

Nursery Improvement

Our main achievements for the last 12 months have been in Transition, Communication, Resources and Planning Experiences for all Children.

The current Standards and Quality Report can be accessed through our website. This outlines the achievements of the previous year.

Our current Improvement Plan focuses on Establishing Learning Journeys across the Nursery, Implementation of GIRFEC Principles, Workforce Development (looking at recognising staff professional achievements and team dynamics and Health Promoting Schools Accreditation at Level Three.

Parents are invited to make comment on aspects of the Improvement Plan. They are also invited to become members of various working groups such as Policy Review, Eco School Committee and Health Promotion Group.

Whilst the information contained in this brochure is considered to be correct at the time of printing, it is possible that there may be some inaccuracy by the time the document reaches parents.

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FALKIRK COUNCIL CHILDREN'S SERVICES



Denny Nursery

Tel: 01324 504270



Denny Nursery is jointly managed by:

Gill Torrance Manager

Heather Hush Headteacher

We have three playrooms:

Sunbeam Room for children aged 6 weeks to two years

Rainbow Room for children aged two to three years

Butterfly Room for children aged three to five years

Each room is staffed by one **Senior Early Years Officer** and the appropriate number of **Early Years Officers** for the ratios:

Children under the age of two 1:3

Children under the age of three 1:5

Children aged three to five years 1:8

Our opening times are between the hours of 8am and 6pm



Curriculum

The nursery curriculum planning and practice is based on national guidelines, 'Pre-Birth to Three' for our youngest children and 'A Curriculum for Excellence' for our children aged three to five years. Falkirk Council's Learning to Achieve Framework underpins our work at Denny Nursery.

There are eight areas of the curriculum—Expressive Arts, Health and Wellbeing, Literacy and English, Mathematics and Numeracy, Religious and Moral, Science, Social Studies and Technologies. Staff consult with children aged three to five to plan quality learning experiences around the areas of the curriculum.

The Pre Birth to Three Document outlines the four principles— The Rights of the Child, Relationships, Responsive Care and Respect. There are nine key features of the key principles in practice—The Role of Staff, Attachments, Transitions, Observation, Assessment and Planning, Partnership Working, Health and Wellbeing, Literacy and Numeracy, Environments and Play.

Children are encouraged to be Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. They have opportunities to contribute to our Eco developments, Health Promotions and Enterprise activities.

Denny Nursery has awards in Eco School projects and Health Promotion.

Parents can find out more about Pre-School through Education Scotland's website.

Assessment and Reporting

Staff observe children at play and plan next steps in their learning on a daily basis. They are always available to discuss children's progress. However, there is the opportunity to discuss children's progress more formally twice a year.

Children who require additional assistance with their learning may have an Individualised Educational Programme (IEP). This is reviewed regularly in consultation with parents. If parents have concerns about their child's development they should speak to Heather Hush in the first instance.

Denny Nursery has very good links with support services such as Social Work, Speech and Language Therapy, Health Visitors, Educational Psychologists and Pre-Five Support Teachers for example.

Parents may find more information on Getting It Right for Every Child (GIRFEC) on Falkirk Council's Website.

Transition and Recording

The nursery staff will work with you to help your child settle happily into the nursery setting.

Each child has a 'Learning Journey' folder in which staff record the stages through which your child progresses in line with the Pre-Birth to Three Document and the Curriculum for Excellence.

You will be offered regular opportunities to discuss with staff how your child is progressing and to share your child's Learning Journey. Staff plan challenging learning experiences following each child's interests. Parents are invited to contribute to these journey's working in partnership with the nursery staff.

Staff will complete a transition summary sheet at each stage of transfer. This may be from room to room, nursery to local nursery class or nursery to primary one.

We have a robust system of transition to the next stage as well as our very effective settling in procedures. Staff link very closely with the local primary schools. Links will also be made with schools out with the local authority if required.

Quality Assurance

The nursery is inspected by the Care Inspectorate and HM Inspectorate of Education.

Copies of the current inspection reports are available for your information and comments. These can be accessed through our website. The latest Care Inspectorate inspection in September 2012 resulted in seven areas of excellence and one very good.

Parental Partnership

Effective communication is the key to successful partnerships. We will work in partnership with parents/carers to support children's development and learning. We will build on their previous experiences with family and friends.

Positive Behaviour

Denny Nursery staff follow positive behavior strategies to support children to become responsible citizens. Children work together with staff to form the Golden Rules for each room. A culture of praise and encouragement is fostered at Denny Nursery.

Daily Contact

Staff welcome the opportunity to have contact with parents/carers on a daily basis. Please also check your child's tray in the playrooms. Do not hesitate to contact the room seniors, Heather Hush or Gill Torrance if you have any concerns or queries.

Parent meetings with staff

Key workers will arrange to speak to parents about their child's progress twice a year. During this meeting children's individual Learning Journeys will be shared. Your child's health and wellbeing plan will be discussed and next steps planned.

Communication

The nursery newsletter is one of the key methods of communication between nursery and home. It contains information about the nursery, forthcoming events for your diary and details of visitors and outings. We aim to produce the newsletter monthly. We will issue occasional 'Bulletins' with additional information when required. We have an active website on which we display up and coming events and our nursery newsletter.

Occasionally we send text messages notifying parents of PSA meetings for example. We also use this method of informing parents of emergency nursery closures.

We have a variety of notice boards in the foyer for your information.

Parent/Staff Association

The nursery is supported by the Parent/Staff Association. The committee is composed of a chairperson, treasurer and secretary as well as parents and members of staff. Being a member of the committee only involves a few evening meetings to discuss funds and fund raising issues, how the money should be spent and to enable you to share any ideas you may have for the nursery. You may also wish to help out at events which take place in the nursery throughout the year. We welcome parental comments and support in developing policies. You can contact the PSA at dennynursery@falkirk.gov.uk

Policies

Copies of all nursery policies are available for parent/carers in the stand in the parent information area. These are updated on a rolling basis.

Complaints

If parent/carers have any concerns or a complaint with regard to the nursery please speak to Gill Torrance (Manager) or Heather Hush (Headteacher) in the first instance.

Falkirk Council Complaints Procedure is available to parent's /carers. A copy is displayed on the notice board and in the parents information area. The Care Inspectorate has a complaints procedure which is also displayed in the nursery foyer. Parents may contact them with suggestions or complaints about care services.

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Welcome to Denny Nursery

Our brochure is designed to give you a general overview of Denny Nursery.

If you have any further questions or need more information please do not hesitate to speak to the staff.

We have a website which can be accessed through www.falkirk.gov.uk and follow the link to the nurseries.

Statement Of Aims

We aim to provide a quality service for the local community by enabling children to develop into:

Successful Learners

- To provide appropriate challenging experiences which will enable children to develop effective communication, literacy and numeracy skills.
- To provide an environment where children are enabled to use ICT resources with increasing skill and confidence, to further develop their learning.
- To provide all children with the opportunity to participate in the evaluation, planning and assessment of their own learning.
- To provide a safe stimulating environment where children are encouraged to acquire knowledge and understanding and an enthusiasm for learning.

Confident Individuals

- To enable all children to become confident individuals with a sense of physical, mental and emotional well being and to pursue a healthy active lifestyle.
- To encourage a sense of belonging and to promote the self esteem of children, their families and staff.
- To recognize and celebrate the achievements of all children.

Responsible Citizens

- To enable all children to participate in the care and development of the nursery environment and resources.
- To develop partnership between the nurseries, families, local schools, local community and outside agencies.
- To raise children's awareness of the wider world and their place within it.

Effective Contributors

- To ensure equal opportunities for all children to have their needs met and their potential developed by a caring staff team.
- To provide all staff with opportunities to continue to develop their knowledge, expertise and skills.
- To ensure that promoted staff provide high quality leadership, management and support.

These aims should be seen in the context of Learning to Achieve, Falkirk.

Evacuation Procedures

The nursery has procedures in place for emergency evacuation of the building. Fire drills are carried out at regular intervals. Notices advising of the procedures are displayed at all exits.

Visitors

A number of visitors come to the nursery to talk to the children. These include the Community Policeman, Fire Fighters with their fire engine, and the Dental Health Educator. Towards the end of the year we also have special treats which may include a musician, magician or puppeteer.



Charity Events

During the year we raise money for various charities including Strathcarron Hospice. We have sold Cookies in aid of Childline, participated in Jeans for Genes Day, raised funds for Barnardo's and Children First and planted daffodil bulbs for Marie Curie Cancer Care. We greatly appreciate the support families give us in raising funds for charities and it gives the children the opportunity to help others.



Wear a sunflower badge for Strathcarron Hospice, Go Yellow Day

Racial Equality

At Denny Nursery we strive to ensure that all members of the ethnic minority communities whether pupils, staff, parents or visitors are not discriminated against. We have a responsibility to report racial incidents through Falkirk Council Racial Attacks and Harassment Incident Reporting Procedures

Mealtimes, Menus and Keeping Healthy

The nursery menus for both snacks and meals are based on 'Eating for Health', Nutritional Guidelines for the Early Years and the Scottish Executive Guidelines on Healthy Eating for Children.

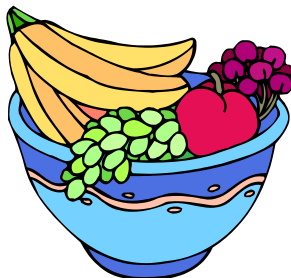
The children are given water and milk to drink and on occasions diluted fresh fruit juice is offered at meal times.

A varied menu is provided at the nursery, for both lunch and snacks.

Specific dietary requirements are catered for.

Lunches are prepared at Denny Primary kitchen and brought to the Nursery to be served to the children. We regularly consult with parents on menu changes and quality of our lunches.

A water cooler is available and children are encouraged to access water when required.



Outings



To involve children in the life of the community, small groups go to the local library to choose books or attend story-time sessions. They may visit some of the local shops or go for walks in the surrounding area.

Home Lending

We have a lending library in nursery. Key workers invite the children to choose a book on a regular basis. This is taken home to share with their parents. We also have "take home" bears for the children to take home and spend time with the children in their homes, on outings and visits to relatives. Children share their experiences on their return to nursery. A camera is provided for parents to take a photograph of what the bear gets up to!

Nursery Routine

Denny nursery provides full or part time care and education for children aged 0—5 years. The opening hours are Monday to Friday **8.00am** to **6.00pm** with the exception of Public Holidays and In-Service Training days and the period between Christmas and New Year.

Places are offered on a priority and fee paying basis.

Fees

Fees, where applicable, are charged at £3.25 per hour. Accounts are sent out monthly from Falkirk Council Education Services and fees charges are reviewed annually.

Activity money is £2.00 per week; lunches are £1.50 per day.; both are payable directly to the nursery. This money is payable to Jackie in the office between 9.00am and 4.30pm or to a senior out with these hours. **Please place the correct amount in a sealed envelope with your child's name and the amount clearly visible.**

Key Worker System

On admission into the nursery your child will be allocated a key worker; a qualified Early Years Officer who will become your child's link person in nursery. Any queries you have in relation to the placement may be discussed with the key worker or a senior member of staff.

Any amendments to the conditions of the placement must be approved by a senior member of staff.

Parent enquiries

If you would like to visit the nursery, please contact the office to make an appointment.



Emergency Contact Details

It is extremely important that your emergency contact details are correct and up to date. Please inform senior staff if you are changing your telephone, work or mobile number or if you wish to change the contact details.

Delivery and Collection of Children

All parents/carers are responsible for ensuring that their child is delivered to and collected by a responsible adult who is known to the child.

If your child is to be collected by someone different, nursery staff must be notified in advance. Staff will not release a child to any adult unless prior notification has been given. Proof of identity may be required.

Please note that all parents/carers should use the Denny Centre car park for delivery and collection of children. Please ensure that anyone bringing or collecting your child is given this information. For safety reasons please close the red gate and slip the bolt in place when entering and leaving the premises.

If, for any reason, you are unable to collect your child by the usual time, a phone call would be appreciated, advising staff of the delay.

Please note that when you arrive to collect your child, you are immediately responsible for them, even if you remain in the building.

For Health and Safety reasons we ask that prams and buggies are not left in the nursery hallway/cloakroom. There is limited space available in the front foyer. Thank you for your co-operation.

Personal Possessions

While in nursery it is advisable that your child does not wear their 'best clothes' that may be spoiled by messy activities. We recommend that they wear loose comfortable clothes which will enable them to move freely at physical activities and use the toilets independently. We have some spare clothing if a child needs to be changed. We are grateful for any donations of clothing, especially of underwear and trousers. We prefer children to bring a change of shoes for wearing indoors.

If your child currently wears nappies, we ask that you provide a supply for use in nursery, and a change of clothing for those children who are being toilet trained. Your child's name should be clearly marked on all personal belongings, particularly clothing. Any missing items may be found in the lost property box situated in the cloakroom (Butterfly Room) or hallway (Rainbow Room). You may wish to purchase Denny Nursery sweatshirts and/or polo shirts which are for sale in nursery.

Absence, Illness and Medicines

Please inform the nursery in advance if you will be going on holiday. If your child is absent due to illness, please inform the nursery as soon as possible. We may contact you by text to enquire if your child does not attend nursery. This assists us with planning for lunches and any outings.

When he/she is ill it is in your child's best interest to remain at home to help him/her recover more quickly.

If your child has sickness or diarrhoea he/she must have 48 hours clear before returning to nursery.

Should your child fall ill whilst at nursery, we will telephone the named emergency contact person, and request that they collect the child as soon as possible.

Should your child require to be given medication at nursery this must be prescribed by a doctor and you must complete the necessary permission forms. Please deliver all medication to your child's key worker.

Basic first aid will be administered by a qualified first aider if your child has an accident whilst at nursery. You will be contacted if required. All accidents are recorded on an accident form, which you will be asked to sign.

We ask you to advise us of any bumps and bruises which have happened at home.



Child Protection

At Denny Nursery we wish to help you keep your child safe, healthy, achieving, nurtured, active, respected, responsible and included. (SHANARRI) We do this through a multi-agency approach. We adhere closely to Falkirk Council Child Protection Procedures. We will notify Social Work Services if there is reasonable cause to believe that a child may be deemed at risk, or there are concerns regarding neglect or welfare.

Also, if a child discloses information which staff feel is concerning Social Work maybe contacted. It is therefore important that when your child has a bump/bruise or has been involved in any incident that parents inform a member of staff. Children's Services work closely with nursery staff to support the SHANARRI approach for every child.

Head Lice

Headlice can be present in the nursery at any time and are a problem of the whole community. Therefore we advise you to check your child's hair weekly to detect headlice at an early stage. A leaflet for further information for parents is available from the office. Your Health Visitor can also offer advice.