

Kiltearn Primary School Nursery

Prospectus 2010 / 2011



Dear Parents,

I am delighted to welcome you to Kiltearn Primary School Nursery and very much hope that you and your child enjoy your time with us.

Your child is at a crucial stage in his/her development with research showing that children learn more rapidly in the first seven years of life than at any other time. It is therefore important that the children are given every opportunity to fulfil their potential. As a parent you play a vitally important role. In the Nursery we hope to play our part by offering your child a variety of experiences and activities designed to further their individual development. We hope that your child discovers that learning can be an enjoyable and worthwhile process.

This handbook is designed to give you information about our Nursery but please do not hesitate to contact us if you have any queries or concerns.

Yours sincerely

Mrs Cook
Head Teacher

Contact Details

The Nursery can be contacted in the same way as the school. Our contact details are:

Kiltearn Primary School
Drummond Road
Evanton
IV16 9UT

Telephone/Fax 01349 830568
E-mail linda.cook@highland.gov.uk

Staffing

Head Teacher

Mrs L Cook

Nursery Co-ordinator Teacher

Mrs A Elliott

Nursery Assistant

Mrs E McLelland

Nursery Auxiliary

Mrs L Mathieson

The Aims of Kiltearn Primary School Nursery

Our aims are:

- To provide a safe and stimulating environment in which the children can feel happy and secure
- To encourage positive attitudes to self and others and to develop confidence and self-esteem
- To encourage the emotional, personal, social, physical, creative and intellectual development of the children
- To recognise the important role of parents and help them to support their children's education
- Extend children's abilities to communicate ideas in a variety of ways
- To encourage children to explore, appreciate and respect our world
- To meet the Care Commission standards and promote the welfare of children
- To create opportunities for indoor and outdoor play
- To establish and develop links that ensure effective transition into Nursery and from Nursery into Primary
- To comply with the regulations and recommendations of the SSSC

The Nursery promotes equal opportunities for all.



Nursery Session

Your child is enrolled in the Nursery for 5 sessions per week and regular attendance, while not compulsory, is desirable for the purposes of continuity and progression.

The sessions available at Kiltearn Nursery are dependent upon the number of children enrolled. If there are over 25 children the Nursery opens for a morning and an afternoon session. If there are 25 children or under the Nursery opens in the mornings only.

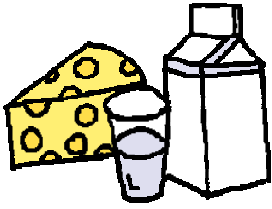
The MORNING Session is from 9:15am - 11:45am

**The AFTERNOON Session is from 12:30pm - 3:00pm
(if required)**

Delivering and Collecting your child

Parents are requested to inform the Nursery staff of the name/s of the adult/s that will regularly collect their child. For safety reasons we ask that it is always an adult that brings your child to the Nursery. Please do not send them with an older brother or sister. There is **no crossing patroller** on duty at Nursery times. If there are any changes to the usual arrangements for collection, please let us know. There is a daily sign in and out sheet that the adult delivering or collecting the child will be asked to sign. Parents are requested to try to be as punctual as possible when collecting your child, as some children can become very anxious if they are left at the end of the session.





Nursery Snack



A healthy snack is provided every day with the offer of milk or water to drink. This is a happy social occasion where children will be encouraged to develop good eating habits and table manners.

Should children be on any special diet or unable to eat certain foods, the Nursery staff should be informed in order that they can plan snacks appropriately. The snack menu for the following week is displayed on the notice board. Children are given the opportunity to help in the preparation of the snack.

The cost of the snack is 40p per day. This can be paid weekly, monthly or termly. Any money which is not spent on snack is put into a general Nursery fund which helps towards outings and purchasing resources. After snack the children will brush their teeth with toothbrushes and toothpaste supplied by the nursery as advised by our oral health educator.

Clothing



As in the rest of the school, the Nursery children should bring a pair of soft indoor shoes for changing into. These can be kept in the shoe boxes in the nursery cloakroom.

If your child comes dressed in clothing that easily fastens and unfastens, this will help with toileting. The Nursery does provide aprons for 'messy activities' but nevertheless new or expensive clothing is not recommended.

A spare set of clothes should be left in the nursery in case they are required. There are bags provided for storing these.

As the children go outside on a regular basis it is important to ensure that they have suitable outdoor clothing and footwear each day.

A selection of polo shirts and sweatshirts with the school logo are available. Please contact the school office for details on how these can be ordered.

Parents are advised to label clothing with their child's name.

Illness

If your child becomes ill or has an accident whilst attending Nursery, we will contact you immediately by phone. If there is no reply we will phone your Emergency Contact Number. You will be asked to provide these numbers when enrolling your child.

If any contact numbers change throughout the year please let us know, as it is essential that we have up to date information.

In the event of a serious injury in the Nursery, the Head Teacher will take the decision for an ambulance / doctor to be called although every effort will be made to consult the parent first.

If any medication is required during Nursery hours then parents must fill in a permission form giving exact instructions for the staff.

Children suffering from either vomiting or diarrhoea should not attend nursery for 48 hours after the last bout.

Please ensure your children's inoculations are up to date when starting nursery.

Behaviour

As in every community it is necessary to impose basic rules of behaviour. Certain rules regarding safety must be observed and all children will be expected to obey them.

Children are asked to behave with consideration towards others and to respect belongings and equipment.

Physical force is never used in the Nursery to discipline a child. Our policy is to use praise and encouragement. If a child continues with unacceptable behaviour they may be asked to come away from that an activity for a short time. If a child's behaviour is causing concern the Nursery staff will make every effort to find out why the child is behaving in such a way. They will discuss the situation with the parent(s) in confidence and work with them to find a solution.

As you bring your child to nursery, you will be able to bring up any questions you have when you meet the staff, so that if you have a concern, there will be an opportunity to discuss it.

Emergency Closure

Any school closure due to weather conditions or any other reasons will be put on the Highland Council Schools Information Service. This can be accessed by dialling:

0870 054 6999 followed by the Kiltearn Primary School PIN **04 2340**

School closures will be announced on Radio Highland News broadcasts and Moray Firth Radio News.

In the event of a school closure each family will have previously informed the school of a stormy weather contact. This person must live in the village, and not in the country, and will be responsible if the parents are not at home. Families are grouped into area, dependent on where they live. Each area has one or two stormy weather helpers. If the Nursery has to close suddenly a helper from each area is informed. The helper has a list of children and phone numbers for their area. Each helper organises a safe transport home for each of their group.

Child Protection

From time to time incidents can occur within the school setting, which cause concern and could indicate that a pupil is suffering from some form of abuse. In terms of the Highland Child Protection Committee Inter-agency Protection Guidelines, Education Services staff must report such incidents to Social Work Services, which can lead to a joint social work/police investigation. All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority of the Education Services staff. During any investigation the Nursery Confidentiality Policy would not be adhered to.

More information about Child Protection Procedure within Highland can be obtained from *Pene Rowe, Child Protection Development Officer, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN - Telephone (01463) 703421 - Fax (01463) 713237*

Enrolment and Induction

After the enrolment of your child, letters confirming their nursery place will then be sent out.

Highland Council has an equal opportunities policy and children will not be refused admission to Nursery if they are not yet toilet trained.

As part of the enrolment, you will have been asked to sign consent forms for outings, for photographs (that may be taken of your child in Nursery) and permission slips for the staff to change your child in the event of an accident.

During the year Nursery staff make visits to the local play groups in order to get to know the children.

In June your child will have the opportunity to come along for an Induction Day with all the other new nursery children.

At the Induction Day there will be a Parents Information session. Shortly after this you will be sent a letter informing you of your child's start date. There is a staggered entrance into the nursery over the first two weeks of term.



Nursery Curriculum

Nursery education is about the development of the individual child and during your child's time in nursery they will be introduced to a great variety of exciting activities and experiences, based on the Curriculum of Excellence, which aims to enable each child to be a successful learner, confident individual, responsible citizen and effective contributor.

Children will be encouraged to be successful learners through:

- Using literacy, communication and numeracy skills
- Using technology for learning
- Thinking creatively and independently
- Learning independently and as part of a group
- Making reasoned evaluations
- Linking and applying different kinds of learning in new situations

Children will be encouraged to be confident individuals by enabling them to:

- Relate to others and manage themselves
- Pursue a healthy and active lifestyle
- Be self aware
- Develop and communicate their own beliefs and view of the world
- Live as independently as they can
- Assess risks and take informed decisions
- Achieve success in different areas of activity

Children will be encouraged to be responsible citizens so that they can:

- Develop knowledge and understanding of the world and Scotland's place in it
- Understand different beliefs and cultures
- Make informed choices and decisions
- Evaluate environmental, scientific and technological issues
- Develop informed, ethical views of complex issues

Children will be encouraged to be effective contributors so that they can:

- Communicate in different ways and in different settings
- Work in partnership and teams
- Take the initiative and lead
- Apply critical thinking in new contexts
- Create and develop
- Solve problems

The curriculum consists of eight areas:

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

Activities offered to the children include:

- Sand and water play
- Painting
- Modelling
- Board games
- Baking
- Computer
- Story corner
- Musical instruments
- Construction toys e.g. lego, meccano, etc.
- Role play e.g. house corner, dressing up, etc.
- Jigsaws
- Drawing and mark-making
- Cutting
- Physical activities, indoors and out
- Listening centre
- Investigative / discovery activities



Parental Involvement

The parent's role as the child's Primary Educator is valued and recognised by the Nursery staff. Parents have a vitally important role to play in the smooth transition of their child into Nursery and on into school.

Parents are always welcome in the Nursery and can contribute in a variety of ways.

Before children begin nursery there are many ways that parents can help them at home:

- Read to your child regularly
- Teach them nursery rhymes
- Talk to your child and listen to them when they are talking you
- Encourage them to ask questions
- Count objects within the home e.g. number of plates on the table
- Encourage independence by getting them to put on their own shoes and coat

Around the time your child is ready to begin nursery you will be invited to an Induction Day and to an Information Session.

When your child is settling into nursery you are welcome to stay as long as you feel is necessary.

If you have a particular interest or talent which you would be willing to share with the group please let us know. We also rely heavily on parental help on our outings and trips.

During the year parents are invited to 'Share a Session' with their child. When you can come in to the nursery and work along side your child. This will help to give you an idea of the day to day running of the nursery.

From time to time we send home library books, Nursery Ted and home packs for you to enjoy with your child.

Parents will be kept in touch with what we are doing by our termly newsletters and information sheets. There is also a white board outside the Nursery which gives daily information on what the children have been doing.

There are two Parent Contact Evenings during the year for you to formally meet with the Nursery staff and at the end of the year a written report will be sent home. We have an open door policy in nursery and are always happy to see our parents to discuss any issues or queries that may arise.