

Spean Bridge Primary

NURSERY BROCHURE 2011



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Head Teacher's Letter

Dear Parent

I am very pleased to welcome you and your child to Spean Bridge Primary School. We look forward to a long and lasting friendship and partnership with you. The purpose of this brochure is to give you information about our nursery class.

Home, school and community are powerful influences on your child and by working together we can ensure that your child is given the best possible start to their education. Your child is at a very crucial stage of development as it is now that children learn more rapidly in the first seven years of life than at any other time. Therefore, it is really important that the children are given every opportunity to fulfil their potential. As a parent you play a vitally important part in the process. We in the Nursery hope to play our part by treating your child as an individual and offering a variety of experiences and activities, which are designed to further the development process.

You will be invited to come and spend some time in the nursery before your child starts and during their time in the nursery. Maybe you have a particular skill or hobby you could share with the nursery. As a parent you are invited to become involved in the PTA and School Board of this school. Meetings are announced in the newsletter and on the notice board.

We hope that your child finds out that learning can be an enjoyable and worthwhile process and that you and your child will enjoy your time at the nursery.

Yours sincerely

Kate MacGillivray
Head Teacher
Spean Bridge Primary School

General Information

School Address

Spean Bridge Primary School
Spean Bridge
Inverness-shire
PH34 4EU

Telephone

01397 712914

Nursery Staff

Mrs. Sheila Latto - Nursery Assistant
Miss Jean Stevenson - Nursery Auxiliary
Miss Laura Gordon - Nursery Auxiliary
Mrs. Alyson Hyde - Nursery Coordinator Teacher

Nursery Roll

Currently 27 children

Nursery Hours

Morning Session - 9.00am - 11.30am
Afternoon Session - 12.30pm - 3pm



We aim to enable our children and staff to achieve their potential as motivated, caring individuals within a purposeful and stimulating environment.

We aim to enable pupils to realise their full potential and maximise achievement through the provision of a wide, balanced and differentiated 3 -18 curriculum.

We aim to maintain a positive, secure and caring place of learning where pupils can develop their abilities to work as individuals, as independent learners and in larger groups responding to the contributions and needs of others.

We aim to work closely with parents for the benefit of the pupils.

We aim to motivate pupils to care about their school, community and environment.

We aim to develop community spirit, understanding and tolerance in our society through fostering in each child a sense of self esteem and of their worth in society.

Nursery Education

The aim of the Nursery is to provide a caring, sharing, happy, safe and stimulating environment for the children and staff. The children will be guided in the development process of becoming thinking, caring and responsible members of society. The staff participates in an ongoing development programme to provide a modern and professional approach to their nursery work.

Nursery education is about the development of the individual child. We hope to promote your 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

develop self-esteem and be tolerant of others

have fun and enjoy themselves.

The Nursery provides equality of opportunity through its ethos and working practices and promotes understanding and respect for other people's cultural identity and beliefs.

Our Nursery Class

The Environment

Our nursery classroom has an external door leading to an enclosed outdoor play area and an internal door giving access to the rest of the school. The room is carpeted but has a designated wet area with suitable floor covering. Furniture is used to divide the room into activity areas. Other areas in the school, such as the foyer and gym hall, are used by the nursery class. The nursery toilets including provision for the disabled are easily accessed and child friendly. Use is made of the designated play area and the rest of the school grounds are explored by the nursery. A designated adult should bring and collect your child to and from the nursery. Please ensure that the nursery gates are closed and bolted after use. There is parking to the rear of the school. The turning circle should be kept clear at all times.

Settling In

Some children take time to adjust to the nursery environment and routine. Parents are most welcome to stay in the nursery and staff will work in partnership to ease the settling in period. On some occasions it may be better to delay the starting date for the child until they are more ready to cope with the change between home and nursery.

Clothing

The Nursery Class has its own navy sweatshirt and we would encourage children to wear this along with elastic waist trousers or skirts which are so easy for children learning to help themselves with dressing, undressing and toileting. Sweatshirts may be purchased from the school. If all children bring a small bag to school which has a spare pair of underpants, socks, trousers and top then we are well prepared for accidents. All children must bring a pair of suitable indoor shoes. It would be appreciated by all the staff if the shoes are easy to get on and off. Please ensure that all articles of clothing and shoes are labelled with your child's name. The children go outside almost on a daily basis so should be prepared for all kinds of weather.

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 made known to you and your consent will be required. Parent help will also be much appreciated on visits when we need more adults to look after the children.

Snack

The children will be given a small snack every day. The main purpose of this activity is to develop a range of social skills associated with eating.

Milk will be given to the children everyday. A variety of fresh fruit is given out daily.

The children are encouraged to prepare much of the snack themselves under adult supervision.

Snack costs 40p a day. The money can be paid weekly, monthly or termly, whichever is the most convenient. Any surplus snack money is used for nursery funds.

Illness

If your child becomes ill, or has an accident while attending Nursery we will contact you by telephone. If there is no reply we will ring your emergency contact number.

- Parents are asked to keep their children at home if they have any infection.
- Parents should inform the nursery as to the nature of the infection so that staff can make careful observations of any child who seems unwell.
- Parents are asked not to bring into the nursery any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

Early closure

Should the Nursery need to close earlier than normal you will again be contacted by telephone if prior warning has not been given out. Again we will telephone your emergency contact to come and collect your child if there is no reply.

Hair

It is more helpful if long hair can be tied back, then it cannot attract paint, glue, playdough and scissors!! In Lochaber there are occasional outbreaks of headlice. If someone in the family brings it home, the whole family's hair should be shampooed with a special shampoo (the Health Visitors always know and often have some of the latest effective product). Please let us know if it happens so we can keep a look out for more and be assured that it will be dealt with complete confidentiality. After treatment there is no need to keep your child from nursery.

The Nursery Curriculum

At the present time we use [The Scottish Executive Curriculum Framework for Children 3 to 5](#), some aspects of the new [Curriculum for Excellence and The Child at the Centre](#), to guide our work in the nursery.

The key aspects of children's development and learning as follows:

1. **Emotional, personal and social development** - Children in early years settings have to learn to cope with people and settings out with the family. In doing so they need to become increasingly independent and able to form positive social relationships, particularly with other children. This is a significant step for very young children.
2. **Literacy** - The development of children's skills in language is central to their abilities to communicate in relationships and learning, to understand ideas and to order, explore and refine their thoughts.
3. **Knowledge and understanding of the world** - From their earliest days, children try to make sense of their world. Their natural curiosity drives them to explore and understand their environment using their senses, and at times to wonder at its beauty and scale.
4. **Expressive and aesthetic development** - Expressing and creating ideas, feelings and imagination as well as having opportunities to enjoy all manner of sounds, sights, shapes and textures are vital parts of the young child's development.
5. **Physical development and movement** - The early years are a time of rapid physical and mental development as young children learn to control and use their bodies and become aware of what they can do and what it is possible to do. These are exciting times for children as they grow and change in shape and size.
6. **Numeracy** - Looks at ways of providing a learning environment which is rich in opportunities for children to learn a wide range of early maths skills.

We use the [Highland Council Early Education RECORD OF ACHIEVEMENT documents](#) to keep you informed about your child. You will receive a copy of the document and be asked for a written response in June each year. Next year will see Nursery and Primary 1 sharing the same levels in the Curriculum for Excellence.

Our Nursery Routine

Welcome

Children and parents are welcomed as they arrive and invited to come in. The children take off their coats and find their named peg to hang it on. They change into their indoor shoes then put their name on the board.

Short Play Time

Say hello to friends and have a good look at all the activities in the room.

Circle Time

All together in a circle to take the register, learn the days of the week, look at the weather and select snack time helpers. There is time for news and discussion about a variety of subjects, and the children are encouraged to bring something in from home for a 'show and tell' session if they wish to do so.

Free Play

There is now time to choose activities in areas of the room. Some of the activities are related to a topic and have been planned by the children with staff support and extension.

Tidy Up Time

The children help to tidy up to the sound of music. Hands are washed and snack helpers are busy with setting out the snack table while the rest of the children have time for singing and rhymes.

Snack

Children sit together round one or two tables to eat their snack and on occasion have a 'rolling snack' where they decide to come to the table.

Story

A book is read to the whole class. Favourite books are shared and discussed to foster a love of books and reading.

Physical Activity

Weather permitting the children are taken outside for games and activities, they can also use the indoor climbing frame in the gym hall, and take part in a variety of games and activities, as well as having the use of the school's sports equipment.

Final Activity

The children complete table top games, jigsaws, drawings etc before being collected by a designated adult to go home.

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 in contact.

Much of the children's learning will be through play where children 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 variety 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 a non-threatening situation.
- 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 practiced and repeated as many times as is necessary for confidence and mastery.
- Opportunities for sensory experiences, which are the foundation of intellectual development, are provided.
- It provides reason children can understand for acquiring the skills and knowledge adults' value.
- Play creates contexts for language development.

Through their play children learn to:

Co-operate with each other **Talk** Develop their creative skills
Develop self-confidence **Think** Become more independent
Control their body **Listen** Use appropriate vocabulary Organise
Behave appropriately **Share** Weigh Measure

Activities offered to the children range from:

Sand and water play Woodwork Baking Playdough
Painting Junk modelling Gluing Jigsaws Tracing
Board Games Construction toys e.g. Lego, Duplo etc Story corner
Computer based activities Outdoor activities Building blocks
Small World toys Imaginative play e.g. the home corner, the shop, the hospital

Children will also be given opportunities:

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

Our Class Policies

The following policies are put into practice by nursery staff:-

Animals in the nursery

Behaviour Management

Child Protection

Comments and Complaints

Confidentiality

Curriculum Framework Policies

Equal Opportunities/Racism

Healthy Eating

Health and Safety

ICT

No Smoking

Parental Involvement

Special Needs

Transition Policy

Administration of Medicines

Outdoor Play

If you would like to read the policies or to have your own copy of particular policies please ask a member of staff.

Child Protection

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

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

All agencies involved in Child Protection regard the welfare of children as paramount and this will be their priority.

More information about Child Protection Procedures within Highland can be obtained from the *Child Protection Development Officer, Mrs Susan MacLaren, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN - Telephone (01463) 703483- Fax (01463 713237)*

Administration of Medicines

If your child needs to take medicine, this must be given to staff in appropriate packaging with the chemist's instructions clearly stated.

Parents will be required to complete relevant forms.

Multi-cultural and Anti-racist Education

The school:

- * is opposed to all forms of prejudice and discrimination;
- * provides equality of opportunity through its ethos and working practices;
- * promotes understanding and respect for other people's cultural identity and beliefs;
- * aligns itself with the Education Service's "Anti-racist and Multi-cultural Guidelines for Primary and Nursery Schools" (May 1997)

Comments and Complaints

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 within 28 days.

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 for our centre is:

**Care Commission
1st Floor
Castle House
Fairways Business Park
Inverness
IV2 6AA
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 Notice Board.

SPEAN BRIDGE SCHOOL - TELEPHONE INFORMATION SERVICE

GUIDANCE FOR PARENTS

Schools now have a dial-in service if there is a risk of closure due to adverse weather. This allows parents to listen to a recorded message from the head teacher.

When severe weather warnings are received your school will endeavour to keep the system updated. It is an enhancement to the present service and does **not** replace existing methods of giving out information, such as radio broadcasts, described in the schools Adverse Weather Guidelines.

There are other features of this service which may be available for your school. These are described below. (Note that this is an 0870 service and charges are slightly higher than normal. Currently (Dec. 2001) BT rates are approximately 8p per minute peak and 5p per minute cheap rate. However there is no queuing and an adverse weather call should last less than 1 minute.)

How to use the service.

Dial Highland Council's access number - **0870 054 6999**

Now enter your own school's pin number **04 2320**

You have two attempts to enter the pin number and you will be disconnected after a second failed attempt. If this happens, check the number and redial. If you still have a problem check with your school.

You will now hear the school's name. Ensure that this is correct before going on.

You will now be taken to the MAIN MENU where you will be given 4 options:

Press 1 to hear your school's message about the adverse weather for example whether or not the school is to close or if transport arrangements have been affected.

Press 4 to enter the pin number for another school within the authority. Parents may have children who attend different schools. This option allows you to move from one school's messaging service to another without having to dial in again.

USING OTHER FEATURES

Press 2 to send the school a **NON-URGENT** message e.g. that you cannot attend a PTA meeting. Do not leave an urgent message as the school cannot guarantee to pick up the message soon enough for action. For urgent messages, speak to someone directly.

Press 3 to hear general information messages

School Calendar - Session 2010/2011

Open

Close

Tuesday 17th August 2010

Friday 8th October 2010

Monday 25th October 2010

Thursday 23rd December 2010

Monday 10th January 2011

Friday 08th April 2011

Monday 26th April 2011

Friday 01 July 2011

Two days allocated by School Board

Monday 14th February 2011

Tuesday 15th February 2011

Staff In-Service Training

Monday 16th August 2010

Also

Holiday Monday 02 May 2011 (May Day)