2026-2027

Welcome to our Nursery



Full of Love, Laughter and Learning









Welcome to the Edenside Family

Dear Parent/Carer,

We are delighted that you have chosen Edenside for your child and we're looking forward to welcoming you and your little one. We have produced this handbook for you to help you as you make preparations with your child for the exciting time ahead.

Whether you are coming to our school community for the first time, or whether you already have children at Edenside, or perhaps even attended Edenside as a child yourself, we hope you will find this information helpful and informative.

We think we have covered most of the things you will need to know, but if we have forgotten anything that you would like to know about, please don't hesitate to speak to one of our Early Years Practitioners or 'Special Ladies', as the children call them. Along with nursery staff, I am always available to help with any enquiry you may have.

Please do check in from time to time on our school website (www.edenside.scotborders.sch.uk) and Facebook page for lots of useful information.

We aim to work in partnership with you to give your child the very best start in our nursery, a happy place where every child can learn and grow.

We're looking forward to working with you and your child to ensure that she/he settles well into Nursery so that they can 'be the best they can be' at Edenside!

Karen Dixon
Headteacher

Our Nursery Team

Our Early Years Officer
Miss Lynsey McHarg

Our Early Years Practitioners
Mrs Jill Armstrong
Mrs Nicola Moir
Mrs Amanda Feeney
Miss Katie Watson
Miss Bethany Smail
Ms Rebekah Sherratt
Miss Lauren Gillie
Mrs Rebecca Pearson
Mrs Jennifer Patterson

Our Head Teacher:
Mrs Karen Dixon

Our Depute Head Teacher
Mrs Susie Bryce

The Staff

The experienced and qualified staff team at Edenside Nursery are skilled in extending your child's learning through a play-based approach.

We will see your child as an individual, with their own strengths, aptitudes and development needs and will support them in pursuing their natural curiosity about the world around them.

We understand the ways in which children learn and begin to socialise together and, taking account of their needs, we will support and encourage your child towards confidence and independence.



Your Child's Key Worker

Every child who attends the nursery will be assigned a Key Worker. This system allows close bonds to form between individual children, a member of nursery staff and the family. When children initially come into nursery their key worker will engage with parents/carers to settle in the child and build up a relationship with the family. They are responsible for completing developmental records, keeping the Learning Journeys up to date and for sharing information on a regular basis with you through a home link community between nursery and home on the Showbie app. Although children are allocated a key worker, they will spend time with all adults in the setting and build relationships with the whole team.

WHAT IS NURSERY ALL ABOUT?

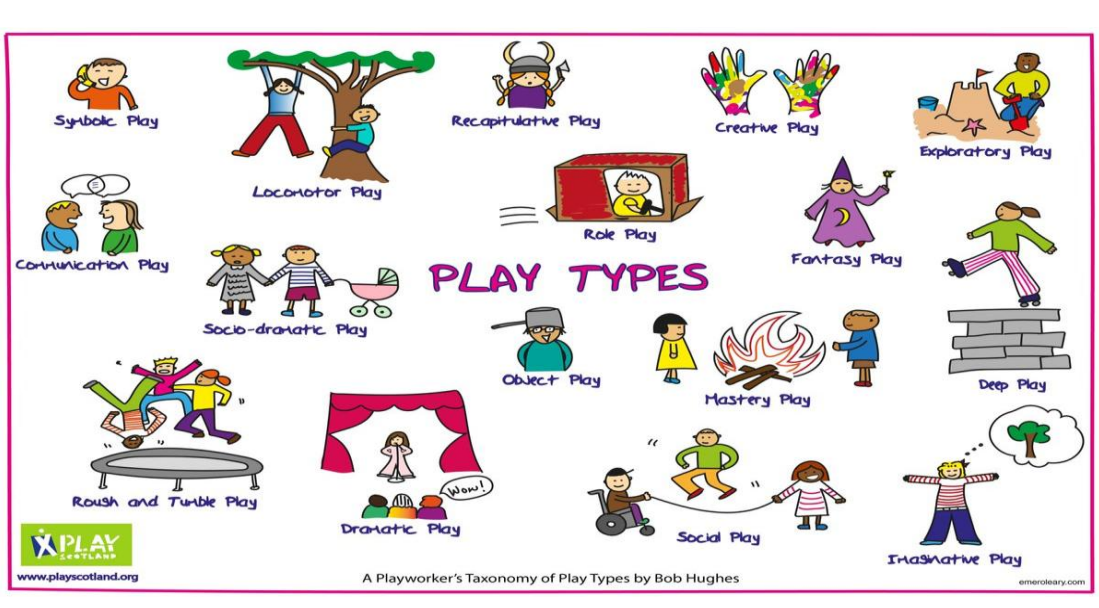
Socialising in Nursery

Nursery helps your child to interact with children of the same age group and with other adults. They learn to talk to and to listen to others, as well as to play and share with others. It is important to learn these skills early and to build on them as they grow and develop.

The Importance of Play

Play is the main vehicle for young children's learning. It provides opportunities for children to:

- make sense of real-life situations
- develop awareness of themselves and others in a variety of social interactions
- explore, investigate, experiment and be challenged actively
- develop self-confidence and practise skills
- express their ideas and feelings in many ways
- collaborate with others



We offer a wide variety of carefully thought out play-based activities indoors and outdoors to engage the children in activities that interest them. This includes: construction, sand, water, clay, small world, fine motor skill activities with small objects that require concentration and develop muscles in fingers, hands and wrists. You can read more about fine motor skills development on our website.

There are opportunities for gross motor development in our impressive outdoor space and Loose Parts Play opportunities to develop collaboration and creativity.

Types of Play

There are lots of different types of play. Some types you may have noticed when watching your children:

- Creative play
- Fantasy play
- Sociodramatic play
- Social play
- Rough and tumble play.

As the year progresses, we will provide more information about different types of play and how you can facilitate these for your child. If you are interested in finding out more right now, you can take a look at the Play Scotland website.







Partnership with Parents

In addition to information about play, we will also provide helpful information about the Early Level of the Curriculum for Excellence, which you can read more about on our website. We provide you with regular updates via Showbie that inform you of your child's progress, next steps in learning and how you can support them at home. This communication, along with daily information on the parent notice boards will help us work with you as partners in your child's learning. Please also look out for our displays in the cloakroom, showing you what the children have been learning.

We welcome parents/carers involvement in Nursery as you play a crucial part in your children's learning and development. We have regular Play, Stay and Learn sessions, that offer you the opportunity to play alongside your child in nursery and/or visit the Secret Garden with the whole group.

Our aim is to make your child's time with us a happy and positive experience. Please take time to talk to your child about their time at Nursery. Each child has a tray which they put their pictures in for home time. Please spend time looking at the pictures they bring home and talking about their day. Your interest, praise and encouragement for their work and effort will really make a difference.

From time to time, we may ask for parent/carer volunteers for a specific task or project. This can be, for example, to help with an outing or with organising library books or story sacks. We are grateful if you can help us with this and we hope it also helps you to feel part of the Nursery.



Edenside Primary School & Nursery @EdensidePS · Jan 20

Thank you to the many parents & carers who came to our #EmergingLiteracy session today. It was a wonderful opportunity to share with families the fun, practical ways that our youngest learners are developing pre-handwriting and pre-reading skills. #familylearning @SBCLiteracy







Ways you can support your child's learning

- using the All About Me form to help us get to know your child before they even start at nursery: their likes and dislikes, significant developments, changes in home routines
- encouraging your child to talk about nursery
- encouraging your child to draw, paint, cut out, build, design, create at home
- encouraging your child to be independent, as they make their attempts to change their own shoes and clothing, supporting them while necessary, but allowing
- reading books with your child and saying nursery rhymes together, having a bedtime routine that includes a story every day
- practising counting out together and spotting numbers out and about
- playing alongside your child at home regularly
- taking part in Stay, Play and Learn sessions
- communicating with us about your child's progress through your Showbie home link community

Getting Ready and Settling In

Settling In Period

Nursery may be the first time that your child has been separated from you. Some children adjust quickly and easily to this separation, but for others it takes time. If your child is finding separation hard, we will discuss this with you and with support from your child's keyworker, together we will decide on the best way to find a solution.

We generally ask that children do not bring their own toys to Nursery as this can lead to confusion about ownership and sharing within the setting, but if your child needs a toy/comforter to help them settle, please make sure it is labelled where possible and it must be kept in their bag or nursery tray for safe keeping.

Clothing

For Nursery, children should wear practical play clothes; they will be involved in a wide range of activities during the day and are likely to become messy, wet or dirty. Please don't wear football strips/team colours as Scottish Borders Council policy does not allow them in settings. We would recommend you bring a change of clothes for your child, to be left in a bag on their named peg.

Nursery uniform is not compulsory but t-shirts and sweatshirts, with the Edenside Nursey logo, uniforms can be ordered directly from Border Embroideries (www.border-embroideries.co.uk) Tel: 01361 810304.

As we play outdoors in all weather, children will be accessing the outdoors on a daily basis throughout the year. We supply waterproof jackets and trousers, but you will need to supply a pair of Wellies, which shoud remain at nursery in the space underneath your child's peg.

In cold weather please make sure your child has warm clothing, including a hat and gloves. In warmer months, please apply sun cream to your child before they arrive at nursery, staff can assist children to re-apply cream if required, so please send in sun cream with your child's name clearly labelled, along with a sun hat.

It is essential that all items of clothing and footwear are clearly labelled.

Toileting

We will support your child at whatever stage of toileting they are at. If your child wears a nappy, please provide these. Should any problems arise regarding toileting, please discuss these with a member of Nursery staff. Accidents can happen from time to time and a ready change of clothing removes any embarrassment or stress for your child.

Napping

Some children will be in the pattern of having a sleep during the afternoon. If your child requires a sleep during their time at nursery, we are able to offer them a sleep mat in a quiet area of the nursery. Please speak to a member of our team when your little one comes for an introductory visit.







During the Day at Nursery

Lunch & Snacks

Snack is available twice a day and is designed to complement the lunch menu. Children are encouraged to access snack within an allocated period, at a time of their choosing. We place a real emphasis on healthy eating and children are encouraged to try a variety of new foods.

Morning and afternoon snack is a selection of fresh fruit.

During snack time we encourage independence; children join in with snack time when they are ready, serve themselves and clean up after themselves.

At lunchtime children will be escorted to the dining hall together in groups, where they sit with a practitioner, who eats lunch with them. Our practitioners support the children to serve themselves milk or water, salad and bread. Children who bring a packed lunch also eat in the dining hall with their peers at the same time, but there are very few packed lunches usually, because our school lunches are healthy, nutritious and tasty. They are an easy option for parents and there is no charge for school lunches for nursery children.

To ensure that your child gets a school lunch choice that they are happy with, you will need to order using the ParentPay website. You can order lunches for the week ahead or further in advance if you wish. We encourage you to talk to your child about the lunch choices to help them understand what each one is like, so that you can be sure you choose something that they will like.

If there are any concerns about a child not eating, these will be shared with parents/carers. Previous parents have found that making food choices on ParentPay with their children leads to more food being eaten at lunch time.

If your child has an allergy or specific dietary requirement, please inform your key worker.

Toothbrushing

After morning snack each day, we ask the children to brush their teeth. This is a supervised activity and care is taken to ensure each child uses their own toothbrush and a small amount of toothpaste. We are supported by the NHS through their Child Smile programme, they supply the toothbrushes, toothpaste and visit the nursery to encourage good oral health.



Medicines

Any prescribed medicines that need to be administered during the school day require a MEDICAL form to be completed beforehand. These can be requested from our Early Years Team in nursery.

If your child has allergies, it is important to share all relevant information with a member of staff and fill in an allergy form and medication form if necessary.

Any children who have medical plans will have these in place before their first day of nursery so that staff are well-prepared to adhere to these plans effectively.

All long-term medication will be reviewed every term to ensure our information is kept current.



Keeping in Touch

How we contact you

In addition to our daily opportunities for sharing information between home and nursery, we will also communicate with you in the following ways:

- An introductory phone call from our Early Years Officer and / or Key workers
- Feedback on how your child is settling into Nursery
- Stay, Play and Learn opportunities in the Nursery
- Regular Showbie updates to share your child's learning and how you can help at home
- On Showbie you will also have access to current menus, information from parent council, childcare agencies and voluntary groups, staffing, general ELC information and children's learning
- Occasional written communication will be put in your child's bag
- A transition meeting when your child is ready to move into Primary 1

How you can contact us

Communication is really important to us. Your child's keyworker or the Early Years Officer will always be happy to meet with you to discuss any questions or concerns you have. If it is an urgent concern and only a brief conversation is needed, it is best to speak to one of the team at the start of the day.

If you need to speak to a member of staff and are unable to do this at drop-off or collection time please don't hesitate to contact the school office (01835 826533) and leave a message for a member of the Nursery team to return your call.

If your child is unwell and not able to attend nursery, it is important to phone the school office between 8:30 and 9:00 a.m. to let us know on the number above. Children ill with sickness or diarrhoea must remain at home for 48 hours from their last bout.

Karen Dixon, our Headteacher, has an open door policy and is always happy to meet parents and carers. Should you wish to schedule a meeting (to avoid a wait or in case she is out of the building), you can schedule a meeting through the school office or leave a message so that Mrs Dixon can return your call.











Other Important Information

Complaints Procedure

We would always hope to work with you to resolve any concerns you may have. However, if you have a concern or a complaint about our service that we have not been able to resolve, complaints can be directed to the Care Inspectorate directly by either:

Visiting their website and filling in a complaints form online www.careinspectorate.com/index.php/complaints
or by calling on 0345 600 9527
or by emailing at concerns@careinspectorate.gov.scot
or by writing to any of their offices.

You will need to give your name, address and contact telephone number along with a clear description of your complaint.

Child Protection Information

Here at Edenside Primary School, the safeguarding and wellbeing of our pupils and staff is a top priority.

If you, as a parent or carer, have any concerns regarding the wellbeing or safety of any pupil, please inform the **Child Protection and Looked After Children Co-ordinator, Mrs Karen Dixon (Head Teacher).**

In her absence, please report to **Mrs Susie Bryce (Depute Head Teacher)**.

Equally, if for some reason you are unable to pass any concerns onto school staff, the **Scottish Borders Council Child Protection Team** can be contacted by calling **01896 662 787 (office hours) or 01896 752111 (out of office hours)** .

Additional information about all Child Protection matters can be accessed via the *Scottish Borders Child Protection Committee* website found www.onlineborders.org.uk/ community/cpc



