

Broomlands Primary School



Early Learning and Childcare Handbook Session 2020 - 2021



CONTENTS

Contents page	2
Welcome to Broomlands Primary School	3-4
Our Vision, Values & Aims	5
Contact information and staff	6
When will my child start Nursery? / Session times	7
P1 enrolment/ Placing requests/ N-P1 transition/ Deferred entry to P1	8
What will my child learn at Nursery?	10-17
Reporting to parents	18
Your involvement as a parent	18-19
Clothing	20
Snack / Birthdays / Personal Possessions	21
Attendance	22
Health	22-23
Promoting positive behaviour	24
School Policies	25-26
Session holidays	27

WELCOME TO BROOMLANDS PRIMARY SCHOOL

Foreward

Here at Broomlands Primary School we extend a warm welcome to you. Everyone in our school works hard to create a positive partnership between school and families, to give your child the best possible education.

We are proud of our friendly, warm and welcoming school in our brilliant new building, with its close links to the local community. Our learning spaces are bright and vibrant, offering open-plan classrooms which enable us to work together collaboratively. We have eleven classrooms and a brilliant nursery space with excellent facilities and an exciting outdoor learning space. Set within its own grounds the children have access to fantastic play and sporting spaces.

We will always strive to give our children the best education we can offer, in partnership with parents, in a secure and happy learning environment. We want the very best for every learner as we seek to help them reach their potential.

Starting school is always an exciting experience and we want to give your child a confident start. Working together helps us ensure that they have a happy, interesting challenging and positive school life. We value all their achievements, both within and out-with school. Our aim is to work with you and your children to ensure they grow into:

*Successful learners
Confident Individuals
Effective Contributors
&
Responsible Citizens*

Please do not hesitate to contact us with any enquiries. We want to get it right for every child in our school, doing the best for every learner as we strive to help become the very best they can be.

We have an open-door policy and you are welcome to contact us at any point for a discussion, to ask any questions and to work with us on behalf of the children. Please do not hesitate to contact us with enquiries. We are always willing to help.

Adam Lindsay
Interim Headteacher

Our Vision, values and aims are:

At Broomlands Primary School our vision is to have people at the very heart of everything we do. Everyone in contact with the school will be valued and cared for in a safe, secure, healthy and nurturing environment. We believe that learning is lifelong and will deliver the highest quality teaching and learning experiences to all our learners. We work in partnership to set high expectations and live by them, creating a culture of continuous learning and achievement.

Our values guide the way we work. Together we will be enthusiastic, creative and professional and will:

- Put people first and foster inclusion
- Demonstrate support and respect for all
- Foster protection of the environment
- Be open and accountable by listening and responding to the communities we serve
- Have high expectations of teacher delivery and pupil achievement and attainment
- Work with partners for the good of our community

We aim to:

- Provide children with the learning opportunities and experiences to become successful learners, confident individuals, responsible citizens and effective contributors.
- Provide a rich, stimulating, enjoyable, nurturing and secure environment for learning with opportunities for individual and collaborative learning.
- Empower, challenge and motivate all pupils and staff to learn and think independently.
- Together our pupils and staff will build a strong foundation of healthy and friendly lifestyle choices encouraging a responsible approach to the environment.
- Create an environment where each member of the school community shows respect for others and is valued as an individual, where opportunities are provided to enable individual talents to be nurtured.
- Encourage and celebrate wider achievements in all our pupils.
- Build a multi-agency team, which works collaboratively for the benefit of all involved with the school and encourages involvement in our local community.
- Develop the young people of today for the challenges of the future in an ever changing world.

Welcome to Broomlands Nursery

"Early Learning and childcare is defined as a service, consisting of education and care, of a kind which is suitable in the ordinary case for children who are under school age, regard being had to the importance of interactions and other experiences which support learning and development in a caring and nurturing setting"

Building The Ambition August 2014

We are delighted to welcome your child to our Nursery. Our staff will do everything they can to help your child settle into our Nursery. We are always available to offer support and answer any questions you may have. We hope this booklet will answer most of these questions and tell you about the activities covered in our Nursery.

Contact information and staff

Broomlands Primary School	Nursery Tel:	01573 227452
Ednam Road		
Kelso	School Tel:	01573 227477
TD5 7SW		
Email ; kelsonurseryhub@scotborders.gov.uk		

The Staff

Interim Headteacher	Mr A Lindsay
Depute Headteacher	Mrs A Gibson
Principal Teacher	Ms K Scott
Senior Early Years Officer	Mrs A Anderson
Early Years Officer	Mrs D Young
Early Years Practitioner	Mrs J Abbott
	Miss L Canning
	Ms J Fairbairn
	Miss T Hill
	Mrs L Johnston
	Mrs V Laing
	Mrs C Portsmouth
	Mrs L Renton
	Mrs T Simpson
Early Years Modern Apprentice	Miss N Crombie
Janitor	Mr J Dryden
Primary School Administrator	Mrs E Pettigrew
Home School Link Worker	Mrs B Bass

Mrs Gibson, Depute Teacher has responsibility for the Nursery and the staff. She is available in the main school building and can be contacted through the school office. Nursery staff are available to meet with parents each day after the end of each session.

When will my child start Nursery?

Nursery enrolment

Nursery enrolment usually takes places between November and January each year. (ELC2) eligible children start after their second birthday if they meet criteria for a place. (ELC 3) start after their third birthday.

- May: Places are allocated.
June: Meeting for all new parents.
June: Pupils visit the Nursery.

When will my child start full time?

Children are entitled to start their placement as follows: Month of Child's 2nd/ 3rd Birthday	Placement Starts In...	Pre Placement Visit in...
March to the end of August	August	June
September to end of December	January	December
January to the end of February	April	March

Prior to starting with us full time, you and your child will be invited to visit our nursery to meet nursery practitioners and see how the nursery is set up for your child to learn through play. You will be notified in writing of these arrangements prior to your child starting in Nursery (see pre placement visit arrangements above). We aim to be very flexible to meet each child's needs so as to ensure a happy and nurturing beginning of your child's learning journey in Nursery.

Statutory Entitlement

If your home address is in the catchment community of Broomlands your child is entitled to 1140 hours of Early Learning and child care per year.

Broomlands Nursery is a Hub and is open 50 weeks of the year, (closed over the Christmas period).

Examples of ways to use the service;

Over 38 weeks (term Time only) – 30 hours per week – Asymmetric, these are the same hours as the school day, finishing at lunchtime on a Friday.

Over 50 weeks – 23 hours per week, with a maximum of 8 hours per day.

When completing your application pack, please indicate your chosen days and preferences. We cannot guarantee these subject to availability however we will do our utmost to meet your family's needs.

Primary 1 Enrolment

P1 entrants are currently enrolled at the end of November each year. For enrolment, children must reach the age of five on or before 28th or 29th February of the following year.

June: Meeting for parents.

Pupils visit the school.

August: Pupils start the school.

September: Meeting to help parents support their children's learning.

Placing Requests

If you wish to enrol your child in Primary 1 at Broomlands but do not live in the school's catchment area, a placing request form must be completed. You must also complete an enrolment form for your catchment area school in case the placing request is not granted. The placing request form should be completed at your catchment area school.

Nursery/P1 Transition

Nursery staff work closely with Primary 1 staff in school to ensure smooth transition into Primary 1. The children use the school hall for gym sessions, the school canteen for lunch and participate in several assemblies and church services throughout the year. Primary 6 children, whom will become your child's buddy on entering primary 1 visit the nursery regularly to form relationships and offer support. Buddies help them in the playground as they start Primary 7 and 1 respectively. There are also planned opportunities for shared learning experiences with Primary 1 children which helps the Primary 1 teacher and support staff to get to know the new children well. We also have close links with Castlegate Nursery and Edenside Primary so that any children moving into Primary 1 can be included in our transition activities too.

Deferred entry to Primary 1

Parents whose children have a January or February birthday may currently choose to defer their child's enrolment into Primary 1.

If any parent has any concerns about their child's readiness to move to Primary 1 he/she should raise them as early as November with Nursery staff. A meeting can then be arranged to discuss parental concerns and how to support the child with these. Should it be felt that the school cannot support the child appropriately in Primary 1, then meetings need to be logged and details sent to the Early Years team at Scottish Borders Council, who will then advise on the best provision for the child.

What will my child learn at Nursery?

Early Learning and child care is the first vital step in education. In our carefully structured learning environment Early Years Practitioners encourage and direct your child's natural curiosity through the core provision and responding to your child's interests to meet their needs at Early Level of the curriculum. It is very important that the provision in the nursery is of a high quality if our children are to benefit, socially educationally from their early learning experiences; evidence shows that quality provision in care and education of young children is crucial for success in later years.

Play is our brains favourite way of learning. Play provides opportunities for the children to:

- Make sense of real life situations
- Develop awareness of themselves and others in a variety of social interactions
- Explore, investigate, experiment and be challenged in active learning approaches
- Develop self-confidence and practice skills
- Express their ideas and feelings in many ways.
- Encourages positive attitudes to self and others
- Appreciate and respect the environment
- Extend their abilities to communicate their ideas and feelings



The starting point for us in your child's learning is 'Positive Outcomes for Children and Families, Pre-Birth to Three' 'Building the Ambition' and 'A Curriculum for Excellence'. Early Learning and Childcare focuses on the stage your child is at to provide a coherent, flexible and enriched learning experience.

Through ongoing observation of our children we carefully plan their next steps, providing opportunities for them to develop naturally. The nursery environment is set up to build on what they already know and can do, what experiences they have had and what they have not experienced encouraging development within the following areas.

Expressive Arts	Health and Wellbeing
Literacy and English	Mathematics
Religious and Moral Education	Sciences
Social Studies	Technology

Much learning takes place within the core environment, where our children may act out real or imaginary situations using real life materials.

Play and Active Learning

Within Nursery and Primary 1 there is an emphasis on learning through purposeful play opportunities to extend knowledge, development co-operation, and help children to become more confident and develop their potential intellectually, socially, physically and emotionally.

Play brings about a wealth of learning opportunities, young children learn and develop friendships very naturally through play.

Through play children learn how to;

- Work in partnership with others
- Express themselves
- Build their independence and confidence
- Make sense of their experiences and are supported to link their learning to previous experiences
- Manipulate materials
- Test out new knowledge
- Develop new skills
- Make choices and decisions
- Solve problems





Learning Opportunities

We begin each session with self-registration. On Monday's our children self-select resources that will stay out for the week, so they can build on what they have begun, they may add to it throughout the week. We also have a daily 'star', this person is responsible for setting up the snack table, risk assessing outdoors before children go out and setting the table for lunch with their peers. We encourage decision making skills early on and all the children are involved in setting up activities in the room.

Language

Children are given opportunities to listen, talk, and ask questions. We encourage them to enjoy stories, songs, music and rhymes. They are also able to experiment with their own drawings, 'mark making' and 'writing'.

Maths and Numeracy

Through activities and games that involve counting, sorting, matching, comparing, classifying, ordering, and making patterns, children develop their mathematical knowledge of number, measurement and shape.

Story Corner

There is a quiet story corner where children can choose to look at books or listen to a story. We offer story session which includes interactive storytelling using puppets and props.

There is an area with sleep mats and large beanbags where the children go if they are tired or just want a lie down.

We provide experiences indoors and outdoors that

- Are new and stimulate enthusiasm, new learning and curiosity, balanced with more familiar experiences which can be revisited and tested out in different ways.

- Develop a sense of risk.
- Encourage children to talk with each other and adults, and the growing awareness of the part each plays in a conversation.
- Help the young child remember how they have used materials and solved problems in the past and how they can relate this learning to the task in hand.
- Allow children to determine what they want to learn, from their own plans and gives ownership in discussion with an adult when they want to stop.
- Give children a sense of wonder and stimulate questioning and ability to reason and test conclusions.
- Allow children to play outside in all weathers for fresh air and physical exercise.



Snack/Lunch

We encourage independence at snack and lunch time. At snack children eat together as a 'come as you like' basis and serve themselves both indoors and out. Snack is 50 per session. At lunch the children all sit together with the adults for a family service. The snack menu for the week is displayed in the cloakroom. Parents/Carers select their child's lunch through ParentPay, we highly recommend that you discuss the menu options with your child. Our children are to select from the two hot options only. We consult with the children to incorporate their snack choice. Fruit makes up half of the daily snack water and milk are available to during at all times. We do encourage our children to try different foods, however if your child has any food allergies, or particular dislikes, please inform us when completing your child's **application form**.



Local Community

Our nursery makes use of opportunities to explore and develop their learning about the world around them in the local community. Visits include singing to the residents at Grove House and Murray House, local woodland walks, the Fire Station and visits from local ministers.

Reporting to Parents/Carers

Parents/Carers can keep in touch with what goes on in Nursery through daily contact with staff, by reading the notices on the information board in the cloakroom and by looking at our learning wall. Each child has a Learning Journey where your child's progression is evident for you to see. These can be taken home at any time for you to share with your child, however please return them ASAP for staff to continually update. News letters will be sent out termly.

Feedback

Your views matter to us, we often put out questions in our communication book, please feel free to add any comments or make use of this for any ideas or **suggestions you have for Nursery**. Parents are asked to complete questionnaires to give us feedback or ask for suggestions as to how we can improve our Nursery provision.

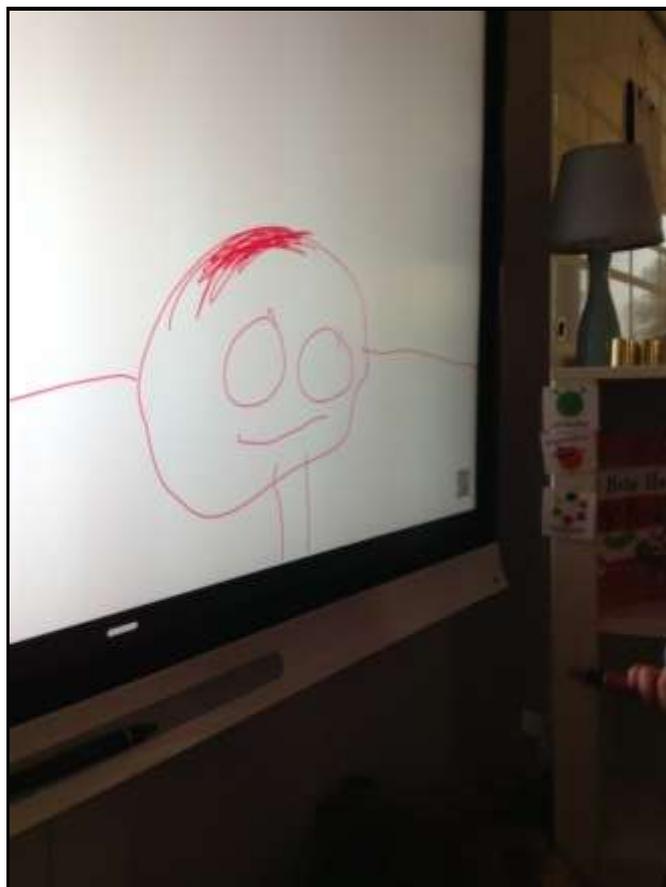
Staff will evaluate practice and form a basis for agreeing areas for improvement. These agreed areas will be included in the School/Nursery Improvement Plan. This policy will be reviewed and amended to meet the changing needs of Early Learning and Childcare Education.

Your Involvement as a Parent/Carer

Parents/Carers as partners

We believe in positive partnerships between parents and teachers. You are the biggest influence on your child. It is essential that we work together to give your child a good start in life. We encourage parents to become involved in school life on a number of different levels.

We use our noticeboard and letters to keep parents updated about what is happening in nursery on a daily basis as well as any changes or other important information.



Sharing information with us

Nursery staff will talk about your child with you to learn about their interests, likes and dislikes. They may ask you to provide information so that they can build up a profile on your child.

Sharing information about your child with us is very important. Remember to inform staff about things which are happening at home and which may affect your child e.g. an addition to the family, bereavement, moving house etc.

Consent for photos and videos

When your child starts Nursery the enrolment form asks for your consent to take photos of your child for use in Nursery (i.e. in displays, yearbooks etc.), use in school or press. Please complete and return accordingly.

We often have performances for parents of songs throughout the year. While parents may take photos or videos for personal use, these should NOT be shared on social networking sites or with other parents. Failure to comply with these rules breaks the Data Protection Act.

Opportunities for Parental Communication

You have the opportunity to talk with staff freely at the end of each session or you can arrange a confidential meeting if there is something which you wish to discuss in private. If you are unable to meet in person because of work commitments please feel free to arrange a time suitable to speak to staff by telephone.

School Website

The school website is www.broomlandsprimary.co.uk

Things you can do to help your child:

- Bring and collect your child on time
- Encourage your child to put on his/her coat and shoes and become independent in changing
- Read information on the notice board about activities/ snack and share with your child
- Encourage your child to talk about their learning experiences – but not forcing it!
- Notify us promptly of any changes of address, telephone numbers and emergency contacts
- Read, sing and play games with your child
- Send in junk for modelling/ resources relevant to our learning
- Discuss the menu choices for lunch
- Discourage your child from bringing toys in from home
- Sharing any particular interests your child may have
- Becoming involved in nursery life, do you have a particular skill or interest that you would like to share with us
- Sharing with us your concerns or issues
- Share your child's personal achievements

Parent Helpers

We are very keen to have parents involved with our nursery and school. There are several regular activities, which need helpers, as well as individual activities and excursions. All kinds of help are useful from baking, gardening, playing games to passing on certain skills that a particular parent, or even grandparent, may have. Please contact the nursery if you have some spare time. We do however have an Adult Helpers Protocol that we would ask you to sign.

You may also like to become involved in the school by joining the Parent Council.



Clothing

Your child should be dressed in comfortable, practical clothes which are easy to wash and easy for him/her to manage e.g. jogging bottoms.

- Nursery sweatshirt (optional)
- Gym shoes for wearing indoors/ PE in school hall (in a named bag, which can be left on his/her coat peg)

- Jacket for outdoor play and hat, scarf and gloves for colder weather.
- A change of clothing i.e. pants and trousers (in case of accidents)
- Change of shorts/ joggers and T-shirt for PE (usually post Feb/April)



Please label all your children's belongings clearly with your child's name.

Uniform can be ordered online from Border Embroideries.

www.border-embroideries.co.uk.

Birthdays

Please do NOT send birthday cakes in to Nursery as some children may have allergies, which mean they cannot eat certain foodstuffs. We celebrate birthdays in nursery by singing and the birthday child talking and sharing his/her news with the group. This also ensures that all children are treated the same.

Personal possessions



Children should be discouraged from bringing in toys. To ensure that they do not become lost any toys that the children bring in shall be placed in their tray until the end of the session.

Children have a tray, which is used to store their pictures, letters to go home etc, and he/she will be responsible for emptying this each day.

Attendance

Pupils are expected to attend nursery regularly and punctually. Regular attendance is vital to a child's progress. If your child is absent please contact the nursery (**227452**) as soon as possible, but always before 9.00am with an explanation of absence. If this action is not taken the school office will send a Group call to parents' mobile/landline. Group call is a service used by most schools in Scottish Borders; the school office sends a text to your mobile/landline to ask you to contact the school. It can also be used to give parents information about things happening in school. Group call Messenger can only work if the information held on the school computer is correct and if parents regularly check their mobile phones.

Emergency closure

In the very unlikely event of having to close the school, e.g. heating/ electricity failure or adverse weather conditions, an Action Plan is implemented. Parents of all pupils will be contacted before pupils are sent home. Information will also be given out on Radio Borders. It is now possible to receive immediate updates on emergency situations on Lothian and Borders Alert Website which the school will also use. The link is www.lbalert.info. If it is not possible to contact parents or the designated emergency contacts, then pupils will be kept in school until they can be collected.

Please ensure that all mobile phone numbers are kept up-to-date.

Appointments

If a child has to be absent for an appointment, please notify the Nursery in advance.

Family holidays

The Scottish Executive strongly discourages the practice of children being taken on holiday during term time as it is extremely disruptive to your child's own education, as well as having an impact on the other pupils in the class. Therefore we are unable to authorise such absence. Please inform the school in writing in advance of children being taken on holiday during term time.

Health

Illness

If your child is unwell, or suffering from infectious illnesses, e.g. Chicken pox, conjunctivitis, then please keep your child at home. If your child suffers from sickness and diarrhoea please keep them at home for at least 2 days following the last bout of sickness or diarrhoea.

If your child becomes unwell or has a serious accident while with us at the nursery, we will send for you straight away. If we cannot contact you we will get in touch with the person named on your entry form as your emergency contact.

Allergies

If your child has any allergies or asthma, please notify staff. We cannot administer medication without parental consent. Forms (available from the school office) need to be completed and medication handed in and staff can agree to administer medication as necessary.

Head Lice

Outbreaks of head lice occur from time to time in all schools. If you find head lice, please ask at the school or local chemists for 'bug busting' information.

Toileting

Children will be expected to wash and dry their hands after toileting.

If a child has wet or soiled himself/ herself they will be reassured, taken to the toilet, cleaned with wipes, as necessary, and clean spare clothes will be put on. If necessary the floor will be wiped with an anti bacterial detergent immediately. Staff will wear disposable gloves and any wet soiled clothes will be put in a polythene bag. Staff will discreetly inform the child's parent on their return and clothes, etc. will be given to the parent to take home for washing.

Accidents

If a child is involved in an accident or incident where the child is hurt, an accident/incident record will be filled in by a member of staff supervising at the time of the accident/incident. The record will be shared with the child's parent or carer who will be asked to sign it.



Promoting Positive Behaviour

We aim to promote positive behaviour at all times. All practitioners use the following Positive Behaviour Script.

BPS HUB Positive Policy Script

BEHAVIOUR – (key word = Choice)

- Is that acceptable?
- How do you think feels (where applicable)
- Encourage apology (where applicable, praise when situation is resolved)
- Reminder of correct choices and positive behaviour
- If behaviour continues after reminder encouragement and support (informal chat with Parent/Carer, by SEYO or EYO)
- Team discussion
- Re access structures

ROUTINES - (key word = Choice)

- Is that how we?
- How do we? (praise for knowing routine)
- Can you show me?

- We need to follow our ELC routines to keep ourselves safe
- If you choose to do that you will miss out on that is your choice
- We need to put **things back where they belong**

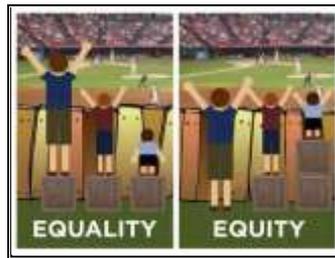
ELC Routines and expectations promoted by all staff

- We are kind to each other
- We use walking feet indoors
- We respect each other space
- We use a quiet voice indoors
- We help and support each other
- We put things back where they belong
- We wash our hands after using the toilet
- We wash our hands before snack

School Policies

Broomlands Nursery is a Scottish Borders Council Nursery and as such policies regarding Health and Safety and Complaints procedures apply, as do school policies and organisation.

Equal Opportunities



Each child under the care of staff at Broomlands Nursery will be:

- Valued as an individual without discrimination on the basis of gender, race or ability
- Encouraged to participate in all areas of educational experience to the full extent of his or her ability
- Encouraged to recognise the value and attributes of both his or her own culture as well as those of other cultures
- Assured of the experience of success through appropriate activities for his or her stage of development

Child Protection Policy

Any concerns regarding Child Protection are reported to the Depute Headteacher and shall be handled in a sensitive and confidential manner. If deemed appropriate the concern is reported to the Duty Social Worker in Cheviot Locality who has a statutory responsibility for the protection of children.



Health and Safety Policy

It is the policy of Broomlands Nursery to do all that is reasonable to prevent personal injury or damage to property and to protect everyone from foreseeable hazards.

In line with Scottish Borders Council policy and that of the Care Inspectorate, there will be two members of staff on duty within the premises and one adult to every three children on trips and outings.

The First Aid box will be available to staff at all times and is taken on outings. Nursery staff are first aid trained should a minor incident/accident arise.

Policy on Confidential Information

All children's records are treated as confidential and are stored in a secure place.

Parents have the right not to have their personal details passed to other people without their prior knowledge and consent. However in Child Protection situations it may be necessary to pass on information about a child to the main investigating agencies i.e. Police or Social Work Department of Scottish Borders Council, without parental consent.

Parents have the right to know what information is recorded about their child and to ensure its accuracy.

Complaints Procedure

It is our policy to work in partnership with parents at all times. We aim to foster open communication between staff and parents to ensure that the needs of the child are put first. Should a parent wish to raise a concern they should approach nursery staff or the Depute Headteacher and discuss this with them. Staff will make every effort to listen and resolve the situation to a mutually agreeable end. If you are still dissatisfied with the response a complaint can be made to the Headteacher by phone, in writing or via the complaints form on the council website. www.scotborders.gov.uk

Complaints can be also be made direct to The Care Inspectorate www.scswis.com



BROOMLANDS PRIMARY SCHOOL
SCHOOL SESSION ARRANGEMENTS
AUGUST 2020 – JULY 2021

	<u>SCHOOL SESSION</u>	<u>CLOSE</u>
OPEN		
2020	Tuesday 18th August	Friday 9th October
	Tuesday 20th October	Friday 18th December
2021	Monday 5th January	Thursday 1 st April
	Monday 19th April	Tuesday 29 th June

PLEASE NOTE THAT APART FROM THE CHRISTMAS BREAK THE NURSERY WILL BE OPEN FOR PUPILS USING THE 50 WEEK SERVICE

In service training for staff – no school for pupils

Monday 17th August 2020
Thursday 12th November 2020
Friday 13th November 2020
Friday 12th February 2021
Friday 30th April 2021

Holidays including 2 Casual Holidays

Monday 19th October 2020
Monday 30th November 2020 – St Andrews' Day
Monday 15th February 2021
Tuesday 16th February 2021
Wednesday 17th February 2021
Friday 2nd April 2021 – Good Friday Holiday
Monday 3rd May 2021