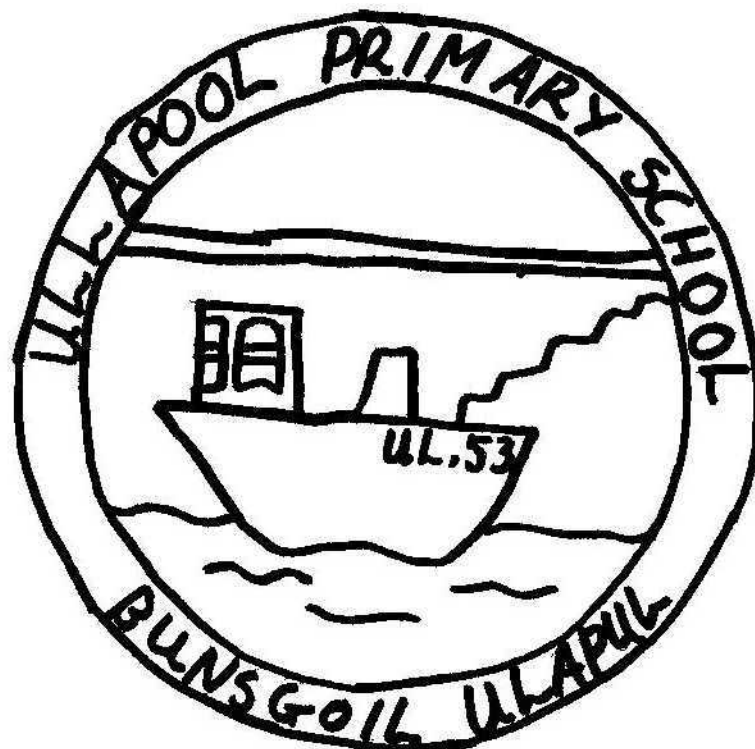


**Welcome**

**Failte**

# Ullapool Primary School



## English and Gaelic Nursery Welcome Pack

Information given is accurate at February 2011. Parents will be notified of any major changes which may take place during the current school session.

**Failte**

**Welcome**

## **A warm welcome to Ullapool Primary School's English and Gaelic Medium Nurseries.**

Our staff would like to take this opportunity to welcome you and your family to the nursery. Here at Ullapool Nursery we aim to provide a happy, secure, friendly, stimulating environment where children learn and have fun together, supported by an enthusiastic and professional staff team. Your children arrive at Nursery as experienced learners, bringing from home a great deal of knowledge about themselves and their world. We hope to be able to work together to build on and extend their developing interests, skills and experiences.

### **STAFF**

Headteacher:	Mrs Roisin Dickson
Principal Teacher:	Mrs Cath Ellis
Nursery Co-ordinator Teacher	Ms Liz Salvin

#### **English Medium Nursery**

Nursery Assistant:	Mrs Ailsa Strange
Nursery Auxiliary:	Miss Nicole Renwick

#### **Gaelic Medium Nursery**

Nursery Assistant:	Miss Annabel Maclean
Nursery Auxiliary:	Miss Catriona Weston

#### **Relief Staff**

Tess Hewitt

The Nursery operates an open door policy and the Nursery Assistants are available before and after each session if you wish to speak to them. The Nursery Co-ordinator Teacher is usually available on Tuesday all day, Wednesday mornings, and all day Thursday. Appointments can be made by contacting the Nursery on 01854 612519.

Occasionally student teachers or pupils from Ullapool High School on work experience placements or involved in Community Involvement Projects will also be working in the Nursery.

## OUR AIMS



Whilst your child is in our Nursery, we aim to:

- Promote the welfare of the children in partnership with other professionals. *Getting in Right for each Child (GIRFEC)*
- Work towards a provision which encourages every child to be safe, healthy, achieving, nurtured, active, respected, responsible and involved.
- Provide a broad experience of appropriate pre-school experiences in line with The Curriculum for Excellence.
- Respect and involve parents in the care and education of their child.
- Provide a high level of childcare using the National Care Standards (0-16) and the Child at the Centre 2 as guidelines for implementing new procedures, policies and to further improve the standard of care provided via monitoring and self-evaluation.
- Identify and provide relevant training for staff, including that required to meet the SSSC registration requirements.



## PARENTS AS PARTNERS



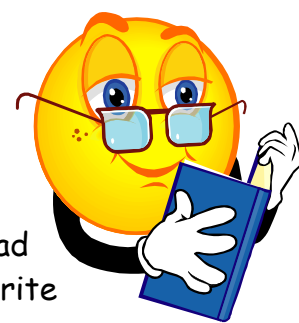
Parents are children's most important educators in their earliest years and continue to play a major role in their young child's learning when they enter the early years setting.

(A Curriculum Framework for Children 3 - 5)

We value your role and look forward to working in partnership with you in the Nursery setting. Here are some ways you can become more involved with your child's learning experiences and help build a unique link between home and school:

- Come to parents meetings to air any suggestions, issues and hear from Headteacher any future happenings in school and nursery
- Look at parents' notice board to keep up to date with activities for the week and any other nursery news.
- Please feel free to bring in something to support our nursery themes or let us know if you have a suggestion or are able to help.
- You will be invited to come and see what your child has been doing at the end of each term. If you are unable to come, see if another family member can.
- There will be twice yearly parent interviews when you can discuss your child's development with nursery staff.
- If you would like to share a skill you have, or show/share something from your home with the nursery children and staff then we would be happy to hear from you.
- During the pre-school year (a.m. children) links with home include:
  1. Taking a soft toy home for an adventure,
  2. Taking a story sack home to share with family members.





## Things you can continue to do at home

- Read to your child every day, talk about the books, read familiar words to them, for example, labels on their favourite foods, titles of T.V. programmes etc.
- Encourage your child to listen to songs, music, stories and rhymes and retell or sing them back to you.
- Talk with them, answer questions and play remembering games and guessing games such as "I Spy"
- Encourage them to ask questions
- Encourage them to count and use numbers in every day situations and in nursery rhymes
- Help them to match and sort things, e.g. putting knives and forks, cups and saucers and socks into pairs or sorting out big and little tins and putting packets into order of size
- Give them the chance to use their fingers and hands, e.g. building with bricks, cutting out with scissors, helping with baking or food preparation and fastening zips and buttons
- Encourage them to express their own ideas and feelings through using crayons, pens, pencils, paint, music and play.
- Encourage them to explore their own environment.
- Encourage respect for others.



## Fostering independence

We encourage nursery children to become more independent by doing things for themselves, for example:

- Put on/take off coat
- Fasten zip or buttons
- Put shoes on correct feet
- Dress/undress
- Washing and drying hands, especially before meals
- Tidy up toys
- Put on/off aprons
- Wash own cup
- Spread butter etc.



## Toileting

Encourage your child to be able to use the toilet unaided, for example:

- Carry out toilet hygiene
- Flush toilet
- Wash hands thoroughly



Please make sure your child can ask to go to the toilet. To ensure independence, your child should be able to manage his/her clothes independently. No belts, braces or bibs!! It is nursery policy to contact a parent/carer to come and change their child if he/she should soil themselves during a Nursery session.

Should your child have any problems with regard to toileting, please speak to the Nursery staff to enable us to deal with this appropriately.

## Getting it right for every child

### Working Together: Statement for Parents

All pre-school education centres work closely with NHS Highland and other agencies so that the resources and information we have will bring the most benefit to families. The aim is to ensure we have the right services for your child at the right time.

Early Education services and NHS Highland collaborate to plan services and offer interventions, such as the 'Childsmile' Oral Health Programme and the Pre-school Vision Screening programme. To assist the administration of these programmes, we confirm your child's name, date of birth and address to NHS Highland.

We have a Link Health Visitor, who visits the centre at least once per term. Their main role is to offer advice on children's health and development. They will also liaise with your own Family Health Visitor if necessary.

Our centre's Link Health Visitor is Louise Mackenzie  
Telephone 01854 613169

If your child would benefit from help from other agencies, you will be asked for permission so that relevant information can be shared. This enables staff to get a rounded picture of your child and means you won't keep being asked for the same information by different people. If your child's immediate safety or welfare is at risk, information may legally be shared without your consent.

July 2010

## USEFUL INFORMATION

### Times

**Morning Session** :9.00 a.m. - 11.30 a.m. **Afternoon Session**: 12.45 p.m. - 15.15 p.m.

**Please note: Doors will be opened at the start and finish of each session.**

### Attendance

Attending regularly can help children obtain full benefit from the continuity of activities and experiences, especially in their pre-school year. If a child is unable to attend due to illness, holiday or family circumstances, please contact the nursery to let them know - Tel: 612519 or 612535 (school office)

### Snacks

A healthy snack is provided for the children every day. This may be something the children have baked, a piece of fruit/vegetable, something savoury or even food from around the world. A drink of milk or water will be provided. Snack menus are displayed on the notice board. The weekly charge is £2 payable on Mondays. Parents may pay weekly or daily. With the consent of parents, any profit from snack money will be spent on materials/activities for the children in the current session.

### Collection of Children

Each day the adult bringing your child to nursery will be required to sign the collection of children record and give the name of any other adult collecting your child. Staff will sign your child out when he/she is collected.

### Absences

Please let the nursery know on the first day of your child's absence. Nursery will contact home if you do not contact us.

### Security

The Nursery security system can only be accessed by the staff. If the Nursery outside door is shut please ring the bell.

### Emergency Details

Please advise us of any change to emergency details such as new mobile phone numbers or change of names or addresses.

### Parents' Notice Board

Please read the parents' notice board as regular notices and letters will inform parents of forthcoming events. A working weekly plan of activities is displayed on the notice board and any changes will be added to it.

**ULLAPOOL PRIMARY SCHOOL PARENT COUNCIL  
BUNSGOIL ULAPUL COMHAIRLE NAM PÀRANT**

**MEMBERS**

Chairperson	Lesley Strachan	Tel: 655331
Vice-Chairperson	Alan Sears	Tel: 612559
Treasurer:	Katherine Weekes	Tel: 612284
Secretary:	Paul Driver	Tel: 613288

Sharon Hanna,	Martin Cunningham
Ailsa Strange	Christine Crook
Tina Hartley	Corrine Mackenzie
Jeanette Taylor	Colin Meek
Aileen Macartney	Shirley Franklin

Advisers to Board: Roisin Dickson, Headteacher	Tel: 612535
Jean Urquhart, Councillor	Tel: 612929

Co-opted Member: Pat Underwood, Northern Constabulary	Tel: 612017
Teacher Member : Eva Faber	Tel: 612303

The Parent Council members have either volunteered or been elected at the AGM in September to represent parents' views, mediate in any issues arising at the school and help resolve matters relating to staffing, school grounds, curriculum, finance etc. The Headteacher is always present at Parent Council meetings in a non-voting capacity and the recent Council also has a non-voting representative from the teaching staff and the community police. There is usually one meeting each term and all parents are most welcome to attend.

Our Parent Council are actively involved in fundraising for the school and offer an online shopping scheme, [www.easyfundraising.org.uk/ullapoolschpc](http://www.easyfundraising.org.uk/ullapoolschpc), When using this facility a small percentage of the profit goes to the Parent Council. Any parents interested in taking on a fundraising event are more than welcome to approach a member to discuss this.

## SCHOOL TERM AND HOLIDAY DATES 2011-12

### School Opens

2011 Monday 15<sup>th</sup> August (Staff only)  
2011 Tuesday, 16<sup>th</sup> August  
2011 Monday, 24<sup>th</sup> October  
2012 Monday, 9<sup>th</sup> January  
2012 Tuesday, 17<sup>th</sup> April

### School Closes

2011 Friday, 7<sup>th</sup> October  
2011 Thursday, 22<sup>nd</sup> December  
2012 Friday, 30<sup>th</sup> March  
2012 Friday, 29<sup>th</sup> June

**Casual Holidays** Monday, 13<sup>th</sup> February and Tuesday 14<sup>th</sup> February 2012

**May Day Holiday** Monday, 7<sup>th</sup> May 2012

**In-Service Training Days** Monday, 15<sup>th</sup> August 2011  
Monday, 24<sup>th</sup> October 2011  
Wednesday, 15<sup>th</sup>, Thursday, 16<sup>th</sup> and Friday, 17<sup>th</sup> February 2012

### **Waterproof Suits**

All in one weatherproof suits and wellies are provided to enable all children to engage in outdoor activities whatever the weather.



### **Holidays**

Nursery will be closed for the same In-Service days and holidays as the rest of the school. A note of these will be issued at the beginning of the new school year and a copy will be available for any new parents.

### **Photographs**

The school arranges a date with Tempest Photography to have individual and/or family photos taken. This usually happens every second year. Photos and videos of the children are routinely taken for display purposes and to record their achievements.

### **What's Happening?**

Please see our notice board for details of clubs/groups available in and around our area. Leaflets from Lochbroom Leisure will be given to the children as they become available.

### **Join a Session**

You are most welcome to spend a session in the nursery to see what goes on. Just arrange a suitable date with nursery staff.



### **Severe Weather**

It is the responsibility of parents to decide whether it is safe for their child to travel to school. Please see below our closure

procedures in the event of severe weather or any other unforeseen circumstances.



## **ULLAPOOL PRIMARY SCHOOL**

### **EMERGENCY CLOSURE PROCEDURES**

If the school has to close for any reason, a message will be put on the School's Telephone Messaging Service. Every attempt is made to make a decision by 8am. To access this message please phone:

- Highland Council Schools' Messaging Service: **0870 054 6999**
- Now enter Ullapool Primary PIN number **043200**

Alternatively, visit [www.Highlandcouncil.gov.uk](http://www.Highlandcouncil.gov.uk) and select school closures.

However, if the school has to close unexpectedly during the nursery session we will contact you or your emergency contact to ask you to collect your child.



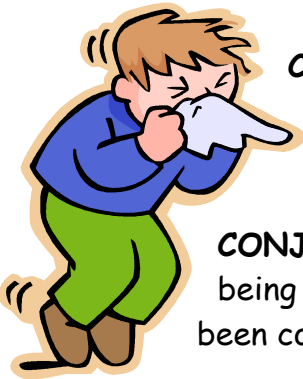
## Illness

Highland NHS Board recommendations on exclusion from nurseries, schools and workplace due to infectious illness are listed below:

**CHICKENPOX** Keep at home for 5 days from onset of rash



**COLDS** It is only necessary to exclude children with a temperature or a severe cough or sore throat.



**CONJUNCTIVITIS** Exclusion is unnecessary unless there is a lot of pus being produced in which case keep at home until 3 days of treatment has been completed.

**VOMITING AND/OR DIARRHOEA** Keep at home until there have been no symptoms for 48 hours.

**IMPETIGO** Children should be excluded until the lesions have crusted over or until they have been receiving antibiotics for 48 hours.

**HEADLICE** Children may return after treatment.

**THREADWORM** Children may return after treatment

## THE GAELIC MEDIUM NURSERY

The Gaelic Nursery curriculum is based on play and active learning like all other nurseries. In addition, children acquire Gaelic language through a carefully designed programme.

From the beginning, children are gently encouraged to speak to each other and to nursery staff using the words and phrases they are learning. When they first begin to speak Gaelic they will make many mistakes. The nursery staff correct mistakes gently through games, stories, songs, structured and free play.

While Gaelic Medium Education requires extra commitment from parents throughout the child's years at primary school, there are many advantages for the child. If parents are unable to speak to children at home in Gaelic they may be able to enlist the aid of Gaelic speaking grandparents or friends. Gaelic TV programmes and web-sites are also very helpful.

Please speak to a member of staff if you would like to know more about Gaelic Medium Education at Ullapool Primary School.

### USEFUL PHRASES

<i>Madainn mhath</i>	<i>Good morning</i>
<i>Feasgar math</i>	<i>Good afternoon</i>
<i>Tapadh leat /leibh</i>	<i>Thank you</i>
<i>Is mise.....</i>	<i>I am.....</i>
<i>Ciamar a tha thu?</i>	<i>How are you?</i>
<i>Tha gu math, tapadh leibh</i>	<i>Fine, thank you.</i>
<i>Am fàod mi.....?</i>	<i>May I.....?</i>
<i>De tha thu dol a dhèanamh?</i>	<i>What are you going to do?</i>
<i>De tha thu a 'dèanamh?</i>	<i>What are you doing?</i>
<i>Mòr, beag</i>	<i>Big, small</i>
<i>Fuar, blath</i>	<i>cold, warm</i>
<i>Tha mi.....</i>	<i>I am.....</i>
<i>Bheil thu deiseil?</i>	<i>Are you ready?</i>

Numbers 1 - 10      *aon, dha, tri, ceithir, coig, sia, seachd, ochd, naoi, deich*

Colours      *black dubh, white geal, red dearg, yellow buidhe, blue gorm/liath, green uaine, brown donn/ruadh*

## **NURSERY POLICIES**

A copy of welfare and curricular policies for English and Gaelic Nurseries are available to view.

The English and Gaelic Nurseries often come together for outside play and a variety of different activities.

## **SAFE, STRONG AND FREE WORKSHOPS**

These workshops are run annually for children in their pre-school year. Parents will be informed of dates and will be invited to a parents' workshop.

## **The Nursery Curriculum**

Staff plan activities and experiences to promote each child's development and learning in each of the key areas.

Emotional, Personal and Social  
Literacy and English  
Knowledge and Understanding of the world  
Numeracy and Mathematics  
Expressive and Aesthetic  
Physical Development and Movement

Children record their progress in their Record of Achievement Booklet. They put examples of their work or photos of what they have done in their individual portfolios.

### **a successful learner**

I

- want to learn everything
- want to do my best
- like to think about new ideas and try new things

I can

- use my reading, writing, talking, listening, maths and number skills in play and real life
- use technology to help me learn
- think things through
- use my imagination
- learn to do things by myself and with others
- explain what I think about something and say why I think it
- use all I know to help me with new things

### **a confident individual**

I

- know that I am important
- know that I need to be fit and healthy happy and safe
- know what matters to me
- want to do well in the things that I choose to do

I can

- play and work with others and help to organise myself
- make healthy choices by eating healthy snacks running and playing washing my hands and brushing my teeth
- show that I care for others through the things I say and do
- do as much as possible by myself
- help to keep myself safe
- do lots of things well

In nursery I am learning to be...

### **a responsible citizen**

I

- care for others
- join in with things in and out of the centre

I can

- learn more about where I live, Scotland and other places in the world
- learn more about how people live and what they believe in
- begin to make my own choices and decisions
- begin to think about how to make our world a better place
- show I understand what is right and fair

### **an effective contributor**

I

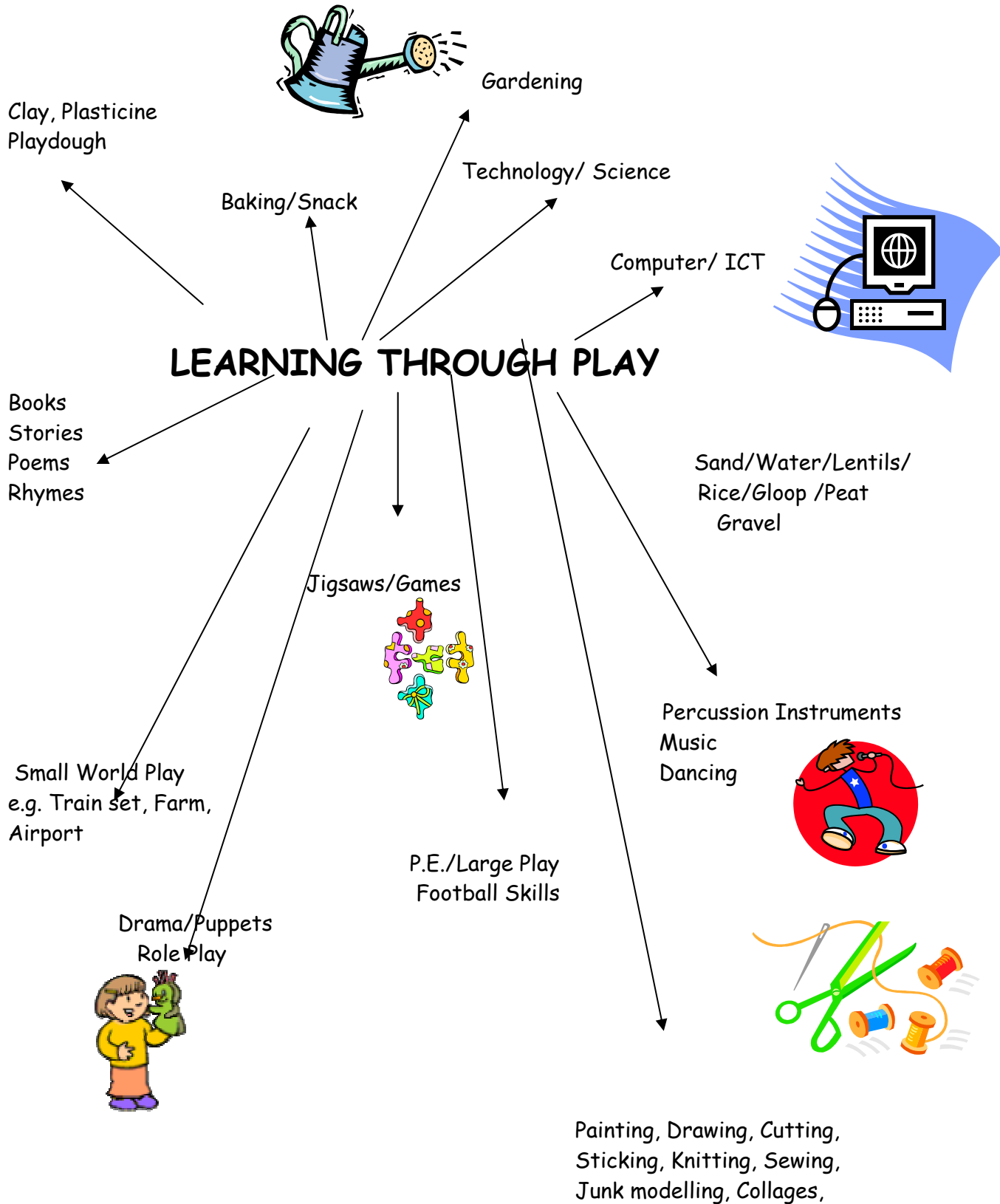
- find trying new things exciting
- will keep trying, even when I find things difficult
- know what I am good at doing and join in

I can

- tell other people my ideas
- work with a partner and in a group
- do things for myself and help others
- think of ways to solve new problems
- use my own ideas and imagination to make something new and then try to improve it
- work out different ways of doing things

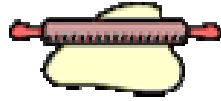
# What do children do in Nursery?

When children are asked "What did you do in Nursery today?" often the answer is "I was just playing!" There is more to playing than meets the eye!

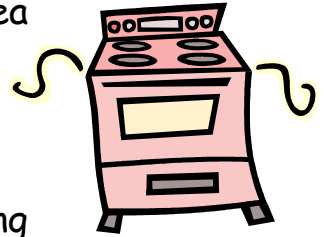


## A day in the life of the under fives

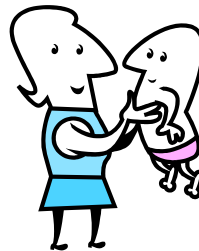
Oh, What a busy morning  
I've been playing with the dough  
And with a little help upon a card  
I've learned to sew



I've helped my friend "nurse" Sarah perform an operation  
Then fixed the track together for my train and built a station.  
I popped inside the home corner to make a cup of tea  
And stood beside the cooker making lunch for 23!  
I completed three whole jigsaws  
And played a new board game  
And had a turn on all the bikes, the slide and climbing  
frame.



I handed round the fruit and milk at snack time,  
Then listened to a story and sang a nursery rhyme  
But now the morning's over  
And the mummies are all waiting,  
I hope my mother doesn't say  
"Oh, darling, where's your painting?"

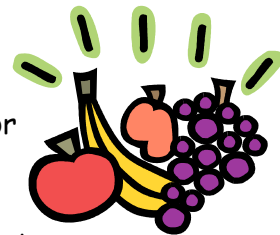


# Healthy Eating Policy

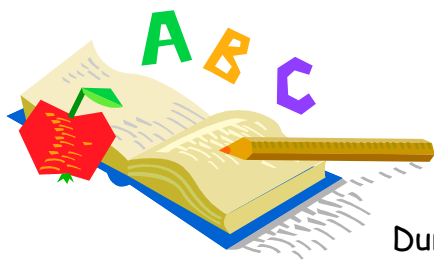
Snack time is an integral part in the social life of the nursery. It is also a time to reinforce children's understanding of the importance of healthy eating.

We hope to achieve this by ensuring that:

- All snacks provided are nutritious, avoiding large quantities of fat, sugar, salt, additives, preservatives and colourings.
- Children's medical and personal dietary requirements are respected.
- Parents of children who are on special diets will be asked to provide as much written information as possible about suitable foods.
- Menus are planned in advance and food offered is fresh, wholesome and balanced. A selection of fruit/vegetables is offered daily.
- A multi-cultural diet is offered to ensure that children from all backgrounds encounter familiar tastes and that all the children have the opportunity to try unfamiliar foods.
- The dietary rules of religious groups and also of vegans/vegetarians are known and met in appropriate ways
- Semi skimmed milk or drinking water is served with morning and afternoon snacks.
- Water is available if children are thirsty.
- The Healthy Eating Policy and snack menus are shared with parents. Nursery recipes can be available on request.
- Parents or guardians will be advised if their child is not eating well.
- Visits from the Oral Health Educator and Health Visitor re-enforce the importance of a good diet.
- Children discuss and help decide menus.
- Children are encouraged to develop good eating skills and table manners and will be given plenty of time to eat.
- Carers sit with children while they eat and provide a good role model for healthy eating and if rolling snack is in place, an adult will be monitoring the area.
- Home prepared food should not be brought in and eaten in the nursery.
- Parents of children with food allergies may be asked to provide food for their child's consumption for parties etc.
- Birthday cakes must be shop bought.



## Moving on to Primary 1



During their pre-school year the children are involved in activities which help ease the transition to Primary 1.

During the summer term each child is paired with a Primary 6 child (buddy) who helps look after them in the playground. Visits to the Primary 1 classes are arranged during their pre-school year to familiarise the children with both staff and the new routine.

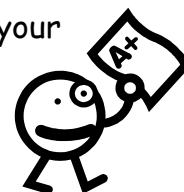
Primary 1 staff and children visit the children in the Nursery to share activities. Parents are invited to the school one evening to meet the Primary 1 teacher.

The children also attend other special events and occasions with the infant department and the whole school.

The children are made aware of child protection issues before entering school by attending Safe, Strong and Free workshops with parents consent.

### Planning, Record Keeping and Assessment

The Nursery staff help children complete a "My Record of Achievement" transition document, which is shared with parents. This information is then discussed with you at the parent interview and also shown to your child's Primary 1 teacher which helps ensure continuity and progression.



Observations and assessments are ongoing throughout the year.

These are recorded by Nursery Staff in order to establish what each child can do and to help plan their next steps.

### Parents' Days

The nursery holds parents' mornings/afternoons each term when parents are invited to view their child's work and listen to their songs, music, poems etc. and have the opportunity to discuss their child's progress with the nursery staff.

Individual parent interviews are conducted for the pre-school children in November and June.

## Other Agencies we work with:

1. Health Visitor  
Louise Mackenzie  
Health Centre  
Ullapool  
Tel: 01854 613169
  
2. Tracey Robson  
Speech and Language Therapist  
County Community Hospital  
Invergordon IV1 OJR  
Tel: 01349868768
  
3. Oral Health Educator  
Donna Mackay  
NHS Highland  
Kinlochbervie Health Centre
  
4. Carol Jackman  
Community Early Years Worker  
Contact via Health Visitor - 01854 613169
  
5. Anne Brownlee  
Pre-School Home Visiting Teacher  
Area Education Culture and Sport Office  
Castle Street  
Dingwall IV15 9HU  
Tel: 01346 863441
  
6. James McTaggart  
Educational Psychologist  
Area Education Culture and Sport Office  
Castle Street  
Dingwall IV15 9HU  
Tel: 01346 863441

## **COMMENTS AND COMPLAINTS POLICY - ULLAPOOL NURSERY**

We feel confident that your child will enjoy his/her 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 reason to complain then, please, follow the procedure 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 session. If you prefer, an appointment can be made to speak to the Nursery Teacher. If it is decided that the matter needs to be taken further, the Headteacher will be informed and a meeting arranged. We will endeavour to respond to all complaints within two weeks of the initial contact being made.

If need be, 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 Headteacher.

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 our centre is:

**Care Commission**  
**1<sup>st</sup> 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.