

Acharacle Bi-Lingual Nursery
Sgoil Àraich Ghàidhlig Àth-Tharracail
Acharacle
PH36 4JU
Tel: 01397 708 404



Staff

Nursery Practitioners	:	Miss Mairi Beaton
		Miss Gwen MacPhee
Early Years Support Worker	:	Miss Niamh MacLellan
Early Years Development Officer		Ms Lia Hunter
Head Teacher		Mrs Lyndsay Bradley
Principal Teacher		Mrs Margaret Ford



Welcome to Acharacle Bi-Lingual Nursery

Failte gu Sgoil Àraich Ath-Tharracail

Introduction

The nursery accommodation is part of the fantastic eco-friendly school building. The nursery has its own purpose built room with a separate entrance to outdoor decking and landscaped garden, complete with playhouse and climbing frame. We have now converted a classroom to provide an additional nursery space to allow for extended provision. This has been fully resourced and also has direct access to outdoor provision. The nursery classes are bright and stimulating for the children with learning experiences being developed based on the ideas and interests of the nursery children. Displays are changed regularly.

The nursery also makes full use of all the other facilities the building has to offer including the multi-purpose hall, activity room and regular sessions in the infant classes.

Our children enjoy using the outdoors to extend their learning.



Although we now have full time separate Bi-lingual and Gaelic sessions running at the same time, the children still come together regularly to share experiences.

Language support is available to help non-Gaelic speaking parents who choose to send their children to Gaelic Medium Nursery.

General information

A child is eligible for a place in the Nursery the term after their third birthday, however, children whose birthday falls after February 28 cannot start their funded place until after the summer holidays. Children are entitled to 30 hours per week, although some children may initially attend for less than their full entitlement. During enrolment we are required to record the number of sessions a child is enrolled for: funding for the Nursery is based on this. Highland Council also now operates a system where children can attend Nursery from the Monday after their third birthday, as long as this date falls in the academic year of entitlement. Parents pay for sessions until the start of the next term when their funded place begins. If you feel you would like your child to make use of this, please discuss during enrolment.

To enrol for a place in a School Nursery – you can apply on-line through the Highland Council website or you can attend the school in person during enrolment week.

Admission procedures

- All children are required to enrol for their initial Early Learning and Childcare place at their preferred nursery. If you wish to enrol at a local authority nursery then it is recommended that you enrol at your catchment school.
- If you wish your child to remain at the same local authority nursery for their four year old provision then you can simply confirm this to the nursery and provide an update of their details. However, if you have moved out of the catchment then a place cannot be guaranteed until all other enrolments have been processed.
- Birth certificate or other official confirmation of birth must be checked at enrolment. If enrolling online for a school nursery, then this needs to be scanned in at the time of submission or presented at the school.
- In some schools, where there is significant pressure on the school roll then Council Tax records will also be checked to verify address details.
- It is hoped that parents will enrol during enrolment week, however enrolments will be Highland Council Nursery Enrolment Guidelines for Parents V 3 Page 4 of 4 accepted throughout the year where places are still available.

Admission Policy for School Nurseries

Priority is given to children living within the catchment area and also to any children that are assessed as “in need” defined in the Children Scotland Act 1995. If after allocating the places to children as stated above, there are still places remaining, then those places may be allocated to children outwith the catchment according to the following criteria in order of priority to:

1. four year olds with siblings attending the school
2. three year olds with siblings attending the school
3. four year olds
4. three year olds

Non-catchment enrolment applications If you enrol your child in a local authority nursery that is outwith your catchment there is no guarantee that another year in that nursery will automatically be provided or that your child

will get a primary place at that school. You will have to make a placing request at the time your child is due to enrol for Primary 1.

Attendance at the nursery does not guarantee a place in Primary 1. A placing request is not required for a nursery aged child. Preference forms and settings that are oversubscribed In order to assist in allocating places, where there is a possibility that school settings may be oversubscribed you may be asked to complete a "preference form". It will ask for you to state your second and third choice of setting. Deferred entry to Primary 1 i.e. additional year at nursery

- It is a statutory requirement for a child who is five before the start of the school session to attend primary school.
- Any deferral for children whose fifth birthday is before the start of session should be supported by a recommendation from Psychological Services.
- If a child has a January or February birthday, parents may decide that they wish to defer their child's entry to school and in this instance a further funded year is guaranteed. For those children born between September and December, a further year is only funded if there is agreement. If you have a child who is looking to be deferred please contact the child's catchment school to discuss.

Nursery Times

For session 2020-21, nursery children will be offered 30 hours in nursery per week.

Please speak to the Headteacher for further information.

Nursery session – August 2020 - July 2021

Bi-lingual Nursery: Mon-Thurs 9.00-3.45, Fri 9.00-12.00

Gaelic Medium Nursery: Mon-Thurs 9.00-3.45, Fri 9.00-12.00

There is a carefully planned programme of experiences, based on the children's own ideas and interests. These cover the eight areas of development. Learning opportunities include role-play, co-operative construction, painting, drawing, sand and water play, stories, songs and music making, physical activities and skills' development.

Attending regularly and on time will give your child a good start in the early years of their education.

Administration

All children should be brought to the nursery and collected by an adult known to the child. Adults are requested to sign the children in and out. Parents will be asked to provide details of who will be collecting their child on a daily basis.

Parents will also be asked to complete a form indicating any medical conditions or allergies, which the nursery/school should be aware of.

School Links

As part of Curriculum for Excellence, we are striving to ensure on-going links between the nursery and infant classes. This builds relationships with the nursery children and their teachers and classmates from an early stage and allows for Early Level Outcomes and Experiences to be delivered. The four year olds will also get to know their Primary 6 buddies who will be there to look out for them when they start school in August.

In the summer term, the four-year-olds will visit the classrooms even more regularly. Sometimes the infant teacher will plan activities specifically for the four year olds and at other times the emphasis will be on Early Outcomes and Experiences with the P1 & P2 pupils.



Clothing

All children must bring a pair of suitable indoor shoes (preferably pumps rather than slippers so they can use the outdoor area without having to change) spare change of clothes and suitable outdoor wear. As part of the focus on independence, we encourage children to manage their own coats and shoes. It would therefore be helpful if these were easy to take off and put on. We would also request that the children's shoes and clothes be clearly labelled.

Illness

If your child becomes ill or has an accident whilst attending nursery, we will contact you by telephone. If there is no reply we will ring your emergency contact number. Incident/accident forms and logbooks are completed and signed in the nursery. Parents will be asked to sign a form when they are notified of any such event and will also be given a copy of the form.

If your child is going to be absent from Nursery could you please telephone the school on **01397 708404** and a message will be passed on to the nursery staff. New absence procedures put in place by Highland Council require the school to make contact with Nursery parents if a child is absent without notification.

If your child has an infection (e.g. diarrhoea, vomiting, body rash and fever, sore throat with swollen glands, severe coughing) please keep him/her at home. It would be helpful if parents informed the Nursery as to the nature of the infection so that staff can alert other parents. Highland Council guidelines state that parents must wait until at least 48 hours has elapsed since their child's last attack of vomiting/diarrhoea before the child returns to nursery.

National Guidance on head lice is to wet comb the hair of all family members once a week so that head lice can be detected and treated early. Wet combing can help prevent re-infection.

Early Closure

Should the nursery need to close earlier than normal, (in the event of bad weather or power failure etc), parents will be contacted by telephone. If there is no reply from the home number, we will telephone the emergency contact number provided.

Visits

We believe that taking the children out on a variety of visits is a very important aspect of nursery education. At the beginning of the session parents will be asked to sign a consent form to cover all local visits and outings but prior to each visit we will advise parents when the outing is to take place and whether help is required.

Nursery children participate in all the whole school events which take place throughout the year i.e. sports day, fund raising events, school concerts and summer outings.

Children visit the mobile library once every three weeks on a Tuesday. They are encouraged to choose their own books.



Aims of the Nursery

Acharacle nursery seeks to provide a caring, happy, safe and stimulating environment for children to learn and develop through play. We seek to work in partnership with parents to provide the best possible experience for every child. We have reviewed our nursery aims this year in consultation with the children, parents and staff.

We aim to :

- Welcome both parents and children into the school community.
- Value each child as an individual
- Work closely with parents to develop children's independence, confidence and self esteem
- Provide a wide range of stimulating, interesting and challenging play experiences covering all aspects of the Curriculum for Excellence...to encourage the emotional, social, physical, creative and intellectual development of all children.
- Encourage children to play together, care for each other and value each others differences
- Help children explore, appreciate and take care of their environment
- Make learning an exciting, fun and above all enjoyable experience

Code of Conduct

All children should be aware of the nursery code of conduct as early as possible:

**We encourage children to be kind to one another and respect the needs and feelings of others.
We encourage children to listen carefully to instructions from adults and to listen in order to interact well with other children.
We encourage children to behave appropriately in the nursery setting.**

The nurseries use strategies, following the principles of promoting positive behaviour, which the whole school embraces through the example of lessons from ' Circle Time ' and its 'Golden Rules' - the nursery displays a set of Golden Rules for all to see and praise and stickers are used to promote positive behaviour. Examples of children helping, being kind, etc. may also be recorded in their 'Learning Journals'.

The Nursery Day

Few tasks are more important than promoting learning for children in their early years. Children who begin their education in a supportive and challenging environment are likely to become confident and successful learners. Such learning environments do not simply happen; they emerge over time as the result of people working together, thinking carefully about children, about learning and about the learning environment.

A Curriculum for Excellence - overview

<p>Values Wisdom, justice, compassion, integrity</p> <p>The curriculum must be inclusive, be a stimulus for personal achievement and, through the broadening of experience of the world, be an encouragement towards informed and responsible citizenship.</p>	<p>The curriculum: 'the totality of all that is planned for children and young people throughout their education'</p> <ul style="list-style-type: none"> Ethos and life of the school as a community Curriculum areas and subjects Interdisciplinary learning Opportunities for personal achievement 	<p>Learning and teaching</p> <ul style="list-style-type: none"> Engaging and active Setting challenging goals Shared expectations and standards Timely, accurate feedback Learning intentions, success criteria, personal learning planning Collaborative Reflecting the ways different learners progress
<p>Experiences and outcomes set out expectations for learning and development in:</p> <ul style="list-style-type: none"> Expressive arts Languages and literacy Health and wellbeing Mathematics and numeracy Religious and moral education Sciences Social studies Technologies <p>Curriculum levels describe progression and development.</p>		<p>All children and young people are entitled to experience</p> <ul style="list-style-type: none"> a coherent curriculum from 3 to 18 a broad general education, including well planned experiences and outcomes across all the curriculum areas. This should include understanding of the world and Scotland's place in it and understanding of the environment a senior phase which provides opportunities for study for qualifications and other planned opportunities for developing the four capacities opportunities for developing skills for learning, skills for life and skills for work opportunities to achieve to the highest levels they can through appropriate personal support and challenge Opportunities to move into positive and sustained destinations beyond school
<p>Personal Support</p> <ul style="list-style-type: none"> review of learning and planning of next steps gaining access to learning activities which will meet their needs planning for opportunities for personal achievement preparing for changes and choices and support through changes and choices pre-school centres and schools working with partners 	<p>Principles of curriculum design:</p> <ul style="list-style-type: none"> Challenge and enjoyment Breadth Progression Depth Personalisation and choice Coherence Relevance 	<p>Arrangements for</p> <ul style="list-style-type: none"> Assessment Qualifications Self-evaluation and accountability Professional development <p>support the purposes of learning</p>

The purpose of the curriculum at this early stage is to support children in all aspects of their emotional, social, cognitive and physical development. It should enable them to become increasingly independent, responsible and eager to progress in their learning.

Nursery staff achieve this through their skilled interaction with each child and by providing stimulating contexts for active learning, building upon the child's knowledge and skills and recognising their stage of development. They will build upon children's enthusiasm, inventiveness and creativity to plan learning activities which combine to achieve this purpose.

Level	Stage
Early	Pre-school and P1, or later for some

The experiences and outcomes at the early level will be used in suitable combinations to plan motivating and challenging activities. These activities should provide breadth of learning across the curriculum areas.

More information on a Curriculum for Excellence in the Early Years is available at

<https://education.gov.scot/parentzone/my-child/early-years>

Staff will organise activities so that, through play, children will learn to:

- Co-operate with one another in the nursery setting
- Share
- Listen
- Improve language skills
- Develop self-confidence and self-esteem
- Control their body in movement
- Develop their creative skills



Children will be given opportunities to: -

- Listen to stories
- Learn nursery rhymes
- Visit the local environment
- Care for plants
- Joint working with infant classes
- Mix with primary pupils at break time when appropriate
- Sing and take part in a range of musical activities



Learning opportunities offered to the children range from: -

- Sand and water play
- Baking
- Playdough
- Junk modelling
- Glueing
- Jigsaws
- Construction toys e.g. Lego, duplo etc
- Using ICT equipment in different ways
- Imaginative play e.g. the home corner, The outdoor house
- Outdoor activities
- Story corner
- Dressing up



Ready for Nursery?

You can help your child to learn by playing together at home:

- Encourage them to be independent e.g. getting dressed by themselves, washing their hands before meals.
- Read to them every day, talk about books with them and read familiar words to them e.g. labels on their favourite foods. Children who enjoy singing and reciting nursery rhymes learn to read and spell more easily in primary school.
- Talk with them and answer questions; play remembering games like 'I Spy'. Watch television programmes with your child so you can talk about them afterwards.
- Get them to help to match and sort things out e.g. putting together knives and forks, pairing up socks, putting packets in order of size.
- Encourage them to count (forwards and backwards) and use numbers in every day situations and rhymes
- Encourage them to listen to music, songs, stories and rhymes.
- Encourage them to use crayons, pens, pencils, paint, play dough.
- Give them the chance to use their fingers and hands e.g. building with bricks, cutting out with scissors, helping with baking, fastening zips and buttons.
- Encourage them to appreciate the world around them, to enjoy looking after their pets and finding out about animals and plants in the garden, on walks round the village, the woods and the beach ...

Highland Council has an equal opportunities policy and children cannot be refused admission to nursery because they are not toilet trained.

Another tip to ensure that going to the toilet does not pose a problem, especially when the children are on outings or excursions, is to ensure that zips / buttons / velcro or popper fastenings are easy to use and work properly.



Parental Involvement

Parents are given an opportunity to share in their child's learning in many ways - through the fantastic new Online Learning Journals, Clas Dojo, joining in with Nursery events and outings, informal discussions with nursery staff and Head Teacher and specific identified times when parents are invited to discuss their child's progress with staff. Parents are also encouraged to contribute to their child's 'Learning Journal' by sharing what their child has done outwith nursery.

Parents are invited to help on outings, walks and visits; to participate in social activities and support fund raising (Christmas Concert/ Easter service/ Summer Fair etc.)

Parents can support staff by: -

- ◆ Ensuring all relevant information is passed on
- ◆ Informing staff if a child is unable to attend any session
- ◆ Informing staff of any medical condition which may affect others

Nursery staff and the Head Teacher are available to discuss any concerns that you might have about your child at any time throughout the school year.

Reporting to Parents

All nursery children build up an online 'Learning Journal' during their time in nursery. This document enables staff and the children to prepare a folio of work together, including photos of paintings, drawings etc and recording their successes and next steps. Children regularly talk with staff about their learning. Parents are invited to attend a 'Stay, Play and Learn' session monthly where they can discuss their child's Learning Journal.

The Learning Journal promotes continuity between early education and P1; forms the basis of the parents' report and provides concrete evidence of the child's achievements.

Further information on transferring to P1 is contained in the nursery policy folder. A summary of all policies is attached to this brochure. Parents wishing to find out more about these policies should ask the nursery staff to let them have the Parents' Folder.

Snack

Now that children are in Nursery for a longer session over lunchtime, snack is smaller. It may consist of fruit, milk and bread or toast with cheese, cold meat or jam. Highland Council subsidises some of the costs including milk and fruit but parents may give a donation if they wish to contribute towards additional items and the cost of

outings and special food for parties and celebrations. To cater for particular allergies, the nursery is nut free. School lunches are available and are free for nursery pupils or packed lunches can be brought.

Acharacle Primary is a health promoting school. Healthy eating is encouraged and fresh fruit or veg is offered to the children every day. They are also given the choice of semi-skimmed milk or water to drink. During snack time we encourage children to develop a range of skills associated with eating: being polite at table, waiting for others and excusing oneself from table.



And Finally.....

We look forward to welcoming your child into our school community. We hope that the time spent at nursery will be a rewarding one for you and your child. This is a very crucial stage in a child's development, as it is accepted that children learn more rapidly in the first seven years of life than at any other time. It is therefore really important that they are given every opportunity to achieve their full potential.

As a parent you play a vitally important part in this process. We, in the nursery, hope to play our part by treating your child as an individual and offering him/her a variety of experiences through activities, which are designed to further the developmental process. We are careful to include multi cultural practices in all aspects of our curriculum planning.

Please remember that you are welcome to come and see the staff to discuss any aspect of your child's nursery life. We welcome your comments or suggestions.

However, we are aware that difficulties can occur from time to time and if there is any matter you wish to bring to our attention please come and see us. If you have a complaint there is a procedure for you to follow, including complaints direct to the Care Inspectorate. Information on this is displayed on the Notice Board. Nursery policies are available in the Policy Folder outside nursery on request.

Care Inspectorate

Care Inspectorate is a regulating body which ensures National Care Standards are being met.

Our Nurseries will be inspected regularly. A copy of inspection reports may be viewed/downloaded online at <https://www.careinspectorate.com/> or you may request a copy by telephoning 0345 600 9527

One of the most important ways for us to make sure care services improve is by listening to your concerns. These may be about a care service or about the Care Inspectorate.

For more information, you can read [unhappy about a care service?](#)

['How we deal with concerns and complaints'](#) explains the process.

How to make a complaint

Registered care service

If you are not happy with the level of care you or someone you care for is receiving, we would encourage you to first of all speak to the care service itself about your concerns. This is often the quickest way to resolve a problem.

However, you can choose to complain directly to us by either:

- filling in our [complaints form online](#)
- calling us on 0345 600 9527
- emailing us at concerns@careinspectorate.gov.scot
- writing to any of [our offices](#).

Whichever method you use to, we will deal with your complaint following '[How we deal with concerns and complaints](#)'.

In summary, this means we will:

- acknowledge that we have received your complaint within three working days
- aim to complete the investigation within 40 working days
- let you know if we think there will be a delay and give you the reasons for the delay
- let you know our findings and the outcome of the complaint.

If you are unhappy with the outcome, you have the right to ask the [Scottish Public Services Ombudsman](#) (SPSO) to look into our decision. The SPSO website has information on making a complaint and the types of complaints it looks at. They are the final stage for handling complaints about public services in Scotland.