



# Sacred Heart Primary School & Nursery

“Aspire Nurture Learn Achieve”



## Sacred Heart Nursery Welcome Pack



Please find enclosed the following information and permission forms:

### Paperwork for you to look over and keep:

- An information booklet about our nursery
  - Session dates
- Childsmile Toothbrushing letter
- Midlothian Council Privacy Notice

### Forms for completion and immediate return:

- Local walks and outings PC form
- Photo, video and film permission forms
  - Seesaw permission form
- Emergency medical treatment form
  - Temperature Permission form
    - My Personal Plan form
    - All About Me form
  - Password Information form
- Additional Emergency Contacts form
  - Food Allergen form



# Nursery Information Booklet



## Introduction



Hello and welcome to Sacred Heart Early Years Nursery Setting. We are excited to welcome both you and your child/children to our nursery. Hopefully this pack will answer any questions you may have however if you have any questions please do not hesitate to contact the school office via email at [sacredheart\\_ps@midlothian.gov.uk](mailto:sacredheart_ps@midlothian.gov.uk) and we will respond as soon as possible.

## Our Setting

Our nursery currently has the capacity for 64 full time children. In January 2021, we opened our newly refurbished and extended setting. Our Outdoor Learning Space is due to be completed soon.

We follow a 'learn through play' approach within the nursery and use this to inform both our practice and planning which we do on a fortnightly basis.

We work hard to ensure our setting is a calming and natural environment and resource it to engage all the children through a variety of activities to support individual children's interests. We also think of our outdoor environment as an extension of the indoors and plan to use our local area and the woods to extend our learning using the outdoor environment.

## Meet The Team

Ms Joanne Lamb- Senior Early Years Practitioner

Mrs Kirsty Brown- Early Years Practitioner

Mrs Suzanne Hunter- Early Years Practitioner

Ms Katrina Walker- Early Years Practitioner

Mrs Linda Edgar- Early Years Practitioner

Mrs Rebecca Conroy – Modern Apprentice



## Nursery Times



The nursery is open 39 weeks of the year alongside school term time.

The times are as follows:

Monday – Thursday: Drop off: 8.40am-8.50am      Collection: 3.05pm-3.15pm  
Friday: Drop off: 8.40am-8.50am      Collection: 12.10pm-12.20pm

At the moment we are collecting the children from yourselves at the nursery gate and bringing them into the school building. Children should also be collected from the nursery gate each afternoon.

## Snacks and Lunches



During their day at nursery children will be offered snack in the morning and in the afternoon alongside a drink of water and/or milk. We plan our weekly snack menu using our fortnightly planning and also following the 'Setting the Table' and 'Table Matters' guidance to ensure it is a healthy and nutritious snack.

The children are also provided with lunch (Monday-Thursday). All children will be offered a hot meal for their lunch and you will receive a 3 weekly rotating menu each term.

Please notify us of any allergies, intolerances or dietary requirements prior to your child starting with us so we can plan for this.

### What should you bring?

Please make sure your child is dressed appropriately for the weather as we will spend a large portion of time in the outdoors.

- **Waterproofs & wellies\*** (if your child already has their own): these would need to be taken home weekly, washed and returned for the following week

\*We have waterproofs and wellies in nursery for the children to use so if you don't already have a set so please do not feel the need to purchase these.

- **A bag** – with a change of clothes
- **Nursery Sweatshirts and Polo Shirts** are optional and available to order via our uniform supplier: <https://sacredheart.imagescotland.com/shop/nursery-uniform>

*Please note: at this time we would like to keep the things coming into nursery minimal to mitigate risk of potentially spreading the virus so please only bring in items that are needed.*

### Accidents/Incidents



Although we do our utmost to offer a safe environment and maintain this through risk assessments, accidents will still happen. If your child has an accident, basic first aid will be administered by a member of the nursery staff who is first aid trained. If your child has an accident which requires the attention of a doctor, we will contact you immediately. It is vitally important that you keep the nursery staff informed of any changes to your emergency contact numbers.

The nursery has an Accident and Incident Log. If your child has been involved in an accident or incident, a member of the nursery team will discuss what happened, the action taken and ask you to sign the log.



### Illness/Medication



If your child requires medication during their nursery day, please speak with a member of staff and we can complete the necessary paperwork.

Our current guidance in regards to illness is as follows:

#### Vomiting and/or Diarrhoea

- Children should remain off school for 48 hours from the last bout sickness or diarrhoea

### COVID-19 Symptoms

- If your child displays symptoms of COVID -19 (a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste), please do not send him/her to school.



- It is essential that people do not attend school if symptomatic, but instead self-isolate (along with their household) and follow guidance on NHS inform and from Test and Protect.

### Coughs/Colds

Following the return of schools after a prolonged break, it is common for colds and similar viral infections to circulate. In many cases, children will be well enough to attend school and continue their learning with little or no interruption to their education. In other cases, for instance where they have quite a heavy cold, they may need to take a day or two off to recover.

### Complaints

If you have approached staff in nursery with a question or worry but still feel concerned, then please email the school office in the first instance. [sacredheart\\_ps@midlothian.gov.uk](mailto:sacredheart_ps@midlothian.gov.uk), where your concerns will be passed on to the Head Teacher, Miss Anna Chidgey, or the Depute Head Teacher, Mrs Siobhra Cran.

### Care Inspectorate

If you are concerned about any aspect of our nursery and feel you have not received a satisfactory explanation from staff or the Local Authority, the Care Inspectorate can be contacted and asked to investigate.

Contact details are:

Care Inspectorate  
Compass House  
11 Riverside Drive  
Dundee  
DD1 4NY  
Tel: 0345 603 0890

