



**Lochaline Primary
School Nursery
2020-21**

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Introduction

Welcome to Lochaline Little Otters Nursery

The information in this brochure is correct at December 2019 but please note subsequent changes may be made. We will make you aware of changes via news letters, emails or meetings.

Lochaline Nursery serves Lochaline and the surrounding area. It is located in a separate building to the side of the Primary school. It was newly refurbished in 2012. There is a kitchen area, disabled access toilet and large classroom area incorporating a play area, craft area and quiet corner. There is a separate outdoor play area with an all-weather surface. We have a plot in the community allotments and the nursery also has access to the school facilities and playgrounds.

As of January 2019 we have funded and non-funded places available for 2 year olds as well as funded places for pre-schoolers (3 and 4 year olds).



Play Corner

The nursery has five sessions a week:

Mon-Friday 9.15- 3.15pm,

There are two members of Staff for each session: Mrs Deborah Walter is our Early Years Practitioner.

Mr Keith Adams, the Head Teacher has overall responsibility for the nursery and meets regularly with nursery staff. He is a class-committed Head Teacher and although always willing to talk to parents about any aspect of the nursery please telephone him at school (01967 421765) after 3.30 to make an appointment.

Contact details for the Nursery are:

Lochaline Nursery
Lochaline Primary School
Lochaline
Morvern
PA80 5XT
Direct tel no: 01967 421353 (9.00- 3pm)
School Office: 01967 421765

Enrolment

The nursery has funded places for three and four year olds and has both funded and non-funded places available for 2 year olds. There is an enrolment week around March each year but please contact the nursery directly for more information.

SOCIAL CARE AND SOCIAL WORK IMPROVEMENT SCOTLAND (SCSWIS)

Social Care and Social Work Improvement Scotland, (SCSWIS), are a regulating body which ensures National Care Standards are being met. They are also known as **the Care Inspectorate**.

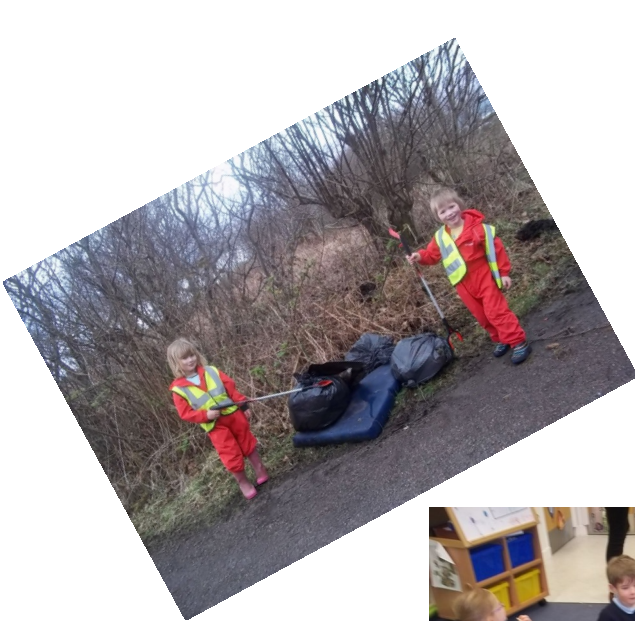
Our Nursery will be inspected regularly. A copy of inspection reports may be viewed or downloaded online at www.scswis.com or you may request a copy by telephoning 0845 600 9527

Nursery Aims

- ⇒ To provide a safe, happy and caring environment where children feel secure, to allow them to reach their full potential.
- ⇒ Encourage the emotional, social, physical, creative and intellectual development of children by providing a variety of structured and stimulating activities and through the medium of play.
- ⇒ Promote the welfare of children
- ⇒ To help children gain an understanding about the benefits of a healthy life style.
- ⇒ To encourage children to develop positive attitudes about themselves by building self-esteem, self-confidence, self-motivation and self-discipline.
- ⇒ To recognise the importance of, and create opportunities for play .
- ⇒ Encourage children to explore, appreciate and respect their Environment. Taking the opportunity to access the outdoors when possible.
- ⇒ Provide opportunities to stimulate interest and imagination, through play and first hand experiences.
- ⇒ To establish a partnership with parents and give them the opportunity to become involved in their child's pre-school learning and development and provide regular information about their child's progress and development.
- ⇒ To provide continuing professional development opportunities for staff.
- ⇒ To establish links with the rest of the school and wider community.

The Nursery Day

The nursery session starts at 9.00. The children come into the room where they change into indoor shoes and hang up their outside clothes on their own pegs and say goodbye to parents/ carers. The day begins with free play and then registration. There is always flexibility within the day but some routine helps the children feel secure. Usually registration is followed by physical play (outside if weather permits) or often school facilities are accessed, indoor climbing frame, PE equipment etc. A healthy snack (fruit and milk) is served around 11.00. Children often help prepare the snack and set the table. During snack children share news and discuss interests. The emphasis is on speaking, listening and taking turns during conversation, also developing an understanding of the importance of valuing other people's ideas. Free play follows where there is also time for group work, further exploring ideas and taking interests forward. There is a period set aside for rest and lunch is offered for those staying all day. Teeth are brushed daily and the end of the session is rounded off with story time.



Collection of Children

Children must *always* be brought to nursery and collected by a responsible adult. It is essential the nursery staff know who will be collecting your child.

Dressing for nursery

Please dress your child in clothes which allow them to go to the toilet independently (elasticated waists etc.). We have a nursery uniform (t-shirt and jumper) embroidered with the little otters logo, although not compulsory it gives a sense of belonging and helps prevent "home" clothes getting spoilt. Please speak to nursery staff for more information about online ordering of uniform.



We request a spare set of clothes are left at nursery, in a bag, on your child's peg.

Please provide a pair of soft shoes to be worn in nursery.

All items of clothes and shoes should have name tags on them.

We have all weather suits and boots in the nursery to allow outdoor play whatever the weather! But children should still bring their own outdoor coats and shoes appropriate to the day.

Whole school activities



The nursery children take part in whole school activities such as fire drills, concerts and fundraising. They sometimes join the school at playtimes and visit the P1-3 classroom. This all aids in the transition to school. Please see the transition to school policy.

Outings

The nursery staff take the children on many little local excursions, nature walks, trips to allotment etc. for which you will be asked to sign a consent form at the beginning of term. For longer excursions or ones out with nursery hours individual letters and permission slips will be sent out.



Illness and Health Care

If your child becomes ill, or has an accident while at nursery we will contact you by telephone. Please make sure we always have up to date contact information for you and also an emergency contact number if we are unable to reach you.

If your child is going to be absent from nursery please let the staff know by ringing 01967 421353 or 421765 or alternatively tell the staff the reason for absence on return.

Please keep your child at home if they have an infectious illness. If your child has vomiting or diarrhoea they should not return to nursery until **48 hours after the vomiting/diarrhoea has stopped**.

Hand washing and tooth brushing are part of the regular nursery routine. Children learn to wash their hands well after going to the toilet, after playing outside and gardening, and before eating and drinking.

If your child needs help with toileting routines or nappy changing, please inform staff we have an intimate care protocol we can tailor to your child's individual needs.



Curriculum for Excellence

All children in Scottish Schools now follow '**A Curriculum for Excellence**,' which connects all the learning stages from 3-18 years. The Early Stage is from 3-6 years.

'A Curriculum for Excellence' states that the purposes of education are to enable all young people to become:

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

In the nursery we will be providing experiences to help children develop these four capacities. See Appendix 1.

Assessment and Reporting

Getting it right for every child is our aim. Nursery education is about the development of the individual child.

Communicating with parents is very important. We aim keep you informed of your child's progress on a daily basis e.g. when you bring your child to nursery or collect them.

All nursery children have their own "My learning Journey" folder. This contains information about your child's progress in sections:

"All About Me" (completed when your child starts nursery)

Stepping stones (individual targets)

Observations for the curricular areas showing your child's progress in these

Samples of work/ certificates etc.

We encourage parents and family members to contribute to the folder as it details your child's learning, not just the progress made in nursery.

Nursery staff are always happy to discuss your child's progress with you and there will be an opportunity to come to a more formal parents meeting.

Our assessments are informal and involve interacting with the children, listening and observing. We keep a portfolio for each child with samples of their drawings, painting and writing.

If concerns are identified about a child's progress by either staff or parents we will work together to form strategies to meet the needs of the child. There is a learning support team we can ask to help and we can seek the advice of specialist services such as speech and language therapists.

We hold regular "stay and play" sessions where parents are invited to come to a nursery session and see their children in the nursery environment. It is also an informal opportunity to see their child's work and talk to staff.



Transition

From home/playgroup to nursery;

Through out the year we encourage links between playgroup and nursery. We hold "stay and play" sessions, have a joint summer trip and a joint Christmas party. Following enrolment week at the beginning of the year a plan for formal transition is tailored to the children depending on their start date.

From nursery to school;

We work very closely with the primary school through out the year which helps to prepare our children for transition to P1. The nursery and P1 teacher have weekly meetings to arrange joint activities. In the summer term more formal transition sessions are arranged where those moving up to school spend time in the classroom and learning about the school day.

Policies and Guidelines

There are a number of Policies and procedures in place in order to ensure that each child attending Lochaline Nursery will be in a safe and stimulating environment in which they will be treated as an individual and encouraged to achieve their full potential. A full version of these policies and procedures can be found in the Policies folder in the Nursery. Policies include:

1. Additional Needs
 2. Administration of Medicines
 3. Animals in the Centre
 4. Behaviour Management
 5. Child Protection
 6. Comments and Complaints
 7. Confidentiality
 8. Curriculum Policies
 9. Equal Opportunities
 10. Health and Safety
 11. Healthy Eating
 12. Intimate Care/Nappy changing policy
 13. No Smoking
 14. Parental Involvement
 15. Race Equality
 16. Transition
 17. Volunteers and Students
- Whistleblowing

The policy folder is available for parents and carers to read anytime.

We follow Highland Council policies and procedures for Child Protection. If a child protection situation arises. This policy and procedures take precedence over the confidentiality policy.

Nursery Session Calendar

Highland School calendar 2020/21

Please note - Dates may be subject to change

August 2020							September 2020							October 2020							November 2020										
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
31						1	2	36		1	2	3	4	5	6	40				1	2	3	4	44							1
32	3	4	5	6	7	8	9	37	7	8	9	10	11	12	13	41	5	6	7	8	9	10	11	45	2	3	4	5	6	7	8
33	10	11	12	13	14	15	16	38	14	15	16	17	18	19	20	42	12	13	14	15	16	17	18	46	9	10	11	12	13	14	15
34	17	18	19	20	21	22	23	39	21	22	23	24	25	26	27	43	19	20	21	22	23	24	25	47	16	17	18	19	20	21	22
35	24	25	26	27	28	29	30	40	28	29	30					44	26	27	28	29	30	31		48	23	24	25	26	27	28	29
36	31																							49	30						

December 2020							January 2021							February 2021							March 2021										
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
49		1	2	3	4	5	6	1					1	2	3	6	1	2	3	4	5	6	7	10	1	2	3	4	5	6	7
50	7	8	9	10	11	12	13	2	4	5	6	7	8	9	10	7	8	9	10	11	12	13	14	11	8	9	10	11	12	13	14
51	14	15	16	17	18	19	20	3	11	12	13	14	15	16	17	8	15	16	17	18	19	20	21	12	15	16	17	18	19	20	21
52	21	22	23	24	25	26	27	4	18	19	20	21	22	23	24	9	22	23	24	25	26	27	28	13	22	23	24	25	26	27	28
1	28	29	30	31				5	25	26	27	28	29	30	31									14	29	30	31				

April 2021							May 2021							June 2021							July 2021												
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su		
14					1	2	3	4	18						1	2	23		1	2	3	4	5	6	27					1	2	3	4
15	5	6	7	8	9	10	11	19	3	4	5	6	7	8	9	24	7	8	9	10	11	12	13	28	5	6	7	8	9	10	11		
16	12	13	14	15	16	17	18	20	10	11	12	13	14	15	16	25	14	15	16	17	18	19	20	29	12	13	14	15	16	17	18		
17	19	20	21	22	23	24	25	21	17	18	19	20	21	22	23	26	21	22	23	24	25	26	27	30	19	20	21	22	23	24	25		
18	26	27	28	29	30			22	24	25	26	27	28	29	30	27	28	29	30					31	26	27	28	29	30	31			
								23	31																								

School holidays
In-service days

School days

Please note children are not in nursery on in-service days

Appendix 1

Curriculum for Excellence

Further information can be found at:

<http://www.curriculum-for-excellence.co.uk/>

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 real life and play
- ◇ 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 outside nursery

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 to do things