

**Eliburn Nursery Class Handbook**  
**Session 2024/2025**



Eliburn Nursery  
Class

5 Jackson Place,  
Eliburn,  
Livingston.  
EH54 6RH

Telephone Number: 01506 419484

School Website : <https://www.peelprimary.westlothian.org.uk>

Email : [wlpeel-ps@westlothian.org.uk](mailto:wlpeel-ps@westlothian.org.uk)

Twitter: @PeelPrimary

Dear Parents/Carers,

Welcome to Eliburn Nursery Class. We are looking forward to sharing the start of your child's early learning and childcare journey with you.

All of the staff here are enthusiastic and committed to ensuring that your child is happy, safe and nurtured whilst they are with us.

We look forward to working in partnership with you to provide stimulating learning experiences for your child.

Yours sincerely,

Hazel Thurlow  
Head Teacher.

**This early learning and childcare handbook contains lots of information about your child's time in nursery. Please read over it carefully and keep it in a safe place for future reference.**

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### **Nursery Information**

**Contact Details:** Eliburn Nursery Class

5 Jackson Place, Eliburn,

Livingston, EH54 6RH

Tel: 01506 419484

**Email:** [wlpeel-ps@westlothian.org.uk](mailto:wlpeel-ps@westlothian.org.uk)

**Head teacher:** Mrs Thurlow

### **Session Times**

#### **Morning Sessions:**

Monday to Thursday: 7:47 am until 12:30pm

Friday: 8:00am until 11:57am

#### **Afternoon Session:**

Monday to Thursday: 12:30pm- 18:14pm

#### **Two full day Provision**

Children will be offered 2 full days

Monday to Thursday: 8am until 6pm

In addition, full day children are entitled to 1 additional short session per week (as advised by pupil placement) this will either be a:

Monday – Thursday 12:45pm -16:05 pm **or**

Friday Morning: 8:00am until 11:20 am

**Children can only be collected by a name adult or by prior arrangement with nursery staff. Please note anyone 16years old or younger cannot collect your child.**

## **Eliburn Nursery Class Staff 2024-2025**

Mrs Thurlow – Headteacher

Mrs Notman – ELC Area Support Manager

Miss Kindlon – Acting Early Years Officer

### **ELC Practitioners:**

Mrs Alex Bermudez

Miss Ellie Lambert

Miss Abbie Mooney

Mrs Jacqui McMorran

Miss Tailer Walker

Miss Emma Tait

### **Pupil Support Workers**

Miss Nixon – Pupil Support Worker

Mrs Cowan – Pupil Support Worker

Ms Kerr- Pupil Support Worker

## **Our Visions**

***“Eliburn Nursery is an inspiring learning community where we all belong. We nurture all of our children to become happy, confident individuals.”***

This Vision is portrayed in our **settings aims** to:

- To create nurturing relationships with the children and their families where they feel respected, secure and happy.
- To confidently develop an environment that supports rich, meaningful learning experiences both indoors and outdoors.
- To cultivate a sense of community and belonging for all.
- To value the uniqueness of every child and develop to help every child to take ownership and develop their potential.
- To continually reflect on our practice to ensure positive outcomes for all our children.
- To work in partnership with other agencies and our communities to promote the welfare of our job.

Our **Values** guide the way we work.

Together we will ensure:

- Care
- Kindness
- Belonging

## Early Years Curriculum and our Pedagogy

Scotland's curriculum places learners at the heart of education. At its centre are four fundamental capacities. These capacities reflect and recognise the lifelong nature of education and learning. They:

- recognise the need for all children and young people to know themselves as individuals and to develop their relationships with others, in families and in communities
- recognise the knowledge, skills and attributes that children and young people need to acquire to thrive in our interconnected, digital and rapidly changing world
- enable children and young people to be democratic citizens and active shapers of that world



Child-centred play pedagogy starts from the children. Child-centred play pedagogy requires us to take the lead from the children. This approach actively responds to the individual and constantly changing needs of a young child. A young child's voice is interpreted by our observations of their actions, emotions and words. These observations are central to assessment and inform us what children need.

Scottish Government (2020) Realising the Ambition, p.46

### **Morning Session**

7.47am – 8.45am	Breakfast and Self Registration
8.45am – 11.15am	Child Initiated and Structured Play
11.15am – 11.30am	Story and Skills Session
11.30am – 12.15pm	Lunch
12.00pm – 12.30pm	Home Time

### **Afternoon Class**

12.30pm - 1.00pm	Welcome and Self Registration
12.45pm – 1.30pm	Lunch
1.30pm – 3.15pm	Child Initiated and Structured Play
3.15pm – 3.30pm	Story and Skills Session
3.30pm – 5.30pm	Child Initiated and Structured Play / Snack
5.45pm – 6.14pm	Home Time



## **Nursery Starting Arrangements**

Our Nursery is able to offer morning/afternoon or two full day Nursery places for children from **three** years to five years.

Each child will be introduced to a key worker for their time in Nursery. A key worker is responsible for a group of children and will organise skills sessions for these children. Skills session times include focused learning activities that are carefully planned to develop and extend learning for all children. The key worker will be available for any questions that you may have concerning your child's time in Nursery.

Attending Nursery is possibly the first time many children have left their parent/carer for any length of time. We are flexible and responsive to the individual needs of each child and therefore set the settling in period to best support the needs of your child.

### **Lunch**

Children attending full day or morning sessions, they will receive a cooked lunch, served between 11.30am-12.15pm. Children who attend in the afternoon will be provided with soup and sandwiches, which will be served between 12.30pm – 1pm.

All children will also be offered a snack during the session, and all meals will be served with milk and water, following nutritional guidance from Setting the Table and Food Matters

<http://www.healthscotland.com/documents/30341.aspx>

<https://hub.careinspectorate.com/media/3241/food-matters-nurturing-happy-healthy-children.pdf>

Please inform us of any dietary requirements or allergies that your child has.

You may wish to provide your child with a packed lunch. If this is the case, please let us know. You can find information on healthy choices for packed lunch on the Parentclub website:

<https://www.parentclub.scot/>

### **Breakfast Provision – AM Class**

Children attending Nursery during the morning session will be provided with breakfast

Breakfast will be provided from 7:47am, finishing at 8.45am. Children will be provided with 2 items plus a drink. Items may include Yogurt, Cereal, Toast or Chopped Fruit.

### **Snack Provision – PM Class**

Children attending Nursery during the afternoon session will be provided with a late afternoon snack which will be provided from 4.30pm, finishing at 5.00pm.

### **Clothing and Footwear**

Children should wear suitable clothes for play. We promote independence therefore clothes should be easy for children to fasten/unfasten as we encourage children to dress/undress themselves when going to the toilet or outdoor play. Please avoid belts, buckles or difficult fastenings. Football colours are not encouraged in Nursery.

Please provide your child with a pair of soft shoes for indoor use. Gym shoes with Velcro fastenings are ideal.

Please label all clothing and footwear with your child's name for ease of identification.

We would be grateful if you could provide an extra set of labelled indoor clothing in a change bag which can be stored in the Nursery cloakroom.

We spend most of each day outdoors therefore it would be helpful if you could ensure that your child has suitable outdoor clothing for both sunny and wet weather.

Your child will be provided with a named coat peg in the cloakroom where they can leave their belongings whilst in the Nursery.

Soothers and dummies are not encouraged in Nursery. To avoid breakages, comforters or special toys should be left at home or placed within your child's change bag in the cloakroom.

### **Communication**

Communication with parents/carers is very important to us at Anywhere ELC. We share information in a number of ways. The whiteboard in the cloakroom is updated on a daily basis to inform you of the focus for learning in the playroom. The notices within the cloakroom notice board, Plasma Screen, Blog and Twitter are updated regularly and will keep you informed of forthcoming events, holidays and general information. You will receive a regular newsletter to give you detailed information about the work of the setting.

### **Confidentiality**

If you have anything to discuss of a confidential nature, please be assured that we will deal with information in a discrete manner and only share information which is necessary for the well-being of your child.

### **Absence from Nursery**

Should your child be unable to attend Nursery due to illness please ensure that you contact the setting before 9.30am or 1.30pm on each day that your child is absent. We are required to contact any parent/carer whose child is absent without any explanation. This will happen on the first day of absence. If no contact is made with the Nursery to state the reason for absence then Head Teacher will follow the West Lothian Council reporting Unexplained Absence Policy.

Although nursery education is not compulsory, there can be little progress made if your child is persistently absent and absences can also be unsettling for your child.

### **Accidents**

Bumps and bruises are a common occurrence with young children. If your child has a bump or accident during their time in Nursery you will be given an accident slip which will give you details of what has happened and how the staff dealt with it. All staff will follow West Lothian Council First Aid procedures and may contact you if they feel the injury is more serious and medical help should be sought from your GP surgery.

## **Medication**

The "Procedures for the Management of Pupils with Healthcare Needs" is a West Lothian Council guide that provides a structure to assist all learning establishments in meeting the healthcare needs of children the measures detailed in the procedures enable practitioners to efficiently support children with healthcare requirements.

Practitioners will work continually with families to ensure that children's health conditions and care requirements are clearly and accurately recorded and that there is full knowledge and understanding of the medication and care interventions required whilst your child is in nursery.

<https://www.westlothian.gov.uk/article/68000/Procedures-for-the-Management-of-Pupils-with-Healthcare-Needs>

## **Infection Control**

Help and support is offered to children to promote independence in good hand hygiene practices. We actively promote good hand hygiene through frequent handwashing on arrival at nursery, before and after mealtimes and on using the toilet. We encourage children to avoid touching their faces including mouth, eyes and nose, using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste. To minimise the spread of infection we follow Public Health Scotland Infection Prevention and Control guidelines.

[https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1\\_infection-prevention-control-childcare-2018-05.pdf](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf)

## **Sleep and Rest Time**

In addition to active play and learning experiences our playroom offers your child warm and cosy spaces for quiet times, rest or sleep. Your child can choose when to access these areas. If you feel your child will need a period of rest during the nursery day please discuss with you child's keyworker. This will be reflected in your child's personal plan.

## **Learning in Partnership**

### **Personal Plan**

Every child attending the nursery will have a personal plan which sets out how the child's health, welfare and safety needs are to be met. This is a legal require in line with The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011.

The personal plan is included in the welcome pack to be completed by parents/carers when a child starts nursery. Staff are available to support the completion of this document.

The personal plan will be reviewed with your child's key worker, at least once every 6 months.

### **Learner's Journey**

The Learner's Journey is an online document known as Seesaw that is used to record your child's progress in learning and wider achievements throughout their time at Nursery and onwards into Primary School. Your child and their Key Worker will regularly contribute examples of learning to their Learner's Journey and will use this to identify next steps in learning. Children and parents/carers are encouraged to contribute details of experiences and wider achievements outside Nursery. You will be allocated access to your child's Seesaw profile through email and personalised password. EYO will be able to support you accessing your child's online Learner's Journey.

### **Stay and Play**

Stay, Learn and Play sessions allow the children to share and celebrate their learning experiences with their parent and carers. Parents, carers and children engage in a variety of activities and learning experiences which provide parents/carers with a wonderful opportunity to support their child's learning in the Nursery environment. Stay, Learn and Play sessions are held on a monthly basis throughout the year.

### **Big Bedtime Read**

Sharing books and listening to stories is an activity that can support your child's language and literacy development. Your child will be provided each week with a bag of 5 books to share with you at home. Each child will be encouraged to return their book bag on Wednesday and select a new one with their keyworker on Thursday. They will be encouraged to share details of the books they have read each week with their key worker and friends during Skills Session times.

### **Family Learning and PEEP Groups**

Parents and carers play an important role in supporting their children to learn. We offer small group learning opportunities for 3 year and 4 year old children and their parent/carer. These sessions last around 45 minutes and take place in the nursery setting each session includes a story time, singing and rhyme time and fun play activities which help your child to learn.

### **Policy for Positive Behaviour**

We promote positive behaviour at Anywhere Nursery. We encourage children and adults to treat one another with mutual respect and consideration. Our rules are consistent, meaningful and understood by the children. We work in partnership with parents to support and encourage strategies to improve and maintain positive behaviour.

## **Community Partnership**

Our Early Learning and Childcare setting prides itself in working in partnership with local community services.

We work together with local Health and Social Work services to support our children and families. Our Nursery benefits from the services of a Speech and Language Therapist. The Nursery participates in the National Childsmile Toothbrushing scheme which means our children brush their teeth each day at Nursery.

We work closely with the local Primary Schools. Primary 1 staff and Nursery staff meet regularly to implement smooth transition experiences for children starting Primary School.

We provide a variety of study placements for students. We welcome student Teachers from various Universities and Childcare Students from Further Education colleges as part of their training. We provide placements for Work Experience Students from local Secondary Schools, particularly for those exploring a possible career in childcare and education.

## **Child Protection**

“It’s Everyone’s Job to Make Sure I’m Alright” – This document produced by the Scottish Government in 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, carers, community) have an important role in preventing the abuse and neglect of children.

All members of staff in the Early Years Centre 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 Centre. The Designated Member of Staff for Child Protection in our Centre are: .....

Our children have regular opportunities to discuss personal safety issues as part of their curricular experiences and are encouraged to speak to the Nursery staff if they have any worries or concerns.

### **Child Protection (continued)**

Remember “It’s Everyone’s Job to Make Sure I’m Alright” and if you have concerns about any child please contact:

Social Work Livingston 01506 282252

Police Public Protection Unit Livingston 01506 282255

### **CUSTOMER CARE**

All staff in the Nursery are committed to providing high quality experiences for all our children and their families and want the very best for all users of the setting.

If you do have a complaint regarding any service we provide in the Nursery please speak to any member of the staff in the first instance. If you require to take your concerns further please contact the Head Teacher.

You can also contact;

Customer Care

West Lothian Civic Centre  
Howden South Road,  
Livingston,  
EH54 6FF  
Telephone: 01506 281255

and/or

Care Inspectorate  
Compass House  
11 Riverside Drive  
Dundee  
DD1 4NIY  
Telephone: 0845 9527

Please remember that our aim is to promote good communication and foster good relationships between all our stakeholders. A suggestion tree is placed in the open area for you to add your comments. We hope that you find the content of this handbook helpful. If there is anything you are concerned about or have any unanswered questions please do not hesitate to speak to a member of staff in the Nursery.



We look forward to welcoming you and your child to Eliburn Nursery Class.



