicles.** Always encourage your child to hold your hand until he/she is safely inside the nursery building. Your child must not run through the car park. There is a footpath at the side. Be careful to close the gates when entering or leaving the Nursery. Safety is everyone's responsibility.

Additional Learning and Care Needs

Nursery staff have a responsibility in identifying and addressing additional learning needs of children. Staff deal sensitively with the care needs and requirements of individual children

Should your child have additional learning needs, we would invite you to meet with us to discuss these, so that you can be involved from the outset. Where necessary, we would invite the appropriate professionals to work alongside us to ensure that your child's needs, care and support can be discussed and arrangements made to ensure continuity in learning.

Nursery staff value the support of parents and carers in maintaining an environment which is free from bullying, racism and other forms of discriminatory behaviour.

West Lothian School Health Service

Children's well being depends on meeting their emotional, physical and intellectual needs. Children do better at school when they are both healthy and happy. The School Health Service can help children achieve their full potential.

Our nursery has a named Health Visitor, who visits regularly to help promote your child's welfare.

Curriculum for Excellence

Bringing **learning to life** and **life to learning**

Curriculum for Excellence is now being introduced across Scotland for all 3-18 year olds – wherever they learn. It aims to **raise standards**, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to **work together** across the school and with other schools, to share **best practice** and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of **knowledge** and **skills**.

Every child is entitled to a **broad and deep** general education, whatever their level and ability. Every single teacher and practitioner will be responsible for **literacy and numeracy** – the language and numbers skills that unlock other subjects and are vital to everyday life.

It develops **skills** for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links **knowledge** in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There is personal **support** to help young people fulfil their potential and make the most of their opportunities with **additional support** wherever that's needed. There will be a new emphasis by all staff on looking after our children's **health and wellbeing** – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims is to improve our children's life chances, to nurture **successful** learners, **confident** individuals, **effective** contributors, and **responsible** citizens, building on Scotland's reputation for great education.

Questions Parents Ask

What should my child wear to nursery?

We suggest that children wear practical, comfortable and washable clothes for the varied activities they may be involved in the nursery. A warm jacket and suitable outdoor shoes are also required for outside play.

Nursery children are encouraged to follow the school dress code, which is a royal blue or purple sweatshirt worn with a white collared polo shirt.

All clothing should be labelled with your child's name.

Jewellery/hair – In the interest of health and safety children should not wear jewellery as this may get lost or cause injury. Long hair should be tied back neatly.

What is the school policy on discipline?

Williamston Nursery Class operates a positive behaviour policy.

There is a regular routine with set limits and rules in each session. These are explained and reinforced verbally and in pictorial form on a regular basis. We always praise appropriate positive attitudes. A child may initially find sharing or turn-taking difficult but quickly learns from our continual positive reinforcements. An alternative may be redirection to another activity where we will find a reason to praise the child's behaviour or work.

It is important that you keep us informed of any changes in circumstances at home as this can often have direct implications on behaviour and concentration in nursery. Please note that a formal policy statement can be viewed in the office.

How will I know how my child is doing?

You may approach any member of staff or your key worker at any time for an informal chat about your child's progress. You may also ask the Teacher to arrange a formal appointment to discuss daily observations. Parents' Consultations take place twice a year in October and March. In June you will be given a formal profile report. You should sign the accompanying letter to acknowledge that you have read the report and return this with any comment you wish to make.

How can I become more involved in nursery life?

Once your child is fully settled into nursery you may wish to become a parent helper. We need helpers to assist with library duties, to read stories, to play board games, nursery outings, to bake or go on walks.

Parents can be assured that there will always be a fully trained member of staff working in close proximity and at no time would you be left in sole charge of any child. All helpers must be disclosure checked.

What should I do if my child is ill or going to be absent?

You should contact the school explaining why your child is absent and how long he/she is expected to be off (telephone 01506 415311). Although nursery education is not compulsory, there can be little progress if your child is persistently absent and absences can also be unsettling for the child. If your child becomes unwell in nursery we will contact you immediately so please ensure that contact numbers are always up to date.

How will my child be settled in nursery?

Parents will be invited to an induction meeting in June. At this meeting an invitation will be given for adults and children to attend an open afternoon in June or August. The date for each child's first day at nursery will also be issued along with their key worker group.

What will happen on my child's first day?

On the first day that you and your child come to the nursery you are most welcome to stay for an hour or until you are happy that your child is settled. This will provide an opportunity for you and your child to meet your key worker and look around the nursery.

Thereafter, if an extended settling in period is required, you are welcome to gradually build up the length of each nursery session over the course of the first week. On the first day at nursery your child will be given a coat peg and snack card.

When should I enrol my child for primary school?

At the end of November/beginning of December, all primary schools will announce their enrolment times and arrangements. Look out for notices in the nursery and in the local press.

Deferred Entry?

If you are worried that your child is not ready for primary school, please speak to nursery staff.

A full copy of West Lothian Council's Policy for Deferred Entry to Primary School can be viewed in the nursery and on the Council's web site:

www.westlothian.gov.uk/content/education/ed_policylist/deferredentry

What will my child get for snack?

In Williamston Nursery Class we promote healthy eating. We offer a wide range of healthy foods, milk and cooled water. The snack menu is displayed for parents in the cloakroom. The cost of snacks is 55p which is included in the £1.05 weekly fee.

You must inform staff if your child has any medical condition or allergy.

Does the school have any fundraising activities?

50p of the weekly cost helps to subsidise baking equipment, special purchases, expendable resources e.g. Adventure Ted's books for lending, craft materials and baking ingredients. In addition, we may organise other fundraising events. All money raised will benefit children in our Nursery Class.



What should I do if I am not happy with the service in Williamston Nursery Class?

In the first instance, please speak to any member of staff. We are always trying to improve our service and want the very best for our children and their families.

You may prefer to write or telephone the Head Teacher. There is also an opportunity to comment on the experience your child is receiving at nursery through the portfolio comment sheet.

If you are still not happy you should contact either:

Customer Care,

Customer Service Manager
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Telephone No. 01506 281254

Or

Social Care & Social Work Improvement Scotland,

Stuart House
Eskmills
Musselburgh
EH21 7PB

Telephone No. 0131 653 4100

All staff in Nursery have been trained in West Lothian Council's Child Protection procedures. It is our job to follow them when there is concern, ensuring that the protection and the wellbeing of our children is at the heart of all considerations and decisions taken. Posters outlining Child Protection procedures for staff are displayed in prominent places within the school. The Designated Members of Staff for Child Protection in our school are: **Arlene Black HT, Allison Kennedy DHT, Louise MacDonald (Wraparound).**

Wraparound Care Information

Hours and meals

Wraparound Care is open from 8am until 5.30pm. Children should bring a packed lunch with them every day. Packed lunches should contain items such as an ice pack to keep food cool, sandwiches, fruit, yoghurt and one small sweet item. Snacks are provided for the children at the cost of 20p per snack.

Keeping the staff informed

When you register your child for Wraparound Care, information will be noted about your child. Parents are asked to ensure that medical and emergency contact information is updated as necessary.

Payment

Wraparound care is charged at £3.30 per hour. Users should register for the number of hours required. There is an annual Registration Fee of £14.50

Adding hours

If you wish to increase your hours permanently, you must put a letter in writing or by e-mail to Pupil Placement requesting additional hours. Pupil Placement will contact you advising you if your request has been granted. Team leaders will help and advise you about this process.

Reducing hours

If hours are to be reduced for any reason, please speak to a Wraparound Team leader who will give you a Variation Form.

Holidays and payment

During the holidays charges remain the same per hour, for each hour your child uses wraparound.

Children's sickness and payment

If your child is sick and does not attend, you will still be charged.

Contacting the wraparound team with any changes

Please contact the wraparound team on 01506 416093 should there be any changes e.g. you are collecting your child early, changes in contact telephone numbers.

Useful telephone numbers

Speech Therapy Dept, St John's Hospital	01506 524199
Psychological Services, St John's Hospital	01506 523615
Pupil Placement, W.L.C.	01506 281864
Education Customer Care, W.L.C.	01506 281864
Social Care & Social Work Improvement Scotland	0131 653 4100



Every effort is made to keep this information as up-to-date as possible.

Suggestions from parents on improvements to this handbook are always welcome.