



Avoch Nursery School

Handbook 2020-2021

Avoch Primary School
Station Road
Avoch
IV9 8PS
Tel: 01381 620369

avoch.primary@highland.gov.uk

www.avochschool.wordpress.com

Head Teacher- Mrs Lorna Sim

Avoch Primary School Nursery



A very warm welcome to Avoch Nursery. Joining our nursery is your child's first important step in becoming part of our learning community.

The first five years of your child's life are very important and encompass a complex period of growth and development. The experiences that children have during these formative years have a strong influence on:

- their physical well-being;
- their sense of self-worth and their self-confidence;
- their feelings about other people;
- their capacity to learn and their attitude towards learning.



In Avoch Nursery, we are very aware of this and operate in such a way that supports children in reaching their full potential. Children are at the centre of what we do, with high quality pre-school provision for 3 and 4 year olds giving children a positive start in life and preparing them for future achievement and attainment.

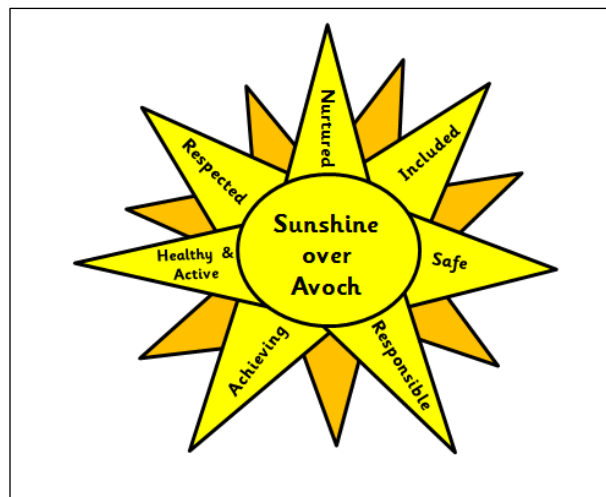
Avoch Nursery & Primary Vision Statement

We work in partnership to nurture every pupil of Avoch Primary and nursery to be happy, healthy and achieving- now and in their future life

The vision is embodied in our school aims to-

- ❖ Nurture a safe, welcoming and positive learning and teaching environment where achievement is promoted and celebrated.
- ❖ Promote an ethos of inclusion, equality, fairness and mutual respect.
- ❖ Develop a shared culture of ambition; with high expectations of attainment and achievement for all.
- ❖ Provide a rich, experiential curriculum that enables our children to engage in high quality learning activities.
- ❖ Inspire life-long learning in our pupils, parents and staff; equipping pupils with skills for life, learning and work.
- ❖ Work in partnerships within the school, with parents and with the wider community.

Aims & Vision statement created by pupils, parents and staff.



We are committed to realising the potential of our children, and all staff look forward to working together with parents to improve the service for all our young people.

We hope the following pages give you a flavour of our nursery. Should any questions remain unanswered, we will be happy to help.

Nursery Staff

Mrs L Sim- Head Teacher

Depute Head Teacher- Miss Wanda Clark



Mrs Carmichael



Miss Baird



Miss Macdonald



Mrs Campbell



Mrs MacDonald

Mrs Golden

Health Visitors:

For children at nursery, the Health Visitor will take the lead on any issues regarding additional support until the child starts school. Avoch nursery is visited by 3 Health Visitors based on the location of each of our families. They are Niki Watson, Lee

Parkes and Kay McKillop. They can be contacted by telephone at **Fortrose Police Station- Tel: 01381 622456**

Correspondence to: c/o Fortrose Medical Practice,
Station Road,
Fortrose,
Ross-shire
IV10 8SY

NURSERY HOURS

Currently Avoch Nursery operates two sessions per day, 5 days per week and your child will be allocated either morning or afternoon following enrolment.

Our morning sessions run from 8.50am to 12.00pm

Our afternoon sessions run from 12.15pm to 3.25 pm

These sessions are subject to change in August 2020



All children must be brought to nursery and collected by an adult known to them. We ask all adults to sign their children in and out each day. The nursery staff will ensure your child is collected by the named adult and if a change is required you must contact the office prior to collection.

ADMISSION TO NURSERY

Places are available for children after their third birthday. The nursery is open to all but priority is given to children who live within the Avoch Primary School catchment area.

EQUAL OPPORTUNITIES

All children have access to all the facilities at the nursery irrespective of race, religion, culture or disability.



CLOTHING

All children should bring indoor shoes, trainers or gym shoes to wear in the nursery. Each child is asked to bring a complete change of clothes, which can be kept in a bag on their peg. The Nursery provides aprons to help protect children's clothing, but request that the children do not wear 'good' clothes which will inhibit them from joining in activities.

It is important that all items of clothing are clearly marked with your child's name. Avoch Nursery sweatshirts [red] are available for order through the school office.

HOLIDAYS

The nursery has the same holiday pattern as the school.



HOLIDAY DATES

2019-20

| | |
|---------------------------|--------------|
| 20th August 2019 | Pupils back |
| 11 th October | School close |
| 28 th October | School opens |
| 20 th December | School close |
| 6 th Jan 2020 | School opens |
| 27 th March | School close |
| 14 th April | School open |
| 2nd July 2020 | School close |

INSET (*open to staff but closed to pupils*)

19th Aug 2019
16th & 17th September 2019
19th February 2020
1st June 2020
Public holidays
17th & 18th February 2020
4th May 2020

2020-21

Dates may be subject to change

| | |
|------------------|---------------|
| 18 August 2020 | Pupils back |
| 09 October 2020 | School close |
| 26 October 2020 | School opens |
| 22 December 2020 | School close |
| 06 January 2021 | School opens |
| 01 April 2021 | School closes |
| 19 April 2021 | School opens |
| 01 July 2021 | School closes |

INSET (*open to staff but closed to pupils*)

17th Aug 2020
14th & 15th September 2020
17th February 2021
6th May 2021
Public holidays
15th & 16th February 2021
3rd May 2021

SNACK



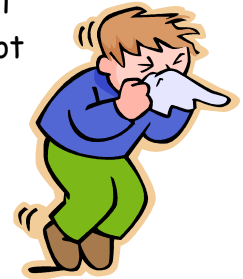
The nursery & school are health promoting, and we provide a small healthy snack each day. Time for snack is part of the daily routine of the nursery, and in addition children are provided with fruit and milk. Water is available at all times. We encourage the children to explore new flavours and tastes linking where possible with the children's interests.

ILLNESS

If your child becomes ill, we will contact you, or your emergency contact, by telephone.

If your child is too unwell to attend nursery, please contact the school to let us know. It is vital that nursery staff know that your child is not attending. School policy, as agreed with parents, states that a parent of a child too unwell to attend should phone school by 9.30am to inform staff.

If there is any medical information which may affect your child in any way, please help us by stating the condition on the enrolment form.



TRANSITION

We aim to make the transition from nursery into primary one as smooth as possible for the children. All children in Nursery 4 will be issued with a buddy from the current P2 year group. The older children are issued with buddy guidelines, and take their roles very seriously. There will be opportunities for the children to visit their buddies and buddies to visit them in nursery. After Easter there will be visits to the P1 class to meet with peers from Fortrose pre-school and to meet some of the teachers working in the infant area. Allocated times are given and the children will be able to become familiar with their new environment and routine. The P1 teachers and nursery staff maintain a close working relationship including joint planning and passing on of information allowing for a smoother transition process. Parents will be issued with information on this as transition arrangements start.



HOW WELL IS MY CHILD DOING? / REPORTING TO PARENTS

Our Nursery staff continually observe children at work and play, nurturing their skills and independence. Children's progress and development are recorded in a variety of ways; through samples of completed activities, photographs and observations made by staff. This provides a wide overview of your child's developing skills and activities; all of this information will be collated to form your child's 'Learning Profile' which you are actively encouraged to contribute to. These will move on into P1 so that receiving teachers have key information about children's achievements and progress.

It is hoped that staff build up a good rapport with parents early in the year, and that informed daily discussions will take place. You will be invited to attend parents' evening in November and March to discuss, confidentially, what progress your child has made.

Any parent who is concerned about their child's progress should request a meeting with the nursery staff; if concerns still exist a meeting should be requested with the Depute or Head teacher. These meetings may also be attended by the Health Visitor as they are the Named Person for Pre-school children.

Furthermore, as is the case in school, each family is issued with newsletters which keep parents up to date with events and newsworthy items. At times, not all school information is relevant to nursery, so therefore will not be sent home.

SAFETY AND SECURITY

We have stringent safety procedures in order to protect your children while they are in our care. Unauthorised people are not allowed into the nursery. If it is necessary for someone else to collect your child it is essential that staff are informed and parents and carers are asked to use the signing in/out folder. Failure to do this could result in the staff refusing to let your child go with that person.

CHILD PROTECTION POLICY

Highland Council's Child Protection Policy has the welfare and well-being of the children as paramount. All staff have a duty to report to the Head Teacher any concerns they may have about any child. This could mean information is passed on to other agencies without parental permission.

CONFIDENTIALITY POLICY

Any information written or spoken between parents and staff is treated as confidential. Files containing children's notes are kept securely on the premises and only members of staff have free access.

VISITS AND VISITORS

To make full use of the local environment, visits are arranged to places of interest throughout the year. Visitors are also invited into Nursery to help develop the children's knowledge and understanding of the world. Parents or carers with skills which would interest the children are especially welcome.

BEHAVIOUR MANAGEMENT

As with the school, the nursery runs a positive behaviour policy. We do this through setting goals - behaviour we want to encourage, and by defining boundaries - clear definitions of acceptable behaviour. The goals are; to be kind, to share, to be helpful and to listen to others. The boundaries are; no hurting physically or mentally, no running and if you make a mess you tidy it up.

MEDICATION POLICY

Staff will not administer medication to children unless they have a life threatening illness e.g. they suffer from asthma or they have a nut allergy. If a pupil requires medication during the school day it must be handed in to the office by an adult with a detailed letter. Please see the medicine policy on the school website for further information www.avochschool.wordpress.com

Parents will be informed by telephone during the session if their child feels ill and will be asked to collect their child from the nursery.

NHS Highland advise all nurseries about early detection of managing head lice.

OUTDOOR PLAY



We play and learn outdoors each day. The nursery has all-weather suits and boots for the children to borrow and we explore the early curriculum outdoors throughout the year. The nursery has developed an outdoor play and learning statement. We aim for the children to be outside for at least an hour in every session regardless of the weather. The

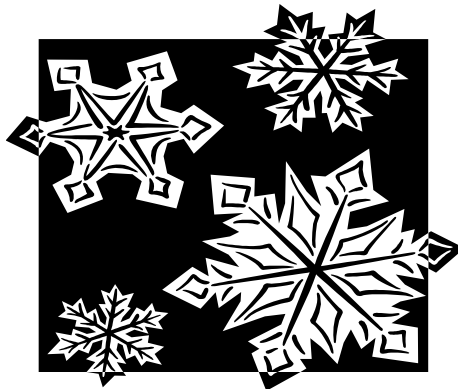
outdoor areas have been zoned and there are planned activities in these areas throughout the week and rotated regularly. This includes regularly using the outdoor ride on toys, exploring the Woodland Trail and using the Adventure trail.

COMPLAINTS PROCEDURE



The school operates a complaints procedure, and any parents requiring further information on this should contact Mrs Lorna Sim, the Head Teacher, directly. Parents are also able to contact the Care Inspectorate directly if they wish. The local address and telephone no. is First Floor, Castle House, Fairways Business Park, Inverness IV2 6AA. Tel 01463 227630

ADVERSE WEATHER



In the event of adverse weather conditions, e.g. a heavy snowfall, it may be necessary to close school early. Parents need to have arrangements in place if such conditions occur during the school day.

We will endeavour to give a minimum of one hour's notice of the school closing but you are free to collect your child at any time before that if you are concerned about the local conditions.

Parents are asked to use the media outlets, listed below, to check on school closure updates.

- Dial Highland Council access number which is **0800 5642272**. Then enter Avoch's pin number, which is **041470**. You should hear the school name and will then be directed to a main menu, which will guide you to the appropriate information.
- Moray Firth Radio is also another source of information, should the school be closed.

Educational Information

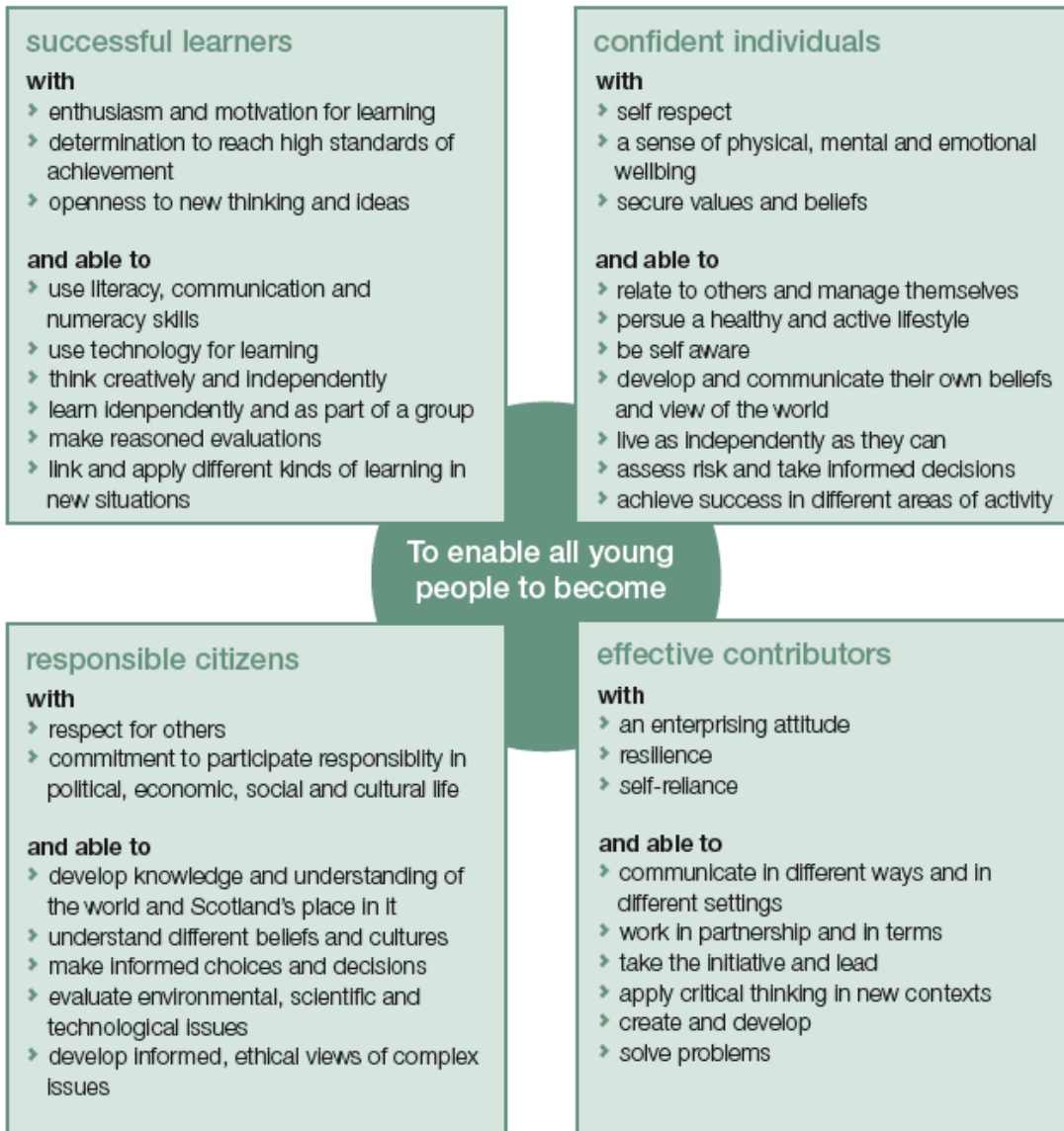
CURRICULUM FOR EXCELLENCE

In Avoch Nursery, we follow the Scottish Curriculum for Excellence, which offers a single coherent curriculum for all young people aged 3-18.

This curriculum aims to provide:

- More flexibility for teachers and learners
- Greater choice and opportunity for pupils
- Seamless transition from Nursery into P1

We plan for learning against the four capacities of the curriculum:



HOW WE PROMOTE LEARNING

1. We react flexibly and responsively to the immediate and long-term needs of each child in our care.
2. We ensure that each child is given sufficient time, resources and support to think, explore and experiment, work (at times uninterrupted), relate new experiences to previous learning and complete tasks to their own satisfaction.
3. We make intentional curriculum choices to reflect the interests and experiences of the children.
4. We work with individual children, small groups and the whole class group on a daily basis.
5. We monitor our practices to ensure that balance, breadth, continuity and progression are being effectively experienced by each child.

Furthermore, we ensure that each child experiences learning in the key curricular areas of:

- Health and Wellbeing
- Literacy and English
- Numeracy and Mathematics
- Technologies
- Sciences
- Social Studies
- Religious and Moral Education
- Expressive Arts



HEALTH AND WELLBEING

Learning in Health and Wellbeing ensure that children develop the knowledge and understanding, skills, capacities and attributes they need for mental, emotional, social and physical wellbeing now and in the future.

Learning will encompass aspects of social and emotional learning - though this, children will be encouraged to make choices, develop their interests, communicate their needs and express their feelings. Through learning to take turns and share, children will learn to make friends and consider the thoughts and feelings of others.

Physical wellbeing will be incorporated into daily energetic play both indoors and outdoors. Our children use the outdoor and indoor big play equipment to develop their physical play. In addition, they use the hall area to develop their capabilities in movement and to build confidence in this and their use of apparatus equipment.

Furthermore in this curricular area, children will be given opportunities to learn about food and exercise. Through preparing, enjoying and tasting a range of food they learn how different foods keep them healthy. Children will be encouraged to look after their bodies and understand about growth and development.

LANGUAGE AND LITERACY

Literacy is fundamental to all areas of learning as it unlocks access to the wider curriculum. In Avoch nursery we aim to provide a literacy rich environment.

Our children are exposed to a wide variety of books, big books, stories and nursery rhymes. They are encouraged to learn and participate in saying nursery rhymes also as well as clapping out the rhythms of these.

Singing, music making and drama take place regularly as does listening to instructions from television, tape recorder and listening post.

Language and vocabulary are also developed through playing with the wide selection of toys, giving rise to imaginative role-play.



Enjoyment of the printed word is fostered in the Nursery in a comfortable 'story corner', with an attractive variety of books for reading to the class, groups and individual children. Stimulating pictures and appropriate vocabulary are displayed on the walls to reinforce learning.

Early reading skills are further developed through books where children can learn the connection between the written and spoken word, matching and memory games, jigsaws and other varied activities. Activities take place both within the nursery setting and in the school library. We also actively encourage links with the local librarian to promote good reading habits.

Good hand control and hand/eye co-ordination are skills required of children as they progress through the primary school. In the Nursery we lay the foundations for acquiring such skills through the wide use of paints, pencils, pens and crayons.

NUMERACY AND MATHEMATICS

Being numerate helps us to function in everyday life and contribute effectively to society. Numeracy and mathematics support all areas of learning and allow children to be confident in enjoying a variety of settings and activities.

Early skills are learned through play in the Nursery. The children learn to sort, match, measure, and estimate, arrange and compare using toys and games. They experience the concepts of light and heavy, thick and thin, long and short, shape and colour.



Understanding of numbers develops as the children learn to count everyday things around them. Children are encouraged to apply their knowledge of using mathematics in everyday life situations.

TECHNOLOGIES

The children have access to a variety of technology equipment, ranging from scissors to computers. In the nursery environment children will explore and use software, electronic equipment, programmable toys etc. to develop skills, solve problems and communicate with others. As children play and learn they will develop interests, confidence and enjoyment in ICT skills.



SCIENCES

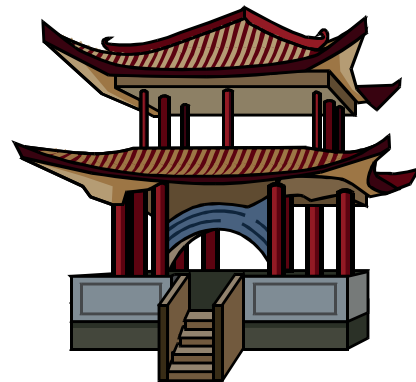
Children will receive opportunities to develop their interest in, and understanding of, the living, material and physical world. Learning will encompass both indoor and outdoor experiences for children to develop and investigate their natural world and surroundings. In their play children will have many opportunities to experiment and explore different materials and resources.

SOCIAL STUDIES

Our children are given opportunities to learn about people and the world around them by focusing on topics throughout the year such as, the changing seasons, growth, plants, animals, weather etc. Many links are made to literacy and numeracy through this curricular area and children are encouraged to become more 'responsible citizens' as they make sense of the world around them.

RELIGIOUS AND MORAL EDUCATION

In Avoch nursery we encourage our children to develop an awareness and appreciation of each individual. Children will become aware that people have different values and beliefs through examining special festivals, customs and traditions. Children will be given opportunities to explore Christianity, other world religions and develop their understanding for what is fair and unfair and the importance of caring for, sharing and co-operating with others.



EXPRESSIVE ARTS

Expressive arts allow us to recognise and represent feelings and emotions, both of our own and others. They play a central role in shaping our sense of personal, cultural and social identity. Through art, music, drama and dance our children will be given opportunities to be creative and express themselves in different ways.



Our children are given the opportunities to express their ideas and feelings through variety of media and produce pictures, paintings, models, mobiles, cards and calendars

They are encouraged to enjoy and develop movement, rhythm, singing and music making.

SUPPORTING CHILDREN WITH ADDITIONAL SUPPORT NEEDS

If a child is found to have difficulties with any aspect of their development - the first step we would take in helping the child would be to discuss the issue with the child's parent.

Along with the Health Visitor, we would then plan how to work together to help the child. Specialist help from other agencies may need to be sought with the parent's agreement e.g. Speech Therapy. The specialists would then use their skills and experience to advise parents and staff whilst working to help the child.

The rights and responsibilities of parents are respected and they are encouraged to be involved in making decisions about the approaches taken to meet their child's needs.

LINKS WITH OTHER AGENCIES

Whenever there are concerns about a child's social, emotional or intellectual development parents are encouraged to share these issues with the nursery staff, Head Teacher or Health Visitor.

Our nursery has links with Health Service Professionals, Psychological Services, and Social Services.

FINALLY

Thank you for reading our handbook. We hope you found it useful and informative. We hope that as parents you will find our nursery a friendly welcoming place, where your children will spend many happy hours.

For anyone seeking more detailed information on Nursery practice, please ask - we will be happy to share both School and Nursery policies with you.

This handbook was updated in November 2019



We're changing how we collect information on funded Early Learning and Childcare in Scotland

Each year the Early Learning and Childcare (ELC) census collects information about children receiving funded ELC across Scotland. Scottish Government are currently trying to improve this data collection as we realise that the current ELC census doesn't provide the information required to manage this sector. It also places a burden on ELC funded centres and local authorities, with little benefit to them.

The **ELC Data Transformation Project** is a **new** development, which is building on the existing census to make vital information available to measure the Scottish Government's commitment to providing high quality funded ELC. The data collected will be used to inform future planning for provision and the ELC workforce, as well as to better support children and families. There will be a number of **data trials** to test changes to the process before the new census is fully established.

What data will be collected on your child?

The information that will be collected on your child has been chosen to help us understand how families are using funded ELC and to help ensure that funded ELC is accessible to all. The following will be collected:

- Gender
- Date of birth
- Home postcode
- Ethnicity
- Home language
- Stage (e.g. 3 years old)
- Disability status
- Additional support needs
- Support plans
- If Gaelic medium education
- Eligibility reason for 2 year olds
- Funded ELC provision (hours, days, weeks)

The data will be provided by the local authority (parents do not need to do anything). Information such as name or medical information will **not** be shared.

Information will be transferred from local authorities to the Scottish Government using secure data transfer systems, and access to data will be restricted.

Further information regarding the project, data security, your rights and how the data is processed can be found on the ELC Data Transformation Project webpage:

<http://www.gov.scot/Topics/Statistics/Browse/Children/ELCData/ELCDTP>

Any questions or concerns can be sent to:

ELCDataTransformation@gov.scot.