

Cargilfield Nursery

Nursery Information Booklet
2023-24



CARGILFIELD

We're here to help

This booklet is designed to help answer any questions or queries that you may have at the beginning of a new school year. It contains lots of important information and dates for your diaries, as well as contact details and handy tips. Other information can also be found on our school website and on the Nursery notice board outside the classroom.

Here when you need us

Please call or email Nursery as soon as possible in the event of illness or absence, if you are running late or if there are any changes to your pick up arrangements.

Nursery direct line 0131 336 0191

Mrs Tiffany Murdoch
tmurdoch@cargilfield.com

Miss Katie Nicol
knicol@cargilfield.com

Mrs Olga Reda
oreda@cargilfield.com

Mrs Karen Millar
kmillar@cargilfield.com

Miss Lauren Eddington
leddington@cargilfield.com

Miss Vicki Thomson
vthomson@cargilfield.com

Miss Kitty Thomson
kthomson@cargilfield.com

Please note: Your child will be placed into a key worker group. They are subject to change, particularly within the first few weeks of school as the children settle and we can determine where they are best suited, so please do not worry if your child changes group.

Available for you

- Nursery opens at 8:15am.
- Morning sessions begin at 8:45am. Please ensure that your child is in Nursery and ready to learn by 8:45am. It is vitally important that we start the day together at this time.
- Morning sessions pick up is 12:15pm or 12:45pm if your child is attending a club.
- Afternoon sessions drop off is at 11:15am.
- End of day pick up is at 3pm from the Nursery.
- After School club starts at 3pm and finishes at 6pm and is a chargeable club. If your child stays until 6pm they will go for supper at 5pm until 5.30pm.

Please Note: There are limited spaces available at After School Club, so it is extremely important that you book your child in and give as much notice as possible. All bookings must be made through our After School Club booking system. An email is sent out at the start of term that allows you to log into our After School Club booking system to select the days and sessions you wish your child to attend. For any other enquiries about After School club please email asc@cargilfield.com

Please ensure that you inform asc@cargilfield.com if you wish to cancel an After School Club booking. This must be done no later than 9am on the day of the club booking otherwise you will still be charged for this.

Further details about After School Club can be found in Appendix 2 of the Pre-Prep handbook and will be emailed to you.

Please ensure that you drop off and pick up your children on time to allow for a smooth transition and this will ensure that your child does not miss out on any activities.

What's on offer

- Monday Monkey Drama with Alana Myant.
Please pick up at 12:45pm if you are morning session only.
- Tuesday Play 2 Learn with Coach Dave.
Please pick up at 12:45pm if you are morning session only (children need closed trainers and waterproofs in the wet weather.)
- Wednesday Dance and Movement with Lauren Broonie
Pick up at 12:45pm if you are morning session only.
- Thursday Gymnastics with Gavin Chalmers.
Pick up at 12.45pm if you are morning session only.

What to wear

Children can wear what they like to Nursery, but we recommend older clothes as we do get mucky and play outside in all weathers.

Children require:

- A Cargilfield fleece, a sturdy waterproof jacket & trousers (navy and with hooks to hang on pegs) and wellies in school, on their pegs, at all times.
- A winter coat for the coming months.
- Hats and gloves when the weather turns colder - No scarves.
- Slip on or Velcro shoes - No lace up shoes please.
- Sun cream (clearly labelled) if your child has allergies (must not contain nut oils).

All of the above clothing must be clearly named, including shoes and wellies.

All children have the odd accident and we do have some spare changes of clothes within the Nursery. However, it is our school policy that **all children must be 'dry' and fully independent before they can begin attending our Nursery**. We do not have changing facilities in our Nursery or the staffing required to change children regularly.

We're here to help

All allergies or medical conditions are to be reported in writing to our school nurse and to the Head of Nursery. Emergency contact forms and medical forms will be sent via School Post and must be completed and handed back as soon as possible.

If your child is ill please keep them at home until they are feeling better. Illness spreads very quickly in Nursery and we try very hard to control illness and infection.

If your child is ill at Nursery we will call you and ask you to come and pick them up immediately. In the event that they are really unwell they may be taken to the school sick bay, located in the main building, to wait for you there.

If your child has diarrhoea or sickness they must stay off school for at least 48 hours after their last bout.

Both prescribed and other medicines may be administered at school if required.

We ask that you send in 2 sachets of clearly labelled paracetamol into Nursery on your child's first day. These will be safely stored and will only be administered on request by a parent or if your child becomes ill during the day. Permission will always be sought prior to the administration of paracetamol.

• **Please see the Medical Policy in the Pre-Prep handbook for the administration of medicine policy and infection control.**

Please note: Because we are a nut free Nursery, no home baking, shop bought cakes or foods containing nuts are allowed on the premises.



We're learning about...

Our themes change throughout the year ensuring a broad and progressive curriculum. We also respond to the children's interests on a daily and weekly basis, therefore allowing our topics to remain spontaneous.

We are always grateful for any input from parents. If you have any books, objects, items of interest or you yourself have knowledge that you would like to share about any of these topics then please let us know.

Show and Tell

Children will have the opportunity to bring something of interest into Nursery to discuss and show the rest of the class. Each group will be given a specific day within the term. This date will be displayed on the notice board and in the cloakroom. More information about Show and Tell will be given in due course.

Nature and Beach Kindergarten

Nature and Beach Kindergarten are unique because they offer young children regular play opportunities in woodland and beach settings, throughout the year, in almost all weathers. They are both child led, child centred, enhanced through exploration using multiple senses and have an emphasis on risky play. Children will have the opportunity to take part in Nature or Beach Kindergarten regularly throughout the school year.



Get involved

We encourage as much parental involvement as possible in our Nursery and are very happy for you to 'Stay and Play', come in and help with specific art activities, bake or lead a specific parent led activity such as gardening, sewing or anything that you enjoy doing with children. Our planning is always on display and we welcome parental ideas and suggestions.

Our Nursery has been so successful due to the active parent involvement and it really makes a difference having you on board. If you would like to read a story to Nursery during our lunchtime or end of day slots then please let us know.

We ask that you are involved in their learning through following the group floor books, Child's Voice floor book, all of our displays and their online learning journals.

All our Nursery staff would be happy to have a quick chat to you at drop off, before 8:45am or at pick up. However, if you need a longer meeting then please arrange a time to come in for a chat.

A 'round up' of the week will be emailed to parents/carers on a Friday. Please take the time to read this as it will also contain key dates and other important information.

A curriculum overview for each term will be sent at the beginning of each term.

Our Nursery reps from Friends of Cargilfield (FOC) will be selected at the start of each academic year and will be in contact with you as soon as possible.

Parent reps will organise social events for our parents and provide a master contact list shortly for ease of organising play dates, pick ups etc.

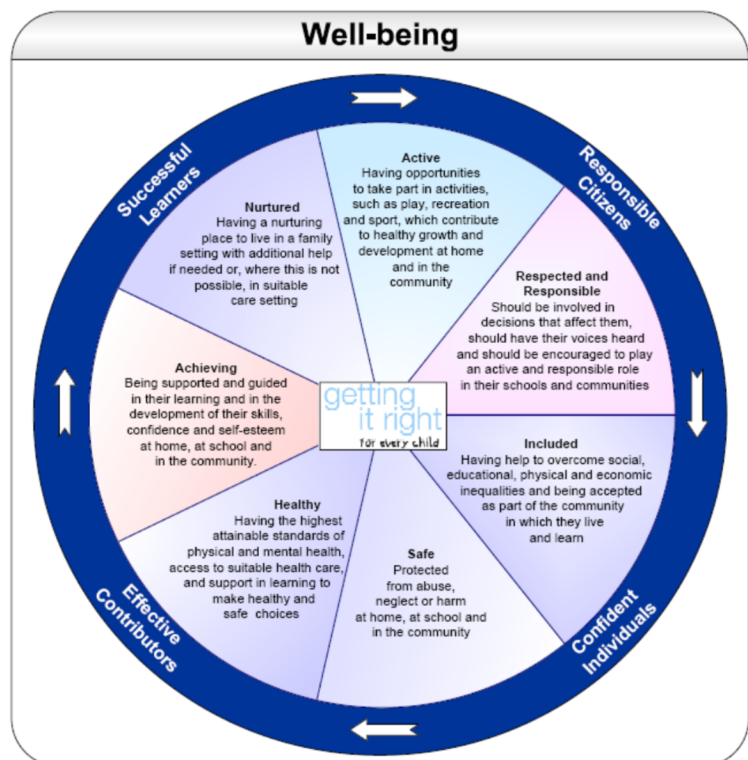


Your Child's Wellbeing

Getting it Right for Every Child (GIRFEC) is the Scottish Government's approach to improving services for children and key parts of it become law from August 2016. The wellbeing of all children and young people is at the heart of GIRFEC. The expectation is that the universal services of education and health will work together in a consistent way with children and their families to provide quick and effective support when it is needed.

Wellbeing is described by 8 indicators (sometimes called SHANARRI):

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected
- Responsible
- Included



Named Person

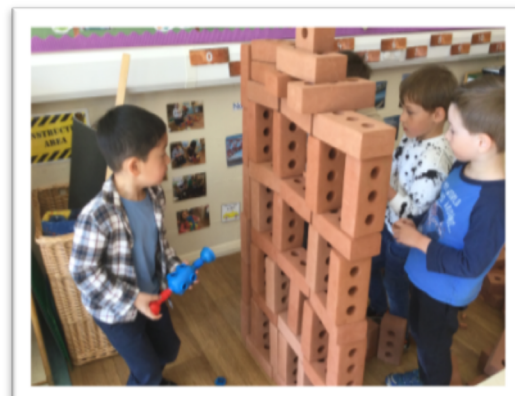
Named Person Service

Every child at Cargilfield will have a named person. For a child in the Nursery this is their health visitor and once they enter Primary 1 the Headmaster takes on this responsibility.

The role of the named person is to promote, support and safeguard children's wellbeing and to be there to support and respond to requests for help from children or their parents.

More information on GIRFEC and the Named Person service can be found on the Cargilfield website, on the GIRFEC notice boards outside of Nursery or at www.scotland.gov.uk/gettingitright

Our child protection policy and further details regarding child protection can also be found on the board outside the Nursery cloakroom or online via the parent portal on the school website.



Years of experience

Cargilfield Nursery offers an extremely varied curriculum for all children that covers all the Curriculum for Excellence Early Level Experiences and Outcomes. We do all of our core literacy and numeracy teaching and learning in the morning sessions and follow this up in the afternoon with experimental and responsive play activities that encourage the children to develop and experiment with what they have learned in the morning. We continuously respond to the children's voice; planning around their interests and extending their individual learning helping to develop their social skills, personal interests whilst having lots of fun!

We actively encourage outdoor play in all weathers. We encourage children to experience nature first hand, allowing them to engage in practical, hands on experiences.

There are parent teacher meetings at the end of November, at the end of March and in the middle of June. A final Learning Journal report is available at the end of the Summer term. These are formal meetings and reports, but we also chat daily about your child's progress and meetings can be arranged at any time to discuss any queries or concerns you may have.

Tooth brushing

Cargilfield Nursery follows the Childsmile tooth brushing programme. This programme is designed to improve oral health across Scotland. All children will automatically be enrolled in the tooth brushing programme. If you do not wish for your child to take part, please inform nursery staff. Further information regarding tooth brushing will be sent in your child's information pack.



Out and about

Our themes change every couple of weeks and are predominantly based on the children's interests and seasonal activities. An curricular overview will be sent at the beginning of each term.

If your child does not usually attend Nursery on that day and you would like them to go on the visit then please let us know and we will check if there are spaces available. Please note: **Additional charges will apply for an educational visit.**

Extra sessions

There may be the opportunity to add an extra session onto your child's regular week. We ask that you send a request to Mrs Murdoch at least 48 hours in advance, however we can not guarantee that there will be a space available. Each session will have an additional charge of £54 (subject to change).

Please note that children are not able to swap their days and sessions.



Because everyone's an individual

We have four main ways of assessing your child's progress that will be available to you at all times.

Parent and child feedback: Every term we will ask parents and children to respond to a question and/or provide us with their views/feedback on particular aspects of Nursery.

Group Floor Books: These books are used when your child has group time. All comments they make, their ideas, findings, suggestions thoughts and experiments are all recorded here throughout the year. It is an amazing tool used for following their progress and the children again are very much involved in the group book, drawing in it, organising the pictures and photographs.

Children's Voice Floor Books: This book is used to record our responsive planning and individual themes that your child has shown an interest in and how we have responded and taken their learning further. It also records the many activities that we do as a whole class.

Online learning Journals: Your child will have an online learning journal. You will be able to view their profile any time you want, as long as you have an internet connection. If you don't have an internet connection at home you are welcome to view your child's profile from within the nursery. Our learning journals are going to enable your child's keyworker to make observations of their learning, ensuring they develop and progress and you will be encouraged to contribute too!

A weekly 'round up' of events and activities will also be sent via e-mail every Friday afternoon, allowing you to discuss your child's learning with them and to discover all of the exciting experiences they have had that week.

An outline of our intended weekly activities and our responsive experiences can be found on the white board outside the main room or by the Nursery garden gate.

Meet the team



Mrs Tiffany Murdoch
BSocSi (Hons),
PGCE
Head of Nursery



Mrs Olga Reda
SVQ:3 Working with
Children and Young
People Assistant
Nursery Practitioner



Miss Nicol
BA Hons, HNC: Childcare &
Education
Nursery Practitioner



Miss Eddington
SVQ 2 & 3: Childcare and
Development
Nursery Practitioner



Mrs Millar
HNC: Childcare &
Education
Nursery Practitioner

Meet the team



Mrs Thomson
HNC: Childcare &
Education
Nursery Practitioner



Miss Kitty Thomson
HNC: Childcare &
Education
Nursery Practitioner

A good job well done!

We strongly encourage positive reinforcement and praise within Nursery. Children will be rewarded for good effort, manners and following the Nursery and school rules and expectations. This will include stickers, certificates and star of the week (per group).

From time to time a child may need to have some reflection time to think about how they could improve their behaviour and to understand that what they did was not acceptable. We strongly encourage children to think about their actions and how they can impact on others but also how conflict can be easily resolved.

Dates for your diary

Please ensure that you check the school website, app and the termly calendar for an up to date list of events. Reminders of key dates will also be sent within the Friday round up email.



Cargilfield Nursery

45 Gamekeeper's Road, Edinburgh, EH4 6HU

0131 336 2207

admin@cargilfield.com

www.cargilfield.com



Get in touch

We are always pleased to hear from you.
Please get in touch at a time that suits you.

nursery@cargilfield.com

Nursery Direct Line: 0131 336 0191