

**WELCOME TO**



**PARENTS' HANDBOOK**

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## Vision, Aims and Values

### Vision

*Be the best you can be.*

Within a welcoming, caring and respectful environment, our school community is committed to engendering a desire to learn, take appropriate risks and to embrace challenges. All stakeholders work together to educate our children to become resilient, self-reliant, adaptable, and to be equipped with knowledge, skills and attributes to flourish now and in the future.

Values – Guide the way we work – Rights, Respect, Equality, Compassion, Honesty, Resilience, Ambition

### Our School & Nursery Aims:

#### Learning and Teaching

- To ensure a consistently high quality pupil learning experience by encouraging enthusiasm and motivation for learning.
- To enable every child become a successful learner, confident individual, effective contributor and responsible citizen and to reach a high standard of achievement.

#### Vision and Leadership

- To continually develop an exciting, challenging and stimulating learning environment through effective continuing professional development
- To provide a broad range of experiences allowing personal development and recognition of pupils' needs, strengths and achievements.

#### Partnership

- To maintain and build on partnerships with parents, stakeholders and the wider community through the 'Getting it right for every child' philosophy.
- To work effectively with all agencies to strengthen partnerships to deliver a more personalised learning experience for every child.

#### People

- To equip our children with skills for learning, life and work through curricular and extra-curricular experiences through the entitlements.
- To foster an holistic approach to the well-being of the children within our school

#### Culture and Ethos

- To create a welcoming, caring and happy environment where every child is valued and supported
- To ensure we all listen to, respect and consider others' points of view by supporting different styles of learning and teaching within a positive learning environment
- To actively encourage and promote healthy choices and a sense of wellbeing.
- To demonstrate a commitment to democratic and inclusive processes and sustainable development education and practice



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**Award 2009**

### ***Introduction***

Welcome to Bonnytoun Nursery School. Most of your enquiries about this stage of education are best answered in discussion with the Nursery Teacher and she will be pleased to talk with you on any subject concerning your child. The following points may however be helpful in answering some basic questions. Remember that staffing and other changes may take place during the course of a school session.

At the present time staff consists of the following persons:

Mrs R Craig	Head Teacher
Miss S Wallace	Depute Head Teacher
Mrs D MacLean	Principal Teacher (acting)
Mrs A McEwan	Nursery Teacher (part time)
Mrs C Parlett	Nursery Nurse
Mrs C Fraser	Nursery Nurse
Mrs C Slack	Nursery Nurse
Mrs M Brass	Nursery Nurse
Mrs A Tomzynski	Nursery Nurse
Ms R Ashe	Cleaner

**Bonnytoun Nursery School**  
141 Springfield Road  
LINLITHGOW  
EH49 7SN

Tel: 01506 847454  
E Mail: [wlbonytoun.ns@westlothian.org.uk](mailto:wlbonytoun.ns@westlothian.org.uk)

## The School

Bonnytoun Nursery School is a purpose built nursery serving the community of Linlithgow. The nursery is situated in the grounds of Springfield School and is very much involved in school life.

Springfield Primary School and Bonnytoun Nursery produces an annual Standards & Quality Report and an Improvement Plan in line with local education authority requirements.

The school is also registered under the National Eco Schools programme and has Green Flag status. We are committed to improving the environment within the context of the daily curriculum and a Curriculum for Excellence



## Nursery Hours - Half Day Sessions (outwith Pilot scheme)

The following hours apply to children who attend nursery on a part time basis and differ from those of children attending under the new flexibility pilot scheme detailed below.

### MORNINGS

Monday, Tuesday, Wednesday, Thursday

8.10 – 8.45am	8.45 – 11.15am
Breakfast & FELC*	Core Time**

Friday

8.10 – 8.45am	8.45 – 11.15am	11.15-11.38am
Breakfast & FLEC	Core Time	FELC

\*FELC – Flexible Early Learning and Childcare

\*\* We ask that all children as far as possible are in nursery during core time.

### AFTERNOONS

Monday, Tuesday, Wednesday, Thursday

12.10 – 3.16pm	3.16 – 4.07pm
Core Time	Snack & FLEC

*Try to keep as near to these times as possible because young children may become anxious if they arrive or leave at a different time from their friends.*

The nursery is fitted with a 'secure entry system'. Please ring the bell at the main entrance to gain access during school hours and be vigilant about closing the gate behind you when entering or leaving the nursery grounds.

## Nursery Hours – Full Day Sessions, Pilot Scheme

### Increase in Flexibility and Choice - Pilot 2015/16

West Lothian Council consulted parents in 2013 on how they would like to see flexibility and choice in pre-school provision increased. As a result of this consultation, it is planned to pilot a new model of pre-school provision at four establishments in school year 2015/16.

The pilot provision will be available at the following four establishments from August 2015:

- Bonnytoun Nursery School, Linlithgow
- Glenvue Nursery School, Dedridge, Livingston
- Knightsridge Early Years Centre, Knightsridge, Livingston
- Linlithgow Primary School Nursery Class, Linlithgow

The pilot will allow children to obtain their 600 hours of early learning and childcare across two days with attached wraparound care, so that the provision would be available from 8.00am to 6.00pm on any two days from Monday to Thursday.

The planned provision would consist of two 8 hour sessions of early learning and childcare lasting from 8.00am to 4.00pm.

Parents/carers using this pilot provision will be given the option of purchasing wraparound care from 4.00pm to 6.00pm. The current cost of wraparound care is £3.86 per hour.

Wraparound care will be available in blocks of one hour only.

Parents/carers using this pilot provision will be given the option of purchasing a packed lunch for £1.90 per day, or providing their own packed lunch, as is current practice in the council's wraparound care service.

## The Curriculum

### Curriculum for Excellence

#### Bringing **learning to life** and **life to learning**

Curriculum for Excellence is now in place across Scotland for all 3-18 year olds – wherever they learn. It aims to **raise standards**, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to **work together** across the school and with other schools, to share **best practice** and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of **knowledge** and **skills**.

Every child is entitled to a **broad and deep** general education, whatever their level and ability. Every single teacher and practitioner will be responsible for **literacy and numeracy** – the language and numbers skills that unlock other subjects and are vital to everyday life.

It develops **skills** for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links **knowledge** in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There are new ways of **assessing progress** and ensuring children achieve their potential. There are new **qualifications** for literacy and numeracy introduced in 2012/13, new National 4 and 5 qualifications in 2013/14. Our well regarded Access, Highers and Advanced Highers have been updated to take account of and support the new approaches to learning and teaching.

There's personal **support** to help young people fulfil their potential and make the most of their opportunities with **additional support** wherever that's needed. There will be a new emphasis by all staff on looking after our children's **health and wellbeing** – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims are to improve our children's life chances, to nurture **successful learners, confident individuals, effective contributors, and responsible citizens**, building on Scotland's reputation for great education.



## Curriculum for Excellence and the Nursery School

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

The early years of children's development are very important. We recognise value and build on the learning that has already taken place within the family and the community. We aim to provide a happy, learning environment where children are curious and eager to play.

Play is natural to children and valued by nursery staff as a means of extending children's skills, interests and experiences. The nursery school provides a setting where constructive play, encouraged by staff working as a team, is enhanced with the aid of carefully selected materials and equipment.

Children's increasing attention span is catered for, both individually and in small groups, and opportunities are provided for discussing, describing, questioning, listening and recalling so that children increase their language skills.

Nursery staff anticipate the teaching of reading and counting in informal ways. Children become used to seeing their names for example, printed on their paintings. This and other types of labelling, together with the presence of books for reference and storytelling, enable children to become familiar with the printed word. In understanding the connections between the spoken, written and printed word, children move towards readiness to learn the skill of reading.

The development of early numeracy is fostered in the nursery school. Opportunities arise naturally in the daily routine of the classroom, for children to sort, match, select and order as they play with materials such as sand, water, bricks and gluing materials.

The nursery provides children with an opportunity to develop early IT skills through use of computers, programmable toys, etc (which support the curriculum, through daily experiences).

The nursery school teaches children practical skills in the course of domestic and toilet routines and in the management of equipment.

Finally the ability to get on with other children and to learn to share are important needs in young children. Nursery staff help with these and other needs such as children's growing social awareness and feelings of independence. The time spent in nursery school should be busy, enjoyable and an educational experience for our children. Our aim is to provide a happy, secure learning environment. All play areas are carefully planned to help children develop intellectually, socially and physically.

## ***Information for Parents***

### ***Enrolment***

The minimum age of entry to nursery school is three years, but you can ask to have your child's name placed on a waiting list, held by **West Lothian Council, Civic Centre, Pupil Placement Section, Howden South Road, Livingston EH54 6FF Tel. 01506 280000**, from the time he or she is two years old. Prior to starting nursery school arrangements are made by the nursery teacher for parents to enrol their child.

In order for nursery staff to introduce themselves to you and your child, tell you about the nursery and answer any questions you may have, the nursery arranges an **Open Afternoon** at the beginning of a new session for children starting nursery. If appropriate, parents and children can also visit during the nursery day. If parents prefer, it is also a recognised practice within pre-five establishments to offer a 'home visit'.

### ***Settling in***

Explain to your child that you will be taking him/her to nursery school every day. (Some children believe it will all finish after a day or two!)

If you are worried about how your child may settle, try not to let him/her sense your anxiety. Talk about coming to nursery school together and the enjoyable time he/she will have. Delay talk about leaving him/her. Be guided by staff when to leave your child. Once your child is settled try to collect him/her in good time. A child will feel very insecure if you arrive a long time after the other parents.

We take time to welcome each child and make him/her feel at home. **We know that every child is different so please share anything you feel would be helpful for us to know.**

### ***What will my child need?***

Your child should bring a bag to nursery every day, the bag should contain indoor shoes - soft trainers or gym shoes are best. Hard-soled shoes are unsuitable and a danger to others when children are involved in physical activities. There should also be a change of clothes.

Ensure your child wears something comfortable (sleeves which can be easily rolled or pushed up) and not restrictive (braces under a tight jumper can make going to the toilet difficult). Please make sure your child is dressed for the weather as they will have the opportunity to play outside every day, regardless of the weather, except in extreme circumstances.

All items of clothing, especially footwear such as wellingtons and indoor shoes should be clearly marked with your child's name. Nursery sweatshirts and polo shirts with Bonnytown Logo are available to purchase. You can get an order form from the nursery office.

## ***Communication***

Weekly information will be given on the television screen at the entrance to the nursery. Children will regularly bring letters home so please check their bags daily. There is also a parents information notice board on the right hand side at the front entrance. The monthly newsletter will be sent out by e-mail.

## ***Learner's Journeys and Reports***

All children in nursery will have a Learner's Journey. This document records information about children's progress and is available at any time for parents to view. The Learner's Journey will be updated with photographs and observations throughout the year and a summative statement for literacy, numeracy and health and wellbeing will be written once a term.

Formal written reports are sent to parents of preschool children at the end of the year and shared with receiving Primary Schools. A curriculum information evening for ante preschool children's parents generally takes place once children have settled into nursery. A 'Getting Ready for School' information evening is offered early in the year for all those parents of children who will be starting school after the summer holidays.

## ***Behaviour***

Once settled in nursery school we hope children will relax and be themselves. We work to encourage children's self-confidence and self-esteem, whilst teaching self-care skills and the need for personal safety. We help children to feel at ease with other children and adults and to co-operate with them. We give them a choice in what they do so that they can learn to feel in control of themselves. We also expect children to be considerate, to respect others and their belongings and to care for each other.

## ***Lending Library/Story Sacks***

The nursery operates a weekly Lending Library where children can borrow a book to read at home. This is generally at the start of the session on a Wednesday. There is no charge for this.

Story Sacks are lent out as a group activity.

## ***Parent Helpers***

Once children are settled into nursery we welcome parents as helpers, daily and for trips. There is a sign-up sheet on the Parents Notice Board on the right as you enter the nursery. Please ask a member of staff if you would like to sign up to come in to help.

All parents helping in the nursery on a regular basis must be Disclosure Scotland checked. Forms are available from the nursery office.

### ***Snack/Charges***

**£1.50** is due each week, this helps pay for the daily snack. The payment will be collected on a **Monday**, if you wish to pay termly or yearly please see the nursery teacher. Snack consists of milk and something to eat. We try to provide a variety of tastes as well as a healthy balanced diet.

Any extra donations are most welcome and are put into the 'School Fund' to buy new equipment, replace worn or broken equipment and help pay for additional items such as parties, baking activities, etc.

### ***Taking Children To and From Nursery***

Every child must be brought and collected from school by an adult, i.e. person over 16 years. If someone different is collecting your child please let a member of staff know.

West Lothian Council in accordance with its Health and Safety policy accepts no responsibility for an accident involving parents and/or children on access roads or car parks within school premises. **Therefore, if you bring or collect children by car, please park on the road and escort children into the nursery school via the access path.**

### ***Child Protection***

Nursery staff have all been trained in Child Protection procedures and a policy for Child Protection is in place in the nursery.

### ***Tooth brushing***

The nursery has a tooth brushing programme in place which follows the current Scottish National Guidelines.

### ***Health***

If your child is ill or feeling poorly it is usually much better for him/her to be at home rather than the busy workplace of the nursery school. Very often children say they want to come even though they may have been sick during the night. Judge carefully – children do not get the best out of nursery nor are they able to give their best when they are feeling under par. **If a child has had sickness, temperature or diarrhoea, allow 48 hours clear from symptoms before returning to nursery.**

Please let us know if your child has an infectious illness e.g. chicken pox, measles, whooping cough, mumps, rubella, infective hepatitis.

## ***Attendance at Nursery***

**Please inform the nursery as soon as possible if your child is unable to attend on any particular day.**

All nursery classes, nursery schools and early years' centres keep attendance registers and when a child is absent with no explanation, serious concerns are raised. Therefore, you **must** inform the nursery or early years centre as soon as possible if your child will be absent.

West Lothian Council has adopted the following procedures for any unexplained absences:

- If a child is absent with no prior notification the nursery or early years centre will attempt to contact you (or your emergency contact) within one hour of the session (morning or afternoon) start time on the first day of absence.
- If no explanation has been received within one and a half hours, the link Health Visitor will be contacted.
- The Health Visitor will make further efforts to contact you (or your emergency contact) in order to ensure that your child is safe.
- If no contact can be made, the Health Visitor will decide what further action should be taken. This may result in the Police being informed.

**Please ensure that your contact details are always kept up to date e.g.**

1. home address or telephone number
2. work address or telephone number
3. emergency contact person
4. family doctor

## ***Photographs***

From time to time we take photographs showing children at work in the nursery. These are used for discussion with the children, for displays etc and to illustrate various learning experiences and situations.

Occasionally photographs are taken by students on placement in the nursery to enhance their course and project work.

### **WEST LOTHIAN COUNCIL PHOTOGRAPHY POLICY STATEMENT:**

West Lothian schools have a photography policy which is in accordance with data protection and human rights legislation.

Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose.

**Publicity** Photography is helpful in publicising the success of the school and in promoting educational initiatives. From time to time members of the press and media are invited into schools to cover events celebrating success. However, the views of parents who, for any reason, do not wish their children to appear in such photographs will be respected at all times, as will the views of the senior students, themselves, in secondary schools.

**School Trips** Photography by staff on school trips and visits may be used in the curriculum and displayed within the school or at parents' evenings to illustrate the work of the school. Parents may be allowed to purchase a copy of a photograph of their individual child, or as part of a group, if the parents of the other children in the group are in agreement.

**Concerts/Plays/Prize givings/Sports Days** If photography is permitted, parents and guests should take care to avoid distracting pupils and the audience. They should observe any constraints imposed by school staff. Video or sound recording of a copyright musical or theatrical performance is normally forbidden or out of respect for the rights and privacy of individuals. If so, photo-opportunities will instead, be arranged before or after a performance or an event, if possible.

If unsure whether or not permission has been given by staff to record a particular performance or event, parents should ask the Head Teacher.

**School Photographer** Class and individual or group photographs are annual school events. Parents are asked in advance whether or not they wish their children to be included in these events. Reputable commercial photographers are involved and the law allows them to retain the copyright in the photographs.

## ***Community Child Health Service***

The following people visit the nursery:

<b>Orthoptist</b>	Pre-school eye checks
<b>Speech Therapist</b>	Provides assessment and treatment at the Health Centre in Linlithgow or at the nursery.
<b>Educational Psychologist</b>	If required can provide an assessment at the nursery.
<b>Health Visitor</b>	West Lothian Education establishments liaise closely with the local Health Visitors. Some of your child's assessments maybe carried out in in the Nursery. You will be informed when/if this takes place.
<b>Oral Health Promotor</b>	Visits the nursery to promote dental health.

## ***Concerns/Complaints Procedure***

The nursery is registered under Care Commission Quality Standards. If you have concerns or complaints regarding the service please contact the Headteacher in the first instance.

Mrs Rhona Craig Headteacher	Tel No:	01506 847454
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Nursery	Tel No:	01506 847452
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If you are still not happy you should contact either:

West Lothian Council Education Services West Lothian Civic Centre Howden South Road, Livingston, EH54 6FF	Tel No:	01506 281952
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The Care Commission South East Region Stuart House Eskmills Musselburgh EH21 7PB	Tel No:	0131 653 4100
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## ***Primary School***

Our children go on to the local primary schools. We have very close contacts with them all. Children are invited or are taken to visit their future primary school. Primary school staff visit the nursery and meet the children before they move on to school. Throughout the school year we compile individual pupil profiles. After discussion with parents we share the profiles with the receiving primary school. The nursery also carries out Assessment Towards Transition procedures to complement the pre-school report, which will assist the primary staff to meet the needs of all children effectively.

### ***USEFUL ADDRESSES AND TELEPHONE NUMBERS***

Springfield Primary School,  
141 Springfield Road,  
Linlithgow  
EH49 7SN Tel No. 01506 847452

Low Port Primary School,  
Blackness Road,  
Linlithgow  
EH49 7HZ Tel No. 01506 842060

Linlithgow Primary School,  
Preston Road,  
Linlithgow  
EH49 6HB Tel No. 01506 842686

Linlithgow Bridge Primary School  
East Mill Road  
Linlithgow Bridge  
EH49 7PB Tel No. 01506 671428

Bridgend Primary School,  
Auldhill Road  
Bridgend  
EH49 6NZ Tel No. 01506 834204

St Joseph's RC Primary School  
Preston Road  
Linlithgow  
EH49 6HB Tel No. 01506 842578

West Lothian Council,  
Education Services,  
Civic Centre,  
Howden South Road, Livingston  
EH54 6FF Tel No. 01506 281952



