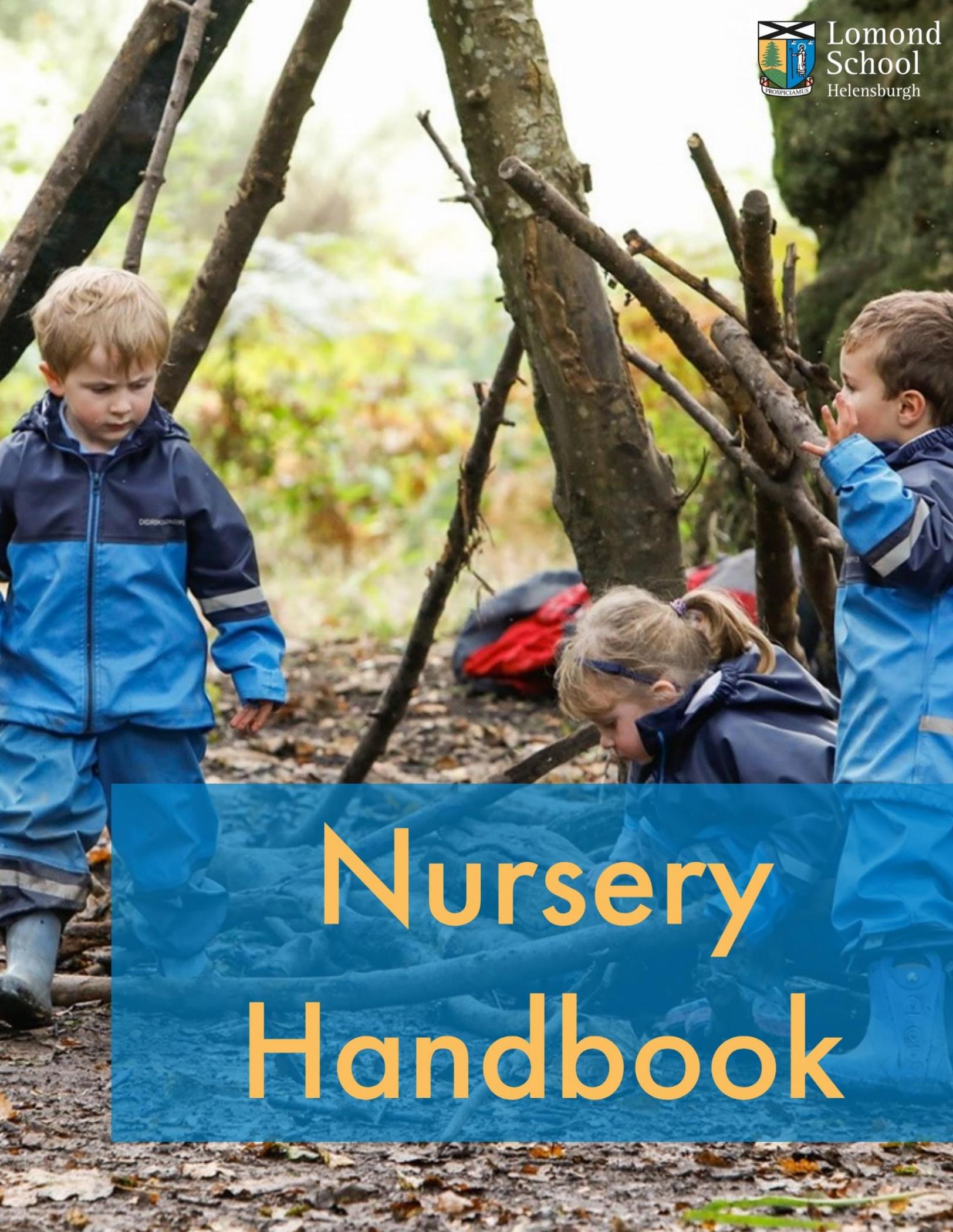




Lomond
School
Helensburgh



Nursery Handbook

Welcome to Lomond School Nursery

At Lomond School, children from 3-18 are provided with experiences that help develop their characters and confidence in a safe and friendly environment, surrounded by people who care about them. It is these early experiences which will determine the path our children will take and we aim to harness each child's talents and strengths to help them become the very best that they can be.

Housed within our Junior School building, Clarendon, Nursery children feel part of the Lomond School family from the very start. This historic and treasured building provides a warm and friendly environment for our youngest children to develop and grow.

During our last inspection by the Care Inspectorate, we were awarded a Grade 6 in all areas assessed. This equates to "Excellent" and "Sector Leading".

Our highly qualified Nursery team, led by an experienced teacher, is committed to providing excellence in education by offering a broad and rich curriculum that is tailored to meet the needs of each child. Nursery staff work individually with children to build strong relationships and encourage and develop their interests and skills, ensuring they have the very best start to their education.

We believe that children thrive in the outdoors and our Nursery benefits from an impressive garden space for the children to explore, play and learn and they spend a significant part of each day here. We also use our local woodland on a regular basis for Forest School sessions. Indoors and out, our children are engaged in a combination of active, child led activities and stimulating sessions delivered by subject specialists in French, Music and PE.

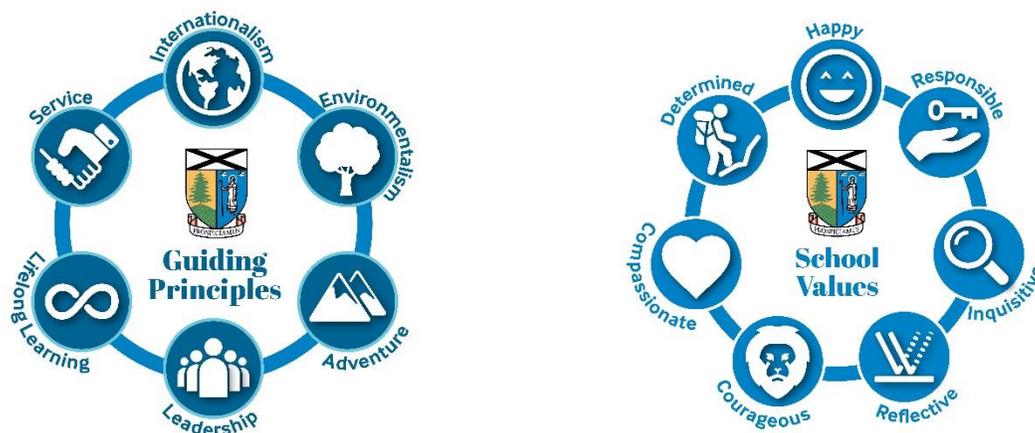
We look forward to welcoming you into our family, and hope that you will become involved in Nursery life. Our door is always open and parents are welcome into our Nursery at any time.

The Best Possible Start

Our Aims

At Lomond School we believe in helping our pupils to become well rounded individuals with strong values, who are ultimately prepared to embark confidently and successfully on their life beyond Lomond School.

We uphold this commitment with six Guiding Principles that underpin our curriculum and co-curriculum:



Through our Guiding Principles we aim to provide an excellent standard of care and education which will allow our pupils to develop their academic potential, whilst encouraging and supporting them to develop qualities that represent the core values of Lomond School.

The Outdoors

At Lomond School we encourage children to develop a love of the outdoors and hope to foster a sense of adventure in all of our pupils. Current research recognises the positive features of spending time outdoors in relation to physical and mental health and our children spend a significant part of each day outside in a variety of different environments from woodlands to beaches and parks, as well as our extensive grounds.

The outdoors offers the perfect setting for children to play and learn, helping them to develop emotional resilience, independence and self-awareness, as well as the language and communication skills crucial to early child development. And of course, it ensures our youngest children get plenty of fresh air and exercise each and every day!



Our fully-trained Forest School leader coordinates a programme of activities carefully designed to engage, motivate and challenge. Core to the Forest School experience is learning through purposeful play and responsible risk-taking which always encourages participants to achieve. Activities such as woodland art and crafts, safe use of tools, shelter building, games, camp fire cooking and the discovery of flora and fauna all feature strongly and are designed to appeal to a range of learning styles.

We believe that the advantages afforded by this most special approach, further encourages our pupils to thrive and flourish as they set out on their journey of exploration and discovery.

Curriculum

Our curriculum exceeds all the requirements of the Scottish Curriculum for Excellence at the Early Level with a focus on active learning through play. The curriculum at Lomond Schools helps our children to develop into well-rounded, confident individuals who have positive dispositions and who leave us with a sense of wonder and joy of learning, eager to progress on to the next stage of their education.

Opportunities are provided for the development of skills, knowledge and imagination through meaningful and interesting experiences and play both indoors and out. Young children learn by playing; experimenting and imitating all that is going on around them. Our children are given opportunities for free-expression and child-initiated learning as well as adult-led activities.

There is a wide variety of media and materials freely available for the children to develop their creativity, especially outdoors where there is much more scope. The children are given many opportunities to develop early number and early writing skills and concepts, both through structured play and spontaneous activities stimulated by the children's needs and interests. Similarly, the learning of sounds of the alphabet is developed through play activities, and a variety of interactive computer programmes using the smart-board, which also help to develop an understanding of early mathematical concepts. Stories, songs, rhymes and poems, essential in stimulating the children's imagination are an important part of the Nursery day.





Children in their pre-school year are taught by our PE staff, making use of the Sports Hall and Junior School playground. Whilst all the children enjoy music and movement on a daily basis in Nursery, they have specialist weekly music sessions, in addition to a weekly French lesson.

We also operate a “Learn to Cycle” programme and children have the opportunity to cycle using balance bikes, and eventually 2 wheelers, as part of their routine.

Admissions

Parents are encouraged to attend our Open Morning in September or contact the School for a tour and a meeting with the Head of Junior School prior to application. Thereafter, our registrar will contact you to fill in the necessary paperwork during Nursery Registration Week in February. Places will then be confirmed in writing.

Children who have completed the registration process for Junior 1 prior to registration week, or those who already have a sibling attending the School are prioritised for places. As numbers are very limited our nursery usually fills with those who meet the priority criteria. We recommend registering for Junior 1 as early as possible to avoid disappointment.

Children are admitted to our Nursery after their 3rd birthday if it falls before the end of the Winter Term. If your child turns 3 during Spring Term we may not be able to offer a place until the following August, however we will try our best to accommodate if at all possible.

Session Dates/Times

Our fully funded session times run from 9am – 3.30pm, Monday to Friday during school term. We also offer wraparound care from 8.30am-9am (Monday to Friday) and from 3.30pm to 4.45pm (Monday-Thursday). There is an additional charge for these sessions and we recommend that these are booked termly as part of your provision as spaces are limited. These sessions are billed at the start of each term.

The cost of these sessions are:

Morning wraparound:	£4	(£5 for ad hoc)
Afternoon wraparound:	£8	(£10 for ad hoc)

Please refer to the parent resources section on the Lomond School website (www.lomondschool.com) for current and future session dates, and the termly School calendar.

Changing Sessions

A month's notice must be given for any changes to sessions. Contact Mrs Canero to discuss additional sessions, or any changes to your current provision.

Meet the Nursery Team

Our highly qualified and experienced team are dedicated to providing the best possible nursery experience for every child in their care. Mrs Laura Canero is the Head of Nursery and a qualified Primary Teacher who has been with Lomond School for over 10 years. Mrs Gaynor Thomas is a Senior Early Years Practitioner and Forest School Leader with more than 15 years experience. Mrs Janette McArthur is a Senior Early Years Practitioner and has looked after young children in Lomond School Nursery for 25 years. Miss Jasna Wardle and Mrs Elaine Nelson are our Nursery Practitioners who also bring a wealth of experience. The Nursery team work under the leadership and guidance of Mrs Ailsa Lawn, Head of Lomond Junior School.



Induction Visits

All children are different and have different experiences in their young lives. For this reason, we plan an individualised induction programme to meet the needs of each child and family. Our Head of Nursery will arrange an initial meeting, either at home or in Nursery to meet you and your child and plan the next steps.

Food and Drink

All children will require a packed lunch at Nursery. We encourage healthy eating throughout the day and request that packed lunches are made with this in mind. Water is provided at meal times so no water bottles or additional drinks are required. Please ensure that your child has an ice pack within their lunch box and that all tubs and bags are named. Please note that the School operates a nut free policy.

For further guidance on packed lunches, please visit:

<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

Children will also be provided with healthy snacks and drinks in the morning and afternoon, as required. Please ensure you have informed us of any allergies or intolerances your child may have.

There is a contribution of £35 for the daily snack, payable at the start each term through Parentpay.

Keeping you Informed

Once your child starts Nursery you will have many opportunities to chat about your child with the Nursery staff, both formally and informally on a daily basis. Parents' evenings are arranged for you to discuss your child's development and learning, and will usually take place in March.

We value and greatly appreciate parents' and carers' involvement in all aspects of Nursery life as we believe it is important that we work together and share in the delights of the children's development and learning, so we can do our best respond to their individual needs and interests. Each week you will be sent a Weekly Newsletter. This gives a brief outline of what we will be doing in nursery and also keeps you informed about any forthcoming events. As we are an eco-school, we encourage parents to receive communication electronically, so this will be sent directly to your inbox unless you indicate a preference for a paper copy. We also have a closed Facebook group which allows you to see some of the wonderful things the children get up to over the course of the day.

Learning Journals

A record of your child's learning during their time at Nursery is kept via an electronic Learning Journal. This journal tracks your child's progress and contains observations within the key aspects of the curriculum, and planned next steps for your child. Having the journals online has proven to be a huge benefit to our parents as it provides unlimited access to your child's profile and you can also contribute any achievements from home too. You can communicate directly

with your child's key worker via the learning journals and comment on the uploaded observations and photographs.

You will be asked for permission before being sent an email containing a username and link to Learning Journals within your child's first week of starting Nursery. From here, you will be prompted to create a password and pin number in order to access your child's profile. You will then receive email alerts when a new observation has been added to your child's profile which you will be able to view immediately. Our Learning Journals really help to give parents an insight into their child's Nursery life as they feature lots of photographs, evidence of work and many comments from your child.

Supporting Children

You know your child best. If there is any aspect that is cause for concern, or that you are concerned about, it is very important that we work together. Some children may benefit from additional support for a variety of needs, and we may suggest specialists such as speech therapists, who are happy to offer advice and practical help. We work closely with parents to get it right for every child. If we feel we can help within Nursery, additional support is offered on an individual or small group basis by our pupil support teacher.

A Perfect Transition



Our Nursery children feel part of the school from the very start. This ensures your child will be well established within their peer group and feel secure and happy within the Lomond School environment.

Our Junior 1 teacher begins spending time with our preschool children in February where the children are matched up with a

Junior 4 buddy who will help them when August comes along. There are lots of opportunities for the children to join in with Junior School events over summer term which means that the step to school is a breeze!

Parental Involvement

Our families play an important part in the life of our Nursery, and are invited to many exciting events throughout the year. Our parent representatives organise coffee mornings, picnics, and other family events out of Nursery, and enlist parental help with special events or initiatives. We offer regular 'Stay, Play and Learn' sessions which allow parents the opportunity to share the nursery experience with their child.

We have a very active PTA, with representatives from Nursery to S6, who work together to support events, and build the school community.

We run a comprehensive and dynamic Family Learning Programme which provides parents with an opportunity to come and learn about all sorts of things from curriculum and learning to parenting and behaviour. These sessions are planned with the needs of our current families in mind so please let us know if there is something you would like to see on the programme.

Please keep an eye on the parent notice board outside the Nursery for information of forthcoming events and outings.



Traditional events and cultural festivals are celebrated with fun, games and activities, which parents are invited to become involved with.

Parents and carers are invited to share any special interests or talents with us, to talk about your work, culture or lifestyle as part of the curriculum. We hope that parents and carers will feel comfortable with the Nursery staff, as we develop very close relationships with our families. We are always on hand to support you when you need more information, extra help, or just a listening ear.



Our parent body help to shape our Nursery and your views, thoughts and experiences are very important to us.

General Information

Fees

As a partner provider with the Local Authority we are able to offer fully funded places. Please contact the Local Authority helpline on 01369 708503 for further information.

Should you wish to remove your child from Lomond School Nursery, you must provide a month's notice.

Wraparound care fees are billed termly, in advance.

Security

All of our doors have security locks and parents must use the buzzers to gain access. The access gate on Queen Street is open between 8am and 9am. We politely ask that you ensure the doors close behind you and that you do not allow anyone else to enter with you.

Arrival and Collection of children

It is expected that a responsible adult over the age of 16 will bring your child to and collect from Nursery. If your child is going home with someone other than the usual person who collects him/her, you are asked to sign the form to indicate this when signing your child in. You are asked to sign your child in and out of Nursery each day. Most importantly, once signed out it is deemed that the responsibility for the safety of each child lies with the adult who has collected him/her, although a member of staff is always on door or gate duty to keep a watchful eye to ensure children leave safely.

Please do not park in the Clarendon car park at any time. This ensures that children and parents can arrive and leave safely on foot. We also ask that you park safely and considerately in the surrounding streets.

Emergency Contacts

Parents are asked to provide contact details in case of emergency. We ask that you keep us informed of any changes in these details and also if you are going to be unavailable please let us know especially if you are going away for any period of time and your child is staying with someone else.

Emergency Closure/Evacuation of Premises Policy

The safety and well-being of children and staff is of paramount importance. Premises can be closed in emergencies for a variety of reasons, most of which cannot be foreseen, e.g. gas leaks. In these circumstances an effective communications network with parents will be maintained but the understanding of parents is sought given the unusual circumstances such conditions invariably bring. In case of immediate evacuation from the Nursery premises, the children will be taken into the Junior School.

Trips, Visits and Events

At various times throughout their time in Nursery, the children go to the Senior School, or for walks in the environment, which necessarily entails crossing roads. Pre-school children have PE sessions at Lomond Sports Hall on Rhu Road Higher, and travel in the School mini-bus or bus/coach hired from a reputable company, which are also used for trips and visits further afield.

When trips or visits are arranged, you will be advised in advance. You will be asked to sign a local area consent form at the start of each year to cover trips within a 5 mile radius. Additional forms must be signed for trips which do not meet this criteria. Please note that children cannot take part unless the completed consent form has been signed by a parent or guardian. They will always be accompanied by members of the nursery staff, and parents are often invited to come along as helpers.

Fire Safety

The children are introduced to the sound of a smoke detector, and are made aware of fire safety procedures. We have a fire drill on a regular basis when children are taught to respond immediately to the smoke detector and evacuate the building. We have a no smoking policy in the Nursery.

Absence from Nursery

If your child is unwell or will not be attending Nursery, please email clarendon@lomondschool.com to let us know. For the purposes of infection control, we ask that if your child is suffering from sickness or diarrhoea, they remain absent from Nursery for 48 hours after the last episode.

Clothing & Personal Items

The children wear a simple uniform - a pale blue polo shirt and navy blue jogging pants or skirt and a navy sweatshirt with the School logo which is available for purchase from www.schoolblazer.com. A pale blue gingham dress may be worn by girls during the summer months. Coats should be waterproof and have hoods as we play outside in all weathers; a padded waterproof jacket with the School logo is available for purchase. We provide waterproof over-trousers and jackets for all children for play during wet weather. Wellie boots or strong waterproof outdoor shoes must be worn for outside play unless the ground is exceptionally dry and we ask that you leave these in Nursery. We recommend that children wear shoes with Velcro fastenings, as we encourage children to put on their own shoes, and laces can be very time-consuming and frustrating for a young child. We suggest that open-toed sandals are not worn during summer as they are not practical on the bark area or if the grass is slightly wet.

Any item of clothing, which may be removed during the course of the day, should be clearly named.

Children also require a pair of black gym shoes with non-marking soles for activities in the Sports Hall. These should also be named and left in Nursery.

Children usually bring a small rucksack in which to keep 'bits and pieces', and a change of clothes. We encourage parents to try to toilet train children before they start Nursery but we appreciate that accidents do happen, especially as children settle into their new routines. If your child is not toilet trained please contact Mrs Canero ahead of your child starting.

Insurance

The School has Public Liability insurance which gives protection against liability for accidents to pupils occurring on or about the buildings, in the grounds and in connection with organised activities everywhere including visits abroad. The clothing and personal effects of pupils are the responsibility of the owners and parents are advised to ensure that their own insurances adequately cover their children whilst at School. In cases where such insurance has not been arranged the School's insurance will give protection, to a very limited degree, against loss or damage caused by the common perils. Cash and cycles are specifically excluded from this cover. The School's policies are kept by the Business Manager and are available for inspection in her office.

The School has arranged Pupil's Personal Accident insurance for all pupils. Under this policy pupils are covered for the whole year whether or not they are in school. Details of this cover are issued to parents when the pupil joins the school or may be requested from the Business Manager/Bursar.

Tooth brushing

Working in partnership with the NHS, the children learn about oral hygiene, and brush their teeth at the end of each morning. Each child is provided with a toothbrush, which is kept in a specially designed storage container, and washed regularly in the dishwasher. Your child will be enrolled in the Childsmile toothbrushing programme automatically. However, if you do not want your child to take part in the Childsmile toothbrushing programme please email j.canero@lomondschool.com



Medical Information

Medication can only be given if it has been prescribed by a doctor and have a label with the date, child's name and dosage clearly marked. You will be asked to complete an administration of medication form.

In the event of a child becoming ill, having a serious accident or a significant bump to the head, a parent will be notified immediately; it is essential that the Nursery is informed of any changes to your contact details. Should emergency action be required, immediate medical attention will be sought either by calling an ambulance or by taking your child to the medical centre. In the event of not being able to speak to you or your emergency contact, your child's key worker will act in loco parentis.

Any minor cuts or bruises will be dealt with by staff who have First Aid training, and who will notify you of such when your child is collected. All details of incidents or accidents will be recorded. Under no circumstances will the staff apply any lotions to the children in case of allergies. Please ensure that we are notified in writing if your child has an allergy, and of any appropriate treatment or precautions. During hot weather, we advise parents to apply sunscreen to their child before coming to Nursery, which we will be happy to re-apply, with written permission.

If your child is unwell, please do not send them to Nursery as this can spread infection. In cases of sickness or diarrhoea NHS advice is that this usually takes 48 hours to clear the system, so we ask that your child does not return to nursery until they have been clear of any symptoms for 48 hours. If you are unsure of any medical condition, posters are displayed in our cloakroom area, and you will be given a copy of our infection control policy which highlights common illnesses and exclusion periods. If you are in doubt about whether your child should be in Nursery, just ask. Please could you inform us by 9.00am if your child is to be absent for any reason.

Comments/Concerns (including Complaints Procedure)

We are always interested to know if your child does something special. Equally it is important that you share with us any concerns you or your child may have. We recognise that your child has a life of his/her own, which we need to recognise and become part of. If, for any reason, you do not have an opportunity to speak to the Nursery staff very often, we are always happy to chat on the telephone; 12.30pm is the best time to call. Or you may prefer to email Mrs Canero, l.canero@lomondschool.com who will respond as soon as possible.

Policies and Procedures

All of our policies and procedures are available for you to view at any time and they can be found next to the noticeboard. Please do not hesitate to speak to any member of staff should you have any questions, or require more information.

Your Feedback

We are very keen to involve parents in developing our service, so we welcome any suggestions you may have. As we continually monitor and review the quality of our provision, we are always pleased to receive your comments about the Nursery and also are keen to learn of any concerns that you may have. In either case, the first point of contact is always Mrs Canero, but if you feel that this is not appropriate, please contact Mrs Lawn (Head of Junior School). If you would like to discuss anything in depth, we would ask that you make a prior appointment, to ensure that the appropriate time is made available for you.

It is recommended that parents initially try to resolve issues through the school complaints procedure, however, complaints may be referred by parents to Argyll and Bute Council, Early Years, Argyll House, Alexandra Parade, Dunoon, PA23 8AJ, T: 01369 708503, or online at earlyyears@argyll-bute.gov.uk; or to the Care Inspectorate, Compass House, 11 Riverside Drive, Dundee, DD14NY, Tel: 01382 207100, or online at enquiries@careinspectorate.com. All complaints will be addressed within 28 days.

Publicity

The Nursery strives to present itself in a positive light within the community by highlighting our work and that of your children. Achievements, events and outings are reported in the local press, in our School Annals and in our weekly newsletter. We would ask that you inform us if you do not wish your child's photograph to be published. Children will not be identified by name in the local press.

