

Newtonmore School Nursery Handbook

Welcome

We hope your child will enjoy and benefit from time in our nursery and thereafter within the primary school until transfer to Kingussie High School. We aim to ensure that transition through the system will be eased by the best relationships possible between you, the parent, and the education system provided for you by Highland Council's Education, Culture and Sport Service.

At the moment your child is at a very crucial stage of development. You play, as parent, a vitally important part in the process which can allow your child to fulfil their own potential. We, in Newtonmore School hope to assist you in this and plan to offer a variety of experiences and activities designed to help.

We hope your child finds out that learning through play is enjoyable and worthwhile. We hope you accept us as partners. We guarantee to do our best for your child.

Please do not hesitate to speak to me or any of the staff and ask any questions or make any concerns known. We shall do our best to answer your query or sort out any problem to your satisfaction: a complaint's policy and other information about more formal procedures of complaint are included in this document. But remember the first approach is to come, straight away, directly with any problem.

Yours sincerely

Karen Craig
Head Teacher

The staff for the nursery:

| | |
|---------------------------------|--|
| Head teacher: | Mrs Karen Craig |
| Class Teachers: | Mrs Patricia MacDonald (English P1/2/3) Mrs Fraser/Mrs Robinson (Gaelic P1/2/3) |
| Nursery Co-ordinator Teacher: | Mrs Sandra Ross |
| Nursery Assistant: | Mrs Caroline MacDougall |
| Nursery Assistant: | Mrs Lesley Gorman |
| Nursery Auxiliary: | Mrs Fiona Johnston |
| Support for Learning Auxiliary: | Mrs Cathy Grover |

Nursery Times

English Nursery Monday - Friday 9.00am - 11.30am

Gaelic Nursery Monday - Friday 12.30pm - 3.00pm

School Aims

The Nursery sits within Newtonmore School and as such the aims of the nursery are those of the whole school. Operationally attention has been drawn to the very specific nursery aims found in the Scottish Executive publication, *A Curriculum Framework for Children 3-5*.

The Aims of Newtonmore Primary School are to enable everyone in our school to become:

Successful Learners with;

- enthusiasm and motivation for learning
- determination to reach high standards of achievement
- openness to new thinking and ideas

Confident Individuals with;

- self respect
- a sense of physical, mental and emotional wellbeing
- a positive attitude and secure values and beliefs
- an ethos of achievement with high expectations
- independence

Responsible Citizens with;

- respect for others and inclusion for those with additional needs
- understanding of good health
- appreciation of leisure, recreation and cultural diversity

Effective Contributors with;

- an enterprising attitude
- a sense of self worth

No Smoking Policy Newtonmore School

In order to promote the health of children, adults and staff, all areas of the School and outdoor play areas are designated as non-smoking.

We would ask parents/carers/visitors to extinguish all cigarettes/cigars/pipes before entering the school grounds and observe all "NO SMOKING" signs.

This policy is in line with The Highland Council's Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992.

We would also be very grateful if parents/carers and helpers could refrain from smoking out on trips or visits with the children.

Date: June 2006

Comments and Complaints Policy Newtonmore Nursery

We hope you will enjoy your child's time at our Nursery and we 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 a 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 parent/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.

It is hoped that any complaint would be resolved 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 either the Deputy Head or 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

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 Notice Board.

Within the nursery more specific targets are set:

These reflect our belief that everything we do is in the best interest of the children; reflects the central importance of relationships; supports the need for all children to feel included; and, our practice reflects an understanding of the ways in which children learn

Our nursery:

- provides a safe and stimulating environment in which children feel happy and secure
- encourages the emotional, social, physical, creative and intellectual development of children
- promotes the welfare of children
- encourages positive attitudes to self and others, and develop confidence and self-esteem
- creates opportunities for play
- provides opportunities to stimulate interest and imagination
- extends children's abilities to communicate ideas and feelings in a variety of ways
- encourages children to explore, appreciate and respect their environment



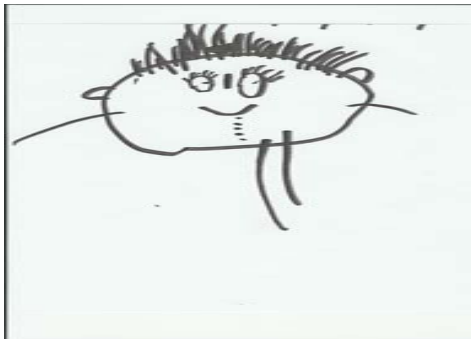
Nursery Curriculum Framework Policies

Our nursery works in line with the curriculum framework guidelines as laid down by the Scottish Executive for children aged three to five years. The curriculum framework refers to planned learning experiences based on different key aspects of children's development and learning. By following this framework in Newtonmore School we plan activities and experiences which will promote children's development and learning in the following five key areas.

- Emotional, personal and social development
- Communication and language
- Knowledge and understanding of the world
- Expressive and aesthetic development
- Physical development and movement

Children develop themselves as learners through opportunities to plan, question and reflect. They consolidate this learning when they have time and space to engage in activities in depth. They develop ideas through investigation, first hand experience, talk and play.

In our nursery we aim to develop and broaden the range of children's experiences in order to produce confident, eager and enthusiastic learners who are not only looking forward to school but will be confident and capable throughout life.



The nursery is supported by a number of policies which are regularly reviewed by staff to ensure best practice. These are available to parents at any time, please request from any member of staff.

Policies

Animals in the Nursery

Behaviour Management

Behaviour Management Tactics

Restraint

Child Protection

Confidentiality

Equal Opportunity

Healthy Eating

Health and Safety

Parental Involvement

Additional Needs

Outdoor Play

Comments & Complaints

Whistle blowing

No Smoking

How can you help your child?

You can help your child to learn by playing together at home:

- encourage your child to be independent, for example in getting dressed and washing their hands before meals
- to share and join in with other children
- encourage your child to develop healthy eating habits in diet, exercise and hygiene
- reading to your child every day, talk about books and read familiar words, for example, labels on familiar foods
- talk with your child and answer questions and play memory and guessing games like "I spy!"
- help your child to sort things, for example put together forks and knives, cups and saucers, pair socks, sort out big and little objects etc.
- encourage your child to count and use numbers in everyday situations and in nursery rhymes
- encourage your child to listen to music, songs and rhymes
- encourage your child to express ideas and feelings and to use crayons, pencils, paint, sing songs, play and make music to this end
- give your child every opportunity to model using fingers and hands: build with bricks, lego, blocks and other construction material and to cut out and shape with scissors and paper, help in the home by tidying, wiping, dusting and other cleaning activity and encourage tidiness and insist on games to be returned to boxes and shelves before any other activity takes place.
- personal property has to be treated with respect

Emotional, Personal and Social Development

Helping children to become independent, self-confident, caring towards others and curious about the world around them is vital to all other aspects of the child's learning. At Newtonmore School we recognise the importance of taking time to establish the best possible atmosphere to enable the child to develop and learn effectively.

We do this by

- Allowing the child to become familiar with the nursery setting long before they start. They are invited to attend open days, concerts performed by the older children, fund raising events, end of term assemblies as well as introductory nursery sessions.
- Parents are encouraged to stay with their children until they are happy and settled. This also allows time for staff and parents to share information.
- Using encouragement and appropriate praise to develop confidence in the children. Time is spent establishing routines and making children aware of the rules so that they can become increasingly independent in the nursery.
- Providing opportunities for children to play cooperatively and form friendships.
- Encouraging positive attitudes to people and the environment through story telling, role play, discussion, songs and circle time. Children are encouraged to ask questions and express their feeling through talk, drawing, painting, movement and role play.
- Encouraging children to make choices about how to organise their day. Staff make sure that children experience a whole range of activities, not just their favourites. Staff may provide support for more challenging activities and encourage children to complete tasks.
- Organising the nursery session in such a way that there is time for free choice, for adult directed activities, for quiet times and for energetic play.
- Providing positive role models for children.
- Inviting parents to spend time in the nursery to become aware of the nursery curriculum and the activities the children are engaged in.

Communication and Language

In Newtonmore School we build on children's earliest language that is acquired in the home and endeavour to extend the children's range of language experiences.

Language work is structured to include Listening, Talking, Early Reading and Early Writing.

We do this by:

- Providing an attractive book corner. Staff encourage children to use and care for books appropriately. Children are encouraged to use books to find information to extend learning experiences.
- Using story time to encourage the children to listen and respond to stories, poems, songs, music and rhymes. The language and layout of books are also discussed.
- Engaging children in conversations, encouraging them to express their feelings and thinking. Children are encouraged to ask questions.
- Organising activities which require children to listen to information or instructions e.g. craft, cooking, etc. Listening is further developed through the use of listening centres and playing listening games e.g. lotto.
- Providing a writing table with a variety of tools and writing materials. Children's drawings and written marks are discussed and valued. Staff scribe children's stories when appropriate. Children are encouraged to "write".
- Making links between the written word and the spoken word e.g. at story time, at the writing table, using recipes, etc.
- Raising awareness of letters, sounds and words through the use of name cards and other print, including captions, in the nursery and in the community.
- Providing opportunities for children to practise these skills in their free play.

At all times staff are sensitive to the needs of individual children and recognise that young children vary greatly in their language abilities. When appropriate planning and consultation is carried out with the Speech and Language Therapist and Support for Learning Teacher.

Emergency unplanned circumstance

Know and feel confident in the fact that the health and safety of your child will always be our first consideration in any situation requiring extraordinary action: we have an "Emergency Plan" in place.

Visits/Consent

Your child will be taken out for visits, walks and trips whenever possible. At the start of your child's time in Newtonmore School you will be asked to sign a consent form to cover all such visits. The school will inform you of planned visits in advance. This consent form will also ask for your permission to take photographs of your child. The photographs will be used for display purposes and for our profile purposes. Video recording of plays and school activities are also made and your consent is requested for this at the same time. Council protocols and policy control the use of images on Council and school websites and every care is taken to prevent any misuse.



Snack

Snack time is an important part of the nursery session. Children are encouraged to become involved in the preparation of snack as well as the social participation. They will be encouraged to try healthy options accompanied by milk or water, fruit will always be provided. A sum of 40p a day will be charged to meet the cost of snack.

Outdoor Play

Your child will spend some part of the nursery session outdoors each day. This will enable them to explore physical play or pursue some activities which involve the environment. Please ensure that they come suitably dressed with warm jackets and outdoor footwear. To reduce the possibility of infection we ask you to provide outdoor and indoor footwear.

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.

General Notes

Illness

If your child becomes ill, or has an accident while attending the school we will contact you. This is one of the reasons why we require an emergency, alternative contact. In the light of recent events, we ask parents to inform the school if your child is unable to attend a nursery session or is likely to arrive later. In line with school policy unexplained absence will now be followed up by a phone call. Procedures are now in place within the authority to follow up prolonged unexplained absence.

Early Closure

Should the school need to close earlier than usual you will be contacted if prior contact has not been given out. Your child will never be sent home unannounced. We will contact either you or your emergency contact first.

Knowledge and Understanding of the World

At Newtonmore School, in order to encourage children to be curious and ask questions, staff recognise the importance of using the children's interests and knowledge as a starting point for developing learning experiences. Children require support to develop their curiosities.

We do this by:

- Planning a broad range of experiences to broaden children's knowledge of people, the community, the natural world, everyday uses of technology, health and safety and mathematical knowledge.
- Using familiar daily routines and children's own interests to provide contexts for learning.
- Inviting people to the nursery to talk to the children e.g. the nurse, policeman, minister, RSPB, visitors from other countries.
- Visiting local places of interest e.g. the War Memorial, the local shops/garage/café, station.
- Providing activities to encourage children to be able to use technology independently e.g. scissors, computer, kitchen utensils, etc.
- Taking time to establish health and safety routines e.g. hand washing, rules in the gym, etc, and encouraging children to be aware of others.
- Taking part in health promotions e.g. Fruit Initiative.
- Providing games and activities which enable children to practice early mathematical skills.
- Introducing the language of size, shape, colour and texture.

In all of the above, children are developing a range of skills in investigating - observation, questioning, experiment, design and make and problem solving.

Expressive and Aesthetic Development

In Newtonmore School Nursery the emphasis is on enjoyment. The experience and process are more important than the end product. Children should feel confident to take part and know their involvement is valued.

We do this by:

- Providing an art and craft area which allows the children to use a range of techniques and tools e.g. painting, drawing, printing, collage, modelling, playdough and junk.
- Using role-play, puppets and circle time to encourage children to retell stories, recreate experiences and invent situations eg visit to the doctor's, Humpty Dumpty.
- Planning daily opportunities for listening to and taking part in musical activities e.g. singing, clapping, playing percussion instruments.
- Creating a music area where children have access to musical instruments and can either work with an adult or independently.
- Providing opportunities for children to participate in music and movement activities, either using tapes or instruments.
- Playing singing games eg The grand Old Duke of York.
- Practising simple dances eg Hokey Cokey.

It is important that staff understand and are sensitive to the fact that children sometimes need time to observe before they feel confident to take part

Physical Development and Movement

At Newtonmore School Nursery children are encouraged to become more aware of their bodies and what they can do. Children are encouraged to feel good about themselves and their abilities.

We do this by:

- Providing opportunities for energetic play both outdoors and indoors. Children learn the social skills of sharing, taking turns, co-operating and negotiating as they play on the climbing frame, the bats and the balls.
- Providing opportunities for developing skills which require co-ordination of different parts of the body e.g. running, jumping, hopping, throwing and catching, etc. This includes the use of tapes eg Hop, Skip and Jump.
- Providing opportunities for children to express their feelings by moving in different ways.
- Using the outdoors to provide opportunities not available indoors eg making footprints in the snow, splashing in puddles, walking through leaves.
- Providing opportunities for children to develop their fine motor skills through handling a wide range of tools and materials e.g. pencils, pens, crayons, paintbrushes, scissors, cutlery, small construction materials and jigsaws.
- Encouraging and developing self-help skills e.g. toileting, hand washing, dressing, eating, etc.
- Establishing an understanding of the need for safety rules, both when using tools and gym equipment.
- Raising awareness of the importance of physical exercise as a contributing factor to being healthy.

It is important that opportunities for quiet and rest are built in to the daily routine.