

Ben Wyvis

Early Learning & Childcare

Handbook

2020-2021



Acting Head Teacher
Mrs C. McDowall

Acting Depute Head – Mrs E. Dalseme
Principal Teacher - Mrs N. Ghee
Principal Teacher – Mrs D. Morrison
Childcare Manager – Miss G. Semple

The school address is:
Leanaig Road, Conon-Bridge, Ross-shire, IV7 8BE

E-mail - ben.wyvis.primary@highland.gov.uk
Blog - www.benwyvisprimaryblog.wordpress.com
Facebook – @benwyvisprimaryschool
Tel: 01349 860940

Adverse Weather

Phone - Dial 0800 5642272 School PIN Code - 04 17 30
Website: www.highland.gov.uk - click on Ready for Winter

Holiday Dates

Autumn Term

Autumn term begins 17th August 2020
Autumn term ends 9th October 2020

Winter Term

Winter term begins 26th October 2020
Winter term ends 22nd December 2020

Spring Term

Spring term begins 6th January 2021
Spring term ends 1 April 2021

Summer Term

Summer term begins 19th April 2021
Summer term ends 1st July 2021

In Service Days

17th August 2020
14th September 2020
15th September 2020
17th February 2021
6th May 2021

CENTRE AIMS

At Ben Wyvis Early Learning and Childcare we aim to:

- Ø Work towards a provision which encourages every child to be safe, healthy, achieving, nurtured, active, respected, responsible and involved.
- Ø Provide a broad range of high quality pre-school experiences that ensure equality of opportunity for all, in line with the Curriculum for Excellence.
- Ø Foster positive partnerships between the home and the school, raising awareness of the importance of parents' involvement in their children's welfare and education.
- Ø Regularly monitor and evaluate provision using How Good is Our Early Learning and Childcare document and The Health and Social Care Standards to manage improvements, implement new procedures and develop policies that have a positive impact on the children.
- Ø Value all people equally and promote acceptance and respect for ourselves, others, the local community and the wider world.
- Ø Promote a healthy lifestyle in partnership with parents, pupils, whole school staff and other agencies to fulfil potential and improve quality of life.
- Ø Identify and provide relevant training for staff, including that required to meet the SSSC registration requirements.

Ben Wyvis Early Learning and Childcare is opposed to all forms of prejudice or discrimination against children and their families and promotes equal opportunities for all.

Reviewed December 2019

Welcome to Ben Wyvis Primary Early Learning

A warm welcome to you and your family from all of us in the Ben Wyvis Primary School Early Learning and Childcare team. We very much hope that you and your child will enjoy your time with us.

Your child is at a crucial stage in his/her development as it is now accepted that children learn more rapidly in the first seven years of their lives than at any other time. Therefore, it is really important that all the children are given every opportunity to fulfil their potential. As a parent, you play a vitally important part in this process. In the nursery, we hope to play our part by treating your child as an individual and offering him/her a variety of enjoyable experiences and activities which are designed to further the development process.

We hope that your child finds out that learning can be an enjoyable and fulfilling process.

At Ben Wyvis Primary School we welcome contact with our parents. Please feel free to speak to the Early Learning and Childcare staff as you drop off and collect your child or if you wish to discuss something in more detail, or in private, please make an appointment either with the Early Learning and Childcare staff, with the Childcare Manager or Acting Head Teacher. This handbook is intended to give you information about the nursery, but please feel free to contact us if there is anything else you wish to ask.

The aim of this booklet is to welcome you and provide you with information you may need whilst your child is attending our service. If there is anything else you would like to know please contact the school. This booklet is reviewed annually and your comments are welcome. Should you have any concerns or questions about anything, please do not hesitate to contact the Acting Head Teacher, Mrs Catriona McDowall or Miss Gillian Semple, Childcare Manager, who support the staff in the Early Learning Childcare team.

Staff in Early Learning Childcare.

Acting Head Teacher Mrs C. McDowall
Acting Depute Head – Mrs E. Dalseme
Childcare Manager – Miss G. Semple
Principal Teacher - Mrs N. Ghee
Principal Teacher – Mrs D. Morrison

Ms D. Kay	Early Years Practitioner
Mrs. J. McCafferty	Early Years Practitioner
Mrs. K. Smith	Early Years Practitioner
Mrs L. MacKenzie	Early Years Practitioner
Mrs R. McBarron	Early Years Practitioner
Mrs A. Fraser	Early Years Practitioner
Miss R. Gallacher	Early Years Practitioner
Miss L. MacKintosh	Early Years Practitioner
Miss C. McFarlane	Early Years Practitioner
Vacant Post	ELC Support Worker
Mrs S. Thom	OOSC Assistant
Miss N. Walmsley	OOSC Auxiliary
Mrs V. Moffat	OOSC Auxiliary
Ms M. Black	Breakfast Assistant
Mrs A. Hicks	Breakfast Auxiliary

When does Nursery start and finish?

We offer a fully flexible service between 08:00 and 17:55 / 08:30 and 17:30 in school holidays. From August 2020 we will be delivering 1140 hours of free Early Learning and Childcare across 49 weeks of the year, including school holiday periods if required. At enrolment you will be asked for your preferred attendance pattern for the year. Families can also pay top up on this entitlement. To find out what this means for your family please speak with our Childcare Manager, Miss Gillian Semple.

All children must be accompanied to and from school by an adult known to the child. If someone else is collecting your child then staff should be informed when the child is brought in. If a change has to be made, you must telephone the school to let staff know. We operate a password system for times like this, ensuring the continued safety of your child.

What should my child wear?

Some essentials your child will need

Gym shoes: It is essential that the floor is kept clean and dry as the children enjoy floor play. We also have access to the school gym hall which requires us to wear gym shoes.

Suitable outdoor shoes/boots: They are necessary for outside play ALL year!

Jacket/Coat: We aim to go out every day regardless of the weather. It can be chilly outside whatever the season!

Spare clothes: It is handy if you provide a labelled bag containing a complete change of spare clothes to keep on your child's peg in case of accidents.

We provide aprons and overalls for 'messy' activities, e.g. painting, gluing, baking, etc., but new or expensive clothes are not recommended!

Please put your child's name on gym shoes, wellingtons, jackets, sweatshirts, water bottle, lunch box etc.

Toileting

As far as possible keep fastenings on clothes very simple and to the minimum. If children have zips or buttons on trousers, please practise with them so that they can tie these unaided. Thank you! Staff can provide a change of clothing for those "unexpected moments", but please feel free to leave a bag of spare clothes on your child's coat peg if you prefer. If a child does need to be changed this will only be carried out by members of the nursery staff. The member of staff undertaking this will inform their colleague(s) and write a slip for your reference.

Snack

All local authority centres received instruction from Highland Council in August 2011 that they could no longer charge for snack. If parents wish to continue to give money to supplement the allocation for fruit provided by Highland Council then this would be classed as a donation and can be placed in the allocated box in the Nursery entrance. Please note that weekly donations would also be used for extra-curricular activities, e.g. celebration snacks and food from around the world. This practice will be reviewed regularly and all monies received will continue to be audited fully.

We are a health promoting centre and the snack, often prepared by the children, varies from day to day, but always includes healthy food, e.g. fruit and/or vegetables. The children may be taught how to weigh and mix ingredients together to make cakes and biscuits, how to prepare sandwiches or fresh fruit, etc. Every child will be given the opportunity to participate in these preparations. The children will be offered milk or water to drink.

We aim to develop a positive healthy attitude towards food.

What if my child is allergic to something or is a fussy eater?

If your child is allergic to particular foods, please ensure the staff have been informed so that these foods can be avoided. If your child is a fussy eater at home, you may find that he/she will happily accept what others are eating, especially if he/she has helped to prepare it. Although every child will be encouraged to eat what is provided, no child will be forced to eat something he/she dislikes.

Emergency Contact

At the time of enrolment (and again at the start of your child's attendance) you will be asked to provide/confirm contact details for yourself and the name, address and telephone number for two emergency contacts. Please ensure that you let us know of any change of telephone numbers throughout the year in case of an emergency.

Illness & Attendance

If your child is ill, please do not bring him/her to nursery. 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 one of your emergency contact number to come and collect your child, so please ensure this is always up-to-date.

If your child is unable to attend either because of illness or any other reason please contact the school by telephone on **01349 860940**.

If your child has been vomiting or had diarrhoea he/she must be kept at home until at least 48 hours has elapsed since the last attack. A full list of NHS health guidelines and exclusion periods are available on request.

Medicine

If your child has to take any medicine you will be asked to complete the relevant paperwork giving permission for staff to administer.

If your child requires to take an asthma inhaler you should provide an up-to-date inhaler to be kept in Nursery. Again, you will be asked to sign a medical form and discuss with staff the instructions for use.

If any child has specific medical needs, such as a peanut allergy, epilepsy or diabetes the Nursery must have written advice from a doctor to ensure correct procedures are followed if necessary in school.

Child Protection

From time to time incidents can occur that cause concerns or could indicate that a pupil is suffering some sort of abuse. In terms of Highland Child 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 regard the welfare of children as paramount and this will be the priority for Education Service Staff.

More information about Child Protection within Highland can be found in the Nursery Policies Handbook or from – The Child Protection Development Officer, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN. Telephone 01463 703421.

How is my child expected to behave in Nursery?

As in every community, it is necessary to have basic rules of conduct and behaviour. Certain rules of safety **MUST** be observed so all children develop socially and emotionally and understand what is acceptable behaviour. Most of these rules serve two needs ~ they prevent your child from doing something undesirable, and at the same time protects him/her from having something unpleasant done to him/her e.g. throwing sand, biting, kicking, etc.

Other rules teach children to use equipment and apparatus correctly and some rules are concerned with common courtesies such as not pushing and learning how to share toys.

Equal Opportunities

We aim to promote positive attitudes and values such as respect and care for themselves and one another. The activities provided in Nursery are for all children irrespective of gender, race or religious belief.

How can I help my child prepare for nursery?

Before your child can settle down in nursery he/she has two difficult obstacles to overcome.

Firstly he/she must come to terms with a separation from you, perhaps for the first time, and secondly he/she must face a new environment full of other children and some unfamiliar adults.

A little advance preparation makes the separation easier to manage. If possible try to make friends with another child who will be going to nursery at the same time, so your child will have a friend to go along with ~ how often have you been glad of the company of a friend or relative when going to a new place for the first time? It helps to have someone with you.

It will also help if you remind your child of the types of activities he/she will experience ~ talk about playing in the sand, in the water, with the building bricks, baking, etc.

Most importantly, make sure you have a positive attitude towards attending and see it as an exciting place where your child will learn lots of new skills.

Settling In

If your child does however have problems settling in, you will be invited to stay and explore the setting together. This may have to be repeated until your child has gained enough confidence to stay happily without you. Please don't give up or give in. We are all here to help to make this a happy and settled time.

If on the other hand your child is happy for you to leave them it is best if you just say goodbye and leave. You will be amazed at how quickly the time passes before you are due to collect your child again!

How will I find out about early learning activities?

There are notice boards in the entrance hall that will keep you informed about the current learning experiences and other items of interest. Here you will find the weekly parental overview detailing the week's experiences. This is also emailed to you. Please remember to check the noticeboards regularly to keep you informed.

Further to this you will receive regular newsletters that will provide more detailed information and additional notes will be emailed to you. If you are unsure of anything at any time, please ask staff to clarify.

What will my child do in session?

Early learning is about the development of the individual child and during your child's time he/she will be introduced to a wide variety of exciting activities and experiences, based on the Curriculum for Excellence, which aims to enable each child to be a successful learner, confident individual, responsible citizen and effective contributor.

Children enjoy and benefit from routine. The early learning routine devotes a large percentage of time to **play** and much of the learning your child will do will be through play. Play allows your child to explore, discover and learn. We will encourage them to co-operate and work with other children and with staff during their play and encourage their participation in a wide variety of experiences.

These experiences are carefully chosen to develop different areas of learning, meet different developmental needs, reflect varied interests and deliver the Early Level of the Curriculum for Excellence. This level spans pre-school and primary and is designed to meet the needs of most children from 3 years until the end of Primary One, thus promoting better continuity and progression of learning across the sectors.

There are the three core areas of the curriculum (numeracy, literacy and health and well-being). The other curricular areas include Expressive Arts, Sciences, Social Studies, Technologies, and Religious and Moral Education.

Through their play, our aim is to give your children the opportunity to learn to:

Co-operate with each other,

share, listen, design,

talk, measure,

weigh, organise, think,

problem solve,

express themselves,

become more independent,

be healthy,

develop self-confidence,

control their bodies,

behave appropriately,

use appropriate vocabulary,

appreciate the world around us,

care for animals and plants,

have fun with numbers, listen to stories,

sing and take part in a range of musical activities,
follow their own special interests
..... and so much more!

How can I be involved?

We recognise the importance of parental involvement as you are the first educators of your child and we aim to work in partnership with you to support and enhance your child's development.

A weekly learning plan reflects children's needs and interests and an overview of this plan is posted on the parent noticeboard. It outlines the children's current interests, aspects of the curriculum, and any special activities or visits/visitors. You are welcome to contribute by sharing your suggestions with staff.

Early Learning staff are available to chat with parents and carers on an informal basis, however private appointments can be made should you so wish. Staff also regularly offer 'Stay, Play and Learn' sessions, when you can stay and play with your child, talk to your child's keyworker about their progress and contribute to your child's 'Learning Journey' or you may come in to share your particular skills, talk about your job, bring in a new baby, read stories or help with craft activities.

What is 'My Learning Journey'?

During your child's time with us they will follow their own "Learning Journey". Each child has their own "My Learning Journey" folder which is split into four parts.

Part 1 "All About Me" – parents/carer provide information about their child to help staff get to know each child better,

Part 2 "Personal Learning Targets" – through careful observation staff will identify appropriate learning targets for each child and through discussion with him/her, will help set a short term, realistic, achievable target. This will be shared with parents/carers so all can help support the child.

Part 3 "Observations for the Curricular Areas" - staff/parents/carers record learning and progress through the 8 areas of the curriculum. Parents/Carers are encouraged to add to their child's 'Learning Journey' and evidence of children's achievements out with nursery should be included.

Part 4 "Wider Achievements" – here we celebrate the children achievements in the wider world. Please take time to share these with us. From learning to swim to climbing a hill, we want to hear about it so we can celebrate.

The children have a sense of real ownership of their folders as they are fully involved in their completion, discussing their achievements and targets with staff and/or parents. They really enjoy sharing their folders with friends, staff and visitors.

Throughout the year, staff will be completing a 'Developmental Overview' for all children. Parents can ask to see this at any time, but if we have concerns about any areas of development, we will always share this with parents/carers and, with their agreement, contact any outside agencies that may be able to help support your child.

How do I find out about policies and procedures?

The following policies are in place in Ben Wyvis Nursery and are reviewed annually:

Additional Needs, Administration of Medicines, Animals in the Centre, Behaviour Management, Ben Wyvis Behaviour Policy, Child Protection, Comments and Complaints, Confidentiality, Curriculum, Equal Opportunities, Health and Safety, Healthy Eating, Intimate Care, No Smoking, Parental Involvement, Race Equality, Students and Volunteers, Transition, Whistleblowing.

The policy folder is available in the entrance hall for parents and carers to access at any time.

We follow Highland Council policies and procedures for child protection. If a child protection situation arises, the child protection policy takes precedence over the confidentiality policy.

Who do I see if I think there is a problem?

If you have concerns about anything to do with your child's education or the nursery itself, please do not hesitate to speak to our Childcare Manager, who will do her best to resolve the problem.

If you feel your concerns have not been dealt with satisfactorily, the matter can be raised with the Acting Head Teacher, Mrs C. McDowall; if you still have concerns you should contact the Area Education Manager or the Care Inspectorate:

Mr Derek Martin
Mid Area Manager,
County Buildings
High Street
DINGWALL

SCSWIS
Pavilion 5
Ross County Buildings
Fairways Business Park
Inverness

Tel: 01349 868603

Tel: 01463 227630

The Care Inspectorate can also be contacted at any time to provide advice or information on nursery provision.



