



Welcome to
Langholm Early Learning and Childcare Setting



December 2024

Welcome

The staff and children of Langholm Nursery extend a warm welcome to all new children, families, friends and visitors. We strive for our Nursery to be a happy, caring and stimulating environment for everyone and we welcome your assistance and cooperation on achieving this.

This hand book is provided to familiarise you with some of education, organisational and social aspects of the Nursery. I hope you find the information useful, but should any questions not be answered here, please do not hesitate to contact me.

I look forward to meeting and working with you to ensure that your child's Nursery experience is both happy and rewarding.

Donna Nicol
Nursery Manager.

For more links and detailed information about how we support parents and work with our schools please see our **Authority Handbook**. This includes information for families about financial and wellbeing support, additional support for learning, transport clothing and parental involvement and engagement in your children's learning.

Vision, Values and Aims

Vision

Our vision is to prepare all pupils to become lifelong learners and responsible citizens ready to meet the challenges of a rapidly changing world. In partnership with families and our local communities, we create relevant learning opportunities for pupils - both inside and outside the classroom - that help pupils develop the curiosity, knowledge, critical thinking skills, and character necessary to succeed.

Values

Honesty Ambition Respect Responsibility Kindness

Aims

We aim to raise attainment and deliver excellence and equity through:

- Developing a culture where all children and young people feel cared for, valued and encouraged to reach their full potential
- Ensuring children's rights are respected, everyone is treated fairly and equally, and all achievements are celebrated
- Developing strong partnerships with our pupils, parents, staff and wider communities where we all share responsibility for learning and improvement
- Delivering progressive teaching and learning from 3- 18, which reflects our unique rural schools, to ensure our pupils experience high quality learning both within and beyond the classroom
- Providing a wide range of opportunities to ensure our pupils develop their individual passions, their self-confidence and self-belief
- Prioritising pupils' health and wellbeing and providing high quality, coordinated support in an inclusive and nurturing setting

- Creating pathways to assist pupils in achieving their educational and personal goals leading to a fulfilling future within a positive and sustained destination

Working together with Parents, Carers and Families

Langholm Nursery recognises the fast pace of change for your children in these crucial years and strives to support children and their families in all aspects of their lives. If you have any unanswered questions, or would like to visit the nursery, please contact the primary school office to make an appointment. We look forward to welcoming and working with you in these earliest educational years for your child.

Family Learning The Lifelong Learning team come in and deliver the Peep programme. This programme helps to promote parents' and carers' awareness of children's very early learning and development through making the most of everyday activities and interactions. The programme also offers accreditation for all parents. The Lifelong Learning team also work with us and school in family learning events and adult learning classes. So if you feel you would like more input to help support your child's learning we can work with our partners to deliver this.

Partner Involvement We work with a range of partners to ensure that we are providing a family service to the children in our care. This ranges from NHS; Social Work; Speech & Language; Local businesses and the Lifelong Learning Team.

Information at a Glance

School address

Langholm Nursery, Langholm Primary,
Thomas Telford Road, DG13 0BL

Email address:

Gw08officelangholm@ea.dumgal.sch.uk

Parent Council Chairperson Tracy Mitchel

Head Teacher Lauren McLean

Registered Capacity 32

Start and finish times

8.30am - 3.30pm

Keeping in touch

As well as keeping in touch over the phone, via email or face to face at the Nursery door, we also encourage all parents to download the Learning Journal App. This has a private message function that you can use to contact staffs. Your child will be assigned to a private profile which is used by staff to record observations of learning and progress.

Parental Involvement information:

www.dumgal.gov.uk/schools

www.parentclub.scot/

Parentzone Scotland:

education.gov.scot/parentzone

School term dates can be found at:

www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates

Care Inspectorate full contact details

www.careinspectorate.com/index.php/contact-us

General enquiries 0345 600 9527

Staff



Headteacher
Lauren McLean



Primary Depute head
Karen Vidler



Nursery Manager
Donna Nicol



Nursery Nurse
Donna McKinnel



Nursery Nurse
Christine Smith



Nursery Nurse
Jen Richardson



Early years assistant
Carla Divers



Early Years Assistant
Sarah Vogt

Registration with the Care Inspectorate

Early Learning and Childcare (nursery) settings are registered with Care Inspectorate, the regulatory body for Early Learning and Childcare Services. We are inspected regularly to ensure that we are meeting the appropriate standards and to support us to improve. This helps us to continue to deliver high quality services to you and your child. Our certificate of registration and our most recent inspection report is displayed on our noticeboard.

All Providers must meet [The National Standard](#) for Early Learning and Childcare. All staff are registered with the Scottish Social Services Council (SSSC) and hold a Protecting Vulnerable Groups (PVG) membership.

ELC Registration Procedure

All three and four year olds and eligible two year old children can receive up to 1140 hours a year of Early Learning and Childcare. That works out at 30 hours per week during school term time.

Nursery registration takes place in January or February each year.

Parents of children due to start nursery will receive a letter and registration form in the term prior to registration. You will be asked to complete the form and return this to your preferred provider with a copy of your child's birth certificate and proof of address. Children moving into their second year of ELC will be provided with an ELC2 registration form from staff to complete and return. If you wish to change your provider you should collect a form from the nursery and take this to your new provider.

As part of Funded ELC offer your child will be also be entitled to one free meal and a snack each day. If you are using more than one provider on any day, you must let the providers know where your child is

taking their one free meal/snack and milk.

The Council Webpage provides further information for families:

www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds

Key Worker/Person

Before your child starts nursery, they will be allocated a key worker. This is the person who will be the key contact for you. You and your child will get an opportunity to meet and chat with their keyworker during your initial visit. They will hold a meeting with you to create a Personal Plan for your child either before your child starts nursery or in the first few weeks to ensure that the nursery will be able to meet your child's needs. If you have any concerns or worries regarding your child, please speak to their keyworker. Your key worker is responsible for sharing any information about your child with you throughout their time in nursery. During the session your child will be supported by all members of staff.

Links with other agencies

Early learning and childcare settings work closely with other agencies including Speech and Language Therapy, Occupational Therapy, Health Visitors, Educational Visitors and Educational Psychologists, when appropriate. If you have any concerns or queries, we can help you to make contact with these agencies. Please do not hesitate to speak to a member of staff and we will be happy to help.

Getting It Right for Every Child and Child Protection

Getting it right for every child (GIRFEC) is an approach from Scottish Government that sets out how Early Learning and Childcare settings, schools and other services should work with children and their families. GIRFEC is all about ensuring that children get the help they need when they need it – the right help at the right time.

All children have the right to be protected from harm, abuse and neglect. We believe all children should be safe, healthy, achieving, nurtured, active, respected and responsible and included.. Further information can be found at: www.dumgal.gov.uk/article/16640/Support-forchildren-and-families

Further information can be found on your ELC Noticeboard

ELC Child Protection Coordinator is

Karen Vidler
Donna Nicol

Induction and Transition - Settling In

We understand the importance of positive transitions from home or other settings , to nursery. Our transitions are made both through face-to-face visits and digitally through Class Dojo. The nursery manager will make contact with you prior to your child starting nursery to organise this arrangement. We also have an established transition programme to Primary One. Throughout the time spent in nursery the children have opportunities to meet with teachers and pupils and become familiar with the internal and external spaces of the primary school. This includes a weekly visit to nursery from the Nursery Primary One children

Learning, developing and growing

In our Nursery we work to provide an environment that is warm, stable, and caring so your child can feel socially and emotionally secure. A place where your child will be accepted and valued for himself/herself at all times, a place where he/she is free to explore, experiment, discover and learn. Our Nursery is a rich environment which allows time for each child to think and learn at their own pace. The staff sensitively direct each session in these stimulating surroundings. Here your child can enjoy self-selected experiences which enable him/her to experiment with and discover aspects of his/her world. With this approach to your child's learning we can take what each child offers in their play, enjoy it, reinforce it and build on it to help them find fulfilment and sense of achievement. We believe that children learn best through free play, guided by knowledgeable staff to make the most out of their experiences. Your child's progress is recorded on Using Personal Learning Plans and Class Dojo. Throughout the year you will be contacted from your child's key worker to discuss your child's learning, progression, and development.



Lunch and Snack Time

Snack is available throughout the nursery session. Your child can decide when they want to have snack, once ready they will wash their hands and collect their cup, plate and cutlery. Snack time is a very sociable time where children chat to their peers and ELC Staff. We follow the nutritional guidance [Setting the Table](#) and the [Eatwell Guide](#) when devising snack menus.

If your child has any dietary requirements, please let us know. There is a choice of milk or water to drink.

Lunch

With the introduction of 1140 hours, children attending all day have the entitlement to have lunch provided. This is a time where children will have the opportunity to develop and learn new skills. They will be able to choose their lunch, self-serve as well as having the opportunity to further develop their social skills between their friends and staff.

Detailed information on school meals is available at www.dumgal.gov.uk/schoolmenus

Special Dietary Requirements

Catering provide special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin. Simply ask for a registration form to allow us to inform the catering team who will discuss your child's requirements in full.

It would be beneficial for all children who have an allergen, food intolerance or special diet to register. For more information contact the Solutions Centre on 01387 271 112 or solutionscentre@dumgal.gov.uk to access the Legislation & Nutrition Officer.

All Children with allergens should register with the catering team as soon as they are aware that their child has an allergen or intolerance to food.



Absence/ Illness

If your child is not feeling well please do not send them until they are well feeling better. Please phone if your child will not be attending Nursery for whatever reason.

Accidents

If your child is involved in a serious accident or becomes unwell we will inform you immediately. Therefore, it is essential that your contact details are up to date.

Medical help will be sought if necessary.

We will always inform you about minor incidents and accidents and provide you with a written copy of the incident and what action we have taken.

Administration of Medicines

Parents /carers are responsible for their child's medication.

If possible, it is helpful for you to ask the prescribing doctor if the medication can be prescribed to allow for administration out with of ELC hours or if you can come in to dispense this to your child.

Medication will only be administered by a member of ELC staff once a completed parent/ carer administration of medicines request form has been received.

For medication such as asthma inhalers it is the responsibility of the parent/carer and the ELC staff to check that the medication is not out-of-date, that there is a sufficient quantity, that it is removed as necessary and that any unused supplies are uplifted for disposal.

All information regarding medication will expire at the end of each year, however all medical information will be reviewed on a termly basis. If the administration of medication is to continue, all relevant information must be supplied on a new request form at the start of the next session. Pupil and Parent/Carer confidentiality will be respected in all matters.

Intimate Care

From time-to-time toileting 'accidents' happen. We will discuss how we will support your child's stage of development and intimate care needs at your child's Personal Plan meeting so that we are taking similar approaches in ELC and at home to help your child.



Infection Control

Good hygiene is crucial in controlling the spread of infection and children are encouraged to use disposable tissues to wipe their noses, wash hands before snack/lunch and after going to the toilet, etc.

We are obliged to inform Care Inspectorate and Public Health when there is an outbreak of infectious diseases.

The exclusion times for childhood infections are on display. Should a difference of opinion between the parent and the Nursery Manager/Head Teacher arise about the child's fitness to attend, advice will be sought from the School Nurse. Generally, parents will be advised by their G.P. when a child should remain at home.

Further information can be found at:
www.gov.uk/government/publications



Parent/ Carer and Family Engagement

Langholm Nursery values the benefit of family engagement from the earliest opportunity. From before your child has registered at our nursery you may see nursery staff in the local community visiting local toddler groups or supporting community events. Being a familiar face when our children start nursery is very important to us, as is building a strong relationship with our families.

Completion of Personal Plans are a legal requirement within 28 days of children starting Nursery. Each child's Key Worker will arrange an individual meeting with parents to complete the Care Plan together.

The Personal Plan will be reviewed every 6 months (or sooner if a change occurs) in consultation with parents and carers until children leave Nursery to start Primary 1. You are the expert on your child and what you think matters.

Getting it right for every child (GIRFEC) means that the school will always seek to involve you, to listen to your opinions and take them seriously.

Each year the setting produces an improvement plan for the academic year. We welcome parent and family input in this process and parents are consulted

in line with our self-evaluation calendar regularly throughout the school year.

Nursery staff give daily feedback to parents and carers as they drop off and collect children from Nursery. Your child will also have a Learning Journal profile which is usually updated daily and you can access this from home.

Nursery staff will write regular 'Learning Letters' to your child each academic year with an analysis sheet detailing the curriculum areas and skills covered within the letter. Families are given the opportunity to discuss each letter sent home and their child's progress on a one to one basis with nursery staff.

On a termly basis we invite families into the nursery to attend 'Stay, Play and Learn' sessions, where the aim is to support family learning. This is an opportunity to spend time learning with your child and meet with other parents, families and the staff informally.

Parents and carers are always very welcome to volunteer during nursery sessions or external trips and visits if they are able to. We truly value the skills our parents and families have and strive to encourage opportunities where these skills can be shared and utilised in our nursery. Please let us know if you would be prepared to support us in this way.

Partner Involvement

We work with a range of partners to ensure that we are providing a family service to the children in our care. This ranges from NHS; Social Work; Speech & Language; Local businesses and the Lifelong Learning Team.

Family Learning

The Lifelong Learning Service offers support to improve life chances for children and families through the delivery of a wide range of family learning programmes. Family Learning offers families the opportunity to learn together during relaxed and 'fun' learning sessions.

For more information please visit Lifelong Learning. This link provides more detail of courses www.dumgal.gov.uk/lifelonglearning and programmes on offer.

ELC Policies and Procedures

A copy of our policies and procedure documents are available in nursery for parents to view at a time that is convenient to them.

Complaints/ Concerns

The first step is to speak to the ELC Manager if a situation arises that you are unhappy with. It is hoped that most concerns can be resolved this way. If however this is not the case, there are a number of ways you can direct your enquiries or requests to the relevant service or you can make a complaint online by visiting Make a complaint online (dumgal.gov.uk) Or by calling : 030 33 33 3000

Complaints can also be raised with the Care Inspectorate, Compass House, 11 Riverside Drive, Dundee, DD1 4NY. Telephone: 0345 600 9527



Emergency Contact and Collection Forms

You have completed an 'Emergency Contact and Collection' form. If there are any changes to who is allowed to drop off and pick up your child, then you must let us know so this can be updated. Your child must be dropped off and collected by an appropriate adult (Under 16yr olds are not allowed to collect children).

Emergency Closure

In the event of the nursery/school having to close in an emergency e.g. adverse weather conditions, heating failure we will contact you as soon as possible in the event that the Nursery needs to close.

For more information on Emergency Closure processes please see - Link to Authority Handbook

Transition to Primary 1

As you child approaches school age we will work with your child's school to ensure that transition to Primary One is as smooth as possible. Your child's records will be passed on to school. You have the right to request to see any information held about your child.

Deferred entry to Primary 1

Most children start school when they are between 4 years 6 months and 5 years old but it is possible to start children later depending on the circumstances. This is called deferred entry.

You can choose for your child to start primary school later if they turn five from the school start date in August and before the last day of February.

If you are considering deferring entry to school talk to nursery staff or the head teacher at the school about your concerns.

You'll also need to remember to [apply for a school place](#) even if you are still trying to decide whether your child should start school later or not. Any delays in applying can mean you lose a priority place at your child's catchment school.

Children turning five years old between the start of the school year in August and the end of February have an automatic right to defer entry to school and receive another year of funded Early Learning and Childcare. You can read more about deferred entry here: www.dumgal.gov.uk/article/15237/Deferred-entry-to-Primary-1

Transition to Primary 1

As your child approaches school age we will work with your child's school to ensure that transition to Primary 1 is as smooth as possible. Your child's records will be passed on to school.

Deferred entry to primary 1

You can choose for you child to start primary school later if they turn 5 from the school start date in August and before the last day of February. You do need to apply for a school place even if you are still trying to decide whether your child should start school later or not.



We hope that you have found the information contained in our handbook useful. All information contained in our ELC handbook is correct and accurate at the time of printing; we reserve the right to make any changes throughout the ELC session.