



Cramond  
Nursery  
2022-2023



# Meet the Nursery Team

**Mrs Todd**

Early Years Officer  
Mon - Fri



**Mrs Watson**

Early Years Practitioner  
Mon - Fri



**Miss Barnes**

Early Years Practitioner  
Mon - Fri



**Miss Dow**

Early Years Practitioner  
Mon - Fri



**Miss Gunn**

Early Years Practitioner  
Mon - Fri



**Miss Stewart**

Early Years Practitioner  
Mon - Fri



**Mrs O'Toole**

Early Years Practitioner  
(Wed - Fri)



**Mrs Cross**

Early Years Practitioner  
Mon - Tues

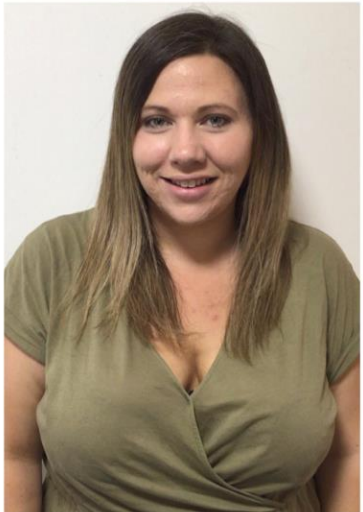




# Meet the Nursery Team

**Mrs Ritchie**

Early Years Assistant  
Mon - Thurs AM



**Miss Nichol**

Early Years Assistant  
Mon - Fri AM



**Mrs Hamilton**

Lunch Assistant  
Mon - Thurs 10 -2pm



**Miss MacDonald**

Early Years Officer  
(On Maternity Leave)





# Nursery Vision, Values and Aims



- Our Vision for Cramond Nursery is to create a caring and creative community where excellent learning happens.
- At Cramond we value Friendship, Respect and Excellence. We build on these core values through our parent representatives, pupil and parent councils, and through our #CramondCares campaign.



# Nursery Vision, Values and Aims

- We aim to build an ethos of inclusion, fairness, and respect which promotes and improves the health and wellbeing of the whole school community.
- We aim to provide stimulating, challenging and meaningful learning experiences which take age, stage, experience, needs and aspirations into account and promote flexibility and problem solving.
- We aim to develop interest and enjoyment in learning, encouraging children to become confident and successful learners.
- We aim to create positive partnerships which interact and influence our children, staff, parents and the wider community
- We aim to foster responsible attitudes towards our community and the larger environment, with awareness of our impact as global citizens.







# Settling-In

- We adapt our settling-in sessions yearly in accordance with feedback from our families in order to offer the most effective settling-in sessions for children. This means that this year our inductions will be completed in small-groups, and without parents joining us in nursery.
- To facilitate this, and allow our new children adequate support, we have chosen to have children's first week consist of shorter sessions to allow children to build-up resilience and confidence in nursery. As you can appreciate, each child doesn't not have the same experience of being away from their family, or the same level of resilience when it comes to new people, places or environments.
- By keeping sessions short in the beginning, we hope to build upon children's resilience and give them the time, space and support to thrive and adapt to the full-days sessions with ease.
- With this said, we appreciate that children all settle at their own pace, and so, if your child is finding it particularly difficult to settle we will consult with you and organise a longer period which can extend to meet children's needs.

## Settling 2022-2023

Our setting-in period for new children will take place over your child's assigned first week.

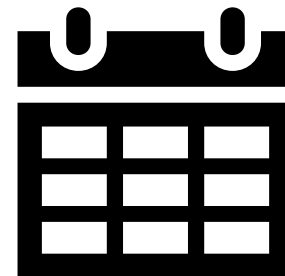
Children will attend from **Monday-Thursday** for their first week.

The length of children's sessions will jump up over the course of the week, **starting with a 2hour slot and building to a 1pm finish (which incorporates lunch-time).**

Days	Time slots
Monday & Tuesday	9.00am-11.00
Wednesday & Thursday	9.00am-1pm

At the end of the first week of settling, parents/carers and staff can discuss the next steps for the child's settling-in period based upon this first week.

On your child's second week they will move to full-day sessions – if appropriate to child's confidence and comfort level.



# Nursery Term Dates

Term dates 2022-2023

## Terms One and Two

**Term starts 17th August 2022.**

- Mon 19th Sept - holiday.
- **Autumn Break**
- Mon 17th to Mon 24th Oct

### **Winter Break**

- Wed 21st Dec 2022 – Wed 4th Jan 2023.

## Terms Three and Four

**Term starts Thurs 5th Jan 2023**

- **February Break**
- Mon 13th to Fri 17th Feb
- **Spring Break**
- Mon 3rd to Fri 14th April 2023.

**Term starts Mon 17th April**

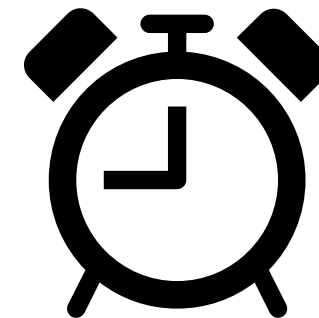
- Mon 1st May, May Day.
- Tues 2nd May, INSET
- Mon 22nd May, Victoria Day.

**Term ends Wed 28th 2023.**



# Nursery Session Times

Edinburgh Nurseries



At Cramond we operate during term-time,  
and offer full-time spaces.

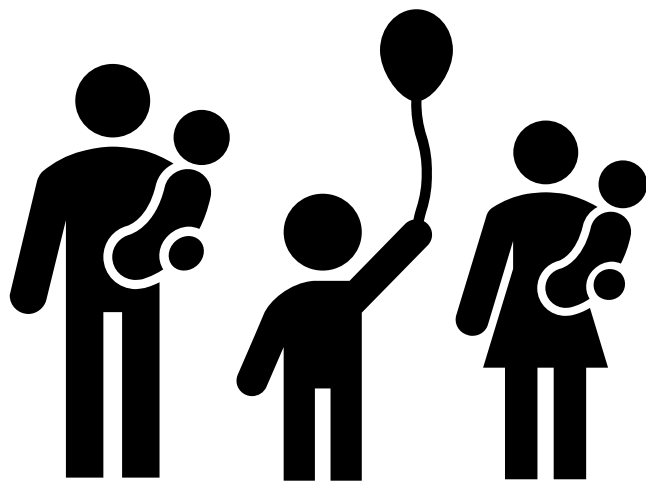
Our nursery times are:

**Mon - Thurs**

8.45am - 3.30pm

**Friday**

8.45am - 12.00pm







# Nursery Session

## - pick-up and drop-off

- **Drop-Off (8.45am-9am)**

Drop offs take place in the nursery garden. The children enjoy a 'soft start' where they go straight to play in the room or stay in the garden. This means they can choose where they want to gently start their nursery session. Staff will be in areas around the setting to support children and are available if you need to pass on a message (eg a different person is picking up). There will be a member of staff at the gate to let children in as they arrive. This staff member will still stay at the gate for 15 minutes (until 9am) at which point we gather all of the children inside the room to begin our day. Can we ask parents to not open the gate.

- **Pick-Up (3.00pm-3.30pm) (12pm Friday)**

Pick up also happens from the nursery garden. A staff member will be at the gate from 3pm to allow an easier flow for collection of your children as it can be a very busy time. Staff will notify and help children to collect coats and other items from their pegs and pockets (paintings, drawing etc), before children then exit to the garden to meet you at the gate.

- **Polite Reminders**

- We politely ask that your child is picked up by 3.30 (Mon-Thurs)/12pm (Friday) to allow staff to set up and plan for the next day.
- Nursery staffs focus is on ensuring a smooth and safe handover at the end of a session. It is a busy time, with many children leaving the school and many adults arriving to pick-up. Please ensure you keep your child with you once they are handed over.
- As a nursery we reflect on our practice and routines and make sure we are getting it right for the children. Our current pick-up and drop-off routines have been modelled and adapted to fit with current guidelines, and around the children's needs. However, we welcome any feedback on the above. Please speak to Miss MacDonald or our nursery rep (Jackie Dow) if you have any suggestions.



# Our Room

Cramond Nursery is a purpose-built nursery with provision for 50 learners aged 3-5.

It is an open plan room with internal cloakrooms and access to an enclosed outdoor learning area.



We will provide a video tour of the room on your child's Learning Journal before they start with us.





# Outdoor Areas



Our Outdoor Space



Butterfly Garden



We are so fortunate at Cramond to enjoy an outdoor space which we have direct access to from the nursery room. The majority of our outdoor time happens here although we also have the wonderful Butterfly Garden on the back of our Outdoor Space. We use the Butterfly Garden for small periods during the week, as well as for our Forest Fridays Sessions in which children spend the entire session outdoors. 11



# Nursery Lunches

At Cramond Nursery we provide lunches for children daily as well as two snacks (AM and PM). The lunch menu is provided by the City of Edinburgh Council and updated termly to incorporate new dishes or edit choices which require updating. There is one meal choice provided per day so parents will not need to complete weekly selections for their children in nursery.

This system has been in place at Cramond for a few years, so a few of you will already be familiar with it. However, for those who are not; don't worry, it's a fairly simple process overall that requires no permission forms or signatures. On the next page there is a copy of the menu we are currently using for your perusal, - whenever we are given an updated menu we will update you via learning journals. In Early Years, we are given the choice of only one menu to follow which uses meat/fish/vegetarian products. However, if your child follows a specific diet because of dietary or medical issues please let staff know so we can discuss options with you and provide children with the menu best for them.

The lunch menu is on a four-week rotation, and during this time we will assess how well meals are being received on a group and individual basis. We understand that food consumption can be a point of stress for parents, so allow us to set your mind at ease: we will not allow your children go to hungry. Nursery and lunch staff will monitor children while at lunch and will encourage everyone to try the food upon the menu. Unfortunately, we do not offer alternative snacks whilst we are in the dining room. In previous years we have discovered if a seemingly 'tastier' alternative to group lunch is brought to the lunch table that it often leads to entire groups inexplicably not liking the food they have previously eaten on every other occasion! Obviously, we would like to minimise this however, once back in nursery children who have not eaten will be encouraged to sit in the snack area to 'have a snack', which will feature fruit, veg and a substantial carb. We make our afternoon snack larger in terms of servings to make sure that all children are fully energised, and able to engage.

What this means for the children:

- Each day the children will head off to the dining hall where they will receive a hot meal from our wonderful kitchen staff.
- When children are finished their lunch, they will be supported in food waste and plastic/cardboard recycling
- The children will then return to the nursery room where the day will continue.

After the first 4-week rotation of the menu has finished we will assess if any changes need to be made to accommodate preferences and will be able to gather feedback from you and the children to determine how lunches move forward on an individual level. Packed lunches from home are always an option for children, but most families prefer to attempt provided hot lunches first – which we encourage for at least the first four weeks – before deciding whether their child would be better suited to having a lunch provided from home daily. This can be decided between families and staff after the initial four weeks, guided by the children's lunch experiences. As always, if you have any concerns about any of this please feel free to speak to staff at drop-off or pick-up, - we are all at your disposal.







## Current Menu - April 2022

### April 2022- Vegetarian Option

Week One	Mega Monday	Tuesday	Wednesday	Thursday	Friday	Menu Cycle W/C
Starter	Broccoli and pea soup (Va)	Lentil soup bread (Va)	Sweet potato soup (Va)	Vegetable soup (Va)	Packed Lunch Filled rolls/sandwiches Jelly or fromage fraie Fresh fruit Shortbread	
Main	Mild veggie chilli with nachos and rice served with cherry tomatoes and sliced peppers (V)	Macaroni cheese with peas and sweetcorn (V)	Quorn Cumberland sausage with mashees potatoes, peas and beans (Va)	Rainbow pasta in a vegetable and tomato sauce served with broccoli and cauliflower (Va)		

Week Two	Mega Monday	Tuesday	Wednesday	Thursday	Friday	Menu Cycle W/C
Starter	Cajun spiced soup (Va)	Carrot soup (Va)	Sweet potato soup (Va)	Vegetable soup (Va)	Packed Lunch Filled rolls/sandwiches Jelly or fromage fraie Fresh fruit Cheese portion	
Main	Cowboy beans served with baby bakas and corn cobettes (Va)	Mild three bean chilli served in a soft taco with vegan cheese, salsa and salad (Va)	Plant based kofta in a mild spicy tomato sauce served with rainbow rice (Va)	Cheese and tomato pizza with homemade coleslaw (V) (no wedges)		

Week Three	Mega Monday	Tuesday	Wednesday	Thursday	Friday	Menu Cycle W/C
Starter	Spicy vegetable soup (Va)	Carrot soup (Va)	Sweet potato soup (Va)	Vegetable soup (Va)	Packed Lunch Filled rolls/sandwich Jelly or fromage fraie Carton of water Shortbread	
Main	Quorn dippers served with a mild korma sauce, Bombay potatoes and an Indian salad (V)	Veggie balls in a tomato sauce served with wholegrain rice, peas and carrots (Va)	Veggie nuggets with mashed potatoes, beans and peas (Va)	Macaroni cheese with broccoli and cauliflower (V)		

Week Four	Mega Monday	Tuesday	Wednesday	Thursday	Friday	Menu Cycle W/C
Starter	Sweet potato soup (Va)	Vegetable soup (Va)	Vegetable Scotch broth soup (Va)	Carrot soup (Va)	Packed Lunch Filled rolls/sandwich Jelly or fromage fraie Fresh fruit Cheese portion	
Main	Plant based pasta Bolognese (Va)	Plant based sausage swirl with baby potatoes and beans (Va)	Cheese and vegetable quiche with seasonal vegetables (V)	Pasta Arrabbiata with garlic bites and crunchy salad (Va)		

\*\*Salad items to be sent every day. This is not to be mixed salad, it's to be separate items. Whole apples can be used as part of a salad. Bread to be sent every day.



# Personal Care



## Toileting

We have an internal bathroom with child-sized facilities, as well as a variety of stepping stools etc to help facilitate children's independent toileting.

Children are encouraged to use the toilets independently however, staff will support children as needed.

- If you think your child will require support please mention this to staff and make note of it in the All About Me booklet which you will be sent as part of your paperwork packet.

## Medication



- If your child has a condition which requires medication staff can support this.
- Please make us aware on your child's first day, and please bring all medication required with you. Staff will then be able to present you with the appropriate paperwork, and discuss with you the administration of any medications as well as any precautions or adaptations that may be required.





# Personal Care

## Tooth Brushing



Children brush teeth daily in nursery.

Our toothbrushes are provided by Childsmile, who also come into nursery twice a year to give children dental hygiene education.

When we first begin toothbrushing in the new term, we do so very slowly, and build up to daily brushing. This is in order to allow all children to settle in and become familiar with the nursery routines.

## Health, Learning & Development



At Cramond are an inclusive mainstream setting, committed to Getting It Right for all children. Staff are skilled in working with pupils with additional needs and work in partnership with agencies within and out-with educational settings. If there is anything you feel staff need to be made aware of, please let us know. Similarly, if your child requires any adaptations please speak with staff.

Looking after our children's wellbeing helps us ensure the most positive outcomes for them later in life. As such, staff will always speak with you if they have any concerns or questions surrounding your child's holistic development.



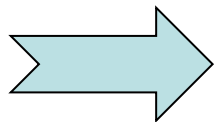
# Learning Journals

Login to  
Learning Journals 

Learning Journals are our way of recording, tracking and keeping you updated on your children's individual development. They enable staff within the nursery to upload photos, observations and 'stories' which you can then view in your children's journal. The system is entirely closed, with only the child's guardians having access to their specific child/children.

The individual Learning Journals are set up by staff in the nursery, based on the details provided by yourselves. In the last year, as we have negotiated lockdown and a variety of restrictions, Learning Journals have become invaluable as they have allowed us to communicate with children from afar, as well as keep in contact with families.

This year, they will allow us to provide you with nursery tours and videos as part of our welcome to you all! Below is a link to the Learning Journals eForm we have created to collect your permission to set-up and contribute to your child's Learning Journal, if you have not filled this in already, please do so now.



[Learning Journals Permission Forms 2022](#)



# Suggestions, Enquiries, Concerns or Complaints



Please talk to us in the first instance with any questions or to share any worries / concerns. We will listen and work with you to provide the best service for your family.

You can call to talk to school: 0131 312 6450

Or email us at: [helen.donaldson@cramond.edin.sch.uk](mailto:helen.donaldson@cramond.edin.sch.uk)  
[claire.macdonald@cramond.edin.sch.uk](mailto:claire.macdonald@cramond.edin.sch.uk)



**Cramond Nursery is a registered care service**

Contact Care Inspectorate by:

- [complaints form online](#)
- Call on 0345 600 9527
- Email at [concerns@careinspectorate.gov.scot](mailto:concerns@careinspectorate.gov.scot)
- Care Inspectorate '[How we deal with concerns and complaints](#)'.