



When it rains we look for rainbows

Cannich Bridge Nursery Handbook 2020/21

(To be read in conjunction with the School Handbook)

Head Teacher: Amanda Graham
Cannich Bridge Primary School
Cannich, Beauly
Inverness IV4 7LN

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Welcome to Cannich Bridge Nursery

Our Shared Vision : Caring Brave Pupils achieving Success

CANNICH BRIDGE PRIMARY SCHOOL and NURSERY AIMS

- To raise attainment by providing a broad, relevant, balanced curriculum which is coherent, challenging and progressive in line with national and authority guidelines.
- To offer a range of learning experiences within a safe and nurturing environment supported appropriately to achieve their potential, motivating children to learn and encouraging them to recognise and be proud of their own achievements both in and outwith school.
- To enable children to be global citizens through an awareness of sustainable issues and respect for others.
- To ensure equal opportunities for all in an atmosphere of tolerance and fairness in accordance with current legislation and the principles of 'Getting it Right for Every Child' i.e. that every child needs to be safe, healthy, achieving, nurtured, active, respected and responsible and included.
- To engage in partnership with pupils, parents and the wider community to support the curriculum and develop skills and ensure children are achieving their full potential.
- To encourage and support staff in ongoing professional development and encourage them to value their skills by building a strong team and encouraging leadership at every level, led by the head teacher, which works effectively towards the success of the school.
- To promote a healthy life style encouraging children and staff to understand the importance of improving their health and wellbeing so that they can achieve a better quality of life.
- To foster in children a pride in their school and feelings of belonging, responsibility and ownership for the school, local community and their environment.
- To create opportunities for pupils to make decisions which will have an impact on their education and become reflective, independent learners who have a clear understanding of where they are in their learning and their next steps and are able to view learning as a lifelong experience.
- To offer all pupils a wide range of activities and experiences that will allow them to develop skills for learning, life and work.

(Reviewed May2018)

We hope that you and your child will find your time at Nursery enjoyable.



Our Nursery Team



The nursery team includes:

Head Teacher
Early Years Practitioner
Early Years Practitioner

Mrs Amanda Graham
Mrs Lyndsay Surgeoner
Mrs Audrey Wallace

Telephone: 01456 415304

E-mail: cannichbridge.primary@highland.gov.uk

On occasion we have secondary school and other students completing work experience and placements in the nursery.



Mrs Surgeoner



Mrs Wallace



Mrs Graham



Nursery Times



Nursery hours are 8.50am- 3.30pm (Monday, Tuesday, Wednesday & Thursday) and from 8.50-12.10pm (Friday)

*Please note that in the best interest of safety, it is important that you inform us if your child will be absent from Nursery.

CANNICH BRIDGE PRIMARY SCHOOL AND NURSERY
SCHOOL CALENDAR FOR SESSION 2020-2021

August 2020	Monday 17 th Tuesday 18th	In-Service day for staff Pupils return to school
September	Monday 14 th Tuesday 15 th	In-Service day for staff In-Service day for staff
October	Friday 9 th Monday 26th	School Closes for October holiday Pupils return to school
December	Tuesday 22 nd	School closes for Christmas holiday
January 2021	Wednesday 6th	Pupils return to school
February	Friday 12 th Wednesday 17 th Thursday 18th	School closes for February break In-Service day for staff Pupils return to school
April	Thursday 1 st Monday 19 th	School closes for Easter holiday Pupils return to school
May	Monday 3 rd Thursday 6 th	May Day holiday In-service day for staff
July	Thursday 1 st	School closes for summer holidays
August 2021		Pupils return to school



Some Essentials Your Child Will Need For Nursery



Indoor shoes

For health and safety reasons it is essential to keep the nursery floor clean and dry as the children enjoy floor play. Please ensure your child's name is written on the inside of **both** of their indoor shoes.

Appropriate Clothing

There is a school sweatshirt available to purchase but children are free to wear what they wish. Many of the nursery activities are carried out on the floor and outside in our garden. It is important that the pupils are suitably dressed for this in comfortable and easily washed clothing. E.g. jogging bottoms or leggings

Appropriate Footwear

This is necessary for outside play all year! We did receive a selection of wellington boots and suits from a grant given to Highland Council but we have limited sizes and so would recommend children bring their own labelled pair in wet weather if possible.

Spare Clothes

Please provide a labelled bag containing a complete change of labelled spare clothes to keep in nursery in case of any accidents.

Jacket/Coat

We aim to go outside every day. It can be chilly in the playground whatever the season. Please ensure your child has a warm, waterproof jacket.

Things to consider:



- It would be appreciated if the child's name was written on the labels of garments e.g. cardigans, jumpers etc as this makes life much easier at home time!
- It will help your child to become independent if they have shoes and jackets which are easy to put on and take off.



Shoebboxes and pegs with each child's name are provided.



Cannich Nursery



Children develop their intellectual, physical, social and emotional development through meaningful play opportunities. We encourage them to plan, question and reflect on their learning experiences.

At Cannich, adults interact with children in a mutual relationship of trust and respect which empowers children to take control of, and responsibility for their own learning.

The learning setting is arranged to provide an orderly and stimulating environment in which children can independently find, use and return materials they require. Children are encouraged to plan activities and reflect on the experiences.

Energetic outdoor and indoor play is offered on a daily basis to provide children with fresh air and exercise.

Members of staff regularly make observations concerning children's learning experiences, which form the basis for planning, and evaluation of curriculum experience.

Plans ensure that all areas of the curriculum are covered on a regular basis.

All staff are trained in first aid.

During their time in nursery, children are encouraged to:

- ◆ become independent, responsible and confident
- ◆ learn to plan their own activities, carry them out and review them
- ◆ become problem solvers, decision makers and active participants in their own learning
- ◆ gain knowledge and skill in all the curricular areas
- ◆ become aware of the needs and feelings of others
- ◆ develop an awareness of the world around them and an appreciation of its natural beauty.



Daily Activities

Throughout their time at Nursery children will be given opportunities to:

- Listen to stories
- Sing and take part in a range of musical activities
- Learn about their local environment
- Care for animals, plants and themselves
- Take part in a range of physical activities
- Socialise and interact with others

Daily activities offered to the children are:

Sand and water play
Playdough
Painting
Junk modelling
Gluing and cutting
Jigsaws
Drawing
Board games
Construction toys e.g. Lego, big bricks etc.
Imaginative Play e.g. home corner, puppets
Role Play e.g. dressing up
Small world toys, dolls house, farm, railway etc.
Computer and various I.C.T toys
Mind maps and floor book plans
Writing table
Story area
Musical instruments, songs and rhymes
Natural world trays
Hands on interest table
Outdoor activities

The great majority of play activities undertaken in nursery do not result in an 'end product'. The children get pleasure and experience from the process of 'doing'. The lack of a tangible product to take home does not imply the lack of work or learning on the child's part. Staff welcome the opportunity to speak with parents/carers at the end of a session to explain how a child has spent their time. We also may send home an 'ask me' note with some prompts on it for you to ask your child in order for you to find out about what's been going on/topic etc.



Nursery Day

Most of the children's learning is through free play and it in this way they will learn to become:

- Responsible citizens
- Effective contributors
- Confident individuals
- Successful learners

Our nursery offers a wide variety of experiences for children, through structured and focussed play activities. As all parents know, there is no such thing as just playing for young learners. Play is how our children develop their skills and understanding of the world around them.



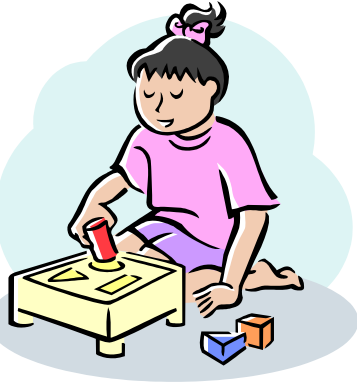
A Successful Learner

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



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



Nursery Curriculum

The Curriculum for Excellence begins in the nursery. The Early level is the starting point. We begin to implement this in nursery by following the children's interests and linking them to the outcomes and experiences from the early level. Before the children move into primary one there is close liaison with the primary one teacher to ensure that on arrival the children start where the learner is at. The children's Learning Journey and observations are completed by nursery staff, in partnership with parents to help support discussions with their future teacher. As the child enters primary one they continue to progress through the early level.

Learning Journey



Your child's Learning Journey is a record of your child's achievements and progress. We encourage parent participation and contributions from home.

Planning Overview

A planning overview is displayed on the notice board in the cloakroom next to the signing in sheet. This provides information about visitors, visits, current curriculum focus and the ongoing interests being developed in nursery. These are added to each week as new themes and ideas are developed. Parents are welcome to contribute ideas to how themes and learning can be extended and supported. The format used is shown below. Staff have their own version of this sheet with more specific detail to be used in nursery.

Planning Overview

Start Date:

Children's Current Interests	
Current Curriculum Focus, for example, aspects of Literacy, Numeracy or Health and Well-Being	
Special activities, visits, visitors	
Interactive Interest Table.	



Snack



The children will be given a healthy snack twice everyday - mid morning and afternoon. We aim to develop a range of social skills associated with eating and to develop a positive healthy attitude towards food. The snack is carefully planned taking into account local guidelines and healthy eating advice. Milk and water is offered as a drink everyday. We also offer a selection of fresh fruit and/or vegetables daily. We encourage the children to be as independent as possible, pouring own drink etc. We also bake with the children and teach them about basic hygiene when handling food. A sample snack plan can be found displayed on the wall outside nursery and an example is detailed on the next page.

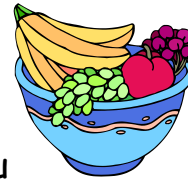
If your child has any particular dietary needs then please let the staff know in advance. Our Healthy Eating Policy is available for parents to read if they wish. Nursery policy prevents home-made food from being eaten in the nursery - following Local Authority Guidelines for Health and Safety.



Tooth Brushing



All children are encouraged to brush their teeth after their snack and toothbrushes and toothpaste are provided. The tooth brushing is carefully supervised by staff. Parents are asked to sign the consent forms on enrolment. The Oral Health Educator visits termly to ensure equipment and procedures are followed and to deliver oral health education to the children.



Example Snack Menu

Wk	Monday	Tuesday	Wednesday	Thursday	Friday
1	Yoghurt	Wholemeal toast with toppings	Pasta & pesto	Dip, breadsticks and Vegetable sticks	Crackers and cheese
2	Oatcakes with cheese	Wholemeal pitta bread, salad cheese or tuna	Vegetable stir fry	Soup	Cereal

Every day the children will be given the option of water or milk to drink.

Every day a selection of fresh fruit and/or vegetables will be available also.

*This menu is a rough guide only. During various festivals and child led themes it will be appropriate to sample other foods for snack.



Lunches at School

We join the rest of the school for our lunches which are cooked onsite by our lovely dinner lady, Ms Shirley Brown. Children enjoy healthy school meals in line with Highland Council's Healthy Eating Policy. These are free for any child completing more than 4 hours a day in nursery. There is a selection of menus in use throughout the year. Each day there is a choice from 2 mains and either a dessert or a starter. Bread and a choice of milk or water is also available every day. Pupils will receive a copy of the menus so that you can discuss them with your child.





Enrolment and Admission Procedures

Nursery enrolment usually takes place in February/March. Adverts will be placed in the local press and displayed locally prior to that date. Parents are required to fill in an enrolment form and produce the child's birth certificate.

The funded sessions for nursery begin in the term after your child's third birthday. If your child is three between the 1st of March and the 31st of August they may start in August. Any birthdays between 1st September and 31st of December may start in January and any child 3 before the 28th of February may start after the Easter break.



Children may be enrolled in nursery after their third birthday but there is a cost per day until they are eligible for their free place. Forms are available from the school.

Places are available for four year old children (pre-school) and for three year old children (ante-pre-school). Children may attend for less than five sessions but it is recommended your child should attend for a minimum of two sessions per week to ensure continuity. Parents are encouraged to take up places for all five sessions, especially for the pre-school children.

Parents and children are welcome to visit the nursery on the day of enrolment and by arrangement, at any other time, prior to starting nursery.



Allocation of Places

Parents of children enrolling from out with the school catchment area will be required to make a placing request both to attend nursery and if they wish their child to transfer into Primary 1 in Cannich Bridge Primary.



Settling In



We arrange an official pre-starting visit for all children to come to nursery with their parents to meet their new friends and become familiar with the setting.

Parents and carers are very much involved in the "settling-in" period. This can vary considerably for different children. Initially parents/carers may wish to stay with their child - for a short time, building up gradually to a separation. The transition from home to nursery is done in partnership with parents and is individualised to the needs of the child.



Toileting

Highland Council has an equal opportunities policy and children cannot be refused admission to Nursery because they are not toilet trained. If your child has special toilet needs or requires some support in using the toilet please discuss this with staff.

Only nursery staff are involved in changing a child. A parent visiting nursery can change only his or her own child. The child's privacy and dignity are always protected. If you do not wish to give us your consent for this personal care please inform staff.

If you have any concerns or would like some advice on toileting or any health issues with regard to your child please contact our link Health Visitor, Sunni Liston on 01463 783403 .



Absences

If your child is unable to attend nursery on any day, it would be greatly appreciated if a phone call could be made to the school on 01456 415304 before 9.30 am. This requirement also applies to school pupils and is implemented for the safety and well-being of all the children. Thank you for your co-operation in this matter.

Collection of Children at the end of Nursery Session



Parents and carers are asked to complete the collection notice at the door to ensure that staff know who will be collecting your child at the end of the morning.



Emergency Closure



Should the nursery need to close earlier than normal you will be contacted by telephone. If there is no reply, we will telephone your emergency contact to come and collect your child.



Illness



Parents are asked to keep their child at home if they have an infection. Parents should inform the nursery as to the nature of the infection so that staff can make careful observation of any child who seems unwell. If a child has been suffering from vomiting or diarrhoea parents are asked not to bring him or her to nursery until at least forty eight hours after the last attack.

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 telephone your emergency contact to come and collect your child.



Vaccinations



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 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.



Partnership with Parents



Previous experiences in the home, community and local environment are valued in the nursery. Parents can contribute to staff's understanding of the child and likewise staff have a responsibility to share their knowledge with parents.

Parents can be actively involved in

- ◆ Sharing a particular interest or skill with children
- ◆ Parents' evenings and workshops
- ◆ Helping out on outings, walks and visits
- ◆ Social activities
- ◆ Fund raising
- ◆ As parent helpers
- ◆ child's profile and care plan
- ◆ Supporting and helping child with their learning

Parents can support the partnership by

- ◆ Contributing to the child's Record of Profile and Care Plan.
- ◆ Ensuring that all relevant information is passed on to staff
- ◆ Informing staff if a child is unable to attend
- ◆ Encouraging regular attendance
- ◆ Informing staff of a medical condition which may affect others
- ◆ Observing our "No Smoking" policy on school premises and grounds
- ◆ Labelling all indoor shoes and sweatshirts
- ◆ Attending and supporting events



Reporting



Reporting:

- provides useful feedback on a child's development and learning.
- promotes a dialogue between home and early education
- acknowledges the importance of the early education experience
- ensures the child's strengths and interests are recognised
- aids progression and ensures continuity
- recognises the needs of the individual child
- celebrates success.

Informal reporting is continuous throughout the year and consists of:

- Exchange of information at the beginning and end of each session
- Children taking home examples of what they have achieved
- Sharing the contents of their Learning Journey

Formal reporting consists of -

- A Learning Journey - containing the child's achievements, photographs, drawings, stories etc - a record of their time in nursery, which is sent home every term.
- Pre school Developmental Overview which will be shared with parents and passed to P1 during transition.
- Opportunities to meet with the nursery staff to discuss children's progress and exchange information on occasions throughout the year.

Confidentiality



Parents and children have a right to expect that confidentiality be maintained.

- Parents have free access to the files and records for their child.
- Staff will not discuss individual children with people other than the parents or carers of the child.
- Information given by parents or carers at nursery will not be passed on to another adult without permission.

Due to the multi-disciplinary nature of child care services it may be necessary to share information with other professionals e.g. Health Visitors, Social Workers etc.



Nursery Outings



School trips, exploring our local environment and nature walks are an enjoyable part of the Nursery curriculum. Adult volunteers are appreciated to accompany such trips. A permission slip for local excursions is completed at enrolment. When an outing out with the local area is arranged a further permission slip has to be completed. Risk assessments are always carried out prior to any trip by staff.



Videos/Photographs



Videos and photographs may be taken of your child at work or on outings. A permission slip for this can be completed at enrolment. Photos and videos are retained in school or put into your child's learning journey which will be taken home at the end of the nursery year.



No Smoking/Policies

We operate a No Smoking Policy within the school and playground in line with Highland Council directions.

The full set of nursery policies addressing the safety and well-being of the children in our care is available for you to borrow.

Newsletters

We regularly send home a school newsletter to keep you up to date with various activities and events in the nursery and school.



Equal Opportunities



The nursery will ensure that no child is excluded or disadvantaged because of ethnicity, religion, culture, family background, disability, gender, home language, special educational needs, rurality or ability.

The nursery will ensure that all children feel secure, included and valued.



Additional Support Needs

The GIRFEC (Getting It Right For Every Child) agenda is at the heart of the Highland Council and our nursery will identify and plan for each child's individual learning requirements and provide additional support for children with additional support needs in order to allow them to make the best possible progress.

The nursery will aim to provide an atmosphere of encouragement, acceptance and respect for achievements in which all children can thrive and an appreciation of individual needs within a climate of warmth and support to encourage self-confidence and build self-esteem.



School Enrolment



School enrolment also takes place in February and notices will be displayed in nursery and the community giving information about where and when. If you have any questions or concerns regarding your child and school enrolment please speak to a member of staff.

Deferred Entry - An Advantage Year

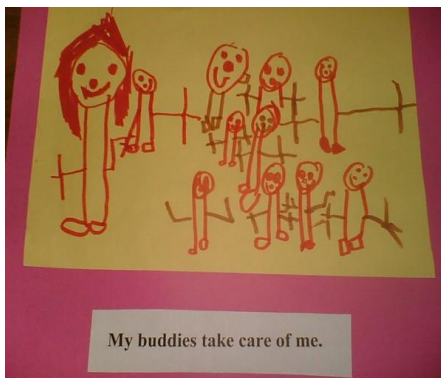
An additional nursery year may be recommended by staff or requested by parents. Consultations between parents, nursery staff and senior staff will be arranged and an amicable consensus should be reached on what is believed to be best for the child.



Transition from Nursery to P1



The transition arrangements from nursery to P1 are carefully planned. The nursery children visit the school classrooms on a regular basis throughout the year and take part in various whole school assemblies and activities. P1 also join the nursery session for joint working throughout the year, including weekly PE sessions.



Nursery children have "buddies" in P1 and P7 and join them at break-time most days in summer term (supervised by nursery staff).

Parents are invited to an induction meeting with the P1 teacher when an opportunity is given to view materials which will be used in the P1 class. The head teacher is pleased to answer any questions parents may have. For more details, refer to the "Transition from Early Education to P1" policy - available on the parents' shelf in the cloakroom.



Queries, Complaints and Suggestions

We hope you will enjoy your child's time at our nursery and welcome comments and suggestions on how we can improve our service. However we are aware that difficulties can occur and if you feel you have reason to complain then there is a complaints policy and information leaflet on the nursery information wall. If you have a complaint then the first person to contact should be Mrs Surgeoner or Mrs Wallace, the Early Years Practitioners. If you need to pursue the matter further then please contact Mrs Graham, the Head Teacher. Should you still require taking any matter further then you should contact the Area Education Manager or the Care Commission.



Care Inspectorate

The Care Inspectorate, formerly known as the Care Commission, is a national organisation set up under the regulation of Care (Scotland) Act 2001. It has taken over the regulation of care services in Scotland and in our care the provision of nursery classes. They operate from regional offices and our local office is:

Care Inspectorate
Castle House
Fairways Business Park
Inverness
IV2 6AA
Tel: 01463 227630

A set of care standards has been drawn up and a representative of the Inspectorate will visit the nursery to look at some of these. They have also set up a system for users and staff to express any concerns or complaints. Details of how to use this service are in a leaflet which is on the nursery information wall.

Child Protection

Highland Council has a Child Protection Policy whereupon the school is obliged to make the welfare of children their paramount consideration. If staff have any concerns regarding a child's welfare, they must report their concerns to Social Work Services which can lead to a joint Social Work and Police investigation.

More information about Child Protection procedures within Highland can be obtained from:

www.hcpc.scot

ADVERSE WEATHER CONDITIONS

It is the responsibility of the parents or carers to decide if a pupil should attempt to travel to school, by transport or on foot, in adverse weather conditions. The Education Authority encourages full attendance at school but in **severe weather the safety of pupils is paramount**.

For pupils using school transport, weather conditions and availability or otherwise of shelter at the pick-up point will dictate how long a child should wait. Parents are asked to advise children appropriately in relation to the prevailing conditions.

Where it is clear in advance of the school day that the school will not be able to open, the information service will be activated to inform parents of this decision. To use the information service:

Phone - 0800 564 2272
Enter school pin number - 04 1640
You will now hear the school name. Ensure that it is correct before going on.
Press 1 to hear the school's message about adverse weather.

Information can also be accessed through the winter weather website
www.schoolclosures.highlandschools.org.uk

IN THE INTEREST OF YOUR CHILD'S SAFETY AND WELL-BEING YOU ARE ASKED TO PROVIDE THE SCHOOL WITH **AN ALTERNATIVE EMERGENCY ADDRESS** WHICH MAY BE USED BY YOUR CHILD IN THE EVENT OF EMERGENCY CLOSURE. THE EMERGENCY ADDRESS SHOULD BE AS CLOSE TO THE SCHOOL AS POSSIBLE.

Your co-operation will also be appreciated in ensuring that your child is aware of the emergency addresses, which have been supplied to the school and that the emergency contacts for your child are advised of these arrangements.

When weather conditions are poor local radio stations issue news and weather bulletins on traffic conditions and school closures.

BBC Radio Highland 06.55 07.55 12.55 16.55

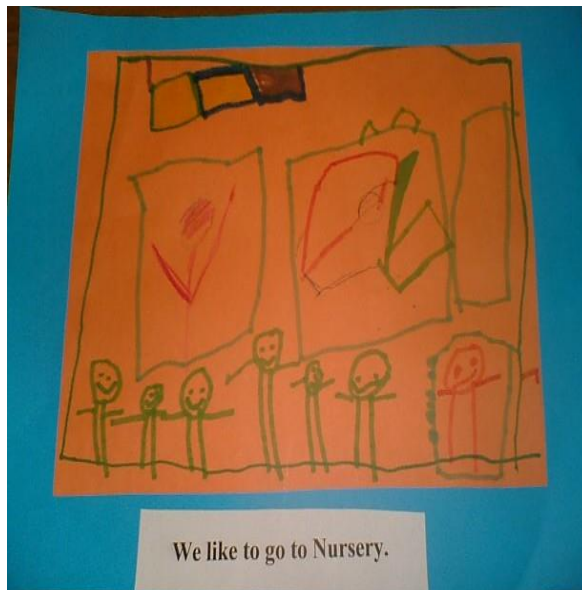
Moray Firth Radio Hourly news bulletins
Half-hourly summaries

Please do not telephone local radio for advice but listen to appropriate broadcast.

Finally.....

We hope your child has a happy and rewarding time at Nursery. We view parents as partners in working to achieve the best for the children. We see education as a life-long process which starts at home and continues through nursery into primary school and beyond. We want to stress that parents are always welcome to speak and liaise with staff. The best times for this are before or after a session. If you would like to make an appointment for a longer consultation please speak to a member of staff and we can arrange one. This handbook is intended to give you information about the nursery but please feel free to get in contact with us if there is anything about which you feel uncertain.

We look forward to meeting you and your child.



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