

# EDINBANE NURSERY SCHOOL



## SGOIL ARAICH AN AODAINN BHAIN

2020 - 2021

## **Faillte gu Sgoil Araich An Aodainn Bhain – Welcome to Edinbane Primary School Nursery**

We hope that you will enjoy your time with us and make lots of new friends

This is a very important stage in your child's development. It is now accepted that children learn more rapidly in the first seven years of life than at any other time. For this reason it is really important that children are given every opportunity to fulfil their potential.

Your role as a parent is very important and we would like to feel that we are partners with you, sharing this important stage of your child's development together.

We hope to play our part by treating your child as an individual and offering a variety of experiences and activities which are designed to further your child's development process.

Edinbane Primary School Nursery promotes equal opportunities for all irrespective of colour, race, creed or gender.

This handbook is intended to give you information about Edinbane Primary School Nursery but please feel free to contact us if you have any questions about your child's education.

Edinbane Primary School  
Edinbane  
Isle of Skye  
IV51 9PW

Bun Sgoil An Aodainn Bhain  
Aodann Ban  
An t-Eilean Sgitheanach  
IV51 9PW

Tel: 01470 582 229

School email: [edinbane.primary@highland.gov.uk](mailto:edinbane.primary@highland.gov.uk)

### **Staff / Luchd-obrach**

Head Teacher (Cluster)  
Early Years Practitioner  
Clerical Assistant  
Dining Supervisor  
Cleaning Operative

Mrs Philippa Nicolson

Miss Marion Gillies

Mrs. L. MacFarlane

Mrs. N Ellis

## School Hours / Uairean na Sgoile

### Pupils' Day

Mon - Thurs	<u>Morning / Madainn</u> 9.00am - 10.30 am 10.50am - 12.15 pm	<u>Afternoon / Feasgar</u> 1.00 pm – 3.15pm P1-3 Break - 2.15 -2.30pm
Fri	<u>Morning / Madainn</u> 9.00am - 10.30 am 10.50am - 12.45 pm	

## Facilities and Accommodation / Goireasan agus Togalach

Our school premises consist of:

- ✚ the main building which has a ramp at one door, two classrooms, a kitchen, a canteen, an office, girls' and boys' toilets, staff toilets and two walk in storage cupboards
- ✚ the playground which is tarmac immediately round the school leading into a grassed area and there is a shelter with bicycle storage
- ✚ a small garden which the parents helped to landscape, including a cairn which has a time capsule inside it to commemorate the year 2000.

## Edinbane Primary School's Vision, Values & Aims

### Our Vision

‘Our children, parents, staff and community partners will work together to create a happy, positive and purposeful learning environment for all.’

Our Values underpin the work we do across our school community:

- ✚ Friendliness
- ✚ Respect
- ✚ Independence
- ✚ Kindness
- ✚ Gentleness
- ✚ Enjoyment

### Our Aims

To help our learners become Successful Learners; Effective Contributors; Confident Individuals and Responsible Citizens we will:

- ✚ Provide interesting, fun and inclusive learning experiences through well organised, high quality teaching.
- ✚ Create a caring, welcoming, happy, bright and stimulating environment with a good atmosphere where we celebrate everyone's attainment and achievements.
- ✚ Work in co-operation with parents, other agencies and community partners to provide an enriched curriculum for all learners.

Work in co-operation with all stakeholders to make our school a place where helpfulness, happiness, humour, kindness, fun, laughs and banter are all important.

### **A Lathair/Attendance**

The current sessions are as follows;

MONDAY	8.45am – 3:15pm
TUESDAY	8.45am – 3:15pm
WEDNESDAY	8.45am – 3:15pm
THURSDAY	8.45am – 3:15pm
FRIDAY	8:45am – 12:45pm

Regular and punctual attendance is desirable.

All children must be accompanied to and from the nursery by an adult know to the child. On enrolment we ask you to complete a form giving us the names of three designated people who could drop off or collect your child from nursery.

PLEASE be as punctual as possible when you are delivering and collecting your child from nursery

If you know that your child will not be attending for any reason please inform the nursery staff or the school.

[Edinbane Primary School – 01470 582 229](tel:01470582229)

A register of attendance is completed daily

Parents are asked to keep their child at home if they have any infection.

Parents should also inform the nursery as to the nature of the infection so that staff can alert other parents.

Parents are asked not to bring any child to the nursery who has been vomiting or had diarrhoea until at least 48 hours has elapsed since last attack.

Winter term ends	School closes	Friday	20 December 2019
<b>Spring term starts</b>	<b>School opens</b>	<b>Monday</b>	<b>6 January 2020</b>
Mid-term break	School closed	Monday & Tuesday	17 & 18 February
In-service day	School closed	Wednesday	19 February
Spring term ends	School closes	Wednesday	27 March
<b>Summer term begins</b>	<b>School opens</b>	<b>Monday</b>	<b>14 April</b>
VE Day	School closed	Friday	8 May
In-service day	School closed	Monday	1 June
Summer term ends	School closes	Thursday	2 July
<b>Autumn term starts</b>	<b>School opens</b>	<b>Tuesday</b>	<b>18 August</b>
In-service days	School closed	Monday & Tuesday	14 and 15 September
Autumn term ends	School closes	Friday	9 October
<b>Winter term starts</b>	<b>School opens</b>	<b>Monday</b>	<b>26 October</b>
Winter term ends	School closes	Tuesday	22 December

<b>Spring term starts</b>	<b>School opens</b>	<b>Wednesday</b>	<b>6 January 2021</b>
Mid-term break	School closed	Monday & Tuesday	15 & 16 February
In-service day	School closed	Wednesday	17 February
Spring term ends	School closes	Wednesday	1 April
<b>Summer term begins</b>	<b>School opens</b>	<b>Monday</b>	<b>19 April</b>
May Day	School closed	Monday	4 May
In-service day	School closed	Thursday	6 May
Summer term ends	School closes	Thursday	1 July

### **Blasd Bidh/Snack**

Highland Council provides some funds towards purchasing fruit and vegetables for snack. Milk is also funded by the Highland Council.

Any additional costs arising from providing snack will be met by fundraising activities. The Scottish Executive has produced “Nutritional Guidance for Early Years” and we refer to this to ensure we are providing healthy nutritious food to the children in our care.

### **Alarsaidhean/Allergies**

Please ensure that you inform the nursery staff if your child is allergic to any particular food or substance

### **Aodach/Clothing**

Nursery children are involved in a variety of activities, some will be ‘messy’ and therefore casual clothes are recommended.

We do provide aprons and overalls for activities such as outdoor play, painting, gluing and baking. It is advisable that clothing should be easy to put on and take off and should be practical. We also ask for a change of indoor footwear to be provided.

### **Modh/Behaviour**

We promote values for behaviour in the nursery and all children are supported to develop then e.g. we are gently. We don’t waste or damage things. If a child displays unacceptable behaviour on a regular basis we will invite you in for a meeting to discuss strategies that can be put in place and we will work together towards a solution. If it is necessary to prevent a child from harming themselves or others this will be recorded and you will be informed.

### **Teagasg Taigh Bheag/Toilet Training**

Please discuss your child’s toilet needs with the nursery staff.

We operate under Highland Council guidelines for changing a child:

- ✚ Staff inform colleagues that they are going to change a child and where possible they make sure they are in sight and hearing of other
- ✚ Only nursery staff are involved in changing a child
- ✚ A parent who is visiting the nursery can only change his or her own child.

## Slainte/Health Visitor

### **The Link Health Visitor**

Every pre-school education centre has a named **Public Health Nurse** with whom they can liaise – their ‘**Link Health Visitor**’. This relationship forms an important part of an integrated approach, where services work closely together to benefit children and families and offer early support where difficulties arise

The role of the Link Health Officer is to contact pre-school education centres at least once a term and to offer advice and support to practitioners. They may also offer health promotion information or arrange for NHS colleagues to do so. Where necessary they will also liaise with the child’s Family Health Visitor.

Each centre and Link Health Visitor will develop their own relationship but as an example, the following can be valuable

- ✚ Sharing information about children due to start sessions
- ✚ Working together to support families experiencing difficulties, such as sleep, behaviour problems, toilet training or other issues
- ✚ Sharing assessments of need and how to address this
- ✚ Working together to raise parents awareness of hand hygiene and dealing with head lice
- ✚ Joint liaison with the Primary School Staff and School Nurse about children due to enter P1

Requests for specialist help, such as speech and language therapy or educational psychological services, may be made directly by the pre-school education centre or by the Link Health Visitor, whichever is most relevant in the circumstances

## Seirbheis Teagaisg fo Aois Sgoile/Pre-School Teaching Service

If a child is having difficulties in coping with the tasks offered in the nursery or has difficulty in responding and behaving appropriately on a continual basis we will seek advice from the Link Health Visitor and from this service to determine if your child may have additional needs. This may lead to a child’s plan being set up in line with Getting it Right for Every Child (**GIRFEC**) procedures.

We will always consult with you first to determine a course of action.

## Curaicalam agus Dealbhachadh/Curriculum and Planning

Staff in the nursery plan programmes of work taking the children’s interests into account. They cover curriculum areas which are detailed in the Early Level of Curriculum for Excellence. There are eight main areas of learning and some of the aspects we offer to your child are listed below

## Slainte/Health & Wellbeing

- ✚ Respect the feelings and needs of others
- ✚ Learn to follow rules
- ✚ Develop their own independence
- ✚ Make and express choices, plans and decisions
- ✚ Play cooperatively, take turns and share resources
- ✚ Enjoying activity indoors and outdoors
- ✚ Developing skills like running, climbing, throwing and catching

- ✚ Learning to make delicate movements with fingers and hands, for example by doing jigsaws, fastening zips or using small tools
- ✚ Becoming aware of health and fitness

### **Conaltradh and canan/Literacy and English/Literacy and Gaidhlig**

- ✚ Have fun with language and making stories
- ✚ Listen with enjoyment and respond to stories, songs, music rhymes and other poetry
- ✚ Take part in short and more extended conversations
- ✚ Use language for a variety of purposes e.g. to describe, explain, predict, ask questions and develop ideas
- ✚ Use their own drawings and written marks to express ideas and feelings

### **Matamataig/Mathematics and Numeracy**

Finding out about number, measurement, shape, money, time, patterns and relationships

### **Nah-Ealain/Expressive Arts**

Learning to express ideas and feelings through

- ✚ Painting, drawing and modelling
- ✚ Acting our situation, for example in the house corner
- ✚ Singing and making music
- ✚ Movement and dance

### **Eolas Arainneachd/Social Studies**

- ✚ Finding out about people and how they lived in the past
- ✚ Finding out about people and places in the local area
- ✚ Finding out about nature within different environments and how we can care for the environment
- ✚ Finding out about journeys and different ways we can travel
- ✚ Finding out about the weather
- ✚ Finding out about people who help us in the local community

### **Saidheans/Sciences**

- ✚ Finding out about living things in the environment and how they depend on each other
- ✚ Learning about plants and what they need to grow
- ✚ Learning about how toys work and what makes them go
- ✚ Learning about water and how it can change from one form to another
- ✚ Finding out about the sky, sun, moon and stars and how they link to the daily patterns of life
- ✚ Finding out about the importance of electricity in our daily lives and how to stay safe when using electricity
- ✚ Exploring ways of making sounds
- ✚ Learning about our bodies and the correct names for the different parts and how they work



- ✚ Finding out about our similarities and differences and they we are all unique
- ✚ Exploring different materials an selecting them for different purposes
- ✚ Talking about science stories to develop our understanding of science and the world around us

### **Teicneolas/Technologies**

- ✚ Exploring technologies to discuss what they can do and how they can help us
- ✚ Learn to reduce, reuse, recycle to help care for the environment
- ✚ Exploring software to solve problems and present ideas, thought or information
- ✚ Exploring and using technologies to communicate with others within and beyond the nursey
- ✚ L:earning to take photographs and record sounds and images
- ✚ Developing problem solving strategies, navigation and co-ordination skills thought electronic games, remote controls and programmable toys
- ✚ Learning about different foods and different ways in which eating and drinking help us to grow and keep healthy
- ✚ Learning about where foods come from
- ✚ Developing practical skills though working with a range of material, tools and soft ware
- ✚ Constructing models
- ✚ Representing ideas in imaginative ways

### **Foghlam Creideimh is Moraltachd/Religious and Moral Education**

Finding out about celebrations, festivals, customs and stories in different religions and cultures

- ✚ Learning about values, respect and tolerance
- ✚ Learning about what is fair and unfair and the importance of caring for, sharing and co-operating with others

The following range of activities is examples of some that will be offered to your child;

- ✚ Water play/sand play
- ✚ Baking
- ✚ Playdough
- ✚ Painting
- ✚ Junk modelling
- ✚ Cutting and gluing
- ✚ Jigsaws
- ✚ Tracing
- ✚ Board games
- ✚ Construction kits e.g. lego, duplo
- ✚ Imaginative play e.g. in the house corner
- ✚ Book corner
- ✚ Writing area
- ✚ Listening area
- ✚ Music area

## **Mo Thuras Ionnsachaidh/My Learning Journey**

A record is kept of each child's progress on assessments and observations which the nursery staff makes and examples of work each child completes. A folder will be kept for each learner called 'My Learning Journey'. It will have an 'All About Me Section', 'Steps on my Learning Journey' and evidence of learning which will include observations across the eight curricular areas identified above

Photographs can be used to record achievements – your consent is sought when you complete the enrolment paperwork so that photos can be used in the nursery environment and beyond. Nursery staff will support your child in identifying his/her next step in learning through a system of 'stepping stone' targets and as a parent/carer you will be involved in your child's 'Learning Journey' and discussions with nursery staff about your child's progress.

## **Gaidhlig/Gaelic**

In the nursery learners will hear Gaelic language as much as possible. Repetitions will be used to help them understand key phrases and words. Visual clues, games, songs and stories will be used to support this. Nursery staff will speak to each other and to the children in as natural a way as possible using simple Gaelic. The same expressions will be used consistently, spoken slowly and clearly. The four year olds in the nursery will be encouraged to begin to use key words and phrases

## **Parantan/Coinneamhan/Fiosrachadh – Parents Meetings/Information**

Many of you will see nursery staff on a daily basis as you bring your child to the nursery and can discuss any issues as they arise. During each nursery year there will be two formal timetabled meetings for parents and nursery staff to discuss progress and the 'My Learning Journey' folder. 'Stay and Play' sessions give regular informal opportunities to discuss progress with your child and a staff member if desired. If you would like to see staff out with this time then please make an appointment

During the course of the year you will receive newsletters to keep you informed of nursery and primary school issues.

We encourage you as parents to be involved in your child's learning and we rely on your help when we have parties, visits and outings. If you have any talents you can share we welcome your input.

## **Tadhail/Visits**

Pupils will be taken out on a variety of visits during the year. As parents you will be informed about the details beforehand whenever possible. However there are times when the children will be taken out spontaneously. To allow this to happen we ask for your consent on the enrolment paperwork.

## **Sgoil Araich – Glusad gu Priomh 1/Nursery – Primary 1 Transition**

Over the course of the year there will be increased liaison between nursery and primary one with activities set up to aid transition. The primary teacher makes regular visits to the Nursery to work with the children and get to know them better. Nursery children join with the rest of the school children in the primary school to celebrate success in 'Whole School Get-togethers'. Nursery children join in appropriate activities throughout the year e.g. Eco-Days, concert practice and sports. Nursery children will have two formal induction mornings in June when they will attend school. Parents are invited to an afternoon meeting where primary one issues will be discussed and resources can be viewed.

## **Dion – chloinne/Child Protection**

Highland Council imposes a duty on all schools and all staff to report any incidents which may point to a child being subjected to abuse in any of its forms. There are referral procedures but it may involve information being passed to other agencies without immediate reference to a child parent or guardian. In terms of Highland Council Protection Committee Inter-Agency Protection guidelines, Education Service staff has to report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

The Head Teacher is the designated person in Edinbane Primary and Nursery School who has responsibility for child protection. In the Head Teachers absence any class teacher will take responsibility and contact the Head Teacher. If nursery staff are concerned that a child has been, is being or might be the subject of abuse in any form they must immediately inform the designated person. The designated person should state what action they propose to take. If following discussion any concerns remain, the designated person must immediately make a referral to the Senior Social Worker at the local Social Work office or the local Police.

## **Tinneas/Dunadh Trath – Illness/Early Closure**

If your child becomes ill or has an accident at nursery we will contact you by telephone. If for any reason we cannot contact you we will ring your emergency contact number. This will also apply if the nursery has to close in the event of bad weather or power cuts.

The nursery and school have a telephone messaging service which will be updated on a daily basis in the event of severe weather.....

PLEASE PHONE

0800 564 2272

Key in Edinbane Primary and Nursey School Pin

PIN – 04 1990

## **Doigh – obrach airson Teine/Fire Procedures**

Fire drills will be practised at least once a term.

Fire drill procedures are displayed inside the entrance to the nursery.

## Poileasaidhean/Policies

We have a range of policies and guideline to ensure a consistent approach to nursery education. Please ask any member of staff if you would like to read or get a copy of any of them. There is a list of policies on the Nursery Noticeboard

## Comhairl na Parant/Parent Council

As a nursery parent you are eligible to stand for election to the Parent Council AGM in September. Minutes of meetings are displayed in the school corridor for all parents to see and a copy is placed on the nursery noticeboard.

## Care Inspectorate

The Care Inspectorate carry out inspections of nursery classes on a regular basis to ensure that National Care Standards are being met. The Care Inspectorate has a complaints procedure and deal with any complaints about our service or about themselves on an individual basis and can be contacted at the address below or visit: [www.scswis.com](http://www.scswis.com)

Care Inspectorate  
First Floor, Castle House  
Fairways Business Park  
INVERNESS  
IV2 6AA  
Tel – 01463 227630

## Mar a Chuidicheas tu do Leanabh/How you can help your child

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

- ✚ Encouraging them to be independent, for example in getting dressed and washing their hands before meals and to share and join in with other children; encouraging them to develop healthy habits in diet, exercise and hygiene
- ✚ Reading to them every day, talking about books with them and reading familiar words to them, for example the labels on their favourite foods
- ✚ Talking with them and answering questions, playing remembering games and guessing games like ‘I spy’
- ✚ Helping them to match and sort things, e.g. putting together forks and knives or cups and saucers, pairing up socks, sorting out big tins and little tins, putting packets in order of size
- ✚ Encouraging them to count and use numbers in everyday situations and in nursery rhymes
- ✚ Encouraging them to listen to music, songs, stories and rhymes
- ✚ Encouraging them to express their ideas and feelings e.g. using crayons, pens, pencils, paint, music and play
- ✚ Giving 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.

**Tha sinn an dochas gun cord an uine aig an sgoil araich ruibh agus ri ar leanabh.**

We hope that you and your child will enjoy your time with us in the nursery and we look forward to seeing you soon.

