



Banavie Primary School Nursery Class Handbook 2011 - 2012



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Staff

Mrs M Dunham	Head Teacher
Miss C Smith	Principal Teacher (Nursery)
Mrs M MacColl	Principal Teacher (Lochaber ASG - Pre School Education)
Mrs C Kennedy	Nursery Assistant (Qualified)
Miss J Grant	Nursery Assistant (Qualified)
Mrs A Skinner	Learning Support Auxiliary
Mr M McIntyre	Acting Area Manager

Contact Details

School Details	Banavie Primary School Tomonie Fort William PH33 7LX 01397 772402
Education Office	Camaghael Hostel Fort William PH33 7ND 01397 707350

Banavie Primary School
Nursery Class
2011 - 2012

The Education (School and Placing Information Scotland) Regulations 1992 require that information be made available to parents about each school.

The information in this brochure is correct in November 2011 but please note that subsequent changes may be made. Although, there may be annual revisions made to this document, points of specific interest may be taken up at any time with the Head Teacher.



Welcome

Dear Parent/Guardian

I would like to take this opportunity to welcome you and your child to Banavie Nursery. I hope that your child will enjoy his/her time with us and I look forward to getting to know them and watching them progress throughout the year.

The purpose of this brochure is to give you as much information as possible about the Nursery. If any important information changes throughout the course of the session, a letter will be sent home.

We believe that good links between home, school and the community are essential in ensuring that your child has the best possible start to his/her education. Your child is at a crucial stage of development and we must all work together in order to help him/her achieve their full potential. At Nursery we offer your child the opportunity of experiencing a wide variety of events and activities that further develop his/her skills.

We would ask that you feel free to share ideas and give feedback to the Nursery staff throughout the year. This can be done in a variety of ways, but you will often find a 'Graffiti Board' outside the Nursery door and we value any comments that you wish to put on it.

Thank you for taking time to read this brochure. If you have any questions or concerns, please contact any member of the Nursery team.

Kind regards

Colette Smith
Principal Teacher (Nursery)



The Highland Council

School Calendar Session 2011/2012

Nursery Opens

Tuesday 16th August 2011

Tuesday 25th October 2011

Monday 9th January 2012

Tuesday 17th April 2012

Nursery Closes

Friday 7th October 2011

Thursday 22nd December 2011

Friday 30th March 2012

Friday 29th June 2012

Regional closures

Monday 24th October 2011

Wednesday 15th February 2012

Thursday 16th February 2012

Friday 17th February 2012

Holiday Monday

Monday 7th May 2012

School Aims

At Banavie Nursery our overall aim is to encourage the full development of all the children in our care, where they all feel valued and accepted as individuals.

1. MAXIMISING STANDARDS OF ATTAINMENT

We aim to maximise standards of attainment through:

- providing broad and balanced programmes of work based on the Early Level within the Curriculum for Excellence
- creating an ethos of achievement (presenting certificates)
- meeting pupils' needs
- regular monitoring of progress and achievement

2. LEARNING AND TEACHING

We aim to enhance the learning and teaching processes through:

- promoting personal responsibility for learning, independent thinking and active involvement in learning
- providing a stimulating and challenging learning environment to motivate pupils
- planning the pace of learning to enable each pupil to fulfil their potential
- providing the opportunity for pupils to work collaboratively in a variety of circumstances
- using a variety of teaching approaches to match pupils' learning needs
- pitching explanations, expositions and instructions at an appropriate level
- purposeful questioning used to identify and rectify weaknesses in pupils' knowledge and understanding

3. ETHOS AND CITIZENSHIP

We aim to promote an ethos of achievement through:

- providing a well organised and welcoming environment
- establishing clear expectations for the high quality of pupils' work and behaviour
- providing opportunities for staff and pupils to exercise responsibilities
- ensuring praise is appropriately and consistently used to motivate pupils in all aspects of school life
- valuing and recognising the achievements of pupils

School Aims Continued

4. PARTNERSHIP WITH PARENTS AND THE COMMUNITY

We aim to develop partnerships with parents and the community through:

- involvement of parents in extra curricular activities e.g. the Parent Council
- community events e.g. school sports, Christmas concert
- links with local businesses e.g. visitors to school, to support pupils' learning
- liaison with other local nurseries

5. STAFF DEVELOPMENT

We aim to promote staff development through:

- Recognising the need for continual professional development and ensuring it is well planned and matched to identified staff needs (whole school, team and individual)
- Ensuring all members of staff have a clear remit and senior staff are clear of their responsibilities for and are committed to staff review and development

6. EQUAL OPPORTUNITIES AND INCLUSION

We aim to promote a sense of equality, fairness and inclusion and respect for culture and language, disability, gender, race and religion through:

- Providing opportunities for discussion in a variety of curricular areas e.g. health, assemblies etc.
- Creating an environment where all school members feel safe, valued and secure



School Information

The school was opened in 1965 and at present there are 137 pupils in the main stream. The Nursery Class opened in 2003. We currently have 21 pupils attending the morning session.



Nursery Times

The Nursery Class runs from 9.30am until 12.00pm. Every child should be brought to and collected by an adult. If your arrangements for collecting your child have changed, it is vital that you inform a member of Nursery Team.

Please inform the Nursery if, for any reason, your child is unable to attend.

Visitors and Excursions

The Nursery children will have the opportunity to experience a wide range of activities throughout the year, both inside and outside of the school building.

We do, on occasions, take the children for walks around the local area. At the beginning of the session you will be asked to sign a consent form to cover these impromptu trips.

If we are using any form of transport, a letter and consent form will be sent out detailing all of the information regarding individual trips.

We also have a variety of visitors coming into the Nursery, on a regular basis. Details of these events will be sent out by letter and a reminder will be on the whiteboard outside the Nursery during the week that it is happening.

Photographs may be taken of activities in the Nursery. These are used for displays within the school, in the Handbook and to provide a record of the experiences covered throughout the year.

A consent form will be given to you on enrolment.



Dressing for Nursery

We would appreciate if your child comes suitably dressed for Nursery i.e. trousers and skirts which allow independent toileting. We would also encourage them to wear a school sweatshirt. These are available from the school and cost £8.50. *Please ensure that all clothing worn to school is named.*

Emergency Contacts

When you enrol your child, you will be asked to provide us with the name, address and telephone number of a person/people to contact in case of an emergency.

Medical Information

If your child becomes ill during his/her time in Nursery, we will contact you through the emergency contact information you have supplied to us. In the event that we are unable to contact you, the staff will take appropriate action for the wellbeing of your child. This may include taking your child to his/her GP or, if required, to the local hospital.

If your child has been vomiting or had diarrhoea, they should be kept off school for at least 48 hours after their last attack.

The Health Visitor for our nursery is Kate Gray. Her contact details can be found on the information board outside the Nursery.

Emergency Closure Arrangements

On some occasions circumstances may arise where Nursery has to close out with the times specified because of, for example, severe weather, transport problems, power failure etc.

If this happens we will keep you informed of openings and closures. The school has a dial-in telephone system, which operates across Highland Council, allows you to access a pre-recorded message from school staff. Dial 0870 054 6999 and then enter Banavie Primary's personal pin number 04 1520.

During adverse weather, we will also inform Nevis Radio if the school is closed and the Highland Council website informs of any school closures. You can access this at

www.winter.highlandschools.org.uk

In the event of an emergency evacuation the pupils will be taken to Kilmallie Hall and you will be contacted as quickly as possible.



Curriculum

Children make 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

Much of their learning will be through play where children are offered a range of activities each with an underlying purpose. As well as addressing key festivals and celebrations such as Christmas and Chinese New Year, the children's interests will help to steer our topics throughout the year.

The Curriculum for Excellence incorporates eight curricular areas:

- Literacy and English
- Mathematics and Numeracy
- Health and Wellbeing
- Religious and Moral Education
- Social Studies
- Technologies
- Science
- Expressive Arts

These are covered through a wide range of activities, such as:

- Sand and water play
- Baking and cooking
- Play dough
- PE and the Trim Trail
- Jigsaws and games
- Construction toys e.g. Lego, train sets, etc.
- Listening to stories
- Nature walks
- Cutting, sticking and painting
- ICT (computer, electronic toys, etc.)

Children will also be given to opportunity to:

- Sing and take part in musical activities
- Participate in number rhymes and action songs
- Help with snack preparation
- Meet visitors to the school e.g. Speech and Language Therapists, Health Visitors, Police Officers, etc.

- Care for wildlife and plants
- Make choices and decisions
- Learn to 'manage risks' in their play

Through participation in these activities and experiences the children will become:

- Successful Learners
- Effective Contributors
- Confident Individuals
- Responsible Citizens

Planning and Assessment

Children vary so much in maturity levels at the nursery stage that assessment is very individual to each child. Staff are observing the children's progress across the eight curricular areas outlined earlier. Activities are planned around these areas, building on children's current interests and needs.

Children's achievements are celebrated through taking photographs, recording children's thoughts and ideas, monthly Celebration Assemblies, etc. This is collected together in the child's Record of Achievement.

A monthly plan, written by the staff but taking into consideration the pupils interests, is displayed outside the Nursery door. Please feel free to add any ideas to this as we welcome parental input.

You will have the opportunity to formally meet with the Nursery Team on two occasions during the year. One is in November, to discuss how your child has settled into Nursery and the other is in May to discuss your child's progress throughout the year. You will also receive a short, written report in June. Please remember that we have an open door policy and that the Nursery Team will discuss any concern with you at any time throughout the year.

Supporting Children with Difficulties

If your child experiences difficulties at Nursery, we can help.

Sometimes children have problems with behaviour or may have speech or learning difficulties. We will work with you to ensure that your child has a positive experience at Nursery. In order to help your child achieve his/her potential, we may, with your permission, enlist the help of specialists such as Speech and Language Therapists or the Educational Psychologist.

Enrolment into Nursery

Notices inviting parents to enrol their child for the following session will appear in the local press. Enrolment week takes place between late January and early March.

You must bring your child's birth certificate with you when enrolling him/her in the school.

Enrolment into Primary 1

Children enrol for Primary 1 in February before their August start date. Enrolment dates are publicised in the press and around the local area.

In supporting the transition to primary school, the Nursery pupils will have the opportunity to work with the Primary 1 teacher throughout the year with more formal visits during the fourth term.

Comments and Complaints

We hope that your child enjoys his/her time in Banavie Nursery Class. We have an open door policy in the school and in order for us to continue to maintain and improve our Nursery, we welcome your comments and suggestions.

If you are unhappy about any element of the Nursery you should, in the first instant, please contact any member of the Nursery staff at the beginning or the end of the session. If you would prefer to make an appointment, you can speak to any member of staff, in private, at a mutually convenient time.

If you feel that your concern requires attention from the Head Teacher please telephone the school and make an appointment with her.

If you feel that any complaint has not been satisfactorily resolved please contact:

Mr M McIntyre
Acting Education Manager
Camaghael Hostel
Fort William
PH33 7ND
Tel: 01397 707350

Parents can also contact Social Care and Social Work Improvement Scotland (SCSWIS) directly with a complaint. Our local centre is:

SCSWIS
1st Floor
Castle House
Fairways Business Park
Inverness
IV2 6AA
Tel: 01463 227630