



Milton Early Learning & Childcare Centre

*Parent & Guardian
Handbook*



Milton Primary School

2020-2021

Contents

Centre Information	2
Staffing.....	4
Term Dates.....	5
Centre Aims.....	7
Welcome to the Setting.....	8
Session Timings.....	9
Enrolment, Induction & Transition	10
Behaviour at the Centre.....	12
Clothing.....	13
The Curriculum	14
Woods Sessions	17
Snack Time	18
Parental Involvement.....	19
Policies	23
Care for Your Child.....	24
Child Protection	25
Comments and Complaints.....	26
Support Your Child at Home	28

Centre Information

Centre address: Milton Nursery
The Mercat Centre
Munro Crescent
Milton
IV18 0NX

Telephone No: 01862 842537 (School Line)
01862 842499 (Mercat Centre)

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

Blog: www.miltonprimary.wordpress.com
<https://miltonearlylevelclass201920.school.blog/>

Adverse Weather

In the event of adverse weather – please dial: 0800 564 2272 and enter Milton’s pin number when prompted:
04 2630.

This can be accessed by dialling: 0800 564 2272 followed by the Milton Primary PIN: 04 2630

You can also find out about school closures due to bad weather via the Highland Council website www.highland.gov.uk

School closures will be announced on Radio Highland new broadcasts at 6:55am – 7:00am and 7:50am – 8:00am. Moray Firth Radio also announces school

closures on a regular basis and on the web site www.mfr.co.uk

We will also endeavour to update our School Blogs as soon as a decision has been made so please sign up to these to ensure you receive the updates.

Should you have any concerns about the prevailing weather conditions do not send your child to school/Nursery.

The Care Inspectorate are responsible for inspecting our service to ensure we meet the very high standards set by them. The centre can be inspected at any time by the Care Inspectorate at which time they will seek your views.

Their contact details are as follows:

Address: Scottish Natural Heritage
Great Glen House
Leachkin Road
Inverness
IV3 8NW

Telephone No: 0345 600 9527

A copy of our most recent Care Inspectorate Report is available on the nursery noticeboard or you can view it online through the Care Inspectorate website/by following the web address below.

<https://miltonearlylevelclass201718.files.wordpress.com/2018/03/inspection-report-2018.pdf>

Staffing



Head Teacher
Mrs I Sinclair



Principal Teacher
Mrs J Christie
*(Currently on Maternity leave
until January 2020)*

INSERT PHOTO

Acting Principal Teacher
Ms A O'Shea
(Until January 2020)

INSERT PHOTO

**Early Level Class
Teacher**
Miss C Robinson



Early Years Practitioner
Mrs E Forth



Early Years Practitioner
Mrs J Sutherland

Term Dates

School Opens

Monday 17th August (Staff only)
Tuesday 18th August
Monday 26th October
Monday 4th January
Tuesday 19th April

School Closes

Friday 12th October
Friday 23rd December
Friday 2nd April
Friday 2nd July

The school will be closed for pupils only, during the session on the following dates, when the teachers will undertake Staff In-service training:

- Monday 17th August 2021
- Monday 14th September and Tuesday 15th September 2021
- Wednesday 17th February 2021
- Thursday 6th May 2021

Holidays

- Good Friday – 2nd April 2021
- Easter Monday – 5th April 2021
- May Day – 3rd May 2021

Casual Holidays

School will be closed Monday 15th and 16th February 2020.

Centre Aims

Milton Early Learning and Childcare aims to:

1. Provide a warm and welcoming environment for your child to feel happy and secure.
2. Offer opportunities for children to stimulate interest and imagination through both, indoor and outdoor play.
3. Deliver Early Level education experiences in line with 'Curriculum for Excellence' across all 8 subject areas.
4. Provide a setting where the children can become: Successful Learners, Effective contributors, Confident Individuals, and Responsible Citizens.
5. Meet the National Care Standards (Early Education and Childcare up to the age of 16).
6. Provide opportunities for you to become involved with your child's progress and development.
7. Provide parents/carers with regular information about their child's progress and development mainly through your child's personal learning journey.
8. Regularly evaluate provision in line with the national documents 'Building the Ambition' and HGIOSELC and with the school using HGIOS 4.
9. Arrange appropriate professional development and training for all staff, including that required to meet the SSSC registration requirements.

Welcome to the Setting

We hope that you and your child will enjoy your time with us at Milton.

Your child is at a very crucial stage in his/her development with research showing that children learn more rapidly in the first seven years of life than at any other time. It is therefore important that your child is given every opportunity to fulfil their potential. As a parent you play an important role. We, at Milton, hope to play our part by offering your child a variety of learning experiences designed to further the development process.

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

This handbook is intended to provide you with information about the newly formed Milton Early Learning and Childcare Centre. However, should you have any queries, please do not hesitate to contact us.

Session Timings

Nursery

We are now delighted to be able to offer extended Nursery hours between 09:00 and 15:00. Each nursery child is entitled to 30 hours per week funded by the Scottish Government and you are free to choose how these are used. Every Nursery child is now entitled to a free school lunch.

All children must be accompanied to and from Nursery by an adult known to the child. They must be signed in using the sign in sheet provided in the cloakroom. If someone other than those listed is collecting your child, they must provide a password agreed by you and passed on to a member of staff.

We open our doors at 9.00am and close them again at 9.10am. If you are late arriving to drop off your child, please enter through the main school reception. If you are late in arriving to collect your child, please try the Nursery Door first and then proceed to the School Office.

Please try to be as punctual as possible when collecting your child as some children can become very anxious if they are left at the end of the session.

Enrolment, Induction & Transition



Enrolment

Enrolment takes place at the end of January/beginning of February.

Please keep an eye on our School Blog and look out for posters to keep you updated on eligible enrolment dates. These will be published after Christmas.

Induction

You are more than welcome to come and have a look around the Nursery and Primary School before your child starts to see the kind of activities your child will be involved with and the environment in which they will play and learn. Once you have made a decision and enrolled your child, you and your child will be offered induction sessions alongside others joining the Nursery. These will give your child a chance to familiarise him/herself with the Nursery, staff and the other children. Details about these sessions will be given or sent to you.

How can I help to prepare my child for Education in an Early Years Setting?

Before your child can settle into the routine in a Nursery/School environment, he/she has to come to terms with leaving you. He/she will be faced with a whole new environment full of other children and unknown adults.

A good idea is to talk about the Early Years setting in a positive way – keep talking about all the fun activities that will be available and the new friends that they will make.

What if my child has a problem settling into the Early Years Setting?

Despite your best efforts your child may still have some issues settling into a new setting, remember you are not alone – lots of parents have gone through the same issues and you won't be the last. Every child and their situation is different. We are here to help make the transition into our setting as easy as possible for you, and your child, so please speak to us should you have any concerns.

Transition into School

Children normally spend up to two years in Nursery and will then transfer into school as a Primary one pupil.

The Nursery children work closely with school throughout the year taking part in activities alongside the older children. As we have an Early Level Class at Milton, the Nursery pupils are continually in contact with Primary one as they explore certain learning focuses together. The Nursery pupils are all assigned a Primary six buddy who will support them with the transition from Nursery to Primary one too. Plenty of opportunities are provided for the Nursery children to meet their buddy and build up a relationship with them to ease the transition into Primary one.

Behaviour at the Centre

How is my child expected to behave in Nursery?

At Milton, we all have rights and responsibilities. These prevent your children from doing something undesirable and, in turn, protect him/her from having something unpleasant done in return.

At Milton we ask the children for their own interpretation of our school values so we can ensure they understand our expectations of them. These are displayed in the Nursery Setting.

What if my child misbehaves?

When your child begins attending an Early Years Setting he/she may find it difficult to adapt to the rules of the Nursery and will be unwilling to accept Nursery discipline. Physical force is NEVER used in the nursery to discipline a child. Our policy is to use praise and encouragement. We also reward good behaviour.

The sanction for unacceptable behaviour is time out, with a member of staff, from free play. If this is a regular occurrence with your child, we will inform you of this. It is hoped that by speaking with parents we can work out ways of dealing with behaviour issues.

More information on behaviour can be found in our Behaviour Policy. Please see the policy folder for details

which is stored with the Learning Journeys in the corridor between the cloakroom and Nursery.

Clothing

What should my child wear to Milton Early Years Setting?

Children will need indoor shoes that are Velcro or slip on so they can change these easily by themselves. These can be kept in your child's shoe box outside the Nursery main door.

We go outside every day, in all weathers, so please ensure they come suitably dressed. The Nursery/School provides aprons for messy play however new or expensive clothing is not recommended as accidents do

happen. Please also provide your children with a change of clothes to hang on their peg – we want them to be prepared for any spills that may occur while they're at Nursery.

We have Milton Nursery polo-shirt uniform and Milton Primary School Jumpers available to order from the school office for a small fee. We would encourage pupils to wear uniform to Nursery as this is excellent preparation for them moving into school where it is an expectation for them to wear uniform every day.



The Curriculum

Early Years Education is about focusing on the development of each child. During your child's time at our setting he/she will participate in a variety of learning experiences based on the four capacities of the Curriculum of Excellence:

- Confident individuals
- Responsible

- citizens
- Effective contributors
- Successful Learners



Learning Experiences your child will be able to access include:

- Role play
- Sand/water play
- Snack and baking
- Construction
- Stories and together time
- Modelling
- Painting
- Gym Sessions
- Jigsaws
- Drawing and writing
- Craft
- Games
- Music and singing
- Woods Sessions
- ICT experiences





Woods Sessions

Every Wednesday the Early Level Class Visits the Woods. All children are provided with a red waterproof suit to wear to protect their clothing that day.

The visits are very good for children's physical and emotional development, mental and natural well-being and social skills. It also gives many opportunities for creativity using natural resources. The children are encouraged to take different risks such as climbing trees, building dens, making obstacle courses and build up relationships by working as a team.



Snack Time

For Nursery children, a healthy snack is provided every day and usually consists of milk or water to drink, a choice of fruit or vegetables followed by a healthy option such as yoghurt, pasta, crackers, breadsticks etc. Every day we have two snack helpers who help the member of staff responsible for snack to get everything ready.

The Primary one pupils enjoy the official school break time (10.45-11.00) and enjoy a snack taken in from home or purchased from our snack bar.

Children are encouraged to try whatever is on offer at snack time however if your child has any strong dislikes or allergies please inform us when you enrol your child with us.

Lunches

Depending on the hours you have chosen for your child, they may be with us over lunch time. Every Nursery child is now entitled to a free school meal. However, you may wish to provide your child with a packed lunch. Please speak to a member of Nursery staff if you require more information about school lunches.

Parental Involvement

How will I know how my child is doing?

Throughout our sessions in Nursery, we will be continually working with your child to develop their very own “My Learning Journey.” This sets targets for your child’s learning and also records, by way of observations, pieces of work and photos, their achievements in all areas of the curriculum.

This is kept in their folder which is available in the corridor for Nursery Parents to view at the start or end of sessions.

We also encourage parents to add to the Learning Journey if your child achieves something at home, for example riding their bike with no stabilisers or achieving a medal/certificate for something. This is part of your child’s learning journey and can be logged in their folder.

Nursery 5 parents will be offered a short parent contact slot around the time they should enrol their child for Primary 1. This will give your child’s key worker the opportunity to discuss their ‘Developmental Overviews’ with you and talk about what they should work on before their transition to school.

The Primary one pupils have a Personal Learning Profile which is currently being developed as part of our school improvement priorities. Primary One

parents will be able to view their child's learning profile at Parent's Evenings (twice per year) and at other arranged open afternoons.

Milton Blog



When you ask your child the question “What were you doing in nursery today?” the reply will often be “Only Playing” and this is exactly what they will have been doing! However there is so much more to play than meets the eye.

Play comes naturally to children. Through play, children learn new skills, encounter new experiences, develop new interests and build on previous knowledge. At Milton, we aim to provide a happy, secure, caring and structured environment where the children learn through meaningful play.

If you'd like to keep up to date with what your child is getting up to in the Early Years Setting you should follow our class blogs. Staff try to update these at least two-three times per week.

You can sign up to receive notifications via e-mail of any blog updates using the following web links:

www.miltonprimary.wordpress.com

<https://miltonearlylevelclass201920.school.blog/>

How can I be involved?

Parents are always welcome to come into the Early Years Setting. If you have a particular interest or talent which you like to share with us, please let us know.

Please speak to staff if you'd like to become involved in any other way and we will do our best to accommodate you.

We also run stay and play sessions where parents/carers are invited in to take part in crafts, games, treasure hunts etc. These are really popular with both the children and adults.



Milton Primary has a Parent Council group who meet regularly and all parents are welcome. Please ask a member of staff if you would be interested in joining or attending meetings.

Throughout the year we will keep you informed and seek your views to continually improve our setting.

We will use the following means:

- Questionnaires
- Conversations at drop off/pick up times
- Inviting you into the setting

- Asking you to share your ideas/contribute to mind maps
- Sharing Planning documents
- Requesting resources
- Letters
- Termly Calendars
- School Blog

Policies



Milton Early Learning and Childcare Setting uses the Highland Council's Early Learning and Childcare Setting Policies to guide their practice.

These are stored in a folder in the Nursery corridor between the cloakroom and the Nursery room. Please feel free to access these at any time, we would welcome your input. If you have any queries or questions about their content then please feel free to speak to a member of staff.

Care for Your Child



Medication

You will be asked to complete, and update, a 'My Health' questionnaire for your child every six months. You should use this form to tell staff about how we can support your child's medical needs. If you need us to administer any medication to your child while they are in our care then you need to complete a permission slip. Please speak to a member of staff for more details.



Toileting

We understand that in some cases young children are not quite independent when it comes to toileting or may still be in nappies/ training pants. Please, let us if this is the case so that we can discuss the best way of supporting your child.

At all times, the child's dignity and privacy will be protected and consent for personal care through the production of an intimate care plan is always sought. You are responsible for providing all materials your child requires to be changed appropriately. This includes: nappies, wipes, nappy sacks and a change of clothes.

Child Protection



From time to time incidents can occur within the school setting which cause concern and could indicate that a child is not safe.

In line with Highland Council Guidelines, Education staff must report any incident or concerns to Social Work Services which can lead to a joint Social/Work/Police investigation.

All agencies involved in Child Protection are obliged to make the welfare of the children their paramount consideration and this will be a priority for Education Service Staff.

Further information on our Children Protection Policy can be found in the Nursery/school Policy folder.

Comments and Complaints



We hope you will enjoy your child's time at our Setting and we welcome comments or suggestions, which could help us to improve our service.

However, we are aware that difficulties can occur from time to time and if you feel you have reason to complain, then please follow the procedure outlined below.

Please use the open door policy and speak to your child's Keyworker, either at the beginning or end of a session. If you prefer, an appointment can be made to speak in private. It will then, in consultation with parents/carers, be decided, if the matter needs to be taken further, in which case the Head Teacher/Manager will be informed and a meeting arranged. This will take place within 10 working days from the time the complaint is received.

In Local Authority nurseries, if necessary, the matter will be brought to the attention of the Area Care and Learning Manager – Mr Derek Martin- who will decide what the next steps should be. Parents will be kept fully informed at each stage and will be invited to attend any meetings being held.

Parents/carers are also able to contact the Care Inspectorate directly with a complaint, if they so wish.

Care Inspectorate

enquiries@careinspectorate.com

or

Contact Centre - 0345 600 9527

Scottish Natural Heritage

Great Glen House

Leachkin Road

INVERNESS

IV3 8NW

Support Your Child at Home



How can I help my child at home?

Throughout your child's time in Nursery and in school it is hoped that you will continue to take on the role of your child's Primary Educator. As soon as your child comes into the world, you are preparing them for the life they have ahead of them. Many of the skills required are not learned automatically and children need encouragement and practice to acquire them. As a parent you can work alongside Nursery staff to help your child prepare for the formal learning of school.

Talking and Listening

Children need lots of encouragement and practice to LISTEN as well as TALK!

- Talk to your child, and listen to them when they are talking to you
- Name objects when you show them to your child
- Talk to your child about colours and numbers in the World around them
- Rhythm is important. Use words of varying length and perhaps play clapping games to "clap" words (e.g. NUR-SER-Y)
- Talk about what you can hear when you are out and about with your child or in the home

- Play silly rhyming games e.g. make up silly names for one another e.g. maddy daddy, Hanna banana etc
- Play memory games

Moving and Doing

- Clapping helps the hearing and memory. Let your child copy simple clapping rhythms
- Play lots of movement games such as Simon Says
- Encourage games which use positional language such as *on top of*, *underneath*, *next to*, *beside* as these are words which children can often confuse
- Dancing helps rhythm

Hand Control

Encourage the muscles that will eventually allow your child to hold a pencil by allowing your child to participate in activities such as:

- Playing with water, sand and playdough
- Writing or drawing with a variety of pencils, pens and crayons
- Gluing and other craft ideas
- Threading beads, making jigsaws, using peg patterns and other games which use counters and dice
- Supervised cutting activities with scissors

Help with Reading

- Encourage positive reading experiences by setting aside special times for the purpose. Create cosy reading situations where you will not be interrupted or distracted
- Talk about the sounds of words – what does *apple* start with? Can you hear what *cat* ends with? Use the sounds of the letters as opposed to the letter names (e.g. the letter a is always pronounced aah (as in apple) not ai (as in chair))
- Let your child choose books that he/she wants to read
- Talk about the front cover, what might happen in the story?
- Use books with flaps
- Continue to read aloud to your child, providing a good model, long after your child learns to read

Social Skills

- Play games with your child which encourage turn taking and sharing
- Encourage your child to listen to and carry out simple instructions
- Encourage your child to become more independent by doing simple tasks by themselves (even if it takes longer to get the job done!) such as putting their own shoes and coat,

buttering their own toast, tidying their toys away etc

- Encourage your child to play and interact with other children