



**Nursery  
Handbook**

## Welcome to Methven Nursery

Nursery provides some children with their first contact with school and the education system in general and should be seen as a key step towards a successful education. We hope our handbook will help to establish our contact between parents, children, staff and the wider community.

### School Information

Methven Primary School  
Main Street  
Methven  
PERTH  
PH1 3PX

Telephone: Primary (01738) 477687  
Nursery (01738) 477819

Website: <http://www.methvenprimary.org.uk>

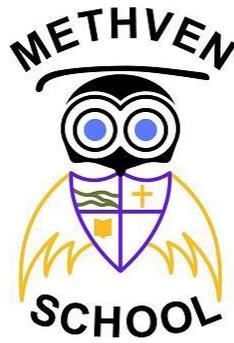
Email: [Methven@pkc.gov.uk](mailto:Methven@pkc.gov.uk)

Twitter: @methven\_school

### Staff

<b>Head Teacher:</b>	Mrs. Stephanie Kellie (Child Protection Officer)
<b>Principal Teacher:</b>	Mrs G Maclaughlan
<b>Nursery Support Teacher:</b>	Mrs Vicky Ferguson
<b>Early Childhood Practitioners:</b>	Mrs Kirsteen Blackhall (First Aider) Mrs Janice Gardiner Mrs Agnieszka Mroczkowska
<b>Play Assistant:</b>	Mrs Rhona Robinson





## **Methven Nursery Aims**

We aim to develop in every child the four capacities from Curriculum for Excellence.

**Confident Individuals-** we will value all children in the Nursery as individuals and promote their self-confidence, self-esteem and relationships with others.

**Successful Learners-** we will provide a range of enjoyable experiences to encourage children's thinking, imagination, creativity, social and physical development.

**Responsible Citizens-** we will encourage caring and respectful relationships with others in the nursery and in the wider school community as well as developing knowledge and understanding of other beliefs and cultures.

**Effective Contributors-** we will encourage creativity and enterprise in our children and allow them opportunities to develop their problem solving skills both individually and with others.



## **Session Times**

**Morning session:** 8.48am – 12pm. Children may be dropped off between 8.48am and 8.53am and collected between 11.55am and 12pm.

**Afternoon session:** 12.18pm – 3.30pm. Children may be dropped off between 12.18pm and 12.23pm and collected between 3.25pm and 3.30pm. (Children with siblings in school may be collected at 3.15 pm.)

**Full day session:** 8.48am – 3.15pm

To avoid unnecessary anxiety to your child we advise that you should arrive within the last 5 minutes of the session.

If you are collecting your child at 3.15pm please make sure that any older/younger siblings sit quietly in the cloakroom area. This is to prevent disruption to the children staying till 3.30pm.

It is important that staff are made aware of all the adults who are likely to collect a child and **no child will be allowed to leave with another child under the age of 16** – this includes brothers and sisters. If an adult who is not known to staff is to collect your child, please be sure to let us know in person or by telephone. Please bring your child into the nursery and browse around the room to see what is going on – your child may want to show you some of their learning and achievements.



## **Communication**

We hope that you and your child will find your time at Methven Nursery to be an enjoyable experience. We are always happy to listen to and discuss any comments or suggestions you may have in order to make your child's time here as rewarding as possible. Please do not hesitate to approach nursery staff or contact Mrs Kellie (Headteacher) if you wish to talk about any aspect of nursery. Also, look out for our Information board, Learning Wall and Suggestion Box in our cloakroom area.



## **Starting Nursery**

When your child starts nursery an “All About Me” booklet will be given to you to complete with your child. The information this provides will help us to settle your child. Your child will be allocated a cloakroom peg with their photo and his/her name on it and their own tray, which will be used to store ‘precious’ work and any important letters to go home. It is important that you check your child’s tray daily.



### **Clothing**

Nursery activities are often messy and whilst we do provide aprons etc. we recommend that children do not wear ‘good’ clothes to nursery. Clothes which are most suitable for nursery are those which the children can manage themselves – e.g. ‘jogger’ type trousers or leggings and sleeves which pull up easily. As we will make use of our lovely outdoor area in all weathers we would ask that each child has appropriate outdoor clothing every day. This will include hats and gloves for colder weather and sun hats etc. on sunny days – **please see our Sun Awareness Policy.**

Please provide a pair of slip on/Velcro shoes and a spare set of clothes in case of accidents. Please also ensure that all items are named to prevent confusion or loss. Nursery is **not** responsible for any lost items of clothing.

### **Toys**

Please discourage your child from bringing their own toys to nursery as all the resources in nursery are there for every child to use. Also, it can be upsetting if a toy from home got damaged or lost. There will be opportunities for children to bring in a ‘special something’ for Show and Tell.

### **Jewellery**

Please do not send your child to nursery wearing jewellery. It is potentially dangerous and can be distressing if items are lost or broken. For pierced ears, please use small studs and **not** hoops, as these are particularly dangerous when in the gym, dressing up etc.



## Snack



Snack is available each day for the children to enjoy with their friends.

It is an integral part of the nursery curriculum, providing children with valuable learning experiences. The children are actively involved in choosing snack each week, with a guide towards eating healthily and trying new foods.



Fresh fruit/vegetables are always provided along with milk or water to drink. Children are encouraged to help in the preparation of snack and wash their dishes afterwards. If your child has any special dietary needs please inform nursery staff **before your child starts nursery** so we can take account of this when planning our snack menu. The cost of snack is £1.50 per week, payable via Parent Pay (please see office staff for more information).



## Nursery Fund (Toy Fund)

This is a voluntary contribution made by parents to enable us to purchase those little extras that our council budget does not allow. Our suggested donation per family is £1 per week. This can be paid via Parentpay or by handing to Nursery staff either for the term or weekly.

## Tooth brushing



We actively encourage the children to brush their teeth at nursery. Each child is provided with his/her own toothbrush and will be supervised whilst brushing. This is to supplement (not replace) tooth brushing at home. Health and Hygiene procedures will be followed and brushes will be replaced regularly.

Tooth brushing will be done as routine in nursery, however if you do not want your child to take part in this, please let a member of staff know.

## Illness and Emergency Contact

If continuity of your child's education is to be maintained, it is important that he/she attends all nursery sessions unless they are ill. If your child seems unwell or has had sickness or diarrhoea please **do not** bring them to nursery, even if your child wants to come. It is in your child's best interest to be at home as a busy, noisy nursery is no fun for a sick child. Illness spreads quickly among young children so for infection control reasons it is important a child stays home until symptoms have cleared up. In the case of an upset tummy a child must not return to nursery until 48 hours after the last bout of illness. Please let us know if your child is unwell or unable to attend for any reason by phoning nursery.



If your child becomes unwell at nursery we will contact you immediately.

## Accidents and Incidents Procedures



In the event of an accident/incident details will be recorded and parents/carers informed. Any accidents will be recorded in the nursery to be signed by staff and parents/carer and a copy will be given home if required. Parents/carers will be contacted for all accidents of a more serious nature e.g. a bump to the head. **It is therefore vital that emergency contact details are kept up to date. If we cannot get in touch with a parent/carer directly we will contact the next emergency contact.**

## Medicines in school



It is important that you inform us of any changes in your child's medical details throughout the year. It is school policy that staff do not administer medicines to children unless in exceptional circumstances. If your child has been prescribed a new medication, they must not attend nursery for the first 24 hours of it being administered. Please arrange to discuss any medical problems with a nursery staff member. If your child is asthmatic and uses an inhaler, please arrange for a spare inhaler to be kept in nursery for emergency purposes. Any medicine to be taken in school must be approved by the head teacher and relevant paper work must be completed. Nursery staff review all medication kept in school every 28 days and parents and carers will be asked to check and sign that procedures haven't changed and that medication is still in date. Please also notify staff if your child has been given any medication (eg Calpol) before coming to nursery as we now have to record this information.



## Encouraging Positive Behaviour

In our Nursery, we are committed to promoting positive behaviour. It is our policy to help children develop confidence in themselves and respect other people and their environment. Children are helped to learn how to share, take turns and solve differences in an appropriate manner. We will work in partnership with parents/carers to help children behave in a way which is acceptable to all. We also adhere to Methven Primary School's Relationship Policy.



## Policies & Guidelines

We are committed to providing high quality early learning and childcare in Methven nursery. To enable us to fulfil this commitment we adhere to all local and national policies and guidelines. Copies of all our policies are available on request. Please ask a member of staff. School policies are also available on request at the school office.

## Child Protection

The Government has made it clear that child protection is everyone's responsibility. All children and young people have the right to be protected and safe from harm. Nursery staff are trained in child protection and our child protection officer is Mrs Stephanie Kellie (Head Teacher).

Useful contact numbers are:-

Child Protection & Duty Social Work Team – 01738 476768

Family Protection Unit (Police) – 01738 892912

Out of Hours Social Work – 0845 30 111 20



## Inclement Weather Arrangements

Adverse weather conditions and other unexpected circumstances may sometimes lead to schools/nurseries in Perth and Kinross being closed.

The school will make every effort to remain open, bearing in mind that there are a number of staff who live outside Perth. Information regarding school closure will be available from the following sources: Radio Tay, Perth and Kinross Customer Service Centre and Perth and Kinross Council website and these should be the main source of information. The other information services will only be updated in the event that the severe weather is widespread and is not a localised situation.

It is imperative the school/nursery has a current telephone number to enable us to contact you in the event of a Closure/Emergency, during the nursery day. Please ensure you advise the school office immediately of any changes in contact details. If the nursery is not going to open or close earlier because of severe weather, parents/carers will be contacted by telephone as early as possible to provide notice of this. Children must not be brought to nursery unless parents/carers have had confirmation that the nursery is open.

Radio Tay	AM 1584	FM 96.4	Perth Only
	AM 1161	FM 102.8	Everywhere else

### Only used for widespread weather conditions

Radio Heartland FM	FM 97.5, 106.6
Radio Central	FM 103.1
Radio Kingdom	FM 95.2, 96.1, 96.6, 105.4, 106.3
Follow Perth & Kinross Council on <a href="#">Twitter</a> (Opens in a new window) (@PerthandKinross)	
Find Perth & Kinross Council on <a href="#">Facebook</a> .	

Perth and Kinross Council Customer Service Centre (Available from 08:00 hours to 18:00 hours however this line may operate from 07:00 hours in exceptional circumstances) Parents/Carers should dial 0845 3011100 or 01738 47500. Calls are charged at the local rate.

## **Autumn term 2018**

**Staff return:** Monday 13 August 2018

**Term starts:** Tuesday 14 August 2018

**Term ends:** Friday 5 October 2018

**Autumn holiday:** Monday 8 October 2018 - Friday 19 October 2018

## **Winter term 2018**

**Term starts:** Monday 22 October 2018

**In-Service days:** Thursday 15 November 2018 and Friday 16 November 2018

**Term ends:** Friday 21 December 2018

**Christmas holiday:** Monday 24 December 2018 - Friday 4 January 2019

## **Spring term 2019**

**Term starts:** Monday 7 January 2019

**In-Service day:** Wednesday 13 February 2019

**Occasional holidays:** - Thursday 14 February and Friday 15 February 2019

**Term ends:** Friday 29 March 2019

**Spring holiday:** Monday 1 April 2019 - Friday 12 April 2019

## **Summer term 2019**

**Term starts:** Monday 15 April 2019

**Good Friday, Easter Monday and In-Service day:** Friday 19 April 2019 - Tuesday 23 April 2019

**May Day holiday:** Monday 6 May 2019

**Term ends:** Friday 28 June 2019

### **Notes:**

- Easter Sunday - 21 April 2019
- School Session 2019/20 will commence on Monday 19 August 2019 for staff, Tuesday 20 August 2019 is In-Service Day and pupils return Wednesday 21 August 2019

# School term and holiday dates 2019 - 2020

## Autumn term 2019

**Staff return:** Monday 19 August 2019

**In-Service day:** Tuesday 20 August 2019

**Term starts:** Wednesday 21 August 2019

**Term ends:** Friday 4 October 2019

**Autumn holiday:** Monday 7 October 2019 - Friday 18 October 2019

## Winter term 2019

**Term starts:** Monday 21 October 2019

**In-Service days:** Thursday 14 November 2019 and Friday 15 November 2019

**Term ends:** Friday 20 December 2019

**Christmas holiday:** Monday 23 December 2019 - Friday 3 January 2020

## Spring term 2020

**Term starts:** Monday 6 January 2020

**In-Service day:** Wednesday 12 February 2020

**Occasional holidays:** Thursday 13 February and Friday 14 February 2020

**Term ends:** Friday 3 April 2020

**Spring holiday:** Monday 6 April 2020 - Friday 17 April 2020

## Summer term 2020

**Term starts:** Monday 20 April 2020

**May Day holiday:** Monday 4 May 2020

**Term ends:** Wednesday 1 July 2020

## Notes:

- School Session 2019/20 will commence on Monday 19 August 2019 for staff, Tuesday 20 August 2019 is In-Service Day and pupils return Wednesday 21 August 2019
- Easter Sunday - 12 April 2020
- School Session 2020/21 will commence on Monday 17 August 2020 for staff, Tuesday 18 August 2020 is In-Service Day and Wednesday 19 August 2020 for pupils

The holiday dates follow an agreed pattern for both the Spring and Autumn holidays which was approved in 2008 and has been operational since 2010 and apply to all schools in Perth & Kinross. The **Spring Holiday** will commence on the **1<sup>st</sup> Monday of April** for 2 weeks and the **Autumn Holiday** will commence on the **2<sup>nd</sup> Monday of October** for 2 weeks.