



Welcome
To
South School
Nursery

2011/2012

Dear

As _____ will soon be starting in South School Nursery we have put together this booklet with the information we think will be helpful to you. In our school we aim to provide happy, friendly surroundings where children and adults feel welcome in a stimulating environment ensuring that pre-school children can play and learn. We see the school as offering educational experiences which complement the work you are doing at home.

We have an open door policy where parents are welcome to come in and to be involved and as a parent you can have ready access to your child's files. Please ask a member of staff if required.

The pre-school years are a peak learning time, a time when the foundations of and attitudes to future learning are laid. Play is essential to all round development.

When you collect your child please take the time to look at what your child has done or made during the day. Discuss and ask questions to show your interest and appreciation of his/her effort. Always value what your child has done. When you take a picture home pin it up on the wall, show it to granny etc. "Scribble" writing is not a waste of time - it is an important part in the development of writing and should be recognised as such.

If after reading this booklet you have any questions or concerns please don't hesitate to get in touch.

Kind regards

PAT BOWERS
Headteacher

South School Nursery Class Aims

- To provide experiences that embrace the Early Levels of the Curriculum for Excellence
- To welcome the children and their parents into a caring, safe and secure environment where everyone is respected and valued
- To work closely with parents for the benefit of children and foster good relationships with other schools/partner centres and the community
- To develop professionalism, planning and team work among colleagues through staff development and regular meetings
- To promote health and well being to all children, parents and staff
- To embrace the National, Local Authority and Care Commission guidelines

Date reviewed February 2011



Fun in the nursery garden

INFORMATION FOR PARENTS

ADDRESS: SOUTH SCHOOL
ROXBURGH ROAD
WICK
KW1 5HP

Tel No: 603203

Fax No: 609450

E-mail address: southwick.primary@highland.gov.uk

South Nursery class is part of a cluster of Local Authority nurseries and playgroups. The Nursery Co-ordinator Teacher is responsible for the overall curriculum and is supported by the Headteacher and staff team. The teacher is present for one session.

STAFF - at present

Ms Pat Bowers	Headteacher
Miss Gillian Munro	Nursery Co-ordinator Teacher
Mrs Marianne Tait	Nursery Assistant
Mrs Lynne Duncan	Nursery Auxiliary
Miss Kelly Miller	Additional Support Assistant

NURSERY DAY

Children attend for one session, either morning or afternoon. The morning session is 9.10am - 11.40am and the afternoon session is 12.40pm - 3.10pm.

TERM DATES

The dates for the school are:

Term 1	Tuesday 16 th August 2011	- Friday 7 th October 2011
Term 2	Tuesday 25 th October 2011	- Thursday 22 nd December 2011
Term 3	Monday 9 th January 2012	- Friday 30 th March 2012
Term 4	Monday 17 th April 2012	- Friday 29 th June 2012

In-service days:

Monday 24th October 2011 and Wednesday 15th, Thursday 16th and Friday 17th February 2012.

February break:

School is closed to pupils on Monday 13th and Tuesday 14th February and opens again on Monday 20th February 2012.



Snack time for everyone

A TYPICAL DAY

START OF DAY

Children must be brought to Nursery by an **authorised adult** i.e. over 16 years of age. The adult must sign in and out their child. To enable children to settle quickly we ask that parents/carers come in every day with the children to help take off their coats, change their shoes and settle them.

ACTIVITIES

Activities are very varied. Whole class activities include listening to stories, looking at and discussing picture books, singing and games. We have a listening centre, a good supply of musical instruments and children use the school hall for games. The children are encouraged to go outside for energetic play. We have a wide range of activities which children tackle either individually, in pairs or in small groups. Children paint, cut and stick, make models using a variety of materials, play in the sand and water tray, do puzzles and jigsaws and play games. They are also involved in preparing snack and computer activities.

MID-SESSION SNACK

Children are given a small snack every day. Please let us know if your child is allergic to any food or drink. We encourage healthy eating and offer a variety of snacks for the children try. To cover the cost of the snack we ask you to contribute £2 per week.

HOME TIME

Children must be collected by an authorised adult. Please let the Nursery staff know if someone different is going to pick up your child. **THEY MUST BE OVER 16 YEARS OF AGE.**

Curriculum For Excellence

Our nursery is currently working in line with the Curriculum for Excellence. The Curriculum for Excellence refers to planned learning experiences based on 8 key areas. By following these key areas in South School Nursery we plan stimulating activities and experiences which promote children's development and learning. The 8 key areas are: -

- **Health & Wellbeing,**
- **Sciences**
- **Social Studies**
- **Numeracy & Mathematics**
- **Technologies**
- **Literacy & English**
- **Religious & Moral Education**
- **Expressive Arts**

Children develop themselves as learners through opportunities to plan, question and reflect. They consolidate their 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 become confident individuals, successful learners, effective contributors and responsible citizens throughout life. ¹

¹ South School Nursery – December 2010

HOW YOU CAN HELP

There are lots of things you can do:

- read to your child, look at the pictures together, talk about the story
- enjoy saying nursery rhymes together
- talk to your child about everyday things
- encourage your child to talk to you and to ask questions
- give plenty of praise and encouragement
- play board games and do jigsaws
- going for a walk and discussing what you see

AND LOTS MORE!



Messy play!

On these pages we try to give answers to the questions most often asked.

When can I speak to the staff?

Please feel free to talk to us at any time. Don't wait for the next Open Afternoon. The sooner we know about a problem the sooner it can be sorted out.

We have informal Open Afternoons each term. These are opportunities when you can chat to the staff, see and try out the activities going on.

In June you will be given a written report on your child's progress during the year and a chance to discuss the report with staff.

What if my child doesn't settle?

If your child is anxious give him/her the reassurance he/she needs. Be positive - e.g. encourage your child to make something for you to see on your return. Say cheerio and leave - don't prolong the parting by coming back to check he/she's OK. Children soon become engrossed in the many activities we have. Speak to the staff if you are at all concerned.

Can I leave my child to come in on his/her own?

No. Children must be brought to school by an adult and taken into the Nursery. Please park your car in the street rather than the carpark and bring your child in using the walkway. FOR SAFETY REASONS WE DON'T WANT ANY CHILDREN IN THE CARPARK AS IT CAN BE VERY BUSY. This will be good training for them in the future when they come to school on their own. Why not walk together to Nursery?

What if my child is ill?

Please understand that while we feel that continuity is important it's not a good idea to send your child if he/she is unwell. He/she won't be able to take a full part in the day's activities and this may discourage him/her from coming again. Please telephone the school if your child is absent.

If your child has sickness or diarrhoea, please do not return them to Nursery until 48 hours have elapsed after their last bout of sickness or diarrhoea.

If your child takes ill in Nursery we will, of course, contact you so that you can take him/her home. Please give us the name and telephone number of someone who can be contacted when you are not available.

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.

Our Area Health Visitor is Shirley Park 604134.

What does my child need to wear or bring?

Everyone should have a pair of soft shoes (gym shoes) to change into. An outdoor jacket should be worn every day as children will be outside for walks, games etc when the weather is suitable. We ask that gym shoes and coats should be clearly marked with the child's name.

Aprons are provided for messy work but children should wear clothes that are easy to wash and care for as sometimes even a careful child will spill paint. It is necessary for each child to have a change of clothing which can be kept in Nursery. We would ask that children do not bring toys to Nursery unless they have been asked to do so by staff, because precious toys may get broken or lost.

T-shirts printed with the Nursery logo are available from the School Office priced £5.



Learning all about our teeth

CARE COMMISSION

The Care Commission (The Scottish Commission for the Regulation of Care) was established in April 2002 to regulate the quality of care services in Scotland.

All services have to be registered with the Care Commission before they can begin delivering services and are inspected annually by the Care Commission. They are inspected against a set of National Care Standards to monitor the quality of care given. Inspection reports are produced for each inspection.

CHILD PROTECTION

From time to time incidents can occur within the school 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 staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education Service staff.

More information about Child Protection Procedures within Highland can be obtained from the *Child Protection Development Officer, Ms Pene Rowe, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN - Telephone (01463) 703483 or Fax (01463) 713237 or visit www.protectinghighlandschildren.org*

COMMENTS AND COMPLAINTS POLICY
South School Nursery School

We hope you will enjoy your child's time at our Nursery and welcome comments of 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 Co-ordinator Teacher/Assistant in private. It will then, in consultation with the parents/guardians, be decided if the matter needs to be taken further, in which case the Head Teacher will be informed and a meeting arranged within 24 hours of the complaint/comment.

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.

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 for our centre is:

Care Commission
Pavilion 5
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.

Date reviewed: February 2011

Children eligible for funded pre-school education
in the School Year commencing August 2010

<p>"4 year olds" Those born on or between</p>	<p>1 March 2006 - 28 February 2007 are eligible for a funded place from August 2010</p>
<p>"3 year olds" Those born on or between</p>	<p>1 March 2007 - 31 August 2007 will be eligible for a funded place from August 2010</p>
	<p>1 September 2007 - 31 December 2007 will be eligible for a funded place from January 2011</p>
	<p>1 January 2008 - 29 February 2008 will be eligible for a funded place from April 2011</p>