



West Lothian  
Council

Education & Cultural Services

Depute Chief Executive: Elaine Cook



# Welcome to St. Paul's Early Learning Centre



St. Paul's Primary School  
Main Street  
East Calder



## Introduction

Welcome to St. Paul's Nursery Class. On behalf of the staff and pupils we welcome you to our school community. We hope that you will find this handbook provides you with the information and advice you will need to ensure that you and your child have a happy and positive experience at our nursery.

Although we are part of St. Paul's Primary School, we are a non-denominational Nursery Class. In common with all West Lothian Nursery Classes, we welcome children of all faiths/beliefs.

## Contact information

St. Paul's Early Learning Centre  
Main Street  
EH53 OES  
Telephone number:  
01506 881665

## Nursery Staff



Head Teacher  
Mrs. H Torsney



Principal Teacher  
Mrs. K Rankine



Nursery Teacher  
Mrs McArthur



Early Year's  
Practitioner  
Miss Martin

## Early Learning and Child Care Session Times

<b>Morning session</b>	<b>Monday to Friday FELC 08.10 - 08.45 08:45 - 11.15</b>	<b>Friday's only FELC 11.15 - 11.38</b>
<b>Afternoon session</b>	<b>Monday to Thursday 12:09 - 15:16 FELC 15.16 – 16.06</b>	

Each session is attended by both pre-school and ante preschool children. A maximum of 20 children can attend each session.



## Our Nursery Aims

To create a secure, relaxed, happy and stimulating environment for all children.

To provide breadth and depth for each of the experiences and outcomes within the curriculum for excellence framework.

To ensure that all children's needs are met through ongoing assessment, identification of next steps in development and monitoring of progress and achievement.

To work closely with parents, sharing information and actively encouraging interest and involvement.

To continue to have a growing involvement in the local community.

To continue to develop ourselves professionally in order to offer the highest quality of experience for our children.



### Helping your child prepare for nursery

Talk to your child about coming to nursery and the enjoyable time he/she will have.

After you and your child visit the nursery, refer to this with your child on a regular basis before they start.

Be guided by staff on when your child is ready to be left in nursery.



Once your child is settled, try to collect him/her in good time.



## Getting Started

Each child is provided with a labelled drawer and peg with a picture to help them develop their independence skills. Please provide soft, indoor shoes and a change of clothes that can be kept in your child's drawer.

The welcome pack also contains enrolment forms, medical forms, etc.

At the beginning of each nursery session please ensure you have signed the sign in/out sheet beside the notice board in the cloakroom. If you have younger children you are welcome to bring them into the nursery cloakroom but for health and safety reasons we respectfully ask that buggies be left outside.

Please use the nursery door at all times as going through the school causes congestion.

Some children will settle quickly, while others may need parental support for slightly longer. Staff are happy to discuss the individual needs of each child.

## What your child needs to bring to nursery

Snack is charged at £1.50 per week and this is collected every Monday. If it is more convenient to pay termly then speak to a member of the nursery team. We like to let the boys and girls pay for their own snack to allow them experience of handling money.



## Taking your child to and from nursery

To make the nursery a secure place for children, there are security locks in place.

Every child must be collected from nursery by a named adult who must be over 16 years of age. If someone else is collecting your child, please always inform the Nursery staff. This is in the interest of your child's safety. We may refuse to hand over any child if we are unsure of who has come to collect them.

### Emergency contacts/ Emergency closure

It is important for us to have the names, addresses and telephone numbers of two emergency contacts. Parents must ensure that this information is kept up to date. In



particular, this applies to mobile phones.

If a child becomes ill at nursery, has an accident or it becomes necessary to close the nursery, every effort will be made to contact parents in the first instance. However, if parents are not available, then the emergency contact will be informed.



### What your child should wear to nursery

Your child should come to nursery suitably dressed to allow him/her to take part in all of the activities, without worrying about spoiling 'good' clothes. We actively promote outdoor learning including "messy play" all year round so please ensure children have warm, waterproofs in winter and sun cream applied before the start of the nursery session in the summer (staff can not apply sun cream).

Tight jeans, belts or dungarees can cause problems when children go to the toilet. Elasticised waistbands help your child to be independent. If you wish to purchase the nursery uniform please ask a member of staff for details.



## Footwear

Soft shoes/rubbers ( without laces to promote independence) are necessary for indoors, as shoes kept solely for wearing in the nursery ensure that carpets and furniture remain clean and that children can confidently sit or lie on the floor. Please ensure all shoes have your child's name on them to avoid confusion. At the end of each session we ask that indoor



shoes are placed within the child's tub.



## Personal items

Personal toys should be left at home as lost and damaged toys can cause great distress. We have "Show and Tell" on the last Thursday of each month when children can bring along personal items to share with their peers.

## Healthy Snack



Your child will be encouraged to try a variety of foods at snack time. We aim to promote healthy eating and offer a nutritionally balanced snack which includes a range of fruit and vegetables. We offer either milk or water to drink.



### Choice

Your child will be given the opportunity to help decide the snack menu, order ingredients online and prepare snack. The snack menu is displayed within the cloakroom.



### Birthdays



When your child celebrates their birthday we mark the occasion in nursery by allowing the child and some friends to bake birthday cakes therefore there is no need to provide a birthday cake on your child's birthday.







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## Introduction

St. Paul's Nursery promotes a child centred approach to learning where the children will learn to choose the activities that interest them. The curriculum for Excellence is based on a process of growth and experience where your child is an active learner. The nursery staff strive to provide engaging activities within each curricular area in order to develop each child in the four capacities so that they can become successful learners, confident individuals, responsible citizens and effective contributors.



## Curricular Areas

The eight curriculum areas are;

The Expressive Arts  
Health and Wellbeing  
Languages  
Mathematics  
Religious and Moral Education  
Science  
Social Studies  
Technologies



## Yearly Plan

The nursery staff change topics depending on children's interests. However, examples of some of the topics we have covered are Me and My Nursery, Autumn, Colours, Halloween, Bonfire/Fireworks, Space, Transport, Chinese New Year and Burn's Day.



## Library Books

When your child starts nursery they will be given a library bag. Every Thursday your child will be given the opportunity to choose a book to take home from the nursery lending library. These books cater for a variety of likes and tastes and contain a range of story types. We alternate library books with Story Sacks and these include a selection of games, soft toys and activities linked to the storybook in the sack.



We ask that you spend some time with your child, encouraging them to talk about the story, predict what might happen next or explain some of the main events in the book. Library books and story sacks are designed to be a fun time that you can share with your child.



## Barnaby Bear

Barnaby Bear is our travelling nursery bear. Each child will have the opportunity to take Barnaby home. The children are asked to take him with them everywhere they go and for an adult to write briefly about their shared adventures. The children enjoy sharing their experiences with Barnaby when they come back to nursery.





### Assessment

Throughout your child's time at nursery they will be involved in ongoing informal assessments. These assessments provide information on what your child can do, which is the basis for appropriate future planning. Evidence of your child's experiences is filed within their learning journal. Your child's Learner's Journal is online for you to access at any time and will be explained at the first parent workshop.

### Transition to Primary School

Transfer from the Nursery to primary can be a big step for children who are entering a new environment, but we try to make the transition smooth, gradual and happy. During their time at nursery, the children have accompanied staff regularly around the school and will know a number of the school staff and teachers. The nursery and Primary 1 children share a "Golden Time" slot every week. This provides an opportunity for the nursery and Primary 1 children to play together and choose an activity either in the nursery, the garden, the playroom or Primary 1 classroom. This also gives the nursery children an opportunity to get to know the primary 1 teacher. The nursery staff actively look for opportunities to allow the children to take part in some of the school assemblies and other whole school activities.



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- **Nursery Buddies**
- We have a very successful buddy programme in St. Paul's. During their pre-school year each child will be allocated a buddy from the upper school. The Buddies will visit the nursery throughout the final term in nursery to get to know the nursery children. When your child moves into Primary 1 their Buddy will accompany them to the playground and support them during other activities to help them settle in school.



### Communications

We aim to encourage a close relationship between the Nursery and parent/carers on all relevant matters. We try to do this in a number of ways.

## Start and End of Sessions

Informal conversations between staff and parent/carers at the start and end of each session.



## Parent's Notice Board/ PowerPoint

In the cloakroom area there is a notice board area for parents. This area contains folders with information about the nursery planning and any letters sent out to parents. There is also a parent's community notice board and information pamphlets can be found here. This includes information regarding outside agencies and any relevant community information. The PowerPoint displayed on TV in the cloakroom is updated weekly with photographs of learning, snack menu, focus group activities and any other relevant information.



## Whiteboard

The white board in the cloakroom area is updated weekly/ daily and includes information about what will be happening in the nursery, nursery visitors and a weekly timetable. The rhyme of the week is also on display and any other relevant dates/ events.



## Monthly Newsletter

Each month parents will be given a copy of the monthly newsletter. This newsletter gives parents a monthly diary of events, birthdays, nursery information, school information and other relevant news.

## Suggestions/ Comment Box

In the nursery cloakroom there is a box for parents to feedback

any comments or suggestions to the nursery staff.



## Safe route to School:



## Car Parking and Drop off

There are no parking areas provided for children to be dropped off. The Scottish Government recommends that children walk or cycle to school/nursery when it is safe to do so. The Police have suggested that Parents who have to drive to nursery should park in or adjacent to East Calder Main Street and walk their children to the playground via the Church grounds and path provided by the Council at the side of the Church Car Park: this is known as “Park and Stride”.

Please do not use the staff car park unless you have limited mobility and have pre-arranged this with the School.

At pick-up times parents should collect their child from the nursery and walk them to their vehicle. Children running up and down the pavements looking for a parent’s parked car may be at risk. Children should not be allowed to run, walk across or play in the School or Church Car Park nor take short-cuts across the Church Car Park. Drivers do not expect children to appear on the side lane and parents should discourage their children from walking or cycling in the lane.

Please be a courteous driver, park sensibly and consider the safety and welfare of all our children at all times. Parents should not use the private road from the Main Street to the School gate; this is for access to property beyond the School, staff gaining access to the School Staff Park and official School buses. Parents of children in both the School and Nursery Class cause an obstruction to the

safe escort of pupils by School staff onto school transport.



### Health and Safety

The Authority has prepared policy statements on Health and Safety for all areas of its responsibility and in accordance with the Health and Safety at Work Acts. These can be accessed on West Lothian Council’s website.

School/nursery staff are fully instructed in their responsibilities in this respect, and safety regulations apply to all aspects of school life, both on and off the premises. It is expected that pupils will behave responsibly and comply with all safety requirements. The support of parents in promoting good practice in health and safety matters is of great importance to the school.

All West Lothian schools have been fitted with access control systems. All staff employed in the

School and visitors will wear identification badges.



Parents should not wait in the playground nor should they pass through the school building without first reporting to the School Office via the main entrance door. Remember no adult should be in school unless on official school business or by invitation of school personnel. All visitors will be asked to sign in to school using the visitors' book. *Parents should not use the Nursery communication door to move into the main School building or vice-versa.*



## Fire Drill

Instructions for pupils and visitors:

1. If you discover a fire you must immediately inform the nearest member of staff.
2. If there is an outbreak of fire then the alarm will be given by one of the following methods:
  - The sounding of the fire alarm (siren),
  - The intermittent ringing of the school bell,
  - The blowing of whistles or
  - The ringing of hand bells.
3. You must leave your classroom quickly and in an orderly fashion in a line under the direction of your Classroom Teacher. You must not delay to collect personal belongings.
4. Coats, bags and other possessions in the classroom must be left there to be recovered later by staff if circumstances permit.
5. You must take the directed route as shown and proceed to the assembly point on the grass area where the roll call will be taken by the Class Teacher.
6. Each class must stay together as a group with its teacher until the **EXIT** signal to return to classrooms.
7. During lunchtimes or intervals, all staff and pupils should proceed to their normal class assembly points where roll call can be taken.
8. Staff will carry the Class Register with them at all times in the event of an evacuation during intervals.



We hope to deliver a good standard of service which serves our School Community well. However, sometimes things do go wrong and you may have some concerns. We welcome the opportunity to try to put things right if we can. If you have concerns or complaints regarding the service you are receiving, these can be addressed by contacting the Head Teacher in the first instance.

If you are unhappy with the response from the head teacher you should contact:

Support Services Manager  
Education & Cultural Services  
Customer Care  
Civic Centre  
Howden South  
Livingston  
EH546AT

If, in exceptional circumstances, it is felt that the case has not been properly dealt with you can contact the Chief Executive's Office (details available from the School or Civic Centre: as above), and if you are unhappy with this you should contact:

Local Authority Ombudsman  
4 Melville Street  
Edinburgh  
EH3 7NX  
Tel: 0131 225 5300

The Complaints Policy and Procedures for Education & Cultural Services is available in booklet form on request or can be downloaded from the web at:

[www.westlothian.gov.uk/content/education/ed\\_policy/edcomplaintsprocedure](http://www.westlothian.gov.uk/content/education/ed_policy/edcomplaintsprocedure)

If Parents/Carers are unhappy with the Care provided in our nursery class they can also contact :

Care Inspectorate,  
Compass House,  
11 Riverside Drive,  
Dundee,  
DD1 4NY