

Strontian Nursery Handbook 2011



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Strontian Nursery Brochure

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Introduction

Strontian Nursery is located in the Child Care Centre of Ardnamurchan High School, and has its own external door separate from the main school entrance. It is a purpose built unit comprising one large Nursery Classroom, one smaller room, a kitchen and an office. The Crèche Room, where the Strontian Playgroup meets twice a week, is in an adjoining room.

There is a wide range of new equipment and furniture and plenty of space. There is an outdoor Nursery Play Ground with a paved area partly covered by a perspex roof and an all weather play top surface. We have planting tubs and bird feeders in the playground. Children also use the gym hall for some of their activities and they visit the Library regularly.

The Nursery operates five morning sessions per week. There are two members of staff for each session: Mrs Lorna Michie is the Nursery Assistant and Ms Anna Pink is the Nursery Auxiliary. Mrs Lorraine Shepherd is the Nursery Co-ordinator Teacher and usually attends one session a week. Mrs Mindy Ogilvie, the Head Teacher, has overall responsibility for the Nursery and visits once a week.

The address and telephone numbers are as follow:

**STRONTIAN NURSERY
ARDNAMURCHAN HIGH SCHOOL
STRONTIAN
ACHARACLE
PH36 4HZ**

TEL: 01397 709223

**HEAD TEACHER: MRS. M. OGILVIE
STRONTIAN PRIMARY SCHOOL**

TEL: 01967 402363

The Nursery has places for three and four year olds. Parents are invited to enrol their children in the week beginning Monday 7th February 2011.



Admission to Nursery

A child is eligible for a funded place in the Nursery in August 2011 if their birthday is within the eligible dates laid down by the Scottish Executive. For the session starting August 2011 these are as follows:

The Pre-school Year ('Four year olds')

Children born on or between 1st March 2007 and 29th February 2008 are eligible for a funded place from August 2011.

The Year before the Pre-School Year ('Three Year olds')

Children born on or between 1 March 2008 and 31 August 2008 will be eligible for a funded place from August 2011. Those born on or between 1 September 2008 and 31st December 2008 will be eligible for a funded place from January 2012. Children born on or between 1st January and 28th February 2009 will be eligible for a funded place from April 2012.

If a child is eligible for a funded place they are entitled to 12½ hours per week - 5 sessions of 2½ hours during the 38 weeks of the school year. Children may enrol for less than their full five session entitlement. The funding is paid directly to the Nursery for the number of sessions a child is registered. Parents can pay for their 3 year old to attend Nursery the week after their child's third birthday. This applies to children born between 1st September 2008 and 28th February 2009 as they do not have a full two year entitlement. Application forms are available from the school. A charge of £6.15 per session will be made. Invoices will be sent by the Council.

Strontian Nursery operates a staggered start each term depending on the number of pupils on roll. Older pupils return to Nursery on the first day of the term, giving them time to settle in. The new three year olds start a little later - usually one or two days depending on the needs of the group. Parents will be informed of their child's start date.

Children may split their pre-school provision between two centres. Priority will be given to children who live in the catchment area of the school. There are, however, certain circumstances in which enrolment may be accepted from a child out with the catchment area. For example, if there is no school nursery provision in the child's own area, or where parents have domestic or work arrangements that provide reasonable grounds for granting a place in our nursery.

Transport is provided only for children with special educational needs. This is arranged and decided by the Area Education Office. Each Nursery child must be brought to school and collected by an adult.



Nursery Aims

1. To provide a safe, happy and caring atmosphere for children and staff and to meet the care standards set by the Care Commission.
2. To provide a variety of structured, stimulating activities in line with the Curriculum for Excellence that will motivate children and enable them to reach their potential.
3. To encourage children to develop positive attitudes about themselves: self-esteem, self-confidence, self-motivation and self-discipline.
4. To encourage children to share, co-operate and take turns.
5. To enable children to learn through play and a wide range of first hand experiences; to stimulate their interest and imagination and encourage their development in communication and language, emotional, personal and social development, expressive and aesthetic development, knowledge and understanding of the world and physical development in accordance with national and local guidelines and the Curriculum for Excellence.
6. To lay the foundations for children's literacy and numeracy.
7. To help children begin to find out about the benefits of healthy living and physical fitness.
8. To take account of every child's needs and to value their abilities.
9. To help staff arrange and plan children's learning.
10. To provide continuing professional development for staff and enable them to review and revise current practices and policies to match the values, purposes and principles of a Curriculum for Excellence:

"Wisdom, justice, compassion and integrity: the words which are inscribed on the mace in the Scottish Parliament have helped define the values of our democracy."

"Our aspirations for all children... is that they should be successful learners, confident individuals, responsible citizens and effective contributors to society and work."

11. To allow integration for Nursery and P1 pupils, and to encourage the children in the early years to come together and experience a sense of community.
12. To establish a partnership with parents. Parents are their child's prime educators, and we aim to develop a shared understanding and dialogue with them.
13. To establish links with the rest of the school and the wider community.



Curriculum for Excellence

The Curriculum for Excellence is for children from 3 to 18. The early level of this curriculum is for children from 3 years to the end of P1 and includes a focus on transition from Nursery to P1 and child centred active learning. As the Nursery and P1 classes are located in different schools, we usually have a timetable of joint sessions, both in the Nursery and at the Primary school. The Curriculum for Excellence identifies four capacities to develop in pupils: successful learners, confident individuals, responsible citizens and effective contributors.

The emphasis of the Curriculum for Excellence is on literacy, numeracy and health and wellbeing. All staff will be responsible for delivering these core areas in children and young people from 3 to 18 years. The curriculum will also cover science, social subjects, expressive arts, technologies and religious and moral education.

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

- Encourage them to be independent e.g. getting dressed by themselves, washing their hands before meals.
- Read to them every day, talk about books with them and read familiar words to them e.g. labels on their favourite foods. Children who enjoy singing and reciting nursery rhymes learn to read and spell more easily in primary school.
- Talk with them and answer questions; play remembering games like 'I Spy'. Watch television programmes with your child so you can talk about them afterwards.
- Get them to help to match and sort things out e.g. putting together knives and forks, pairing up socks, putting packets in order of size.
- Encourage them to count and use numbers in every day situations and nursery rhymes.
- Encourage them to listen to music, songs, stories and rhymes.
- Encourage them to use crayons, pens, pencils, paint, play dough.
- Give them the chance to use their fingers and hands e.g. building with bricks, cutting out with scissors, helping with baking, fastening zips and buttons.
- Encourage them to appreciate the world around them, to enjoy looking after their pets and finding out about animals and plants in the garden, on walks round the village, the woods and the beach ...



The Nursery Session 9.10-11.40 am

The Nursery session begins at 9.10 a.m. and finishes at 11.40 a.m. When the children arrive in the morning they come into the nursery room and play freely. There are a variety of activities set out that have been chosen by the children. Following government guidelines we endeavour to provide outdoor activity sessions as often as the weather allows.

In the Nursery children are offered activities appropriate to their stage. There is a carefully planned programme of experiences for the children. Children's own choices and interests are included. Activities include role-play, co-operative construction, painting, drawing, sand and water play, stories, songs and music making, computers and technology, physical activities and skills development.

Snack is served from about 10.35 am onwards. Children help to choose and prepare the snack. They choose when they want to come to the snack table. After snack they choose further activities.

At 11.20 it is tidy-up time. Children also clean their teeth at this time. The morning finishes with a story, a song, action rhyme or drama role play in the library area.

Attending regularly and on time will give your child a good start in the early years of their education.

SCHOOL ACTIVITIES AND VISITS

The staff take the children on many little excursions: nature walks, to the shops, to the Post Office and so on. During the Summer term the Nursery children take part in the Inter-School Sports with some special games and activities of their own. There is also a Nursery outing. You will be asked to sign a consent form to cover all local excursions at the beginning of the session. Details of any visit will be displayed on the Notice Board or communicated to you by Nursery Staff. A letter and permission slip will be sent home to cover longer trips or ones which take place outside the normal nursery hours.



Assessment and reporting

In May or June there is a parent - staff meeting to talk about your child at nursery. Parents will be able to talk to Lorna in the Nursery Office about their child's progress. Mrs Shepherd holds an informal meeting with parents of new entrants during their induction visit. We use the Highland Council 'Record of Achievement' document as a parental report and for transition to P1. It is issued towards the end of the session in May or June.

ASSESSMENT AND ADDITIONAL SUPPORT

Our assessment involves interacting with the children, asking them thoughtful questions, listening carefully and responding thoughtfully. There is no formal assessment at this stage, but through focused observations staff plan a suitable range of experiences to ensure the development and progression of each child. A simple tick chart system is used to monitor progress and to ensure that children are progressing at an appropriate level. Each child has a portfolio with samples of their work. It contains drawings, photographs and writing.

Where concerns are identified about a child's progress either by parents or staff a staged approach will be used. First, appropriate activities and materials will be used and the learning and teaching strategies adapted to meet the needs of the child. These will be evaluated and if not successful then advice will be sought from the Learning Support Team. If the concerns continue after implementing this second phase of strategies, then we will seek support from specialist services such as the Speech and Language Therapist.



Transferring to P1

Children transferring to P1 have regular planned visits to the Primary School over the year as well as some informal ones. In addition the Primary 1 pupils from the Primary School will follow a programme of regular visits to the Nursery. These visits will help staff deliver the requirements of the Curriculum for Excellence. They will encourage social interaction with a wider range of pupils and enable the children to develop good relationships with their future classmates.

An additional nursery year may be recommended after consultation between parents, teachers and nursery staff in certain circumstances. For instance, if the child shows several of the following characteristics: finds it difficult to separate from parent or carer, is dependent on an adult to manage personal hygiene, finds it difficult to communicate, the child's co-ordination is poor and fine motor control is limited or the child lacks awareness of safety issues.

It is a statutory requirement for children who turn five before the start of the school year (usually around 14th August) to attend primary school. Deferred entry for these children must be supported by a recommendation from the Psychological Services.

There is no statutory requirement for a child who is five after the start of the school session in August to attend school until the first intake after their fifth birthday (i.e. the following August). Parents may decide to defer entry if their child turns five after this date, especially if the child has a January or February birthday.



Additional information

DISCIPLINE

Young children need to become aware of and respect the needs and feelings of others in their behaviour, and to learn to follow rules. They need to play co-operatively, take turns and share resources. "Discipline" is part of this social development and is achieved by providing predictable routines, being consistent in responses and praise and by ensuring that there is a curriculum that actively engages the children. The children and staff discuss the sort of behaviour that is expected of them, and together draw up a list of guidelines.

ILLNESS AND HEALTH CARE

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 the emergency contact number.

If your child is going to be absent from Nursery please could you telephone Nursery staff on 01397 709223. Alternatively tell a member of staff the reason for the absence when your child returns to school or send a note.

Please may you keep you child at home if they have an infection (e.g. diarrhoea, vomiting, body rash and fever, sore throat with swollen glands, severe coughing). Please may parents inform the Nursery as to the nature of the infection so that staff can alert other parents. 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.

National Guidance on head lice is to wet comb the hair of all family members once a week so that head lice can be detected and treated early. Wet combing can help prevent re-infection.

UNIFORM

Please may children be dressed sensibly, e.g. elasticated trousers and skirts. Please may children bring to school a pair of soft-shoes for indoor use only. Please ensure that children's clothing is named. The school sweatshirt is available for 3 and 4 year olds. It is burgundy with a blue logo and may be ordered through the school. Order forms are sent out towards the end of the Summer Term for delivery in August. Please may you provide your child with a spare set of clothes in case of accidents. These may be kept in the nursery or on your child's peg in a bag.



Additional information

PLAY SUITS

Thanks to the support of local communities voting for 'Rain Starts Play', Highland Council Pre-School centres were given all-weather suits and boots. This means we can play outside no matter what the weather is like! As the suits are for inclement weather your child still needs to bring their own jacket and outdoor shoes daily in case we go for a walk.

SNACKS

A small charge of £1.50 per week (be it full or part week) is made towards the cost of children's snacks. This is collected on a Monday morning. Any profit from snack money is directed back to the children e.g. special food for festivals and celebrations, trips and equipment. We do prefer children not to bring other money to Nursery.

Strontian Nursery is a health promoting school. Children help to plan the menus for the week. Healthy eating is encouraged and fruit is offered to the children every day. They are given the choice of milk or water to drink. During snack time we encourage children to develop a range of skills associated with eating: for instance, they help to prepare and serve the snacks themselves under adult supervision and they are encouraged to chat to each other and the supervising adult.

CHILD PROTECTION AND SAFETY

The children's safety is a prime concern. Ardnamurchan High School has regular fire drills, there is a no smoking policy throughout the building, the front door has a security alarm and staff conduct regular health and safety checks.

The Highland Council imposes a duty on schools and staff to report through its referral procedures any incidents which may give rise to a suspicion that a pupil has been subjected to abuse in any of its forms. This might involve information being passed onto other agencies without immediate reference to a pupil's parents or guardians.

ADVERSE WEATHER CONDITIONS

The Nursery rarely has to close early, but occasionally it is necessary to do so due to worsening weather conditions. The following procedure will be adopted:

1. Where possible, parents will be advised by telephone.
2. Where there is no reply, the Emergency Contact Number for the pupil will be tried.
3. Failing this, the children will be kept at Nursery.
4. Parents can check whether the nursery is open by phoning 0870 054 6999 and keying in the security pin 04 2480.

AND FINALLY

We hope this brochure has given a clear picture of our Nursery. We look forward to welcoming your child into our school community and we hope that your child will be happy in our small school. Please remember that you are welcome to come and see the teachers to discuss any aspect of your child's school life. We welcome your comments or suggestions. However, we are aware that difficulties can occur from time to time and if there is any matter you wish to bring to our attention please come and see us. If you have a complaint there is a procedure for you to follow, including complaints direct to the Care Commission. Information on this is displayed on the Notice Board and in the Information Folder on the table in the entrance hall.

Mindy Ogilvie
Head Teacher

February 2011