

Education, Leisure & Housing Services

Papdale Primary School

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www.orkney.gov.uk/Online-Services/privacy.htm

Early Learning and Childcare in Papdale Nursery



Handbook 2020/21

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Papdale Primary School

Head Teacher - Mrs Wendy Bowen

Depute Head Teacher (Early Stages) - Mrs Amy McCracken

The Early Learning and Childcare Team

Nursery Manager

Ms Caroline Easton

Senior Early Years Practitioner

Miss Paula Gray

Senior Early Years Practitioner

TBC

(Deputises for the Manager in her absence)

Early Years Practitioners - Key Workers

Selkies:	Mrs P Gray
Moppies:	Miss K Wick
Peedie Chicks:	Mrs N Wilson
Kettlings:	Mrs T Peace
Caddies:	Miss S Williams
Puffins:	Miss C Adams
Hedgehogs:	Miss M Wilkie
Otters:	Ms C Wishart

Early Years Practitioner:

Part Time	Miss F Gordon
	Mrs S Rendall
	Mrs K Wylie
	Mrs K Farquhar
	Miss A Taylor



Vision, Values and Aims

Our Vision

"Papdale Nursery a home from home where we work together to be the best we can be"

Values

- We believe working in partnership with parents and the community is the foundation for successful learning.
- We believe all staff, children and parents have the right to be included and respected in all aspects of the nursery.
- We believe in embracing diversity and appreciate everyone is different but unique.

Aims

- To create a curious, safe, secure, stimulating and nurtured environment.
- To create a culture of creativity, where we learn, explore, imagine and investigate.
- To create diverse opportunities and activities for all service users, staff and the community to play, learn and grow together.
- To create a place where happiness and well-being are at the heart of our planning.

We aim to enable our children to become: Confident Individuals, Successful Learners, Responsible Citizens and Effective Contributors.



Curriculum Rationale

To establish a strong sustainable community for Orkney's future, our curriculum will provide opportunities for:

- A balance of child-led and adult initiated learning, with adults facilitating.
- Opportunities for children to lead learning, planning in the moment.
- Learning through planned experiences.
- Opportunities to re-explore concepts and consolidate learning.
- Opportunities to learn how to resolve conflicts.
- Opportunities to ask questions, be inquisitive and curious.
- Opportunities to make choices and develop independence.
- Opportunities to experience risk and challenge and to learn how to risk assess.
- Access to a high quality environment rich in literacy, and maths experiences provided through play with intervention from skilled adult interactions.
- Opportunities to explore the school and its surroundings both indoors and outdoors.

We want the children at Papdale Nursery to:

- Be happy, healthy and resilient.
- Be well rounded enthusiastic learners.
- Be sociable, confident and curious.
- Be independent.
- Be able to make the best possible progress.
- Enjoy learning.



What do we mean by 'Early Learning and Childcare'?

The Children and Young People (Scotland) Act 2014 uses the phrase 'Early Learning and Childcare', to recognise that learning can't take place without a nurturing and caring environment. It uses the word 'learning' rather than 'education' and 'Early Learning and Childcare' has replaced the term 'Pre-school education' for all settings with children from birth to starting school. The setting where we provide Early Learning and Childcare within Papdale Primary School is called Papdale Nursery.

Allocation of Early Learning and Childcare Places

Children are currently entitled to 18 hours per week of Early Learning and Childcare provision

Lunch is provided everyday by the Papdale School kitchen for children who attend Nursery all day. If you would like to increase your child's sessions please speak to your Key Worker or the Nursery Manager.

Some information about our Key Worker system

The Nursery Manager has overall responsibility for leading and managing all the staff and the provision of Early Learning and Childcare in the Nursery. The Nursery Manager will be very happy to talk to you at any time so please ask.

Each Key Group of children is allocated to a Key Worker. They have responsibility for the learning and care of the children and will be your first point of contact for all your everyday questions or communications. The children usually meet in their Key Group with their Key Worker at the beginning of each day to 'check-in' and to share news and the daily routine. They learn about new opportunities or events and plan their activities in the setting. At the end of the day they may meet again to talk and think about what they have done today and share information with the carers who pick them up from Nursery.

Each Key Worker focusses on their group of children to ensure that all important information is collected and shared with the team. Everyone works together to plan experiences which will suit the wide range of children's individual needs and interests.

Arrival, Departure and Session Times

Please **do not** use the main school door to gain access to the Nursery.

Entry to the Nursery is through the rear door directly into the Parents' Waiting Area. It will be opened 5 minutes before the start and end of each session. It is **very important** that children arrive on time at the start of their session, so that we can lock the doors for children's safety after parents leave.

Times of Daily Sessions

Early Bird Session 8-30 to 9am (0.5 hours)	Morning Session 9 to 11-30am (2.5 hours)	Afternoon Session 12-30 to 3-00pm (2.5 hours)	End of Day Session 3 to 5-00pm (2.5 hours)
	Day Time Session 9am to 3pm (including lunch) (6 hours)		

We ask all parents to:-

- Ensure that children are always brought to and collected from the setting by an adult (somebody over 16 years). In the interest of safety, please let the staff know when someone different, e.g. an aunt or uncle, will be collecting your child. An introduction to these carers would be appreciated.
- **Ensure that children are collected in good time, 5 minutes before the end of your child's session.** If there is a problem please contact the Nursery. Please do not be late as this can be very upsetting for your child.
- Encourage children to take care of all equipment and books. (Tidying up is a very important part of the Early Learning and Childcare routine.)
- Encourage children to become independent in hanging up coats and bags, putting footwear on and off and in putting on coats at home-time.
- Cross the road with the lollipop man if possible so that children can establish the habit of crossing at a safe place, particularly as they move nearer to starting Primary 1.

Please do not park in the disabled parking spaces - only drivers with a disabled permit are permitted to use them. Please leave them free.

Bikes, scooters and buggies - please store in the bike area (top carpark) in the school grounds. Unfortunately there isn't any space in our Nursery garden.

When you arrive at the Nursery encourage your child to hang up their coat and bag on their named peg then collect their name card and take it to their Key Group Corner to meet their Key Worker and "check-in".

Parent's Waiting Area

In the Parent's Waiting Area, you will find information and leaflets for parents from agencies which support families. The notice board will keep you up-to-date with special dates and events, how you can join in, daily routines and other important information - please check it regularly. There is a suggestion box for you to give us your comments or ideas.

Parent Pick-up Time

Parents are asked to join us during the last five minutes of their child's session to hear all about the daily activities. Children may tell you about things they have made or done and staff may pass on information and reminders about Early Learning and Childcare plans. This is an opportunity for you to discuss any achievements or concerns or pass on information to your child's Key Worker. You can also check your child's tray for things to take home.

Please talk to your Key Worker about the best time to share information when you drop off or pick up your child from Nursery.

Please be on time for pick up 5 minutes before the end of your child's session.

Children who are not yet 3 years old

If your child is not 3 years old when Nursery begins in August they can start after their third birthday.

Visits will be arranged prior to starting.

We will invite you to come with your child for a couple of settling in sessions before they start a normal week.

The Early Level Curriculum - Play is a child's work!

The children's safety and their personal, emotional and social development is our primary focus. Children who are happy and secure in a nurturing and caring environment and are able to build relationships with other children and adults are ready and able to learn.

Curriculum for Excellence aims to provide greater choice and opportunity for children and a continuous curriculum for all young people from 3 - 18 years. It aims to enable all young people to become successful learners, confident individuals, responsible citizens and effective contributors.

The curriculum for Early Learning and Childcare and Primary 1 children is at the Early Level and covers these 8 areas:-

Health and Wellbeing	Literacy and English
Numeracy and Maths	Science
Social Subjects	Religious and Moral Education
Expressive Arts	Technologies

For more information please see:

www.parentzonestScotland.gov.uk or
www.curriculumforexcellencescotland.gov.uk.



This year a new document following: "Realising the Ambition: Being me", reflects the original principles and philosophy of Building the Ambition and complements the current policy direction of ELC and primary education. It inspires to support practitioners in delivering what young children need most and how we can most effectively deliver this to give children the best start in life. Incorporating and updating relevant aspects of Pre-birth to three guidance and extending across the child's learning journey into early years of primary school. If you would like to know more please see Appendix 2 and 3

Children's Learning Folders will be made available in the Key Group area to give you pictures and information about your child's learning as they progress through the year. We will give you more information about these and how you too can contribute to them.

Please take time to look at the Learning Folder with your child.

We recommend you take a look at our Blog (accessed through the Papdale Primary School Website- www.orkney.co/papdale.uk) which is updated on a weekly basis, showing photographs of the children learning through play and power points linking to our family join ins. We have two

We have two face book pages Papdale Early Learning and Childcare and Papdale Nursery 2020-21. You might also like to check the Papdale Primary School website and Facebook page.

Outdoor Play and Learning

Playing and Learning outdoors is very important for all areas of children's development. Our children have access to outdoor play every day. We have waterproof suits and the children bring their own pair of wellies to Nursery so that they can be dressed even for wet or wintry days! The school playground has lots of exciting opportunities for the children and the areas around the school, including the 'Secret Garden', the Willow burn and the Papdale woods provide a rich variety of environments to discover and investigate.

The Nursery outdoor area has a secure fence and children have access to a variety of resources and materials to be creative, to explore, to build, to imagine, to cooperate, to solve-problems, to practice physical and social skills and importantly to develop resilience and risk-taking. Children of all ages enjoy and benefit from playing outdoors. Please be mindful there is no such thing as inappropriate weather, only inappropriate clothing.



Resilience and Risk-taking

We want to support children to develop the resilience to try again after set-backs, to cope with disappointment or the unexpected and to see unsuccessful attempts or mistakes as an opportunity to learn and move on, instead of failure. We, like you at home, are keen that children learn to be resilient and to keep safe in the world, to learn how to cope with risks and dangerous situations and how to take the right steps to protect themselves to keep safe.

Children regularly experience risk in safe, supervised environments around their home with you and we want to support that development by giving them similar experiences here in Nursery. Together we can help children grow up to be confident and resilient and to assess and manage risk in their everyday lives.

We have even had a fire-pit at the 'Secret Garden'! (the walled garden and allotments near Papdale House). When we plan to use the fire pit the children are involved in discussions about safety and procedures including creating a risk assessment and safety checklist as well as making and practising with a pretend fire before we ever light a fire - we will keep you informed if and when we hope to do this.



Positive Behaviour Management

All young children respond well to encouragement and recognition of their efforts. In the Nursery children are encouraged to work and play with others and take responsibility for their own actions and for looking after the Nursery environment. We use a 'problem-solving approach' to conflict and behaviour difficulties where children are helped to think about the problem they are having and helped to suggest ways to make it better.

We will always work with you and discuss any difficulties your child might be having.

Parental Involvement

We consider our daily contact with you to be vitally important - a time for us to share information for the benefit of your child.

Throughout the year parents and staff will have regular opportunities to share information about children's learning and development. There will also be formal opportunities to meet the staff at Parent's meetings in October and March. If however you have **any** questions or concerns, or if you would just like to know how your child is getting on the staff will be happy to make a time to speak to you.

If you aren't able to pick up your child and talk to your Key Worker due to work arrangements etc, we can provide a Home/School notebook for you to pass on any notes, comments or questions - please ask and keep in touch.

Stay and Play Days

Staff are happy to have parents working alongside them in the Nursery. Once the new children are settled into the daily routine we will put up a notice encouraging you to **"Stay and Play"**. You can stay for all or part of a session and join in the Nursery routine and activities with the children.

Parents are asked to give their permission for their child to take part in school outings and we invite you to accompany us on these outings, help at parties or picnics, take part in play experiences, collect junk or utilise any hidden talents! Please ask if you are interested in helping in any way.

For certain activities, to comply with child protection guidelines we might ask volunteers to complete a "Disclosure Scotland" form.

Family Join-in Times

During the year we plan a series of **"Family Join-in Times"** at the end of a normal session. These will give you the opportunity to take part in activities with your child and to learn more about how and what they are learning in our Nursery. We will send you more information about these sessions as they arise. (see Appendix 1 p20)

For more information and ideas on how you can contribute to the work and development of Early Learning and Childcare at Papdale please see Appendix 1 "Working in Partnership with Parents and Carers" (p18-20)

Early Years Partners

We work with a number of professionals from Orkney Health and Care who can be asked for advice, to come into Nursery and speak to the children about healthy living or to see individual children for specific reasons.

Parents are always consulted on every decision or concern relating to their child and your consent must always be given before a referral is made to any agency.



The Health Visitor is always willing to give advice to families with children under 5 years. Your Health Visitor is the named person for children up to school age. This means they take responsibility for making sure any information about your child is shared only with relevant people in a proper, coordinated and confidential way to ensure your child's well-being. They can make referrals for you for example for hearing or vision checks.

The Tooth Brushing supervisor supports the children to clean their teeth after snack every day. This is part of the "Childsmile" Dental programme which has been shown, alongside families, to help to reduce dental decay in children.



Family Support Worker (Miss Leonie Scott) are based in Papdale. They work with families and young children supporting them through the kinds of difficulties all families experience from time to time e.g. problems with behaviour, sleep, toileting or eating.

If we are concerned about your child's speech or language comprehension we may suggest a referral to the Speech and Language Therapist.

Sometimes the Educational Psychologist can be asked to help us assess children who are having difficulties and suggest ways we can support them.

The Early Years Team are also based in Keelilang, under the direction of the Principal Teacher for Early Years, who work in Nurseries across Orkney supporting staff to develop their settings and their practice.

Please don't hesitate to discuss any concerns you have or if you would like us to help with a referral please ask.

Health, Safety and Medicines

The safety of the children and staff is of course our highest priority at all times and any rules and procedures are made to ensure the safety of everyone. If your child has a minor mishap or accident at Nursery we complete an accident record which we ask you to sign when you pick up your child. If your child has a bump on the head, or something in their eye or is more serious, we will always call you.

It is important to let us know if your child has any allergies or suffers from any particular illness so that we can make sure the right procedures are put in place (asthma, epilepsy etc). If your child needs any medication administered during their Early Learning and Childcare session you will need to complete a medical form which can be obtained from the Nursery Manager.

There is a fire-drill in the school once a term so that children learn to respond to the fire bell and evacuate the building safely.



Sun Awareness



It is important to remind the children of the dangers of exposure to sunshine.

If the forecast is for sunny weather (even if it is not warm) we advise that sun-cream is applied to any exposed areas of your child's skin, particularly faces, ears, necks and shoulders before they arrive at the Nursery.

We recommend that children have clothing to cover up and sun hats/caps are great to keep their face in shade. This is particularly relevant on school trips but children can play outside on most days.

The school does not provide or administer sun-cream. If your child requires more regular sun cream application for medical reasons, please ask for a medical form from the Nursery Manager.

Clothing

PLEASE ENSURE THAT ALL CLOTHING IS CLEARLY NAMED ESPECIALLY PAPDALE PRIMARY SCHOOL TOPS!

The best type of clothes for your child during Early Learning and Childcare sessions, are simple play clothes which encourage independence in dressing and undressing.



- Easily washed (they will get messy!)
- Easily changed (elasticated waist, Velcro fastenings)
- Sensible and safe shoes eg trainers - slip-on or Velcro fastening are best.



- Avoid high heels and clogs as these can be dangerous for active outdoor play and on the adventure playground.

(The school has a range of simple, easily washed school tops in a variety of colours and styles.

You can get an order form from the school office and order directly from 'Trek and Travel'.

The 'Top Shop' in the school reception has second-hand tops which you can have for a small donation to school funds.

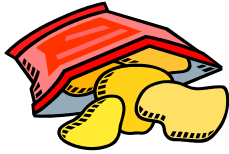


Your child will also need:

- A bag with a small towel, spare pants, socks, a top and skirt/trousers/leggings in case of accidents.
- **A pair of wellies** and a warm outdoor coat with a hood for outdoor play. (We have sets of waterproof hooded jackets and trousers for the children to use on rainy days.) A warm hat and gloves may also be needed in the colder months (most of the year sometimes!).
- For outdoor play on sunny days - a sun hat and long-sleeved clothing.

Please also apply sun cream to children before coming to school if you feel it necessary (see p 12).

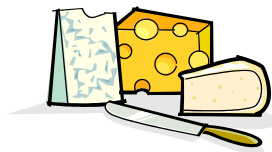
You are advised never to allow your child to bring valuable articles to the Nursery as the school cannot be held responsible for their loss.



Snack



A snack is provided in the morning and afternoon. The staff plan a variety of nutritious snacks. The children - 'snack helpers' - help to prepare the snack under close adult supervision. Milk or water and fresh fruit are available daily. Milk for children is provided free. Snack foods are all in line with "Setting the Table" (nutritional guidance for 0-5 years). Our self-service snack opens at around 9.15 in the morning and around 2.15 in the afternoon and is available to the children at any time they choose during the play session.



An adult is there to support the children while they select their snack, pour their drink and when they are finished, put their dishes away. Snack-time provides an opportunity to encourage healthy eating and good manners and it can also be a time for a social chat with friends and staff.

We do not provide sweets or fatty foods at snack, but try to introduce children to a range of healthy options.

Due to Health and Hygiene regulations we are sorry that we cannot accept any homebakes etc for the children to eat during the session. **Please help us promote healthy eating by not sending in any cakes or sweets.**

The snack costs 30p a session. You can pay weekly on a Monday or termly. Please bring the snack money in an envelope marked with your child's name, class and the amount enclosed and hand it to your child's Key Worker when you arrive. Since we are a big Nursery we are able to make savings by buying snack foods in bulk. If we have any money left-over in our snack fund, as a result of savings, we will use it to buy extra resources for the children.

Name
Class
Date
Amount

Lunch Time

Children can have lunch when they stay at Nursery for a full day (morning and afternoon). Lunch is provided by the Papdale School Kitchen and tickets are available to purchase from the Kitchen. Entrance around the back of the school.

The Children have their lunch in the school dinner hall. Those children returning for another year to our Nursery are already used to having lunch in the hall and enjoy the social time, having lunch with the other children and staff. *Lunches are funded by the Authority, however, children are only entitled to lunch if they are staying for a full day or working towards a full day.*



Menus for lunch are issued to parents at the beginning of every term. They are slightly different from the menu for the rest of the school in order to comply with the nutritional guidelines for young children in "Setting the Table". Children can have a hot main course or baked potato and filling as well as dessert (fruit, yogurt or pudding) and/or soup.

The staff are very supportive and encouraging, helping the children to enjoy their food and try new tastes. They record what and how much the children eat and will let you know if they have any concerns. Please speak to your Key Worker if you want to know how your child is getting on at lunch.

Please see separate guidance for healthy packed lunches.



Change of Details

IMPORTANT Please notify the School Office or Nursery of any:

- Change of address or telephone number
- Change of emergency contact
- Change to medical conditions we need to know about
- Any medicines which need to be administered during Nursery, so that the correct forms can be completed and procedures followed.

Please let the Nursery staff know of any:

- Change in home circumstances which could affect your child, e.g. separation, death of grandparent, hospital admission, etc.
- Worries that you have about your child, e.g. unwilling to come to Nursery or not appearing to be quite themselves today.
- Change in person or routine for bringing or collecting your child.

Please do not hesitate to contact us if you have any other questions or concerns. We will always be happy to help.

Emergency Contact

We ask for the name, address and telephone number of a relative or friend living in the area whom we can contact in an emergency, if a parent is unavailable. If your child is not well, please keep him/her at home until he/she is better - sending a sick child to school means putting all the other children and staff at risk of catching bugs and germs. If your child has had vomiting or diarrhoea they must stay off for **48 hours** after the last attack. Please telephone the School Office or let the Nursery staff know to tell us if your child will not be at Nursery. If you need to speak to the Key Worker on the 'phone, please call at a time before or after the session.

Noting Concern

The staff are always willing to work with you to promote positive behaviour and address any worries you have. If, however, you have **any concerns** about your child's Early Learning and Childcare experience which you would like to discuss further, please ask to speak to the Nursery Manager.

Alternatively you can contact the Care Inspectorate directly at the address below:-

**Care Inspectorate
Compass House
11 Riverside Drive
Dundee DD1 4NY
Tel: 0845 6009527**

www.careinspectorate.com

email:enquiries@careinspectorate.com

They will help deal with your concerns. Pick up a leaflet in our waiting area for further information.

The Care Inspectorate carries out inspections of Early Learning and Childcare settings to ensure that National Standards in care are met. HMIE may also inspect the setting, jointly with the Care Inspectorate.

Our most recent Care Inspection (April 2016) recognised the quality of our Early Learning and Childcare and in particular the quality of our Staff. A copy of the report is available from the Care Inspectorate website, on the Papdale Primary School website www.orkney.co/papdale.uk and in the Parent Area of the Nursery.

We welcome and value your views. Please get in touch if you have any comments or suggestions to help us improve and continue to provide quality Early Learning and Childcare experiences for all the children.

We are committed to ensuring any data collected handles appropriately and kept secure.

For more information on data protection and privacy policies go to the Orkney Islands Council Website or click on this link:

<http://www.orkney.gov.uk/Online-Services/privacy.htm>

Papdale School Nursery - Early Learning and Childcare

Appendix 1 - "Working in Partnership with Parents and Carers"

Our Participation Strategy - Updated June 2018

At Papdale, Early Learning and Childcare staff plan a range of experiences and activities to enable parents, carers and children to participate fully in the life of the Nursery. Throughout this document the term "parents" is used to mean "parents, carers or guardians" and ELC means Early Learning and Childcare.

Parental involvement

The staff work hard to be flexible, to ensure that all parents feel included and arrange times to meet that suit parents whenever possible.

Papdale Nursery uses both formal and informal approaches to encourage all parents to be involved, including:-

- An open access policy. Parents are encouraged to come in at the beginning of sessions and to visit at the end. At the start and end of sessions, staff members are available to chat to parents. Additional times to meet can be arranged to suit parents. There is an invitation to get in touch with any questions or concerns at the end of all written correspondence.
- Relationships with parents begin at registration and transition to the Nursery. Children and parents have the opportunity to visit before they start ELC at Papdale Nursery. At the beginning or end of each session parents can ask questions, share information and any worries, expectations or concerns. During this time, staff members can share with parents the opportunities they have to become involved in their child's experiences in the setting. Information at registration and handbooks at transition tell parents how they can become involved and encourage them to get in touch with any ideas, concerns or ways they would like to be involved.
- Parents are invited to take part in and support sessions in our Nursery. A calendar is available to sign up for a "Stay and Play" session, once the children are fully settled into the daily routines. Parents can either participate in the normal session, or become involved in an activity, depending on their interests. This can be an opportunity to see the learning that takes place in the Nursery and also to see how the staff interact with the children and how they encourage and promote children's creativity, curiosity and enquiring within our positive behaviour policy - open door policy
- Parents are invited to participate in the range of trips and visits which are planned throughout the year.
- At Christmas, the staff may invite parents to come and see the children perform some Christmas songs.

- Learning in our Nursery, as elsewhere in Primary school, does not take place by accident. In response to children's interests and stage of development the staff plan learning environments, resources and experiences across all the curricular areas. Children's activities and experiences are often recorded in photographs displayed in the setting to let parents see examples of learning taking place. Examples of children's learning through play can also be seen in children's Learning Folders and on the Nursery Blog (www.orkney.co/papdale.uk)
- Each child has a Learning Folder which helps to inform discussions with parents on their children's progress. "Learning stories" give a snapshot of learning which helps staff plan children's next steps. Learning Folders are added to regularly and help illustrate a child's progress and achievements in the early level curriculum. Parents are their child's first and, possibly, most important educators and staff want to value, build on and complement the child's learning at home. Parents are encouraged to record special learning moments from home in the Learning Folder. They can also bring in items to talk about and share eg. things found on the beach or photos. Parents can view the Learning Folder with their child at any time in the parent's waiting area. Please ask if you would like to take it home.
- There are two (informal) Parent meetings, a drop in sessions or 1- 1 session, in October and March, but parents are encouraged to speak to staff at any time.
- Community notices and information leaflets from health, dental or other agencies can be accessed from a stand in the parent's waiting area.

Parental Participation

Papdale Nursery uses both formal and informal approaches to encourage all parents and carers to participate in the current and future running of the setting, including:-

- Papdale School has an active Parent Council and parents of Nursery children are able to be a part of this. Through the Parent Council, parents are able to be involved in evaluating the service by contributing their views. Consultation about School Improvement Planning also takes place through the Parent Council as well as by consulting parents via questionnaires or canvassing their views directly e.g. at Parent's meetings in October and March.
- The Parent Council are involved in fund-raising which has been used to develop our playground spaces as well as buying new furniture for the Nursery.
- We have a well established programme of "Family Join-in Time" workshops planned for each term throughout the year. These aim to let parents see first hand, the kind of activities and resources used to promote children's development in all areas of the curriculum. Parents join in and try out the activities with their children. Parent's views and suggestions, collected at the end of each workshop, help us to make improvements the following year. The workshops take place during the last 45 minutes of a normal session to make it easier for parents to attend.

The "Family Join-in Times" are as follows:

Family Join-in Times include:

- Play and the curriculum- a PowerPoint presentation will be available on the blog showing how play accesses all areas of the curriculum and highlights the importance of play. Parents will have an opportunity to join in and learn more about how children learn through play and the use of "loose parts" and natural resources in providing opportunities to be creative, curious and solve problems
- Early literacy/Early writing- a PowerPoint presentation will be available on the blog and also displayed in the nursery how we incorporate early literacy experiences and activities within our daily routine. It will show the developmental stages in early writing. Parents are invited to join in a session where experiences and opportunities will be available to participate in
- Maths/Numeracy- a Power point presentation will be available on the blog to demonstrate the children participation in a variety of maths experiences. Parents will be invited to join us in a session where activities which prompt key learning in early maths will be available.
- Parents are encouraged to share their views, comments and suggestions. The Early Learning and Childcare information booklets and regular newsletters remind parents of this and there is a suggestion box for feedback in the parent's waiting area.
- Plans are regularly shared with parents and notices welcome parental suggestions and any offers of materials and expertise to enhance the experiences in the setting.
- Action following information gathering is fed back to parents through our Face Book Page, Blogg and Questionnaires, notices or information about Nursery improvement planning.

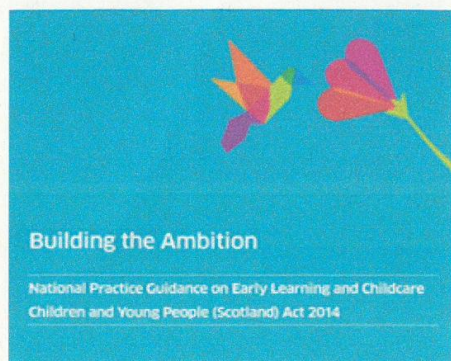
Child participation

The children are encouraged to participate fully in all aspects of the setting, being involved in planning things such as the environment, choice of materials and role-play spaces.

- A "Plan-Do-Review" approach is used where children are involved on a daily basis in making choices (Plan), carrying out choices (Do) with adult support and reflecting back on what they have been doing and learning (Review). When children reflect on their learning, they are increasingly able to make suggestions for new experiences, activities and materials and staff try where possible to include children's ideas when they are planning the next steps in learning, experiences for children or when setting up new areas of the Nursery.
- Staff are continually observing children throughout the day and use this information about children's needs and interests to plan next steps for individuals and groups and to make changes to the environment.
- Papdale Nursery Staff are committed to active learning and following children's interests. 'Challenges' and 'floor books' are ways in which children can be consulted on their ideas for eg. displays, role-play spaces or activities. Adults support children to develop and realise their plans and they develop their problem-solving and thinking skills in the process.

Building the Ambition

National Practice Guidance on Early Learning and Childcare



Building the Ambition (PDF file), published August 2014, acts as national practice guidance to support staff in providing high quality early learning and childcare. It provides support for putting theory into practice by offering case studies and reflective questions to provoke discussion and to help support improvement.

Early learning and childcare (ELC)

The term 'early learning and childcare' was introduced in the Children and Young People (Scotland) Act 2014.

"Early learning and childcare is defined as 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."

'Early learning and childcare' covers everything that a child experiences at their early learning and childcare setting. It is intended to emphasise that:

- the care and education of very young children are not two separate things but should be 'indivisible and seamless'
- learning is continuous and starts from birth.

Relationship with existing guidance

Building the Ambition provides up-to-date advice in one document for all those delivering early learning and childcare to babies, toddlers and young children. To secure the delivery of high quality early learning and childcare

Building the Ambition should be used alongside existing national guidance (**Pre-Birth to Three** and **Curriculum for Excellence**).

The guidance is organised in nine sections, each of which deals with an important aspect of early learning and childcare:

- **Section 1:** Why do we need this?
- **Section 2:** What we know from policy and research
- **Section 3:** What makes the difference for children and families?
- **Section 4:** What do we mean by play and learning?
- **Section 5:** Understanding attachment
- **Section 6:** Early learning and childcare – what do children need?
- **Section 7:** Putting pedagogy into practice
- **Section 8:** What are the key elements of quality in a setting?
- **Section 9:** Conclusion

If you would like more information about this guidance please access this page on the website via the link below - <http://www.educationscotland.gov.uk/learningandteaching/earlylearningandchildcare/buildingtheambition/index.asp>

Appendix 3



Realising the ambition: Being Me, published in 2020, acts as a national practice guidance to support practitioners to deliver high quality provision following the expansion. Incorporating and updating relevant aspects of the Pre-Birth to three guidance and extending across the child's learning journey into the early years of primary school

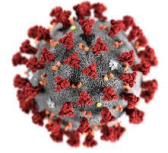
The guidance is organised in ten sections, each of which deals with an important aspect of early learning and childcare:

- **Section 1:** Introduction
- **Section 2:** Being Me- Starting Strong
- **Section 3:** What I need to grow and develop
- **Section 4:** Child's Work: the importance of play
- **Section 5:** Early Childhood curriculum and pedagogical leadership
- **Section 6:** Putting pedagogy into practice
- **Section 7:** Ensuring quality through critically reflective practice
- **Section 8:** Transitions matter: to me
- **Section 9:** what we can learn from other curriculum approaches
- **Section 10:** Conclusions

If you would like more information about this guidance please access following the link below:

<https://education.gov.scot/media/3bjpr3wa/realisingtheambition.pdf>

Nursery Handbook - Covid Update



Due to the current circumstance, you will be aware that there are some things that will change at the nursery to how we usually operate. This is a short addition to our nursery handbook to share with you some of these short term changes. Once the government gives us clear guidance that we can return to normal, we shall be (something about going back to our usual setup). In addition, due to lockdown our new nursery building will not be completed as expected and this will have an impact on the provision we can offer.



Bubbles



More than 8/9 children:

As we have more than 8 children attending our nursery 8 children in a bubble. This means that we will be able to play with all those children in our bubble both inside and outside at the nursery. We shall have lunch and snack together.

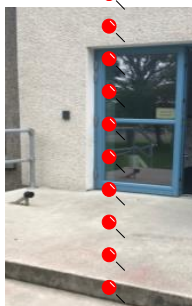
The nursery will look a little different as we will be splitting up the hall into three separate play spaces so that each 'bubble' will have access to the same play experience.

Dropping Off and Collecting

It is not appropriate for young children's development to maintain models of physical distancing between each other; it is neither practical nor beneficial in terms of child development. This would be the same for children and their keyworker. However, physical distancing between adults remains a fundamental protective measure that will apply at all times. This will affect how we ask you to drop off and collect your child. Your "Bubble" will be allocated a door to arrive. Please use this door and wait outside for a member of staff who will greet your child and take to their bubble. It is advised no parents enter the nursery, however, if a child is distressed we will work with you. Please ensure social distancing is adhered to while waiting.



Bubble 1



Where there are several families arriving at the same time, we request that families stick to the two-meter distancing if in the nursery playground.

We will
from
to give
off
do wait
staff
door.



the
with

your child needs a little longer to settle we can work out a plan with you.

be opening the nursery door 8.30am-9.10am in the morning parents a longer time to drop their child. At pick up please outside and a member of will bring your child to the If a child is finding it hard to separate, we are happy for parents to stay in the garden them for a short while. If



On entry into the nursery the children will be asked to wash their hands and enter the bubble allocated where their peg and tray will be. Please **do not** bring toys from home, however, a comforter or transitional toy will be perfectly fine.

If parents are in the nursery they are required to use the sanitiser provided on entry and only one parent is permitted in a bubble for a maximum of 15 minutes as per government guidelines.



The Nursery Room

The room may look a little bit different from usual but most of the children's favourite toys will be there. Whilst we are in a period of high infection control it is recommended that we don't use indoor sand, water or playdough. However, they are permitted within the bubble of children and will be routinely changed between groupings. We will be reducing soft furnishing or washing those we need regularly as per our guidance.

What to bring

As we will be spending a large proportion of time outside, each child will need to have suitable clothes. Each child will be allocated their own set of waterproofs.

Wellies: Each child must have their own set of wellies which can stay at nursery or be taken each day.

Aprons: Each child needs to have their own apron for art. This could be an old shirt or t-shirt.

Comforter: We ask that children don't take any toys from home however if they need a comforter, this can be stored in their schoolbags.

Routine of the Day

It is recommended that children should be spending a large proportion of time outside. When outside, the children will play only with the children in their bubble.

Children will be having snack and lunch together in their bubble. As we are in the hall we have no kitchen facilities so the kitchen staff will be plating up the snack and lunch..

Parental Involvement

It is still vital that we communicate and share information with each other and we will always make time for this using our Facebook pages, phone calls and emails.

Stay and plays will be postponed for now but you will be welcomed in as soon as we can safely do so.

Learning folders to stay in nursery at the moment until further notice

Washing Hands

Children will be washing hands regularly. We do have organic sensitive soap, however, please feel free to provide cream if necessary.

It is important to remember that August is some time away and we are unsure what will happen between now and then. We will keep you up-to-date with any further guidance we receive which results in a change to the way we operate. If you have any questions or concerns, please do not hesitate to contact us.

