

Cornbank Primary School

where everyone works together to inspire learners
to be their best now and in the future

Cornbank Early Learning and Childcare 2023/24



Respect

Inclusion

Safe

Excellence



Cornbank Primary School Vision, Values and Aims



Our Shared Vision

Cornbank - Where everyone works together to inspire learners to be their best now and in the future.

Our Core Values

Respect

Inclusion

Safe

Excellence

#RISE

Our Aims

- To form strong and trusted partnerships within our learning community
- To support children to learn through numeracy and literacy rich play environments
- To support development of skills for lifelong learning, and for pupils to be Successful Learners, Responsible Citizens, Effective Contributors and Confident Individuals
- To nurture and support emotional and social well being for all
- To encourage respect for each others' differences, and embrace and celebrate diversity as a Rights Respecting School
- To ensure everyone's voice is valued, and they are able to contribute to and lead improvements

Welcome to Cornbank Nursery Class. We hope your child will be happy here.
The following staff will help in any way they can:

Lynsey Stevenson	Head Teacher
Andrew Drysdale	Deputy Head Teacher
Emma Daly	Senior Early Years Practitioner (SEYP)
Amy Finlayson	Senior Early Years Practitioner (SEYP)
Brenda Ballantyne	Early Years Practitioner (EYP)
Caron Falconer	Early Years Practitioner (EYP)
Diane Miller	Early Years Practitioner (EYP)
Fiona Mackenzie	Early Years Practitioner (EYP)
Jill Grieve	Early Years Practitioner (EYP)
Katie Smith	Early Years Practitioner (EYP)
Leah Hogarth	Early Years Practitioner (EYP)
Sean Stewart	Early Years Practitioner (EYP)
Carol-Anne Barnes	Early Years Practitioner (EYP)
Kim Cockburn	Learning Assistant
Laura Robertson	Learning Assistant

Hours of the Setting

Full days Monday – Thursday.

8.00am–3.30pm

To ensure a settled start and finish we ask that, where possible, children are all in Nursery by 8.45am and are not picked up earlier than 3pm.

Drop off/ Pick up

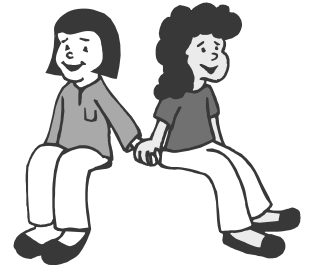
- We have a drop off window between 8:00-8:45 am Children will be dropped off through the main nursery entrance.
- A Key person group register is provided in the entrance foyer and you will be required to sign your child in and out and state who will be collecting your child each day.
- A member of staff will take your child in from the entrance foyer and take your child into nursery. While your child is settling you may come in to the nursery with them.
- Children must be collected by a responsible adult over 16 years.

- Please notify staff if an “unknown” adult is collecting your child at the end of a session.
- If you are late collecting your child, we will take them to the school office. The school office staff will contact the emergency number and look after the child until an adult comes to collect him/her.
- If your child is unable to attend any sessions please let the nursery know.
- We operate a one way system for pick up. All parents come into the ELC via the garden gate and exit via the main entrance. Your child will be picked up from their group who will be in the same place each day. The pickup window is between 3:00pm and 3:30pm.

Preparing for Nursery

Nursery is a very important stage for your child. A good nursery experience will help your child prepare for school. If you wish to help your child get the most out of nursery, the following skills are important.

- Help your child be independent. Can they go to the toilet unaided? Can they put on their coats and shoes?
- Help your child be sociable. Can they share toys? Can they take turns? Can they tidy up when finished?
- Help your child enjoy quiet times as well as busy times. Do they like to draw and colour? Can they listen to a story? Can they talk about their experiences?



The Nursery Day

In our nursery class we aim to support your child's social, emotional, physical and intellectual development. We aim to do this through play.

Play provides opportunities for staff to observe and assess children's development. These observations are used to plan activities that will extend children's experience.

Play takes many forms and can include:

Imaginative Play - in the home corner, at the doll's house, dressing up or in the big bricks.

Creative Play - with sand, water, paint, glue or model making.

Manipulative Play - with jigsaws, small construction, puzzles.

Physical Play - at the climbing frame, outdoors, music and movement sessions, local walks/ woodland play.

Skills in communication, early literacy and numeracy are also actively encouraged through a child centred environment.

Nursery Personal Learning Journey

A significant Learning journal will be built up over your child's time at nursery. These books will be sent home at set points in the year for you to look at with your child and add your own comments/ pictures. There are many opportunities for you to meet with the nursery staff on an informal basis and you can request to see their learning journal at any time.

Some points to note:

Snack

Healthy eating habits are encouraged at snack times. Healthy snacks will be provided throughout the day. A rolling Morning snack will be offered between 8am and 10am and will consist of products such as bagels, breadsticks, crackers, oatcakes, crumpets toast or cereal. This will be served with a choice of milk and water and a selection of veg.

In the afternoon Children will have access to a whole piece of fruit of their choice between 1:00 and 2:30 (Banana, apple, plum, pear and satsumas will be available to choose from) Children will also be offered a biscuit and milk in the afternoon with their story. Unlimited access to fresh water will be available throughout the day in children's own water bottles supplied by the nursery. All snacks and Lunches are in line with setting the Table guidelines.

We celebrate each child's birthday. The nursery provides cake.

Lunches

All Children will be provided with a hot lunch daily. If the child does not like the hot meal they will be offered a baked potato alternative with a choice of fillings. We discourage a sandwich option in nursery however a backup option of a sandwich will be available if a child has very little to eat from the menu available.

Allergies/ intolerance

Please alert staff immediately if your child has any food allergies or intolerance. We may ask you to supply snack initially but will work with you to create an inclusive menu catering for children with allergies.

Clothing/ Footwear

Nursery Uniform: Following on from consultation with parents we are now offering an opportunity to purchase uniform for children. This is optional. Please find a uniform order form in your welcome pack.

Change of clothes: We ask that all children provide a change of clothes in a labelled bag on their peg.

Wet suits/ Wellies: As we take part in a variety of outdoor experiences in all weathers we would appreciate if you could provide a wet suit/ waterproof trousers and a rain coat and wellies. These can either be labelled and kept at nursery or brought daily. We do have lots of spare waterproofs and wellies so these can be provided by ELC if required.

Sun hats and Sun Cream must be supplied by parents, if this is not supplied then access to outdoors will be limited between 1am and 3pm on hot days as we have a duty of care to keep children safe.

Shoes: Indoor shoes/ slippers can be provided if you like but this is not a requirement. We ask that you put shoes that can be managed easily by your child ie Velcro instead of laces. If your child comes in wearing wellies please provide some suitable indoor footwear too.

Toilet training/ Nappies: If your child is toilet training please let your child's key person know what strategies you are using and we will aim to support what you are doing at home. Please provide plenty of changes during this time. Light clothing and washable shoes such as crocs are always handy when your child is training. Nappies and wipes should be provided by parents/carers.

Tissues

We ask all parents to supply one box of tissues upon starting and per term thereafter.

Illness

If your child is ill, please let the nursery know, especially in the case of infectious diseases. With sickness and diarrhoea it is mandatory that your child is kept at home for at least 48 hours after the last bout of sickness/ diarrhoea. Children may not attend nursery if they have a fever and nursery are not permitted to administer fever reducing medications such as calpol unless it has been prescribed by a doctor for a specific reason.

Car Parking

We would ask that you do not park in the school car park when bringing your child to nursery. You should park outside the school grounds.

Parents

We enjoy working with families and always welcome parent helpers. Please let us know if you are interested in helping indoors or out on trips.

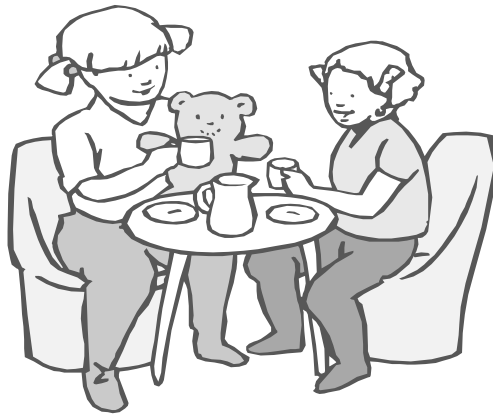
Dogs

We would ask that you do not bring dogs into the school playground.

Starting Nursery

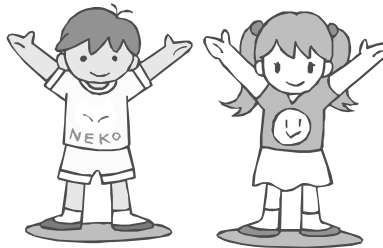
The first few days in nursery are crucial to the child and it is very important to help them to settle in quickly. To allow nursery staff to spend some time with individual children on their first day there will be a staggered intake over two to three weeks. The group of children returning to nursery will attend from day one and the group of new children will gradually join them until the whole class is attending. Dates and times for each child will be sent to parents.

We ask that someone stay with your child during his or her first session. This will usually only last for 1 hour, this will be assessed depending on individual need and built up as required. We have a space, with tea and coffee, in the school so that, if necessary, you can gradually withdraw from your child once they are secure with the nursery staff. We are very flexible and understand that individual children settle differently. We are happy to go with what you think will work best for your child.



Personal Details

Please keep staff informed if any information on your child's enrolment form changes. We need to know if you move house, change your telephone number or emergency contact details.



Child Protection

All Nursery Staff are trained in Child Protection. Through the Head Teacher, as part of the Child Protection loop, they may liaise with Social Work Departments and Police.

"We have a range of duties and responsibilities for promoting the best interests of all pupils which includes having regard for their right to be protected from harm and abuse. The school's duties and responsibilities for this are set out in the Edinburgh and Lothians' Protection Committee's Child Protection Guidelines which are used by all Midlothian schools and our partner agencies.

Complaints Procedure

We welcome your support and welcome your comments on the school.

If you are concerned about a particular aspect of our work please speak to the Nursery staff or if you prefer arrange an appointment with the Depute or Head

Teacher. The Depute or Head Teacher will listen carefully to what you have to say, establishing clearly the issue(s) of concern and, if appropriate, providing you with relevant information. In some cases your concerns can be dealt with immediately, other matters may require more extended investigation. In any event the Head Teacher will notify you, normally within five working days, of the school's response. It is anticipated that, in most cases, the above steps will result in a satisfactory solution for all concerned. If you are dissatisfied with the school's response please notify the Head Teacher that you wish to pursue the matter further. She will either review the proposed action or notify you of the appropriate officer in the Education Authority whom you should contact.

“The aim of early education is to help young children think, become confident, aware, creative and caring, with the ability to communicate and relate to their environment and the people in it.”

A curriculum for the Early Years

We hope your child enjoys our ELC. We will work hard to make it a positive, happy experience.

The Nursery Team