

Marybank Nursery Prospectus 2012/2013

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Nursery Auxiliary: Mrs Tracy Lamont

Principal Teacher Pre-School: Mrs Karen Cox

Information for parents



Dear Parents/Carers,

Welcome to Marybank Nursery at the beginning of what we all hope will be a happy and long relationship with your child at the centre.

Ensuring that your child makes the right start at the beginning of their school career is crucial and will be one of the main focuses of our work with your child. Their start needs to be safe, secure and happy. Once those prerequisites are in place the learning will follow.

The relationship between home and school is also vital for your child and I hope you will always feel happy to come and talk to staff about any queries or concerns. Staff here are open and friendly and welcome input from parents and it is through working together that your child will gain most from her/his time at Marybank.

This booklet is aimed at giving you information about the day to day life in Nursery but if you have any further questions please do not hesitate to get in touch. As Headteacher I am often in Nursery but if you need to speak at length with me please contact school through the office and a convenient appointment will be made.

If you or partner are not able to come into Nursery regularly and see what is going on have a look at the Nursery Blog which is updated with photos and information at <http://marybanknursery.edublogs.org>

So welcome once again to Marybank Nursery, we look forward to working together with you and your child when they join us.

Yours sincerely

Jane Bentley
Head Teacher

General Information

Nursery Enrolment

This takes place at the school in February/March. Parents will be notified of dates by way of the local press and notices at both the Post Office and the school.

Nursery Hours

9.00 a.m. until 11.30 p.m.

It is important that you try to be as punctual as possible, both in delivering and collecting your child, as the nursery day is highly structured and it would be unfortunate if your child missed an important part of their morning. All children must be brought to the nursery and collected by an adult known to the child.



Term Times and Holiday Dates Calendar Session 2012/2013

School opens: Tuesday, 14 August

Monday, 13 August is In-Service

October Holiday

School closes: Friday, 5 October @ 12.30 pm

Opens: Tuesday, 23 October

Mon, 22 October is In-Service

Christmas Holidays

School closes: Thursday, 20 December

Opens: Monday, 7 January

February

School closes: Friday, 8 February @ 12.30 pm

Opens: Monday, 18 February

Wed-Fri, 13, 14, 15 Feb are In-Service

Easter Holidays

School closes: Thursday, 28 March

Opens: Tuesday, 15 April

May Day Monday, 6 May

Summer holidays

School closes: Friday, 28 June @ 12.30 pm

Opens: Tuesday, 20 August

Monday, 19 August is In-Service



Marybank Nursery - for your child

AIMS

- To provide a safe and stimulating environment in which children feel happy and secure.
- To encourage the emotional, personal, social, physical, creative and intellectual development of children.

Nursery education is about the development of the individual child. We hope to promote the child's ability to:

- develop strategies for learning
- seek out and respond to learning opportunities
- choose and plan their own activity and take control of their own learning
- collaborate and reflect with others
- think and share ideas
- acquire knowledge, skills and understanding for use in new situations
- communicate with peers and adults
- express themselves through the medium of art, craft, music, drama and movement
- have fun and enjoy themselves.
- develop self-esteem and tolerance of others.

All the above aims are delivered through the Curriculum for Excellence which will enable all our children to become

Successful Learners
Confident Individuals
Effective Contributors
Responsible Citizens.



Attendance

It is important for your child to attend nursery on a regular basis to obtain the maximum benefit. If your child is unable to attend either because of illness or any other reason please contact the school on the day.

Child Protection

The school follows the national strategy known as 'Getting It Right For Every Child' (GIRFEC). Getting It Right places children's and young people's needs first and provides co-ordinated help where this is required. Services involved could 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 aware of their role in supporting children.

More information about Child Protection Procedures within Highland can be obtained from the *Child Protection Development Officer, Ms Pene Rowe, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness - Telephone 01463 703421.*

Clothing



All children must bring a suitable pair of indoor shoes. It would be appreciated by all the staff if the shoes are easy to get on and off. Please make sure that all the children's shoes and clothes are labelled clearly. Please make sure that your child always has a warm coat especially in the winter as the children will be outdoors.

Curriculum:

Learning through play

Most theories about learning stress the importance of communicating with others and consequently we will encourage your child to co-operate and work with other children and the various adults with whom the child comes into contact.

Much of the children's learning will be through play where they are offered a range of activities each with an underlying educational purpose.



Play is the means by which humans explore a variety of experiences in different situations for a number of purposes. It is a process which provides a way of learning; therefore, it should be seen as a means of teaching and learning rather than a separate entity.



So Why Play?

- Through activity based learning the brain and body are stimulated and active.
- It provides pleasure and enjoyment, which in turn will motivate children to further their learning by persevering, overcoming difficulties and concentrating for longer periods of time.
- It helps to build confidence in themselves and their abilities.
- It allows the child to tackle new experiences in non-threatening situations.
- It can provide an escape, relieve boredom, and allow for relaxation and the opportunity for solitude.
- It helps the child to judge the many variables within social interactions and develop perceptions about other people.
- Skills can be practised and repeated as many times, as it is necessary for confidence and mastery.
- Opportunities for sensory experiences that are the foundation of intellectual development are provided.
- It provides reasons children can understand for acquiring the skills and knowledge adults value.
- Play creates context for language development.

Through their play children learn to:

- Co-operate with each other
- Share
- Listen
- Talk
- Measure
- Weigh
- Organise
- Think
- Become more independent
- Develop self-confidence
- Control their body
- Develop their creative skills
- Use appropriate vocabulary
- Behave appropriately.
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Children will also be given opportunities:

- To learn poems
- To visit their local environment
- To care for animals and plants
- To sing and take part in a range of musical activities
- To listen to stories.
- To partake in physical exercise.

Activities offered to the children range from:

Sand and water play, Computers, Baking, Playdough, Painting, Junk modelling, Gluing, Jigsaws, Tracing, Board games, Construction toys e.g. Lego, Duplo etc., Imaginative play e.g. the home corner, the hospital etc., Building blocks, Outdoor activities, Story corner, physical play e.g. climbing frame, rocker..



Early closure/Adverse weather

Should the nursery need to close earlier than normal you will be contacted by telephone if prior warning has not been given out. Please ensure your details are always up to date and any changes are given to the Office.



In the morning, if there is extreme weather parents should contact the Schools Information Line on 0870 054 6999 and enter the school's code 04 2570 where they will then hear a recorded message informing them of any closures. They can also access the winter weather website at the following web address: www.winter.highlandschools.org.uk. Please click on the relevant geographical area for local school closure information

Fire

Fire drills are held once a term, to allow everyone to familiarise themselves with the sound of the alarm and where to assemble after a speedy evacuation of the building.



Illness



If your child becomes ill, or has an accident while attending the nursery, we will contact you by telephone. If there is no reply we will ring your emergency contact number. Please ensure these are always up-to-date eg if mobile numbers change during the year. If your child has been vomiting or had diarrhoea, please be aware that they must be clear of these symptoms for 48 hours before coming back to Nursery.

Induction and transition

Induction

You are more than welcome to come and have a look around the Nursery and Marybank Primary School before your child starts to see the kind of activities your child will be involved with and the environment in which they will play and learn. Once you have made a decision and enrolled your child, you and your child will be offered induction sessions alongside others joining the Nursery. These will give your child a chance to familiarise him/herself with the Nursery, staff and the other children. Details about these sessions will be given or sent to you.

Transition into School

Children normally spend up to two years in Nursery and will then transfer into school as a P1.

At Marybank the P1-3 classroom is just across the cloakroom from Nursery so children will already be familiar with it. Nursery work closely with school throughout the year taking part in activities alongside the older children eg: performances, World Book Day activities, the Big Bird Watch, Christmas play etc. In this way Nursery children are made to feel part of Marybank Primary School from the very start.

In the Summer Term before children transfer the P1-3 teacher will spend time in the Nursery and the children will go through to the class base too. The two classes will work on a joint topic which will be planned for them and will include lots of the children's ideas. This theme will then be continued into the Autumn Term that the new children start so that as new P1's they have work they recognise and feel confident to join in with.

Keeping in Touch



On an informal basis you will see your child in the nursery every day, as you drop off and collect. You will have the opportunity of exchanging information with the teacher e.g. if your child has a cold and hasn't slept much. In turn the teacher will be able to say how the day went for your child. You will be able to see new things in the room, paintings on the wall, construction toys completed. More formally in November and May, (for parents of children in their pre school year only) you will be invited to have a discussion regarding your child. This will be on an appointment basis, at the same time as the main school will be reporting to parents.

You will also receive a written report at the end of the year detailing your child's progress throughout the year.

The Nursery operates an 'open door policy' and staff are always available to speak about any concerns you may have.

A newsletter comes from School every other week and this will keep you in touch with up and coming events that Nursery may be involved with.

If you feel you need a longer chat with staff please do not hesitate to get in touch with Nursery staff and /or the Headteacher.

Medical

The Health Visitor is responsible for any medical concerns we have in the Nursery and will contact them as necessary.

If there are any specific health concerns for your child please let us know as soon as possible so that we can make any necessary arrangements.

Vaccinations

Is your child up-to-date with their vaccinations?

Children receiving out-of home care, including at nursery and playgroup, have more opportunities to come into contact with infections, so it is especially important to make sure that they have had all the vaccinations due. It is never too late to have your child immunised. If they have missed one, you don't have to start the course from the beginning again.

Contact your health visitor/GP for further advice.



Parent Council

Parent Council Meetings are open to all parents. Meetings are held in the school. Minutes of meetings are taken and are available to all parents. The aim is to further enhance the education of children in school, and help build a stronger relationship between the school and community. The Parent Council raise funds through a number of events held over the course of the year which goes to benefit all the children in school.

The Parent Council has an account for funds which is held by the Treasurer. There is also a School account which is held by the Head Teacher. Accounts are prepared and audited annually.



Preparing My Child for Nursery

Before your child can settle down in a nursery and begin to enjoy coming, he/she has two difficult obstacles to overcome.

Firstly, he/she must come to terms with a separation from you, perhaps for the first time, and secondly he/she must face a new environment with other (possibly unknown) children and two or three unfamiliar adults.

There are two ways you can help your child to get off to a good start. A little advance preparation makes the separation easier to manage. If possible try to make friends with another child who will be going to the



nursery or primary school so that your child will have a friend to go along with. How often have you been glad of the company of a friend or relative when going to a new place for the first time? It helps to have someone with you.

It will also help if your child has some idea of what nursery is all about - tell him/her about playing in the sand, in the house corner, with the building blocks, baking etc.

Most of all make sure that you have a positive attitude towards nursery education and see it as an exciting place where your child will learn lots of new skills.

What If My Child Does Have A Problem Settling Into the Nursery?



You may discover that despite your best efforts, your child has problems settling into the nursery. Not all children - even happy, confident ones - will want to stay with a complete stranger for two hours, especially if there are other tearful children around.

If your child is happy for you to leave him/her then say goodbye and leave. If, on the other hand, your child is obviously tearful and upset at the thought of staying without you, then stay with him/her and explore the nursery together. If, after a little while you feel that he/she has had enough for one day, then take him/her home and repeat the process the next day and for however long it takes until your child gains enough confidence and is happy to stay without you. Please don't give up or give in. Persevere and the eventual reward will be well worth the effort. In the meantime the nursery staff will be able to help you deal with the situation until a solution is found.

Sharing expertise and skills

The school is aware of and appreciates the tremendous resource we have in our parents, in nursery school as well as in the main school. If you have a special area of knowledge, skill and/or expertise which would benefit the children, please don't be shy.

If you enjoy baking, play a musical instrument or are keen on singing we would love to know.

Perhaps you have a gift for storytelling, which could be shared.

These are all ways in which the children's experiences can be enriched.



Snacks



A healthy snack is provided every day and usually consists of milk/water to drink, fruit, toast or crackers. Children will be given the opportunity to help with the preparation of snacks. Parents are asked for a contribution towards snacks each week.

Toileting

As far as possible, please keep fastenings on clothes very simple and to the minimum. If children have zips or buttons on trousers, please practise with them so that they can tie these unaided.



Visits

We believe that taking the children out on a variety of visits is a very important aspect of their education. The details of any visit will be indicated on the weekly timetable posted on the Nursery noticeboard and details of daily activities and snacks will be on the whiteboard, which you should look at regularly. At the beginning of the session we will ask you to sign a consent form to cover all visits.



Finally...

Hopefully the information in this book has proved useful to you. Please let the school staff know of any omissions so that this prospectus may be improved for next year.

If you have any further questions or queries, please do not hesitate to contact the school. The Headteacher or Nursery Staff will be happy to talk through anything with you. If you need a longer chat, a mutually convenient appointment can be made by contacting the School Office.

We look forward to getting to know you all and building effective relationships for the benefit of your child into the future.

MARYBANK NURSERY

COMMENTS AND COMPLAINTS POLICY

We hope you will enjoy your child's time at our Nursery and welcome comments or suggestions, which could help us to improve our service.

However, we are aware that difficulties can occur from time to time and if you feel you have reason to complain, then please follow the procedure outlined below.

Please use the open door policy and speak to the person in charge of the Nursery, either at the beginning or end of a Nursery session. If you prefer, an appointment can be made to speak to the Nursery Teacher/Assistant in private. It will then, in consultation with the parents/carers, be decided if the matter needs to be taken further, in which case, the Head Teacher will be informed and a meeting arranged.

From here, if necessary, the matter will be brought to the attention of the Area Education Manager who will decide what the next steps should be. Parents will be kept fully informed at each stage and will be invited to attend any meetings being held.

Should you feel unable to speak to the person in charge of the Nursery, please make an appointment to speak directly with the Head Teacher.

Parents/carers are also able to contact the Care Commission directly with a complaint, if they so wish. The local address and telephone number of your centre is:

Care Commission
Unit 4
39-41 Harbour Road
Inverness
IV1 1VF
Tel. 01463 227630

The Care Commission publication "How to use the Care Commission Complaints Procedure" is also available. You will find a copy of this displayed on our Nursery Noticeboard.