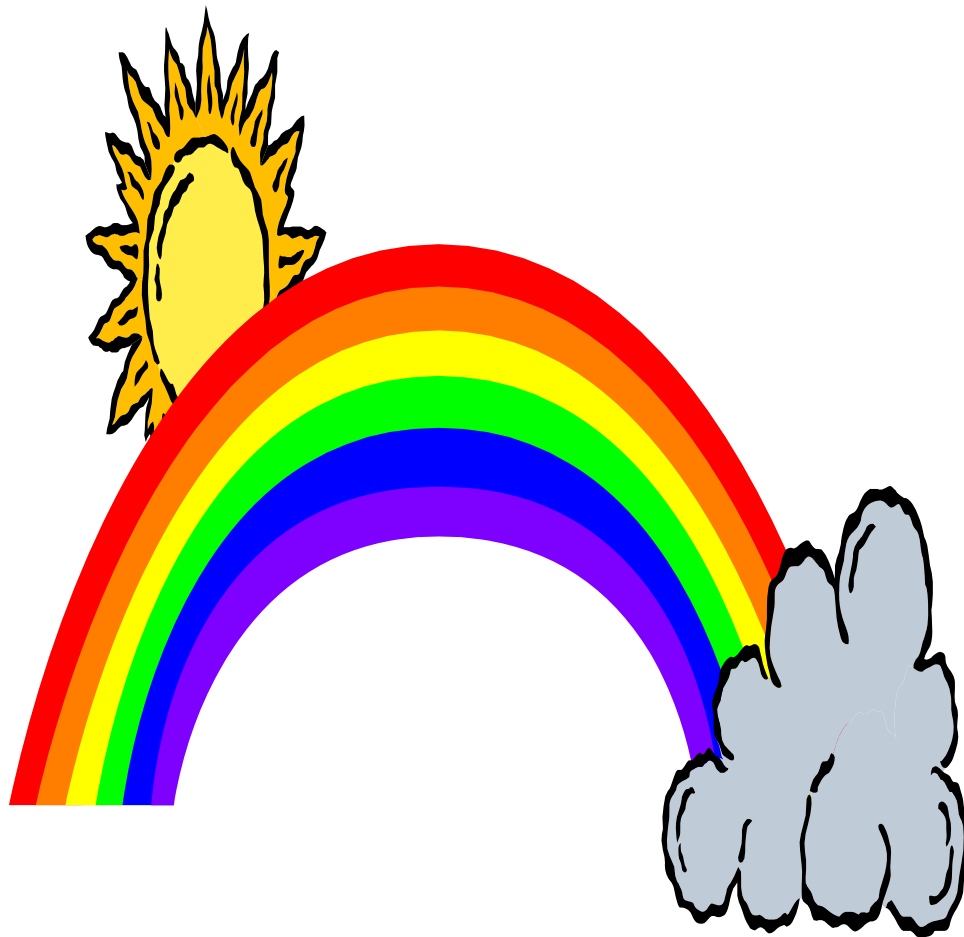


Caol Primary School
Nursery
Handbook
Session 2011-12



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Staff

Miss J. Cattanach

Mrs A. Hyde

Miss A. Tutty

Miss M. Morrice

Mrs L. Boyd

Mrs T. Gillespie

Mrs S. Gillespie

Head Teacher

Teacher

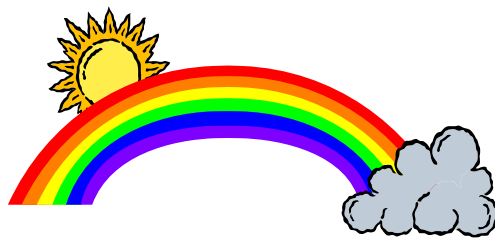
Early Years Assistant

Early Years Assistant

Early Years Auxiliary

Support Auxiliary

Support Auxiliary



Highland Council
Caol Primary School
Nursery Class
Session 2010 – 2011

The Education (School and Placing Information Scotland) Regulations 1992 require that information be made available to parents about each school.

The information in this brochure is correct at January 2011 but please note that subsequent changes may be made. Although there may be annual revisions made to this document, points of specific interest may be taken up at any time with the Head Teacher.

Welcome to Caol Primary School Nursery Class

The purpose of this booklet is to provide you with some details and information which should be helpful to you as your child enters the nursery.

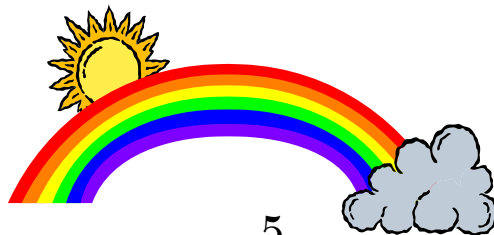
If you have any further questions during the nursery year please ask the staff. We would welcome questions and comments on your child's well-being and progress while in our care.

There will also be the opportunity to speak to staff at a parents' meeting during the session.

As a staff we look forward to working in partnership with you as a parent to ensure that this important stage in your child's development is full of experiences and activities to allow him/her to develop their full potential.

We have written policies for the nursery and a policy booklet is available on request.

In line with Highland Council policy, parents may now also choose to enrol 3yr old children in our nursery. Since August 2008 our nursery class caters for a mix of 3 yr old and 4yr old children



Aims

The aims of the nursery are

- ❖ to provide a secure, caring and relaxed environment for children
- ❖ to build upon the child's home experiences, thus ensuring a progression in learning
- ❖ to foster a welcoming atmosphere where parents can approach staff on any matter of concern
- ❖ to help children make a smooth transition between nursery and primary school
- ❖ to support continued professional development of staff
- ❖ to provide a variety of structured, stimulating activities (in line with the 3 - 5 curriculum and the Care Commission Standards) which will promote the child's all round development.

Excursions and consent forms

Should the children be taken on an excursion you will be informed in advance,

At the beginning of the session you will be asked to sign a consent form to cover all visits.

From time to time we take photographs of various activities in the Nursery. These photographs are displayed in the nursery or corridor, form part of our handbook or provide a record of work done for the benefit of staff.

A consent form will be given to you on enrolment.

Emergency closure arrangements

On some occasions circumstances may mean nursery has to close out with the times specified because of for example, severe weather, transport problems, difficulty with fuel supplies, power failure etc.

If this happens we will keep you informed of details of openings and closures. The schools dial-in telephone system, which is operational across Highland, allows you to access a pre-recorded message from school staff.

Dial 0870 054 6999 and then enter pin number 04 1650

During adverse weather, the Highland Council website informs of any school closures. You can access this at

www.winter.highlandschools.org.uk

Emergency contacts

When you enrol your child you will be asked to provide us with the name, address and telephone number of a contact person in case of emergency. It is essential that this information is kept up to date, as we need to contact you should your child become ill while at nursery.

Medical Information

If your child becomes ill it would be helpful if you could telephone and let us know if your child is unable to attend nursery.

If your child becomes ill at nursery, we will contact you through the emergency contact information you have supplied. If we are unable to contact you, staff will take appropriate action for the well being of your child.

If your child has been ill (vomiting) he/she should not return to school until 24 hours after the sickness has stopped or if suffering from diarrhoea, the child should remain off Nursery until 48 hours after symptoms have ceased. (Highland NHS Board recommendations on exclusion from Playgroups, Nurseries, Schools and Workplace due to Infectious Illness)

Minor Accidents & Upsets

You will be informed on arrival to collect your child, of any minor accidents in which he/she may have been involved.

Such rare incidents are also recorded in our accident book.

Your child does not have to be toilet trained to enrol in nursery. If your child has difficulty with toileting, please inform us to save them becoming distressed or embarrassed.

Supporting children with difficulties

If your child experiences difficulties at nursery we can help.

Sometimes children have problems with behaviour or may have some speech or learning difficulty. We will work with you to make sure that your child has a positive rewarding experience at nursery school. If necessary, and with your permission, we can call on the help of specialists such as the Educational Psychologist or Speech and Language Therapists, to help your child achieve his/her potential.

Visitors to the Nursery

Visits from Police, Clergy or members of the medical profession etc. may be arranged during the year as part of the curriculum - for example when the topic is 'People who help us.'

Parents are welcome to contribute their skills - please don't be shy!

Snack

We aim to provide a small snack with a drink each morning.

We use a wide variety of foods and try to include samples of foods which the children may not always have access to.

If your child has any food intolerances or allergies, please inform staff to ensure that adverse reactions do not occur.

We aim to ensure that we follow a policy of healthy eating.

There is a weekly charge of £2.00 which will be collected at the beginning of each week.

The Nursery Curriculum

We are in the transition process of introducing the new "A Curriculum for Excellence" and we will keep you informed of our progress on a regular basis.

This curriculum covers all the main aspects of your child's development.

Activities are planned on a weekly basis, taking into account the child's previous learning, and are extended to accommodate the needs of individual children.

Staff intervene where appropriate to enhance this learning through play experience.

Nursery staff takes notes during observation of the children at work and play.

This information informs future planning.

The material is then collated at the end of the school year and is recorded on the Pre-5/ Primary Transition Records.

Working with Parents

We welcome your presence at nursery at all times. Please feel free to spend time in the nursery and become involved with your child's learning. To ensure the smooth running of the session it would be helpful if you could indicate in advance if you plan to spend time in the nursery.

We encourage parents to comment on the running of our nursery, and hope that you feel you can help us with future planning.

Suitable Clothing

Please dress your child in comfortable clothing for play in nursery. Some children and parents become distressed when good clothes get messy, so please bear this in mind when dressing your child. Please also remember that children will be playing outdoors on a regular basis.

Soft indoor shoes (preferably not slippers) are required for indoor play, but please leave coats, outdoor shoes etc in the cloakroom in case we go outside.

All items of clothing/footwear should be labelled with the child's name.

Please also dress your child in such a way that it is easy for them to go to the toilet themselves (no complicated fastenings please)

It would be most helpful if you could provide a change of clothing for times when 'accidents' occur when going to the toilet or during painting or wet play.

Please keep any jewellery to a minimum as injuries can occur, particularly during physical activities.

Enrolment in Nursery Class

Funded places are available from August 2011 for all children in the pre-school year (4 yr olds) (i.e. children with a date of birth between 1 March 2007 - 28 February 2008)

Funded places are available for children in the year before the pre-school year as follows;

- ✚ Those born on or between 1 March 2008 - 31 August 2008 will be eligible for a funded place from August 2011
- ✚ Those born on or between 1 September 2008 - 31 December 2008 will be eligible for a funded place from January 2012
- ✚ Those born on or between 1 January 2009 - 28 February 2009 will be eligible for a funded place from April 2012

Enrolment in Primary School

Children normally enrol at Primary School in February before their August start dates. Enrolment dates are well publicised in the press. If you require information regarding placing requests, free school meals, or application for early school entry, please ask the Head Teacher

Suggestion and Complaints

We are always anxious to maintain and improve our nursery. If you have any suggestions to make about the service, please contact the Nursery Teacher in the first instance. Similarly, if you have a complaint about any aspect of the nursery, you should contact the Head Teacher.

If you feel your complaint has not been satisfactorily resolved please contact

Mrs Rosemary Bridge
Senior Education Officer
Area Education, Culture and Sport Office
Camaghael Hostel
Camaghael
Fort William
PH33 7ND
Tel 01397 707350

The Care Commission
1st Floor
Castle House
Fairways Business Park
INVERNESS IV2 6AA
Tel 01463 227630