

# Beatlie School Nursery Department



## Information for Parents



## Session 2018/2019

Welcome to Beatlie School Nursery department. We are delighted you have chosen to come to our nursery and look forward to working with you and your child over the coming months.

We hope you will find this booklet a useful introduction to our nursery department. We would appreciate your comments so that we can continue to improve on the contents. Please write to:

Mrs Carol Robbie, Head Teacher  
Beatlie School,  
Beatlie School Campus,  
The Mall,  
Craigshill,  
Livingston,  
West Lothian,  
EH54 5EJ

Telephone 01506 777598

On behalf of myself and the nursery staff team I would like to welcome you and your child to West Lothian Pre-school Specialist Provision. Our aim is to promote joint attention and positive interactions with all of our pupils by creating exciting and motivating learning opportunities each day. By working together with our parents and carers we can meet the needs of each child as an individual and ensure every pupil achieves their full potential during their time with us.

The nursery team are always happy to be contacted at any time should you wish to discuss any concerns or queries you may have so please stay in touch.

Debbie McCulloch  
Principal Teacher

### **Aims of Beatlie nursery department**

To provide a safe, stimulating and happy environment.

To recognise and value the learning that has taken place within the family and the community and to build upon it within the nursery setting.

To work hand in hand with parents and other professionals to promote the all round development of each child.

To provide activities which will be appropriate and challenging for each child.

We work to enable all our pupils to become successful learners, confident individuals, responsible citizens and effective contributors.

### Pre-school specialist provision at Beatlie

The nursery department in Beatlie School consists of three classes: Lammermuir, Campsie and Harburn. Maximum class size is 6 children per session (am or pm).

The nursery classes are bright and fully equipped for a full range of nursery activities. In addition we have a designated soft play, multi-sensory room, quiet room and outdoor play/garden for the nursery children's use. Other facilities shared with Beatlie School are a Jacuzzi, a large gym hall and a multi-sensory garden.

### Who's who in the nursery

Debbie McCulloch, Principle Teacher

#### **Lammermuir**

Natalie Kelly, Class Teacher

The class team will include a Nursery Nurse and two advanced pupil support workers.

#### **Campsie**

Susan McLean, Class Teacher

The class team will include a Nursery Nurse and two advanced pupil support workers.

#### **Harburn**

Julia Dixon, Class Teacher

The class team will include a Nursery Nurse and two advanced pupil support workers.

### Hours and holidays

Our hours are in line with West Lothian Council mainstream nurseries with the additional benefit of being individually confirmed at pre-placement meetings but generally as follows:

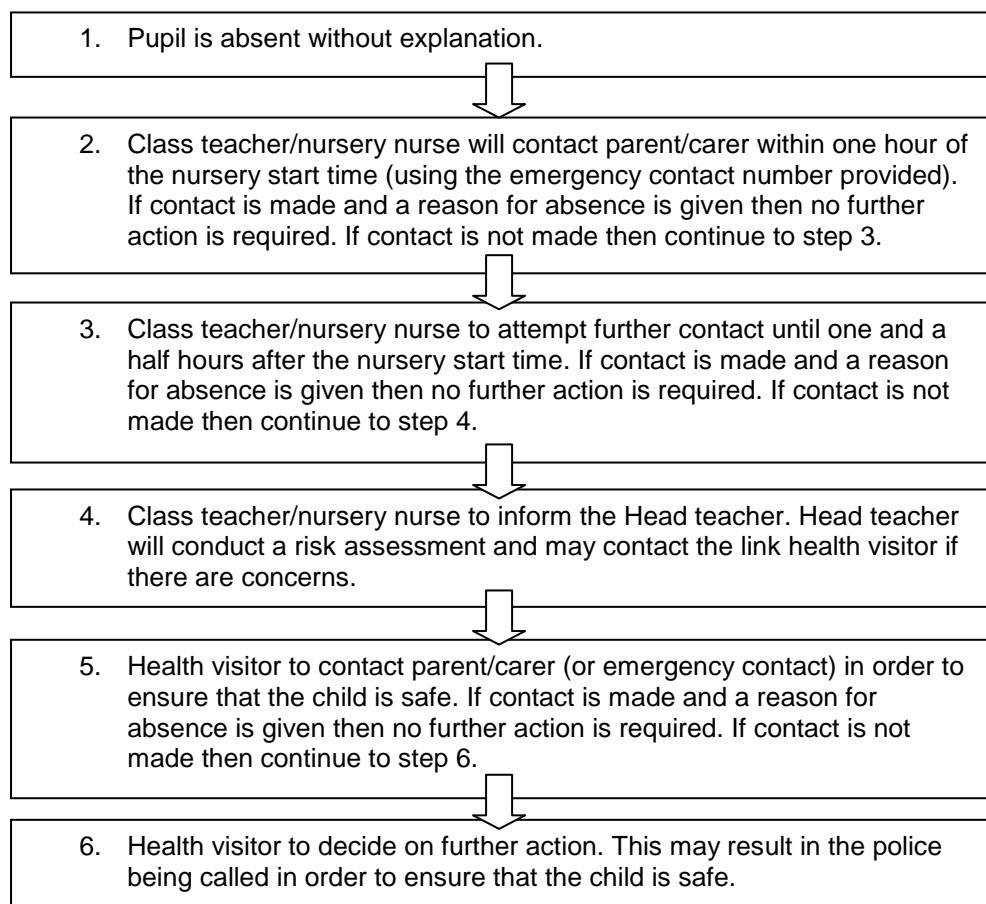
Morning session	Monday to Thursday	8.26am – 11.30am
	Friday	8.26am – 12.00pm
Afternoon session	Monday to Thursday	12.10pm – 16:07pm

The nursery is a Council establishment and the major holidays/in-service days are the same as mainstream schools and nurseries. A list of holidays is routinely sent out at the beginning of each session. It is also available on the West Lothian Council website.

## Attendance

We would be obliged if you could let us know if your child is unable to attend nursery. Please phone reception on 01506 777598 before nursery starts. You can ask to speak to a member of the class team or leave a message with reception.

If a pupil is absent and we have not been notified then the following West Lothian Council procedure will be followed:



**Please remember to call in if your child is absent for any reason. Also please remember to update your contact details and those of your emergency contacts. Thank you.**

## School uniform

Formal school uniform is not worn at Beatlie, however it would be helpful if you dress your child in clothes which allow for ease of movement and enable them to help with dressing where appropriate. Jogging suits are ideal. **It is helpful if all garments are clearly named.** Beatlie school uniform is available and information on how to order would have been included in your Admission Pack. Please contact school reception if you did not receive this.

## Spare clothes

A spare set of clothes is requested. It is often unavoidable that a child will get wet e.g. during water play. Occasionally we may need to use school 'spares' for your child. If so, please remember to return them to us promptly.

### Nappies/toilet training

If appropriate, please remember to send in a regular supply of nappies (as requested by the nursery team). We are happy to support the toilet training that you are doing at home but would request that pull-ups are only used when the pupils are actively toilet training and that nappies are used until this time. Please keep the nursery staff notified of any changes in your routines.

### Signing in

If you are bringing your child to nursery or collecting them please sign in/out at reception.

### Transport

Unless you wish to make your own arrangements, free transport is provided to and from nursery. It is arranged by Education Services, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF. Telephone: 01506 282322.

Travel to and from nursery is either by minibus or taxi and each vehicle has an escort who is responsible for the children. As the escort cannot leave children unattended you are responsible for handing over/collecting your child from the vehicle at the prearranged time and place.

All children must be securely fastened in the seat before the bus moves off. The safety harness (supplied by West Lothian Council) should fit snugly with both straps secure around the seat. Car seats, where used, must be securely fastened to the bus seat.

### Snacks

All children are offered snack during the nursery session. Foods and drinks offered to the children follow recent advice on 'Healthy eating' with cultural and dietary needs met where possible. We also follow the Food Standards Agency advice on allergens and would like to remind parents to ensure that nursery staff are informed of any food allergies.

The aims for snack are threefold;

- to encourage eating and drinking skills.
- to encourage the children to try a variety of tastes and textures, and
- to encourage each child to participate as a member of a group.

Snack money is £1.50 per week and is requested at the beginning of each term. This includes a small sum to help pay for special events where we buy additional foods e.g. Pirate party, Chinese New Year, etc. Please send the money, addressed to the class teacher, in a sealed envelope remembering to include your child's name. We acknowledge a term's snack money can be quite a substantial amount therefore if you would prefer to pay weekly please arrange this with the class teacher.

## Beatlie School Parent Council

All nursery parents are members of the Parent Forum but can become a member of the Parent Council if they wish to be a bit more involved, even if your child only attends the nursery for a short time. The Parent Council is properly constituted and is recognised as a charity by the Inland Revenue. The aims of the Parent Council include:

- To provide a voice for parents and capture the unique and varied skills, interests, knowledge and experience they can offer.
- Fundraising. This is usually ongoing and the money is used to provide equipment, special chairs etc or for a special project. All parents are asked to help with these ventures.
- To support the work of the school and help develop strong home/school partnerships

The Parent Council consists of at least three elected parents/carers with at least one of the Head teacher and Deputy Head teacher attending each meeting. Any members of the Parent Forum can attend. The current Chairperson is Donna Craig. New members are elected at the AGM which is held early in the new session. Please contact Carol Robbie, Head Teacher, if you would like to be involved.

## Emergencies

Every effort is made to maintain the normal nursery hours. Parents will be notified in advance of any planned change in these hours. Occasionally, however, schools may be affected by emergencies which necessitates sending children home early e.g. severe weather, transport problems, power failures etc. Should such a case occur we do all we can to keep parents, or their emergency contact, informed. Be reassured no child would be sent home unless we were sure an appropriate adult would be there to meet them. **Please ensure you inform the nursery if you change your contact numbers.**

## Emergency contacts

Parents are required to provide the name, address and telephone number of a friend or relative whom we could contact if parents are not available in an emergency.

**It is essential that we have an up-to-date emergency contact number.**

## First aid and accidents

Minor accidents receive attention on the spot while in more serious cases the child would be taken to the Accident and Emergency department at St John's Hospital. The child is always accompanied by a member of school staff and parents are notified immediately if a child has to be taken to the hospital.

## Fire drills

Fire precautions and procedures are reviewed regularly and are on display in all areas of the school. Regular fire drills are carried out.

## Child Protection

*'It's Everyone's Job to Make Sure I'm Alright'*. This document produced by the Scottish Executive 2002 reinforces that all children and young people in Scotland have the right to be cared for and protected from harm and we (staff, parents, community) have an important role in preventing the abuse and neglect of children.

Some young people who had experienced the need to be protected and supported were asked what children should expect from adults. The clear message from the children was expressed in the form of:

### **The Charter (Scottish Executive 2002)**

Get to know us	Think carefully about how you use information about us
Speak with us	Put us in touch with the right people
Listen to us	Use your power to help make things happen when they should
Take us seriously	Help us be safe
Involve us	
Respect our privacy	
Be responsible for us	
Think about our lives as a whole	

Annual training in Child Protection has been established and has happened for a number of years in West Lothian schools. In June 2007 Edinburgh, Lothian and Borders Child Protection Office produced new Inter-Agency Child Protection Procedures.

All teachers and non teaching staff in school have been trained in these new 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. The health and wellbeing of all pupils is central to the curriculum that we follow. The designated members of staff for Child Protection in our school are Carol Robbie and Debbie Green.

Remember, *'It's Everyone's Job to Make Sure I'm Alright'* so if you have concerns about any child please contact:

	Bathgate	01506 777600
Social Work	Broxburn	01506 775666
	Livingston	01506 282252
Police Family Protection Unit		01506 652615



If you would like further information please contact Carol Robbie, Head Teacher.  
[GIRFEC - The Getting it Right for Every Child Approach](#)

The Getting it right for every child approach is about how practitioners across all services for children and adults meet the needs of children and young people, working together where necessary to ensure they reach their full potential. It promotes a shared approach and accountability that;

- builds solutions with and around children, young people and families,
- enables children and young people to get the help they need when they need it,
- supports a positive shift in culture, systems and practice, and
- involves working better together to improve life chances for children, young people and families.

The GIRFEC approach is well embedded in our practice at Beatlie.

### The Curriculum

The Curriculum describes what children and young people do in school. It covers the subjects they learn about, the skills they acquire and how they are taught. Recent Scottish education reforms have led to the development of Curriculum for Excellence, a flexible curriculum to meet the needs of all learners from 3-18 years.

A Curriculum for Excellence is made up of eight key areas – Expressive Arts, Health and Wellbeing, Languages, Mathematics, Religious and Moral Education, Sciences, Social Studies and Technologies and through these it aims to develop the capacity in all learners to become:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors

In common with pre-school establishments throughout Scotland, our curriculum is designed using this broad framework. Mainly we will be using the Early Level outcomes. Our curriculum and practice also reflects the national guidance offered by Pre-birth to Three and Building the Ambition documents. Activity areas and structured activities are designed and set up to develop the main areas of learning. Activities are changed regularly to ensure continued motivation and challenge. However, a placement at Beatlie School Nursery will also lead to the development of a more individual programme to suit the specific needs of each child (see Individual Education Plans below).

We shall work closely with yourselves, any therapists involved with your child and any partner nurseries (if there is one) to ensure your child's experience at Beatlie is a positive and enjoyable one.

### Individual Education Plan (IEP)

All children who attend nursery at Beattie School will have an Individual Education Plan. Long term targets will be identified after careful assessment by the staff team, appropriate professionals (such as Speech and Language Therapists, Physiotherapists, Occupational Therapists, etc) and, of course, parents. These long term targets are then broken down into smaller targets which ideally should be achievable in one or two terms and build towards future achievement of the long term target.

This will be discussed in detail with you at the parental consultation meetings and at your child's review. Your child's progress towards achieving the targets will be carefully monitored and regularly updated and shared.

### The multi-disciplinary team

The main aim of the multi-disciplinary team is to use a wide range of skills, expertise and knowledge of your child to support learning. You are an important member of this team... who knows your child better? The composition of the team will vary as your child progresses through the nursery and reflects the targets being actively worked on at the time.

### Links with parents

Only by creating and maintaining strong links between the nursery and home can teaching programmes be fully effective. We welcome involvement in whatever way parents wish and offer support and information where possible.

Parents are invited to take part in all reviews and formal assessments. They are also encouraged to communicate with the nursery in a variety of ways (see below).

Whilst there is no statutory obligation to send your child to nursery, we would encourage you to refrain from withdrawing your child from nursery during term time. If possible, please let us know in advance if your child will be absent.

### Home/school diary

The most frequently used link between home and nursery is the child's daily diary. This provides a means of exchanging information and news of mutual interest. Sharing such information makes conversations more meaningful for your child. This diary will also be used to communicate with a mainstream nursery if applicable.

### Parents' evenings

Parents are invited to meet with the class teacher and nursery nurse to discuss in detail their child's Individual Education Plan (IEP) and how it is implemented. These meetings are invaluable as they provide an opportunity for an exchange of information on how the child is responding/behaving/progressing at home and in the nursery. Therapists will be invited to attend.

### The Learner's Journey

The Learner's Journey is a learning profile for your child, which contains information about your child's learning and progress both in and out of school. Parents are asked to contribute by sharing home achievements, either by completing a 'Home Award' certificate or by sending in your own photos, information, completed reward charts etc for us to file in the Learner's Journey profile.

Throughout the year we will make observations, often using photos and videos as evidence of these as part of our assessment in class. Parents will receive a photo album and/or video footage when pupils move on to Primary 1. We therefore kindly ask that parents do not ask us to take photos to go home during the school year as the class team are very busy working with the pupils on class activities.

### Class report for the annual review/planning meeting

An interim report (plus reports received from others in the multi-disciplinary team) is sent home a few days before your child's review and planning meeting. Everyone is requested to read the reports before the meeting and note down any points for discussion. Parents have the opportunity to provide written comments for the meeting. A brief 'end of year' report will be issued in June.

### Peers Early Education Partnership (PEEP)

The PEEP programme is designed to support parents in their interactions with children. We aim to provide fun-packed weekly sessions for parents and their children, which will include stories, games, music and crafts. This is dependent on uptake. It is hoped to start in October but more information will be provided closer to the time.

### The Beatlie Blog and Website

Google 'Beatlieblog' to find us. On this blog you will find photos and news about what is happening at Beatlie as well as information regarding our school's aims and priorities. We welcome your comments on the blog. We also have a website which is found by searching for 'Beatlie School'.

### Events

In addition to the above, several social events are organised throughout the school session where parents and staff can meet informally. These are likely to include coffee mornings, parties, Christmas, fundraisers and end of session assemblies. Our Calendar of Events will be provided at the start of each school year.

### Medical care

We have two nurses on duty during the school day. They will administer routine and emergency medication required by your child. The Consultant Paediatrician, Community Child Health, keeps the medical aspects of your child's progress under review, initiating appropriate medical action when required.

### Medical

Regular, routine medicals are carried out by a Consultant Paediatrician with the assistance of the school nurses. Please contact the Class Teacher if you have any concerns.

### Medication

If your child requires medication of any kind to be administered at nursery, the medical staff must receive a signed, dated note from yourselves. The note should include details of the name of the drug, the dosage and times and or circumstances the drug is to be given.

It is essential you keep us **informed in writing** of any change in the child's medication.

**Safety note: all medication sent into school should be given to the escort to hand over to staff and NEVER sent in the child's bag or pocket.**

### Protocols

The nurses will draw up a protocol for the management of illnesses such as asthma, epilepsy and severe allergic reactions. These will detail what we shall do in the event of your child having a reaction or seizure. Protocols are drawn up with the parents' assistance and agreement.

### Illness

If a child becomes ill at school but does not require urgent medical attention, we may contact you (or your emergency contact) requesting that your child be taken home for his/her comfort and well being. We politely request that your child does not attend nursery if unwell, particularly in light of the vulnerability of some of our pupils within the school.

### Vomiting and diarrhoea

Environmental Health's guidelines state that anyone with diarrhoea and/or vomiting should remain at home until they **have been symptom free for 48 hours**. This is to prevent the risk of further outbreaks to others in the school/workplace.

It is advisable to encourage the child/adult to drink only clear fluids, e.g. water, juice or flat fizzy juice. Milk should not be given as this can make symptoms worse. Food should only be given in small amounts if desired.

Good hand washing should be carried out, as this prevents the disease from spreading. It is recommended to use a mild liquid soap and paper towels in school, individual hand towels at home.

#### Dental inspection/treatment

The Dental Hygienist visits the nursery and provides toothbrushes and toothpaste. The Community Dental Health Team are highly experienced in working with Beatlie pupils and are available to discuss any difficulties or concerns you may have regarding looking after your child's dental health. If you would like to speak to them please get in touch.

#### Emergency information forms

These forms are routinely sent home at the beginning of each session. Please note it is important that the forms are kept up to date and contain details of ALL medication a child is on, whether they receive it at home or in nursery. This ensures that in an emergency the correct information can be passed to the relevant medical staff in attendance.

### How to make a complaint

A complaint can be made by anyone who receives a service from the school or someone acting on behalf of an individual receiving a service.

An individual can telephone, write or visit to raise a complaint with Carol Robbie, Head Teacher or Debbie Green, Depute Head Teacher.

#### School procedures for receiving complaints

- Any complaint or query received by a member of staff will be passed to the HT/DHT as soon as possible.
- An initial response will be given within one working day either addressing the situation or detailing when it will be possible for the complaint to be addressed.
- All phone calls or letters will be returned/answered within 2 working days of receiving them.
- HT/DHT will give feedback on any action taken.
- All complaints will be logged along with any enquires made, conclusions drawn or action taken.
- Every attempt will be made to resolve the complaint locally at school level by dealing appropriately with concerns raised, providing answers and resolving problems.

If a complaint has not been resolved to your satisfaction at school level then a complaint can be made to either West Lothian Council or to SCSWIS (Social Care and Social Work Improvement Scotland):

Customer Care and  
Communication Manager  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF

Complaints Co-ordinator  
SCSWIS  
Compass House  
Riverside Drive  
Dundee  
DD1 NYX

Helpline: 01506 280000

0845 6009527

### Signpost (based in Beatlie Campus)

Signpost is an award-winning user-led organisation for families of young people with additional needs in West Lothian, Scotland. Their focus is on giving families the strategies that they need to cope with the challenges that disability brings. The majority of Signpost staff are parents of young people with additional needs, who are able to bring their extensive life experience to bear in their work with families. They provide a confidential and supportive environment in which to explore issues. Signpost holds key information on a variety of topics and has extensive links to local agencies.

They can offer:

- parent to parent support,
- information on local services,
- referrals to local agencies, and
- help to source funding for equipment, etc.

Drop-in office hours	9.00am - 4.00pm (Mon-Thu) 9.00am - 1.00pm (Fri)
Telephone	01506 431123
Fax	01506 777594
Email	<a href="mailto:enquiries@signpost-online.co.uk">enquiries@signpost-online.co.uk</a>
Website	<a href="http://www.signpost-online.co.uk">www.signpost-online.co.uk</a>