

Sgoil Àraich Ghàidhlig Àth-Tharracail

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Acharacle

PH36 4JU

Tel: 01397 708 404

2022-23

Staff

Nursery Practitioners	:	Mrs Margaret Jane MacDonald
Early Years Support Worker	:	Miss Rachel Ford
Head Teacher		Mrs Lyndsay Bradley
Principal Teacher		Mrs Margaret Ford



Failte gu Sgoil Àraich Ath-Tharracail

Welcome to Acharacle Nursery

The current pandemic has affected the normal running of schools in many ways. This Handbook reflects the way the nursery *usually* runs but does not cover all of the changes that we have made because of the pandemic. Our arrangements have changed in many ways this session, and may well change again, depending on how the pandemic develops. For the most up-to-date information about any aspect of the work of the nursery, please make contact and we will be able to tell you about our current arrangements. For the latest information about how the pandemic affects children, young people and families across Scotland, please visit the [Scottish Government website](#), which has helpful information [about Coronavirus and its impact on education and children](#).

Introduction

Tha an sgoil àraich pàirt dhen togalach sgoile sgoinneil againn. Tha seòmar brèagha, soilleir againn le doras a tha a' fosgladh a-mach dhan a ghàrradh agus an àite chluich againn. Cuideachd tha seòmar eile le gàrradh againn airson barrachd rùm agus 's urrainn dhuinn an àite seo a chleachdadh airson ionnsachadh fhad 's a tha sinn anns an sgoil àraich agus cuideachd nuair a ghluaiseas sinn tron sgoile. Tha gach àite snog le tòrr stuthan inntinneach agus cothroman airson ionnsachadh. A bharrachd air seo, 's urrainn dhuinn an talla agus seòmraichean eile a chleachdadh airson tighinn còmhla le clann na sgoile.

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 that can be used for extended provision as well as play based learning throughout the school. This has been fully resourced and also has direct access to outdoor provision. The rooms are bright and stimulating 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.

Tha sinn air ar cuairteachadh le àrainneachd brèagha agus bidh sinn a' dol a-mach tric.

Our children enjoy using the outdoors to extend their learning.



Language support is available to help non-Gaelic speaking Parents/Carers 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.

It is usually possible to provide a place in ELC as soon as the child reaches their third birthday, the parent will however, have to pay until the child is eligible for their funded entitlement/place (see above). Hourly charge for full hours is currently £4.40 but this may be subject to change.

For children who are 3 after 28th February, there is no requirement to provide a place in a school ELC setting until the following August, but if there is space and sufficient staffing then a place could be offered if the parent is willing to pay, or the child is eligible as a funded 2 year old. Eligible 2 Year olds – i.e. those from households in receipt of certain benefits*, children who are looked after or the subject of a kinship care or guardianship order, maybe be entitled a funded ELC place. Further information is available from the Headteacher.

Children are entitled to 30 hours per week, although some children may 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/Carers 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.

Children may split their pre-school provision between different centres. Priority will be given to children who live in the catchment area of the school. There are, however, certain circumstances in which enrolment may be accepted from a child out with the catchment area. For example, if there is no school nursery provision in the child's own area, or where Parents/Carers have domestic or work arrangements that are reasonable grounds for granting a place in our nursery.

Nursery Times

For session 2022-2023, nursery children will be offered 30 hours in nursery per week.

Please speak to the Headteacher for further information.

Nursery session – August 2022 - June 2023

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 learning outdoors, 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/Carers will be asked to provide details of who will be collecting their child on a daily basis.

Parents/Carers 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/Carers 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 709681** and a message will be passed on to the nursery staff. Absence procedures put in place by Highland Council require the school to make contact with Nursery Parents/Carers 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/Carers informed the Nursery as to the nature of the infection so that staff can alert other Parents/Carers. Highland Council guidelines state that Parents/Carers 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), Parents/Carers 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/Carers will be asked to sign a consent form to cover all local visits and outings but prior to each visit we will advise Parents/Carers 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/Carers to provide the best possible experience for every child. We have reviewed our nursery aims this year in consultation with the children, Parents/Carers and staff.

We aim to :

- Welcome both Parents/Carers and children into the school community.
- Value each child as an individual
- Work closely with Parents/Carers 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:

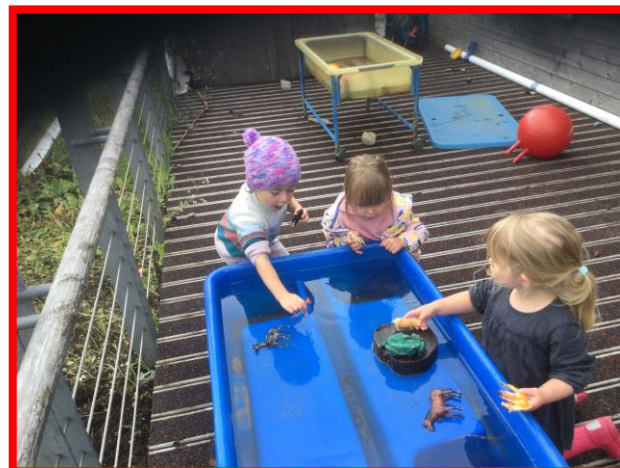
- Co-operate with one another in the nursery setting
- Share
- Listen
- Improve language skills
- Develop self-confidence and self-esteem
- Control their body in movement
- Develop their creative skills

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



A Typical Day

Outdoor learning opportunities are a central part of our nursery experiences.

9.00am Ruig is cluich // Arrive and play
Choice of sand/water tray, home corner, train tracks, duplo, lego, arts and crafts, interactive board, jigsaws and games

9.45am Am sgioblaich suas // Tidy up time
Children are played the same song for am sgioblaich suas and are helped and encouraged to tidy all the toys away

10.00am Am Cearcall // Circle time
Songs, discuss any news, go over the day and weather, read a story

10.30am Greim-bìdh // Snack
11.00am Dèanadas no cluich a-muigh // Activity or outdoor play
Topic related activity and free play

12.20pm Àm bìdh // Lunch
1.00pm Dèanadas no cluich a-muigh // Activity or outdoor play
3.00pm Greim-bìdh // Snack
Àm dhachaidh // Home time

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/Carers 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/Carers are invited to discuss their child's progress with staff. Parents/Carers are also encouraged to contribute to their child's 'Learning Journal' by sharing what their child has done outwith nursery.

Parents/Carers 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/Carers 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/Carers

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/Carers 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/Carers' 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/Carers wishing to find out more about these policies should ask the nursery staff to let them have the Parents/Carers' 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/Carers 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 free of charge to all 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.

Be part of your child's learning journey

It is important that parents are kept informed of their child's progress we do this in a number of ways. On a daily basis we are available to exchange information informally during dropping off and collecting children. We also hold termly 'stay & play' sessions. During these visits parents are invited into the nursery so they can converse with staff, view wall displays and share in your child's learning experiences. At the end of each year parents are presented with a comprehensive progress report about their child's development. However, should you wish to discuss your child's progress at any time throughout the year then please don't hesitate to speak to staff at a mutually convenient time.

During their time at nursery children will have their own individual electronic 'My Learning Journey' profiles. These contain observations for the curricular areas (detailing your child's progress) as well as evidence of Wider Achievement out of nursery.

You will be issued with log-on details to your child's account which you can access and comment on at your convenience.

We also have a nursery 'Dojo' page which is an electronic diary that is updated daily. This allows you to see what your child has been learning in nursery and gives your child an opportunity to share and discuss their day with you.

If staff have any concerns about your child's progress these will be shared with you at an early stage to ensure that your child gains maximum benefit from everyone working together in centres and at home. The process of support should contribute to a seamless transition to Primary 1.

If staff have any concerns about your child's progress these will be shared with you at an early stage to ensure that your child gains maximum benefit from everyone working together in centres and at home.

Nursery Calendar 2022-23

Am Foghar



Term Starts

16 August 2022

Term Ends

7 October 2022

An Geamhradh



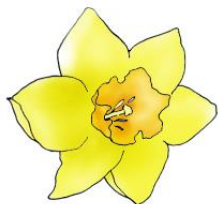
Term Starts

24 October 2022

Term Ends

22 December 2022

An t-Earrach



Term Starts

9 January 2023

Mid-Term Break

20 & 21 February 2023

Term Ends

30 March 2023

An Samhradh



Term Starts

17 April 2023

Term Ends

29 June 2023

Public Holidays

May Day

1 May 2023

In-Service Days

15 August 2022

12 & 13 September 2022

22 February 2023

5 June 2023

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. Your comments or suggestions are always welcome.

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.



Anns an sgoil àraich tha sinn airson 's gum bi tòrr cothroman ann airson cluich agus ionnsachadh còmhla.

In nursery we want to give lots of opportunities to play and learn together.

Care Inspectorate

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

Our Nursery 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.