

# Ladywell Nursery School



Willowbank

Ladywell

Livingston

EH54 6HW

01506 434501

01506 537864 (before 9.00am or after 3.30pm)

Email: [wlladywell.ns@westlothian.org.uk](mailto:wlladywell.ns@westlothian.org.uk)

Blog: <https://blogs.glowscotland.org.uk/wl/ILandEblog/>

## Welcome!

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## Vision, Values and Aims

### Vision

At Ladywell Nursery School our motto is

*“Play, Learn and Grow Together”*



We want all children to be inspired, creative, explore and discover the world around them through engagement in rich, meaningful play-based experiences. We believe our children to be competent, capable, responsible and resourceful, supporting them in partnership with their families to reach their full potential.

### Values

Our **pupils, parents, staff** value:

- open and positive relationships
- child-led learning through play
- care and compassion
- nurture and holistic development
- equality and equity
- Rights of the Child

### Aims

We will:

- provide rich and engaging play experiences in consultation with children, responding to their interests and needs
- identify appropriate next steps in learning for each child that build on previous experience using high quality observation and assessment information
- support all children to develop socially and emotionally forming positive relationships with other children and adults in the Early Learning and Childcare setting
- provide a welcoming, warm, safe, secure, caring and healthy environment that meets the needs of all children and families
- support parents/carers in their role and involve them in the life of the centre
- work in partnership with outside agencies to meet the needs of children and families

- work together effectively as a team, supporting each other to develop professional knowledge, responsibility and leadership skills
- work in partnership with parents/carers to share the pedagogical approach that underpins our practice
- continue to develop effective methods of communication with parents/carers that best suits their needs
- value and respect everyone without discrimination
- foster positive attitudes towards the environment and our community

Play isn't the enemy of learning,  
it is learning's partner.

Stuart Brown



## Staff



At the present time current staffing is:

Head Teacher	Tim Wallace
Depute Head Teacher	Rhona MacKinnon
EYO	Laura Findlay
Equity and Excellence Lead	Mary Crichton
Nursery Nurse	Kaoru Boode-Masaki
Nursery Nurse	June Cronan
Nursery Nurse	Shannon Fair
Nursery Nurse	Demi-Leigh Fergus
Nursery Nurse	Lubica Kralova
Nursery Nurse	Beth McConnell
Nursery Nurse	Yvonne Meechan
Nursery Nurse	Aimee Psysiak
Nursery Nurse	Marie Roberts
Nursery Nurse	Lynne Stewart
Nursery Nurse	Penny Vidler
Pupil Support Worker	Lisa Anderson
Pupil Support Worker	Norah Oag
Admin Assistant	Elaine Leonard



## The Image of the Child

"Each child is unique and a competent and active learner whose potential needs to be encouraged and supported. Each child is a curious, capable and intelligent individual. The child is a co-creator of knowledge who needs and wants interaction with other children and adults." *The European Commission (ECEC)*

### What does this look like at Ladywell Nursery School?

#### We recognise that children:

- come to us with lots of experience and are active learners with a natural curiosity
- are unique individuals with different interests and strengths
- are interested in themselves and their immediate environment
- can sometimes be upset, vulnerable or have specific development needs

#### Children need:

- a warm, welcome and happy environment filled with fun, smiles and laughter
- an environment rich in opportunities to acquire language and encourage communication, creativity and inquiry
- the opportunity to engage in exciting experiences stemming from their own interests
- positive adult-child interactions which are sensitive to their individual child

#### Our practice:

- is child-centred, takes account of children's views and actively involves children in meaningful decision making in the nursery
- is nurturing and caring and each child is treated with respect
- provides appropriate spaces for children to play and learn - including spaces to play alone or as part of a group, to be calm or energetic and to follow interests inside or outdoors
- is responsive to children's changeable interests and demands

## Nursery hours and keeping in touch



### Attendance

Attendance is either five mornings, four afternoons or two full days per week.

Please confirm times by asking staff and by referring to the notice in the cloakroom.

Whilst attending nursery is not compulsory, regular attendance is enormously beneficial to your child. It enables them to develop their friendships alongside their play and learning, build strong relationships with both children and adults and develop a sense of ownership about their nursery. We plan with the children, they inform what activities and experiences are offered so it is crucial that they are at nursery and able to share their ideas and opinions. Children learn best through exploring themes that are of interest to them.

### Contacting the nursery

Between the times of 9.00 and 3.30 please contact us on 01506 434501 where the admin team will be able to take a message for you.

If you need to contact us before 9.00am or after 3.30pm, please phone 01506 537864

E-mail: [wlladywell.ns@westlothian.org.uk](mailto:wlladywell.ns@westlothian.org.uk)

### Absence

If your child is absent please contact us on 01506 434501 to let us know.

If we do not hear from you, you will receive a group call message asking you to contact us.

If your child has been vomiting or had diarrhoea they must be kept off for 48 hours after last bout of symptoms.

### Emergency Contacts

Please ensure you contact details are up to date as it is important that we are able to contact you if there is an emergency. If there are any changes to phone numbers or people you would like on your child's contact list, please speak to your child's key worker or another member of nursery staff

## Medical Needs and Dietary requirements

### Medical needs

Please speak to staff about any specific medical requirements your child may have. There are various forms that will need to be completed before the nursery can administer any sort of medication.

### Dietary Requirements

Please let us know if your child suffers from any food allergies or if your family follow a vegetarian/vegan diet.

## Snacks and lunches



We offer breakfast and healthy snacks throughout the nursery session following nutritional guidelines in Setting the Table. Weekly menus are posted on the notice board and always include a selection of fresh fruit and /or vegetables. Common allergens are identified. Any changes to the menu are posted on this board also. Water and milk are always available for children to help themselves to.

Please let us know if your child suffers from any food allergies.

All day children should bring a packed lunch to nursery each day, it should not contain nuts or peanut butter and grapes should be cut in half lengthwise.

If your child attends the morning session and you would like them to have their lunch before being collected, please provide a packed lunch for them and hand it to a member of staff, any items that need to be stored in the fridge should be in a named plastic bag.



We bake a birthday cake at the end of each month with the children who have celebrated their birthday in that month. This is then shared by all. We are sorry but we are unable to accept any food items from parents/carers to share with children.



## Parental Engagement

Parents/carers are always welcome in the nursery. We have Stay and Play sessions you can attend to see what your child does in nursery and to join in their play. If you would like to come into the nursery and help on a regular basis please speak to the Early Years Officer who will give you more information.

Keep an eye on the blog and noticeboard for further opportunities to become involved in the nursery. We regularly run groups relating to your child's development and learning, as well as opportunities for you to meet other parents/ carers or help us out with something specific.

### Big Bedtime Read



We have packs of books for children to borrow from the nursery. Just return the pack when you have finished with it and you will be issued with a new one.

### Learning Journals

Each child has an individual online Learning Journal in which practitioners record their successes and achievements. Parents/carers are provided with personal log in details and can view their child's Learning Journal at any time. Parents/carers can comment on the observations practitioners have made or can add their own photographs and achievements from home.

### Having a chat

We like to think that we are friendly and approachable so please have a chat with a member of staff if you have something on your mind, no matter how small.

We also offer two opportunities throughout the year to discuss your child's progress at a more formal appointment. At the time you will be able to book an appointment with your child's keyworker online. There will be late afternoon and early evening appointments available.

We work closely with our partners in health and social care in order to best meet the needs of every child. If you have concerns relating to your child's development please speak to your child's keyworker who will advise you further.

We want you to be happy with the service we provide. Please speak to your child's key worker or another member of staff at the earliest opportunity if you have any issues or concerns. If they are unable to help you can follow the steps below.

**If you have a concern or complaint please come and speak to Rhona MacKinnon (DHT) at the nursery , phone 01506 434501 or use our complaints from.**

**If you are not happy with the outcome you can register your complaint with West Lothian Council (01506 280000)  
customer.service@westlothian.gov.uk**

**or**

**The Care Inspectorate on the National Enquiry Line at any time.  
(0845 600 9527)**

**enquiries@careinspectorate.com**

## **Practical Matters**

### **Transitions**

We have a tried and tested procedure for welcoming children into nursery for the first time. Some children will adapt very quickly, others take a bit longer. Please don't worry and be reassured that our very experienced team will be able to support you and your child through this. We also have a robust transition process for children moving onto Primary School.

### **Keeping safe**

The flexibility that is offered by the nursery results in there being a fair amount of coming and going throughout the day. Please make sure that you close doors carefully behind you and make sure the only children leaving the nursery with you are your own!

We are only allowed to let children be collected by someone who has been authorised by you in writing and is over 16 years of age. In an emergency you can phone to tell us of a change of collector.

There are strict No Smoking policies on all council property including vaping and e cigarettes.

Try to walk to nursery if at all possible. Please avoid parking outwith designated parking areas.



All staff have been trained in child protection. If you have concerns about anything you have seen or heard anything that concerns you, please share these with a member of staff who will take any required action.

### **Nursery Clothing**

Please help your child to choose practical clothing to wear to nursery, clothes that they can manage themselves when going to the toilet or washing their hands. Young children like to be able to do things for themselves and we encourage this. We also encourage investigative play and this can be messy! So, clothes that can get wet, muddy or covered in paint and be easily washed are ideal. We would discourage the wearing of jewellery for safety reasons.



Please ensure that there is always a complete change of clothes on your child's nursery peg and that they wear clothes that are suitable for playing outdoors.

## Outdoor Play

Children can choose to go outside whenever they want and we provide suitable waterproof clothing and wellingtons for them to wear. We recognise that the outdoor environment provides rich learning opportunities in addition to the significant health benefits associated with being active in the fresh air.



## Toys from home

We don't encourage children to bring toys from home as they may get lost or damaged. However, we recognise that sometimes children need a familiar toy to help them settle initially or if they are worried or upset about something. When they are ready, we will then support them to put it away in their nursery bag ready for home time.

## Dummies

We discourage the use of dummies as it can cause problems for children's speech development. The NHS Lothian Speech and Language Therapy website has useful information and helpful tips on how to support your child to stop using their dummy. This can be found on:

<https://www.lets-talk.scot.nhs.uk/TipsAndInfo/TopTips/BabiesAndDummies/Pages/default.aspx>

## The Local Community

We like to make good use of our local community. Throughout the year children are given the opportunity to go for walks locally, exploring the surrounding area. They may have a letter to post or need to buy something from the shop for a planned activity. They may even take a trip on a bus. They also enjoy visits from members of the wider community such as community police officers, firefighters and bee keepers!

## Nursery funds

We no longer ask for a weekly payment for snack. However any donations to the nursery are greatly appreciated. Any money collected goes towards enriching the learning environment in the nursery and taking forward children ideas e.g. buying fish for our fish tank.

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ABOUT AS IF IT WERE  
A RELIEF FROM SERIOUS LEARNING.  
BUT FOR CHILDREN PLAY  
IS SERIOUS LEARNING. PLAY IS REALLY  
**THE WORK  
OF CHILDHOOD.  
-FRED ROGERS**

We hope you find the information in this handbook helpful. Please let us know if there is anything else that would be helpful to include in it