



Kinlochleven Primary's Nursery Handbook



2020 - 2021



**Kinlochleven Primary School
Riverside Road,
Kinlochleven.
PH50 4QH
01855 832040**



Dear Parent/Carer,

I am very pleased to welcome you and your child to Kinlochleven Primary School Nursery. Our nursery offers a high quality and attractive learning environment for children. We look forward to a long and lasting friendship and partnership with you.

The purpose of this handbook is to give you as much information as possible about our nursery. If you have any queries which you feel this brochure does not cover, please do not hesitate to contact me.

Home, school and community are powerful influences on your child. By working together, we can ensure that your child is given the best possible start to his or her development and learning. As a parent you have already played a significant part in this process. In the Nursery we hope to build on your valuable contribution by treating your child as an individual and offering a variety of experiences and activities which are designed to further their development and learning.

We will work with your child to deliver the Curriculum for Excellence, at the heart of which play-centred learning will nurture the four capacities - Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens. Our aim is to work with parents to achieve these four capacities.

Yours sincerely,

Loren Crowley

Depute Head Teacher



Accommodation

The nursery is an integrated part of the Kinlochleven 3-18 campus, which opened in 2008. The nursery is located on the ground floor neighbouring the Primary School. The Nursery has its own entrance with an attractive and secure outdoor play area. It is a purpose built Nursery and offers an excellent learning and play environment fit for the 21st Century.

Community links are nurtured and effectively utilised in our planning of the curriculum.

Session Times

From January 2021, with increased free provision of 1140 hours for every child, we will operate morning and afternoon sessions, 5 days a week:-

Monday and Friday 9.00am - 3pm

Parents, if they wish, will therefore be able to tailor their child's free entitlement to match their own working pattern up to a maximum of 30 hours per week over the course of the school year.

Once your child's enrolment application has been processed and you have been allocated a place at this school nursery, we will ask you to complete your 'Flexible Application' to enable us to carry out the process of allocating individual times/places for the new session.

Arrival/collection of children

It is important that your child arrives promptly each day so that they are able to experience the full range of pre-school activities on offer. It is expected that a responsible adult will bring and collect your child. Nursery staff must be informed if someone else is bringing your child to Nursery, or collecting your child at the end of the session. A signing- in/signing-out register for parents must be signed both on arrival and departure, and any relevant information must be shared with the Nursery staff.



Staff

Early Years Practitioners

Mrs Elizabeth Heriot

Ms Jennifer Lindsay

PSA

Mrs Marion Janzen

Early Years Support Worker

Miss Rhiona MacLauchlan

Deputy Head

Mrs Crowley

Head Teacher

Miss Jemma Playfair





Our Core Values are:

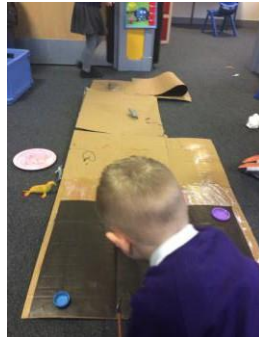
Respect Aspiration Resilience Equity

Curriculum

We aim to provide learning and teaching opportunities that follow the 3-18 National Guidelines through the principles of the evolving Curriculum for Excellence, where your child can learn through meaningful and constructive play in the Nursery, and ensure breadth, balance, continuity and progression for all levels of ability in order to meet pupils' needs. It could be said that the whole of a young child's experiences- everything they say, do, feel, smell, touch, hear or taste - make up a curriculum.

Children are making sense of the world around them by -

- Using their senses to explore and discover
- Relating new experiences to previous learning
- Sharing their experiences with others





Outdoor Learning

At Kinlochleven we believe in providing a rich variety of outdoor play experiences where children can learn to manage risk, build resilience, develop their social and behavioural skills, problem solve, be creative and have fun!

Outdoor play will be a regular and important feature of your child's experience at Nursery. Outdoor play suits- comprising of waterproof suit and a pair of boots, are provided by the school for your child.





Early Learning in Curriculum for Excellence

The vital contribution of pre-school education lies in developing and broadening the range of children's learning experiences to mould them into confident, eager and enthusiastic learners looking forward to starting school.

We actively encourage the involvement of children and parents in planning these experiences, through weekly communications, planning displays and regular dialogue with the children.

In this way we hope to make the curriculum relevant, motivating, personal and challenging for all the children, and one which builds on prior learning and current interest. Most importantly, we want the curriculum to be fun! Much of the active learning will be through play where children can choose from a wide range of high quality activities and experiences which encompass the four capacities: -

- Successful learners
- Confident individuals
- Effective contributors
- Responsible citizens

We do this through eight curricular areas:

- Literacy and English
- Numeracy and Maths
- Health and Wellbeing
- Expressive Arts
- Religious and Moral Education
- Sciences
- Social Sciences
- Technologies

A wide range of activities are offered to the children including: -

- Sand and water play



- Playdough, plasticine, clay and woodwork
- Baking and cooking
- Painting and junk modelling, cutting and glue-ing
- Jigsaws and board games
- Construction toys e.g. Lego, Duplo etc

Imaginative play and storytelling

- Computer activities/programmable toys/range of media and technology
- Music and movement activities/percussion instruments
- Circle time
- Outdoor activities in the outdoor play area and garden e.g exploring our natural world, playing on large equipment and bicycles, caring for wildlife etc

Children are given opportunities to:-

- Sing and take part in musical activities
- Participate in number rhymes and action songs
- Listen to stories/ learn poems and rhymes
- Visit the local environment
- Meet visitors to the school e.g health visitor or entertainers
- Care for plants and wildlife
- Help with snack preparation
- Make choices and decisions
- Reflect on their own learning





Planning and Assessment

Children vary so much in maturity levels at the Nursery stage that assessment is very individual to each child. Staff consistently observe children's progress and development needs across the eight curricular areas. Experiences are planned round these findings to support and extend the learning for the child.

Integral to daily practice is the celebration of children's individual achievements. This is done in many ways - through praise, taking photographs, recording children's thoughts and ideas, use of children's creations e.g. painting or drawing, copies of certificates, or simply something which is clearly important to the child. This evidence is built up over the year with the child in their Online Learning Journal which is very much owned by the child in partnership with their parent/carer.



Your child's Online Learning Journal folder will be passed on to the Primary 1 teacher at the end of the year. This will aid the transition process from Nursery to Primary 1. There will be ongoing opportunities for parents/carers to share in their child's Learning Journey.





Photographs

As a means of sharing further evidence of children's progress with parents, photographs of the children involved in various activities may be taken from time to time. These are often displayed either on the Nursery wall, the noticeboard and in their journals to illustrate aspects of the children's learning and development.

However, it is important that we receive written parental consent before we proceed in this respect. A policy relating to this practice (Photography policy) is available in the Nursery Policy Folder and can be accessed at any time.





Outline Structure of each Session

Start of each session

Each session begins with a short Circle Time (initially about 5 minutes) when we welcome the children and discuss the day's choice of free-play activities. There then follows a free-play activity session, usually lasting for approximately one and a half hours, which can include activities such as the following:

- **Regularly available** - sand, water, paint, drawing, books, dressing-up, role-play, construction toys, jigsaws, puzzles, musical toys, energetic outdoor play, computer and related ICT tasks e.g. programmable toys, listening centre, CDs etc
- **Variations** - Large play equipment, baking, finger painting, printing, junk modelling, playdough, clay, woodwork, various other forms of craft activities involving colour, texture, shape, cutting, gluing etc
- **Mid-session** - Tidying up - a very important social and group training function, concludes the free play session
- **Snack Time** - The snack routine is recognised as a very important feature of the day. As well as providing an opportunity to develop [social skills, foster skills of independence and encourage good manners and courtesy, we aim to promote a policy of healthy eating. Children are encouraged to sample a wide range of food, and fresh fruit and milk are offered daily. The weekly menu is shared with parents on the Parents' Noticeboard, and a copy of our Healthy Eating Policy is readily available in our policies folder.
- **Tooth-brushing routine** - In line with Highland Council's Health Promoting Initiative, the children participate in our tooth brushing routine following eating their snack. This is introduced only after written parental consent has been given, and generally commences later in the session once the children are well established in the nursery.
- **Group Activity** - this includes music and movement, singing and musical games, percussion instruments, drama, story and rhyme.
- **End of Session** - The children choose books from our 'Quiet Room' until they are collected by their parent or carer.



Health Care/Illness

The school comes under the auspices of the Community Medical Service. We work closely in partnership with health visitors to support children and families as and when necessary. It is important that you inform us of any medical conditions your child may have - asthma, allergies etc - and of any changes that might occur during the year in order that we can update records as appropriate.

In the event of illness occurring or an accident happening during nursery hours, parents will be informed as soon as possible.

You must ensure that we have an emergency contact number which **MUST BE KEPT UP TO DATE**. If we are unable to contact you, then appropriate medical advice will be sought from your GP.

Attendance/Absence

It is important that you let us know if your child is likely to be absent from nursery. A good attendance is paramount in supporting your child to reach his/her full potential.

However, your child should not attend nursery for the statutory 48 hours following sickness and diarrhoea.

We welcome all children to our nursery, and in line with our Equal Opportunities Policy, we are happy to make our attendance arrangements flexible enough to respect individual lifestyles.



Planned Themes for the Year

Within our planning for children's learning we also include seasonal activities and celebrations and whole school themes (e.g. eco-initiatives) to ensure a balanced range of curricular experiences.

Topics will include:

Our Local Area
Treasure
Toys
All About Me
Remembrance Day

Hallowe'en
Christmas
Mother's Day
Easter
Spring

Burns' Day
Chinese New Year
St Andrew's Day
Diwali
Father's Day

However, many other themes might arise naturally from the children's own interests, a television programme, a story, a rhyme etc





School Outings

Visits out with the school are an important part of your child's education. Once the children are settled in nursery we start to take them outdoors, to observe seasonal changes, for environmental walks etc We also arrange visits to places of interest throughout the session such as the local library, fire station, wooded area and local walks in the village.

Before any visit, a letter is sent home seeking parental permission. The permission slip must be returned to the nursery before your child's participation in the outing. Staff must also undertake a Risk Assessment prior to the visit in accordance with our policy on school outings.

Visitors to the Nursery

We encourage visitors to the nursery to extend the children's interest and learning. This might include local health visitors, the school dentist, the oral hygienist, the police, road safety officer, local dancers or musicians.

Partnership with Parents

The link between home and school is very important, and daily informal contacts between staff and parents help us to work together to address the child's needs. We value your role in your child's learning. As parents, you are the prime educators in your child's early years and we hope that you will continue to play a major role in your child's learning when s/he comes to nursery.

Our staff will always be happy to discuss your child's progress with you, and you are most welcome to come to the nursery at any time.





We aim to:

- Involve parents in decisions which are taken about your child's education
- Establish and maintain a two-way channel of communication with parents
- Share experiences and keep parents fully informed of developments within the nursery class

Parents are always welcome to come in to share a particular interest or hobby with children, or to assist in the preparation of a planned snack or cooking/baking session, or to join us on an outing. Your skills and time are very much appreciated.

We continue to be proactive in seeking ways of involving parents in the daily life of the nursery and we welcome your input to planning for learning, etc. Feel free to give us your suggestions - a member of staff is always available on a daily basis as the 'welcoming' person and would be happy to speak to you about your ideas/suggestions.

Settling in time for New Starts

Sessions for settling in time for New Starts are available at agreed times. This is when parents are welcome to stay with their child for the first part of the session. To date, parents have enjoyed this time when they can join their child at play or chat to staff in an informal way.

We are always reviewing our practice and looking for ways to develop such new initiatives, so you may be invited to complete a questionnaire or survey from time to time - your input is much appreciated and acted upon, wherever possible.





Change in Circumstances

It is most helpful if you keep the nursery staff informed of anything happening at home that might affect your child's manner or behaviour in class e.g. the birth of a baby, etc. It will help us to understand what is going on and enable us to give appropriate support. Anything you tell us will, of course, be treated with complete confidentiality.

Other items from Home

Similarly, we discourage children bringing in toys from home, particularly Lego and cars, as these can get muddled with our own and some precious toys may be lost. However, during the first few weeks a soft/cuddly toy can sometimes ease tension for a very apprehensive child. Birthdays are also an exception if the child is keen to show a new toy to staff and friends at circle time.

Liaison with outside agencies

Our nursery works in close partnership with a range of support agencies to best meet the needs of the children. We have visits from time to time from the Speech and Language Therapist, the pre-school Visiting Teacher, Oral Hygienist and the Health Visitor.

We do of course consult with parents and seek permission before referring any child to an outside agency.

Parents who have concerns about their child's development and learning can also ask for a referral to be made.

Administration of Medicines

Some children may require medication in order that they continue to attend nursery. Parents are kindly requested to note that:-

- A child may only take medication (including non-prescription) if the parent/carer has given written permission



- Only medication supplied by the parent /carer will be administered to the child
- Children will take medication only when supervised by an adult
- Parents must deliver the medication to the EYP upon arrival at the nursery.

Child Protection

Kinlochleven Primary School and Nursery follows the national strategy known as 'Getting it Right For Every Child' (GIRFEC). GIRFEC places children's needs first and provides co-ordinated help where required. Services involved may be Social Work, Health and Police.

The Named Person with overall responsibility is the Head Teacher, but all staff have had training in GIRFEC and are fully aware of their role in supporting children.

More information about Child Protection Procedures can be obtained from the Highland Council Child Protection Officer - Mrs Eliz MacIntosh

eliz.macintosh@highland.gov.uk

School Closure/Adverse Weather Conditions

In the event of severe weather conditions, parents should make the decision on whether or not to send their child to school. You can access the Highland Council website to check for school closures on www.highland.gov.uk or the school messaging service on 0800 564 2272 (school PIN number 042530) which will be updated to let you know if the school is closed. In addition, messages will be put up on school Seesaw and the school App.





Care Inspectorate

If parents have a concern about the care standards within our nursery they should in the first instance discuss these concerns with the nursery staff and the Head Teacher. Failing a satisfactory conclusion to a complaint, the Care Inspectorate can be contacted at the following address:-

The Care Inspectorate (Headquarters)

Compass House

11 Riverside Drive

Dundee

DD1 4NY

Telephone:- 01382 207 100

The Care Inspectorate (Local)

1st Floor

Castle House

Fairways Business Park

Inverness

IV2 6AA

Telephone:- 01463 227 630

Please do not hesitate to approach a member of staff if you require clarification on any aspect of this handbook.

