

# Lorne Primary School Nursery

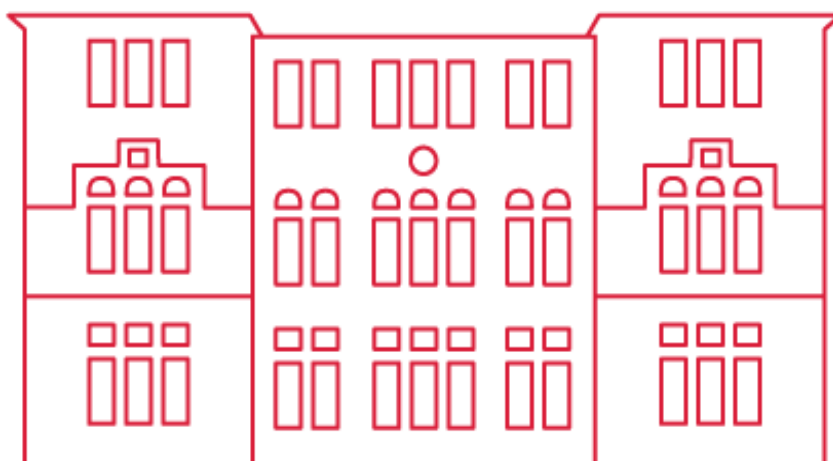


Equality

Achievement

Respect

Diversity



**2024 - 2025**

# Welcome to our Nursery!

We want your child to be happy and make progress with their learning.  
We aim to ensure that your child develops to their full potential to become a  
Successful Learner, Confident Individual,  
Responsible Citizen and an Effective Contributor.

We aim for our Nursery to be a fun, happy and safe place and  
we will work in partnership with you to achieve this.

Parents, carers and schools working together can make a huge positive  
impact on a child's future life and we very much look forward  
to working with you.

Kathryn Wright  
Acting Head Teacher

Our whole school community contributed to our Vision statement and Values.

### Our Shared Vision

“Lorne Primary School aims to provide high quality learning and teaching in a safe and nurturing environment, leading to success for all.”

In our Nursery, we aim to create a warm, friendly welcoming environment where everyone feels welcome to share their thoughts and ideas.



### Our Shared Values

Lorne Primary School is a diverse and multicultural society where we celebrate our similarities and differences. Our values are: Diversity, Achievement, Respect and Equality.



- We celebrate all festivals that are important to our children and their families.
- We welcome parents and carers to come in to read stories in their home language
- We share bilingual books to read at home and in the nursery setting.



- We share achievements through Learning Journals online.
- We share achievements on our whole-school Wonder Wall.
- We enjoy celebrating and hearing about wider achievements.



- We provide equal opportunities to all learners and promote their inclusion.
- We support all learners and families to ensure that they are able to learn.
- We respect everyone in our school community and value their contributions.



- We promote a kind and friendly atmosphere in our Nursery.
- We have a welcoming environment and share expectations for positive behaviours and respecting the rights of others.

## Staff Members

Acting Head Teacher	Kathryn Wright
Acting Early Years Officer	Pam Sneddon
Early Years Practitioner	Abi Parsons
Long term supply EYP	Lynn Robertson
Pupil Support Assistant/Domestic	Susan Hastings

## Session Times

All Nursery children have access to a full time Nursery place for the session.

### **Monday to Thursday**

**08:25 – 15:15**

*Drop off times are between **08:25 and 09:10** (enter through the back playground and through the nursery garden into the nursery.)*

*Pick up times are between **15:00 and 15:15** (from the back gate on Jameson Place)*

### **Friday**

**08:25 – 11:10**

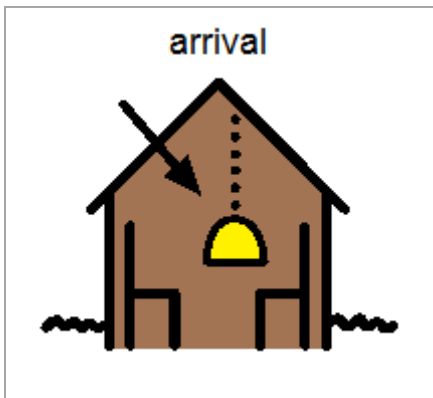
*Drop off times are between **08:25 and 09:10** (enter through the back playground and through the nursery garden into the nursery.)*

*Pick up times are between **11.00 and 11.10** (from the back gate on Jameson Place)*

If children are arriving after the drop off times stated above, then they must come to the front door and buzz the nursery NO EARLIER than **09:15** (due to health and safety)

We understand that your child may have an appointment during the school day and may require being picked up early occasionally. If so, please contact the school office on **0131 554 2308** to arrange collection from Lorne Street.

## Arriving at Nursery



- Use the back gate on Jameson Place between 08:25 and 09:10
- A member of staff will greet you at the Nursery door
- If you are late, please let the office know, then come to Lorne Street. A member of staff will come to collect your child

## Settling In

We hope to make the transition process to Nursery as smooth as possible.

We offer an enhanced enrolment. A member of staff will spend time with you and your child to introduce you to the nursery and to find out what interests your child.

We can work with you to build up their time in Nursery over the next few sessions, ensuring your child feels happy and secure.

## Focus Groups

At Lorne Nursery we run a Focus groups system – over the course of each term staff will spend time tracking the development of each group, we will then give feedback to their parents/carers and next steps will be discussed and agreed.

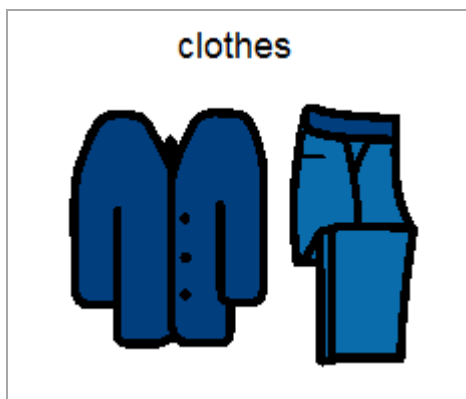
When it is not your child's focus week they will still be observed by staff and these observations will be recorded in their individual learning journals. Any queries or questions, please come and speak to a member of the nursery team.

## Attendance



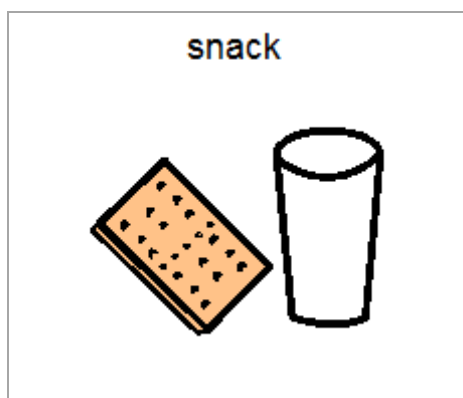
- Please call the school on 0131 554 2308 **by 9am** if your child is unwell.
- Children who have had sickness or diarrhoea must not return until 48 hours after their last symptom.
- Please follow the most recent Coronavirus guidance if you believe your child is displaying symptoms.

## Clothing



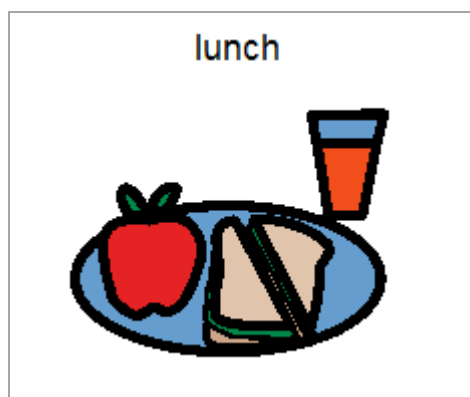
- Dress your child suitably for all weathers and for messy play. Children can go outdoors daily and in every type of weather.
- Please provide a complete change of clothes and a spare bag should there be a toileting accident.
- See a member of the Nursery team should you need additional clothing.
- Please avoid open-toed shoes.
- Avoid loose jewellery and children should wear stud earrings only please.

## Snack



- We will provide a healthy, tasty snack for all children.
- Children can have milk or water and can try different fruits and vegetables.
- Your child can bring their own named water bottle from home, if preferred.
- Please alert a member of the Nursery staff to any strong food dislikes or any food intolerances/allergies.
- There is no charge for snack.

## Lunch



- Lunch is provided for all children each day.
- The menu is available from nursery.
- Lunch takes place in the Nursery at set tables
- Nursery staff continue to support children through lunches.
- Your child will be encouraged to try a range of foods.
- If providing a packed lunch, please make sure all small fruit and vegetables, e.g. grapes and tomatoes, are cut in quarters.

## Food Advice to Parents

Lorne Primary School is a health promoting school. We follow Scottish Government guidelines on healthy diet. Poor diet can affect children's behaviour and concentration at school, so we ask that parents and carers follow the advice below.

### Sugary drinks:

- During the course of the day children will all have access to water and milk.
- We ask that children do not bring sugary/ fizzy drinks to Nursery.

### Sweets:

- Our Nursery snacks consist of a variety of healthy foods, the children help to decide our snack menus.
- We ask that children do not bring sweets to Nursery.

### Celebrations Cakes/Festivals:

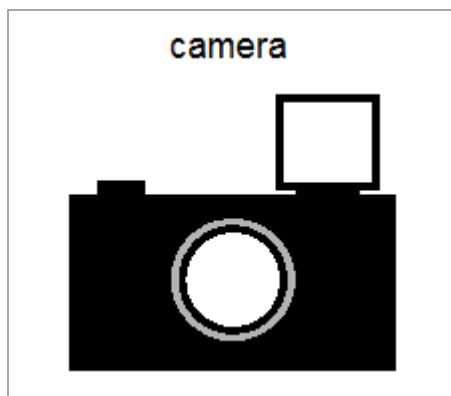
- We will help celebrate your child's birthday or festival in an appropriate way.
- As a health promoting school, we are unable to accept cakes or sweets into the Nursery or school.
- Please do share with us special dates and occasions that your family may celebrate.

## Medicines & Sunscreen



- Remember to let a member of staff know if your child needs to receive any medication.
- We will ask you to fill in a form allowing us to give medicine to your child.
- SUNSCREEN: we will ask you to sign to give permission to apply sunscreen in Nursery during the day. **Please also apply sunscreen before coming to Nursery.**

## KIC Annual/Photo Permissions



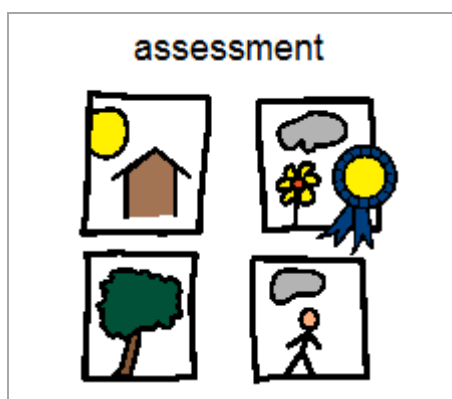
- All children complete a Key Information and Consent (KIC) form annually to allow us to go on short trips within the local area.
- We will send out trip information and ask for your consent for all trips out with the local area.
- The Nursery Team will seek your permission at enrolment to take photographs to share online and in Learning Journals.

## Reporting



- We value positive relationships with parents and carers and will see you daily to share progress.
- An online Learning Journal will be created for your child to show evidence of their learning.
- Please see a member of the Nursery team should you wish to discuss your child's learning in confidence.

## Assessing your Child's Learning



- We will assess your child's learning and development in many ways throughout the year and share learning moments with you on our online Learning Journals and in Focus weeks.
- Early years staff observe and talk to children, discuss and evaluate how learning has progressed and make targets for next steps in learning together.
- We may also carry out assessments to further understand additional support needs or specific learning difficulties.

## Curriculum

Lorne Nursery is part of Lorne Primary School and provides pre-school education for 3-5 year olds.

We deliver the Scottish *Curriculum for Excellence*. More information about the curriculum can be found at <http://www.educationscotland.gov.uk/parentzone/>

## Standards and Quality Improvement Plan

You can access our ongoing plan of School Improvements at [www.lorneprimary.co.uk](http://www.lorneprimary.co.uk)



## **School Holiday Dates**

These appear on each school newsletter and at <https://www.edinburgh.gov.uk/schools/term-dates/2>

## **School Newsletters**

These are published routinely and keep you up to date with what is happening in school, holiday dates and local information.

Please let us know if you would prefer the newsletter by email, text or a paper copy. You can see the school newsletters on our website too <http://www.lorneprimary.co.uk/>

## **Anti-Bullying and Harassment**

We have high expectations of behaviour for our learners and adhere to the City of Edinburgh Council policy Promoting Positive Behaviour and Relationships.

Please approach a member of the Nursery Team if you wish to discuss concerns about behaviour.

## **Equal Opportunities**

We always include and promote equal opportunities for all learners within our Nursery. It is important to us to provide equitable opportunities and access for all.

## **Making a Complaint**

If you have a complaint please speak to the Early Years Officer in the first instance.

If you feel it is not being dealt with appropriately, please make an appointment to discuss the matter with Mrs Wright, the Acting Head Teacher.

If you remain dissatisfied, you can make a complaint to the City of Edinburgh Council's "Make a comment or complaint" service at [www.edinburgh.gov.uk/info/20004/council\\_and\\_democracy/857/make\\_a\\_suggestion\\_or\\_complaint](http://www.edinburgh.gov.uk/info/20004/council_and_democracy/857/make_a_suggestion_or_complaint)

Alternatively you can put your request in writing to

Principal Officer, Advice and Conciliation Service  
Children & Families Service  
Waverley Court

4 East Market Street  
EDINBURGH  
EH8 8BG

You may wish to contact the Care Inspectorate who regularly inspect all Childcare facilities within Scotland:

Care Inspectorate  
South East Region  
Stuart House  
Eskmills  
Musselburgh  
EH21 7PB

Tel: 0131 653 4100 [www.scswis.com](http://www.scswis.com)