

MALLAIG PRIMARY SCHOOL NURSERY
SGOIL ARAICH MHALAIG
2011/12

MALLAIG
Inverness-shire
PH41 4QX

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E-mail: mallaig.primary@highland.gov.uk
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Welcome/Failte!

STAFFING/LUCD-OBRACH

Head Teacher/Ceannard:

Miss Morag Martin

English Nursery/Beurla:

Assistant

Mrs Jennifer MacDonald

Auxiliary

Mrs Noreen Summers

Gaelic Nursery/Gàidhlig:

Assistant

Mrs Mary F McLeod

Auxiliary

Ms Donalda MacLennan

Nursery Coordinator

Teacher/Tidsear

Miss Mary Kordiak

Visiting Specialists

Nurse Eilish MacLellan (Health Visitor)

Ms Stephanie James (Educational Psychologist)

Dr Ian Tallach (Community Paediatrician)

Mrs Mary Connolly (Pre School Teacher)

Area Office Staff

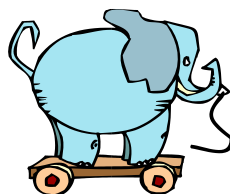
Mrs Rosemary Bridge

Mrs Norma Young

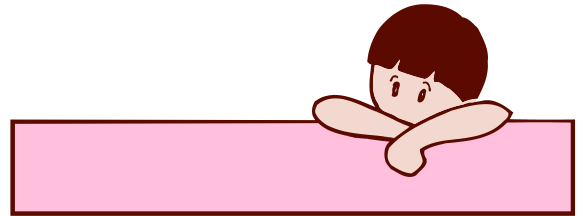
Support Staff/

Luchd obrach eile

Mrs Avril Trotter (Clerical Assistant)



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Nurseries will follow Primary School arrangements for openings and closures and these are as follows:

HOLIDAY DATES - Saor Laithean 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 22rd December 2011
Friday 30th March 2012
Friday 29th June 2012

Bank Holiday:

Monday 7th May 2012

Dates for In-service training:

Monday 15th August 2012
Monday 24th October 2012
Wednesday 15th Feb 2012
Thursday 16th February 2012
Friday 17th February 2012

Additional Holidays:

Monday 13th February 2012
Tuesday 14th February 2012
1 day in June TBA

English Nursery Sessions:

12.00noon - 14.30pm Monday - Friday

Gaelic Nursery Sessions:

09.00am - 11.30am Monday - Friday

Occasionally there are 'joint sessions' when the nurseries convene for a certain social event or visit from specialists. This allows all children to benefit from the social and educational advantages they offer. These days are intimated by letter and generally take place during the morning session.



NURSERY AIMS/AMASAN NA SGOIL ARAICH

Our Nursery Aims to help children become successful learners, confident individuals, responsible citizens and effective contributors to society. Children will learn through their play with a balance of free choice and adult led experiences. They will learn in a safe, stimulating and caring environment where their individual needs will be met and respected. Working in partnership with parents, carers and the wider community, we will strive to offer the best service we can.

We aim to accomplish this by:

- Presenting a welcoming atmosphere for all those associated with Nursery
- Providing a secure caring environment within which children can learn successfully through both structured and informal play.
- Building relationships built on mutual trust and share with families their child's continuing development
- Encouraging the emotional, social, physical, creative and intellectual development of children.
- Promoting the health and welfare of the children.
- Encouraging confidence, independence and the establishment of self esteem
- Ensuring that sound links are established between other departments of the reception schools and the wider community
- Encouraging children to explore, appreciate and respect their environment.
- Ensuring preparation for the introduction of early stages of basic numeracy and literacy
- Recognising and catering for the individual needs of all children
- Providing opportunities for children to make choices and stimulating interest and imagination.
- Extending children's abilities to communicate ideas and feelings in a variety of ways
- Promoting awareness and respect for the lifestyles and cultures of others.
- Providing opportunities for staff development as part of an ethos of continuous improvement
- Providing an environment which encourages the children to become involved in the Gaelic/English language through participation in the nursery curriculum.

Aims updated January 2010

ACCOMODATION AND RESOURCES/TOGALACH AGUS GOIREASAN

The Nursery is an integral section of Mallaig Primary School and is situated behind the canteen/gym hall with easy access to toilets, gymnasium, a dedicated outdoor play area disabled facilities and the Primary 1 classroom to which the children from the English Nursery will transfer on completion of their years in Nursery.

APPLICATIONS/BILEAGAN IARRTAIS

Parents of 3 and 4 year olds who are interested in a Nursery place for their child are welcome to visit and may telephone the Head Teacher for an appointment.

TRANSFER/GLUASAD DHAN BHUNSGOIL

Towards the end of their pre school year in Nursery, the children will spend time in the Primary one classroom carrying out activities designed to allow them to get to know their teacher and the other children in their composite class.

TOILET TRAINING/TREANADH TAIGH BEAG

Highland Council has an equal opportunities policy and children cannot be refused admission to nursery because they are not toilet trained.

Policy on changing a child-

- Staff should inform colleagues that they are going to change a child. When possible, staff should make sure that they are in sight and hearing of others.
- Only nursery staff should be involved in changing a child
- A parent who is visiting the nursery can only change his/her own child

HEALTH CARE/SLAINTE

The school comes under the auspices of the Community Medical Service. It is important that you inform us of any medical conditions your child may have - asthma, allergies etc. In the event of illness occurring or an accident taking place during school hours, then parents will be informed as soon as possible and asked to sign an accident form. You should also leave with us an emergency contact number. If we are unable to reach you, then appropriate medical advice will be sought from the local GP.

SCHOOL RULES/RIAGHAILTEAN NA SGOILE

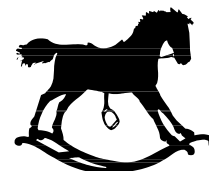
We keep these to a minimum as attempts are made at all times to encourage children towards self-discipline in social skills. Safety is, however, of paramount importance so we must take action if a child is engaging in an activity which could be seen to be a hazard either to him/herself or to another child.

UNPLANNED EARLY CLOSURES/DUNADH TRATH GUN PLANADH

Where this occurs (eg inclement weather, power cut etc) then you, or your emergency contact, will be contacted by telephone. No child will be permitted to leave the building without being in the care of a designated adult. A service is available for parents to access a recorded message from the Head Teacher regarding school closures during adverse weather. For this information parents dial the Highland Council's access number - **0870 054 6999** and then enter Mallaig Primary School's PIN number - **04 2560**. You may also access this information by logging on to www.winter.highlandschools.org.uk and clicking on Lochaber.

OUTINGS/CUAIRTEAN

Visits out with the school are an important aspect of a child's education and we will try, whenever possible, to take children to places of interest throughout the year. We issue permission slips for parents to complete before taking the children on any of these trips. Stringent risk assessments are carried out prior to any outings.



CHILD PROTECTION/TEARNAINTEACHD NA CLOINNE

From time to time incidents can occur within the school setting which cause concern and could indicate that a child is suffering from some form of abuse.

In terms of Highland Child Protection Committee Inter-Agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services, which can lead to a joint Social Work/Police investigation.

PHOTOGRAPHS/DEALBHAN

Regular assessment takes place in Nursery and often photographs are used as evidence of the learning that is taking place. At the beginning of the session we will ask you to sign a consent form to allow us to take photographs of you child. These will be used for display purposes and also to build up a profile of your child's learning in nursery.

CURRICULUM/CLAR-OIDEACHAIDH

It could be said that the whole of a young child's experiences - everything they say, 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

The vital contribution of pre-school education lies in developing and broadening the range of children's learning experiences to leave them confident, eager and enthusiastic learners looking forward to starting school. Much of the learning will be through play where children are offered a choice of activities each with an underlying purpose.

Key aspects of the child's development and learning as described in 3-5 curriculum and 'The Child at the Centre' are:

Literacy and Gaelic/English:

- * Developing children's confidence in talking
- * Developing children's listening skills
- * Exploring different uses of language
- * Developing children's early reading and writing skills

Numeracy and Maths

- * Developing children's early maths knowledge
- * Exploring and experimenting with numbers, pattern and money
- * Developing children's early skills of shape, position, movement and time

Knowledge and understanding of the world:

- * Developing children's understanding of the past as well as the present
- * Developing children's understanding of their environment and the people in it
- * Introducing children to basic science and develop their investigation skills

Expressive and aesthetic experiences:

- * Encouraging expression through imaginative play
- * Providing opportunities for children to explore and express themselves through a variety of art and craft techniques
- * Encouraging children to express themselves through music

Physical development and movement:

- * Developing children's large physical skills
- * Improving children's hand-eye co-ordination and their fine motor skills

Emotional, personal and social development:

- * Developing children's confidence and a sense of self-worth
- * Encouraging children to respect others
- * Helping children learn to take care of themselves
- * Helping children to build relationships with others
- * Encouraging children to play co-operatively

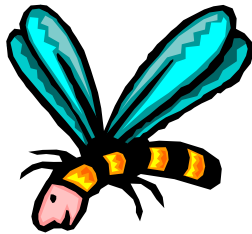
A wide range of activities will be offered to the children ranging from:

- * Sand and water play
- * Baking and cooking
- * Play dough
- * Painting and junk modelling
- * Cutting and gluing
- * Jigsaws and board games
- * Construction toys eg Duplo, Lego etc
- * Imaginative play
- * Story telling
- * Elementary computer work
- * Educational Computer Games

Children will also be given opportunities to:



- * Sing and take part in musical activities
- * Take part in daily energetic play
- * Listen to stories/learn rhymes and poems
- * Visit their local environment
- * Take part in swimming sessions
- * Care for plants and animals
- * Meet visitors to the school eg Policemen - Health Visitor - Entertainers etc



OUTLINE STRUCTURE OF A SESSION/STRUCTAIR

Although we have a basic structure to and plan for each Nursery session, how the day progresses will be flexible and child led. Children learn best when they follow their interests

Start of Session - the nursery session starts with free play activities. The children are encouraged to choose their own activity at this time and to talk about what they are experiencing with staff, who are trained to develop learning through play.

Constantly available - sand, water, paint, home corner, books manipulative skill areas.

Daily variations - baking, finger painting, printing, junk modelling, construction, craft activities, computing. Children are encouraged to choose their own activities.

Mid Session

Tidying up is a very important social and group training exercise to conclude the free activity session. As often as possible children will have access to the gym hall where they can take part in ring games and more energetic activities. When weather permits outdoor play is exercised. This will be followed by a routine of hand washing before snack time. Snack time will be taken as a group. Children will be encouraged to help with preparation of snack and as Mallaig Primary School has gained Health Promoting School Status, we endeavour to provide healthy options, offering fresh fruit/vegetables at each serving. Following snack the children are encouraged to brush their teeth. A new toothbrush is provided for each child for their individual use.

A group activity is next. This might include music and movement, singing and singing games, percussion, drama, story, a video/TV programme or visits out of the school.

End of Session

The quieter activities of smaller manipulative skills and the story corner will round off the session.

THEMES FOR THE YEAR/CUSPAIREAN

Although the topics below form a basic structure for the year, they may be subject to change as the year progresses and different circumstances arise, we endeavour to ensure that all activities are child led and child centred.

Term 1	August - October	Getting to know Nursery Autumn Divali
Term 2	October - December	Bonfire Night Christmas
Term 3	January - March	Winter Chinese New Year Night and Day
Term 4	April - June	Easter Liaison with Infant Class on integrated project work. Spring/Summer

GAELIC MEDIUM CURRICULUM/CLAR-OIDEACHAIDH TRO MHEADHAN NA GAIDHLIG

The Curriculum of the Gaelic Medium Nursery, language apart, is the same as that of all other Nurseries in terms of methodology and content. Language is the only main area of difference in that not only is a language other than English used, but also the Gaelic Medium Nursery is for most children the beginning of the process of learning a second language.

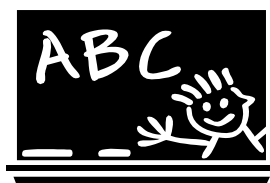
Gaelic is the sole language spoken in the Nursery classroom by the Gaelic Medium Assistant and Auxiliaries, with the proviso that English may be used to settle children in and to give instructions in matters affecting health and safety.

Children will be encouraged from the beginning to express themselves fully to the Nursery staff and to each other even if they are only able to do this in English. They will acquire an understanding of Gaelic largely through being immersed in it; in other words, through hearing it spoken in the classroom while they are doing the activities associated with nursery education and through hearing stories - particularly those with a strong story line and lots of repetition.

The staff will use gestures, pictures, mime and any other appropriate actions to convey the meaning of the words being used so that the children begin to associate the Gaelic words in a direct way with objects, actions or feelings. They should be encouraged to speak Gaelic when they are ready to, but this process should not be forced. Various means will be used to encourage children to speak in Gaelic, including role-play, games and modelling of correct usage - for example, saying in Gaelic what the child has just said in English.

When youngsters in the Gaelic nursery first begin speaking the language they will make many mistakes, including basic grammatical errors. The Teacher will correct such mistakes, selectively and always in a positive, reassuring way: the main method of correction will be by modelling correct usage.

Children will *understand* a good deal of what is said to them by the end of their year in the Gaelic Medium Nursery and although they may *use* only isolated words and phrases in largely English sentences, will have laid down the foundations for using the language actively in the early years of primary school.



PARENTAL INVOLVEMENT/CUIDEACHADH PARANT

Communication with School/Conaltradh leis an sgoil

Mallaig Nursery operates an open door policy. Parental involvement is a welcome and vital part of Nursery education and we hope that you will feel free to speak to us at any time if there are queries arising. As parents, you know your child better than anybody, so it is helpful to chat and exchange information at regular intervals, with nursery staff.

While slightly more formal meetings will be held by arrangement, twice a year, if there is any matter which you wish to discuss immediately, please, in the first instance, contact the Nursery Assistant and thereafter the Head Teacher, if necessary. Children's records are open to parents at all times; please feel free to ask Nursery staff to see these at any time.

The start of session may be a traumatic one for both child and parent and we will strive to ensure that the first day is as happy and relaxed as possible! If your child seems unsettled, please stay as long as you wish in the nursery - although it must be added that in our experience, the tearful child usually settles very quickly following mum's departure!

There will be an 'Open Day', at a date in June and parents and children are invited to attend.

Once routine has been established and the children are totally familiar with their surroundings, parental assistance with trips, parties, swimming sessions etc will be actively sought! We will welcome the airing of views and making of suggestions. Those of you who do not have commitments may be willing to share specific skills in areas such as Art, Cooking, and Music.

The Notice Board outside the Nursery will contain up-to-date information on what is happening in nursery and in the community and how we are developing the curriculum.



Clothing/Aodach

Although uniform is *not* compulsory sweatshirts/poloshirts displaying the Mallaig Nursery School logo in both English and Gaelic can be ordered through the Nursery. However, do dress your children in what you feel is most appropriate and comfortable for them. All-in-one suits/dungarees can give problems with regard to toilet visits so these are best avoided. Please label *all* jackets and footwear (name on both shoes!) It is essential for each child to have one spare set of underwear/tights/socks and perhaps trousers, kept in a labelled bag inside the nursery. It is preferable for children to change into different shoes inside the building and these could perhaps be of the style which is suitable for PE. Please

ensure that your child has a jacket suitable for outdoor activities during both summer and winter.

Current prices of Nursery Sweatshirts/Poloshirts are £6.50 and £4.50 respectively.

Hair/Falt

For a variety of reasons, it is helpful if long hair can be tied back, then it does not become mixed up in glue, paint etc. Also, although we have had only a few outbreaks of head lice in past years, it is important to be vigilant about checking your child's hair at regular intervals and reporting (in confidence) any findings which give you cause for concern. If there is suspicion that a child may have an infestation of head lice, parents of the child will be informed. The school nurse, local Pharmacist or Doctor will be able to give advice. Leaflets are also available from school.

Snack Money/Personal belongings in the Nursery/Airgead

It would be appreciated of a small amount - currently £2.00 per week (40p per day), could be brought as a contribution towards the children's snack and baking activities. The desired method would be to send the cash at the start of the week as opposed to daily.

We also prefer not to have youngsters bring personal toys from home as these can be easily mixed up with our own or be lost. However, where a child is especially attached to an item, then it is perfectly acceptable for this to be brought with him/her, particularly in the early days of attending the nursery. Birthdays are another exception - there are always lots of new toys that children like to show their friends!



Junk Collection/Stuth Ealain

Occasionally we will make requests for craft materials such as margarine tubs, egg boxes etc. Unfortunately, lack of storage space means we are unable to keep a constant bank of these in the school but if you have any interesting junk or 'one offs' eg carpet roll, large polystyrene sheets etc, please ask if we could use them - remember - one person's junk is someone else's treasure!

Gaelic/Gaidhlig

Parents who have enrolled their children in Gaelic Medium have done so as a matter of conscious choice and in many cases the nursery will be seen as a bridge to Gaelic Medium primary education. It may be possible to provide classes in the language for parents of those children enrolled, in order that Gaelic may be spoken a little in the home. We do understand, of course, that not all will be able to give a commitment to join any such classes but we will provide tapes of basic Gaelic for Parents

While the basic curriculum to be followed within the nurseries will be identical, the added dimension of the Gaelic Language will necessitate that the parents of children in this section have some extra contact with the nursery staff so that they are fully aware of progress being made in the language.

Complaints/Gearanan

If during your child's time at Nursery you have any complaints, you should in the first instance speak or write to the Nursery staff or the Head Teacher. You may also use the Care Commission complaints procedure which is available on the parents' notice board.

We do hope that you and your child will enjoy their time in Nursery. If you have any queries about any points highlighted in this brochure please do not hesitate to contact us at the school.

Thank you / Tapadh leibh!

February 2010

