



AUCHTERTYRE SCHOOL NURSERY  
OLD LOCHALSH SCHOOL  
AUCHTERTYRE  
KYLE  
ROSS-SHIRE  
IV40 8EG

Tel: 01599 566 369 (nursery) or 01599 566209 (school)

Email: [auchtertyre.primary@highland.gov.uk](mailto:auchtertyre.primary@highland.gov.uk)

Website: <https://auchtertyreprimary.wordpress.com>

Head Teacher: Alison MacLennan

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Welcome to Auchtertyre Nursery. It is hoped that this handbook will provide an insight into the vision, values and aims of the school; explain the routines of Nursery and be useful as a reference document with elinks to further information.

This handbook is updated each year and is available to any parent. I hope the information contained will promote partnership between home and nursery.

Yours sincerely,

Alison MacLennan  
Head Teacher

December 2021

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](#).

## Our Vision

Having fun together

Being kind together

Learning together



## Our Values

- Being part of the wider community
- Being an environmentally friendly nursery
  - Being active and independent
    - Using the outdoors
      - Being creative

## Our Aims

- Be Ready
- Be Respectful
  - Be Safe

*Reviewed in consultation with pupils, parents and staff in Nov 2018*

Head Teacher:	Alison MacLennan
Principal Teacher:	Fanny Fraser
Support for Learning:	Donalda MacRae (consulting)
<b>Nursery Staff</b>	
Early Years Practitioners:	Fiona Matheson Skye Scobie
Early Years Teacher:	Anne MacLeod
<b>Office Staff</b>	Carol MacKenzie
<b>Facilities Management</b>	Bruce Elliot
<b>Catering Staff</b>	Liz MacLeod Eilidh Fraser
<b>Cleaning Staff</b>	Bruce Elliot
<b>School Nurse</b>	Katrina Finlayson/Nicky MacPherson
<b>Parent Council Chairperson</b>	Dr. Caroline McKellar
<b>Parent Council Email:</b>	<a href="mailto:Auchtertyreprimarypc@gmail.com">Auchtertyreprimarypc@gmail.com</a>
Nursery Facebook Page:	
Parent Forum/School Facebook Page:	
<b>Area Office Contact Details</b>	Mr Don Esson Area Care and Learning Manager Fingal Centre Viewfield Road Portree IV51 9ET Tel: 01478 613697

We hope that you and your child will enjoy your time with the nursery.

### **Accommodation**

Although the Nursery Class is in a separate building, in classrooms in the Old Lochalsh School, it is still very much part of the Primary School and, as such, we would like to extend to you a very warm welcome to Auchtertyre Primary School.

### **Nursery Opening Hours**

Children's entitlement is thirty hours; you are entitled to use as many of these hours within our opening times.

Opening Hours:

Monday / Tuesday / Wednesday / Thursday 8:45am - 3:15pm;

Friday 9am - 1pm

For security reasons, if the person collecting your child is other than the child's parent or carer, please let us know. We will not hand over a child unless we have been previously informed that a different person is to collect your child. A phone call to the nursery will be sufficient. Please be sure that your child knows the person collecting them. Please also ensure that you pick up your child promptly as our staff have further commitments at the end of the day.

### **Enrolment**

Information regarding admission dates is available from the Head Teacher, Nursery Practitioners or from the Care and Learning Office in Portree.

[Enrolment for early learning and childcare](#) takes place early February.

[Enrolment for school](#) takes place in late January.

It is now possible to book nursery sessions in the term before your child's 3<sup>rd</sup> birthday. Again, information regarding booking and cost, currently £4.40/hour is available from the nursery staff, school or the Care and Learning Office in Portree.

We aim to work in partnership with parents and carers in providing your child with a wholesome and enjoyable experience at nursery, meeting friends and learning together. We hope that through the medium of play your child discovers that learning can be an enjoyable and worthwhile experience.

This handbook is intended to provide you with information about the Nursery but should there be anything that you are uncertain about please contact either the Nursery Staff or the Head Teacher.





## School Calendar:

School term dates and those of next school session can be found on the Highland Council Website under "school term dates" or by clicking on the following link:

[https://www.highland.gov.uk/info/878/schools/32/school\\_term\\_dates](https://www.highland.gov.uk/info/878/schools/32/school_term_dates)

### Highland School calendar 2022/23

Please note - Dates may be subject to change

August 2022						
Wk	Mo	Tu	We	Th	Fr	Sa
31						
32	1	2	3	4	5	6
33	8	9	10	11	12	13
34	15	16	17	18	19	20
35	22	23	24	25	26	27
36	29	30	31			

September 2022						
Wk	Mo	Tu	We	Th	Fr	Sa
36				1	2	3
37	5	6	7	8	9	10
38	12	13	14	15	16	17
39	19	20	21	22	23	24
40	26	27	28	29	30	

October 2022						
Wk	Mo	Tu	We	Th	Fr	Sa
40						1
41	3	4	5	6	7	8
42	10	11	12	13	14	15
43	17	18	19	20	21	22
44	24	25	26	27	28	29
45	31					

November 2022						
Wk	Mo	Tu	We	Th	Fr	Sa
45		1	2	3	4	5
46	7	8	9	10	11	12
47	14	15	16	17	18	19
48	21	22	23	24	25	26
49	28	29	30			

December 2022						
Wk	Mo	Tu	We	Th	Fr	Sa
49				1	2	3
50	5	6	7	8	9	10
51	12	13	14	15	16	17
52	19	20	21	22	23	24
1	26	27	28	29	30	31

January 2023						
Wk	Mo	Tu	We	Th	Fr	Sa
1						1
2	2	3	4	5	6	7
3	9	10	11	12	13	14
4	16	17	18	19	20	21
5	23	24	25	26	27	28
6	30	31				

February 2023						
Wk	Mo	Tu	We	Th	Fr	Sa
6			1	2	3	4
7	6	7	8	9	10	11
8	13	14	15	16	17	18
9	20	21	22	23	24	25
10	27	28				

March 2023						
Wk	Mo	Tu	We	Th	Fr	Sa
10			1	2	3	4
11	6	7	8	9	10	11
12	13	14	15	16	17	18
13	20	21	22	23	24	25
14	27	28	29	30	31	

April 2023						
Wk	Mo	Tu	We	Th	Fr	Sa
14						1
15	3	4	5	6	7	8
16	10	11	12	13	14	15
17	17	18	19	20	21	22
18	24	25	26	27	28	29

May 2023						
Wk	Mo	Tu	We	Th	Fr	Sa
19	1	2	3	4	5	6
20	8	9	10	11	12	13
21	15	16	17	18	19	20
22	22	23	24	25	26	27
23	29	30	31			

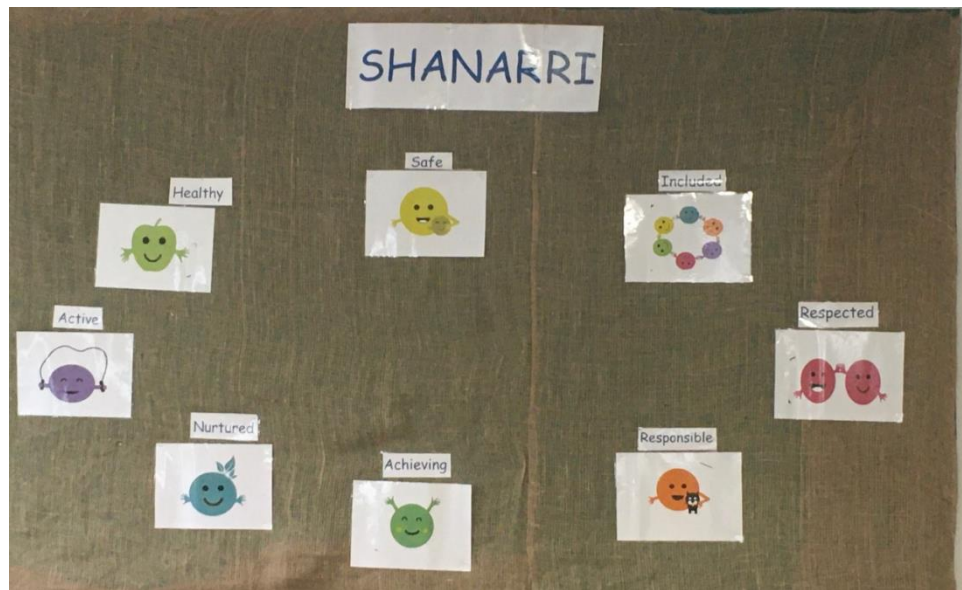
June 2023						
Wk	Mo	Tu	We	Th	Fr	Sa
23				1	2	3
24	5	6	7	8	9	10
25	12	13	14	15	16	17
26	19	20	21	22	23	24
27	26	27	28	29	30	

July 2023						
Wk	Mo	Tu	We	Th	Fr	Sa
27						1
28	3	4	5	6	7	8
29	10	11	12	13	14	15
30	17	18	19	20	21	22
31	24	25	26	27	28	29
32	31					

School holidays  
In-service days

School days





## Wellbeing

The early years of a child's life consists of rapid growth and development and as a nursery staff we use the 'SHANARRI' Wellbeing Indicators for assessing children's wellbeing:

- **SAFE** - Provide a safe and stimulating environment in which the children can feel happy and secure.
- **HEALTHY** - Promote the welfare of children. Encourage them to have routines so that they can anticipate normality.
- **ACHIEVING** - Create opportunities for play. Help children to learn about their learning and be able to speak about their learning and make personal targets for themselves. Help them to develop in emerging literacy and numeracy.
- **NURTURED** - Nurture them by encouraging positive attitudes to self and others, and develop confidence and self-esteem. Give them support. Show them positivity.
- **ACTIVE** - Provide opportunities to stimulate interest and imagination. Encourage them to become outdoor citizens, learn languages, make music and sing, go on trips to other places.
- **RESPECTED** - Able to make choices about their activities and needs. Encouraged to become independent.
- **RESPONSIBLE** - Encourage children to explore, appreciate and respect their environment. Learn about caring for other friends and understanding rules.
- **INCLUDED** - Extend the children's abilities to communicate ideas and feelings in a variety of ways. Encourage them to make friends and build friendship groups.
- **REALISING THE AMBITION** (Education Scotland.)

## What do the children do in nursery?

When a child is asked, "What were you doing in nursery today?" often the reply is, "I was playing!" That, of course, is exactly what they will have been doing. However, there is more to playing than meets the eye!







**Play** is a young child's work and is the means by which they must learn.



**Play** provides opportunities for children to:

- Make sense of real-life situations
- Develop awareness of themselves and others
- Explore, investigate and experiment
- Develop self confidence
- Express their ideas and feelings in many different ways
- Inhabit imagined situations
- Act out and come to terms with experiences at home or with friends
- Be solitary, quiet and reflective
- Collaborate with others
- Take the initiative on their own terms
- Develop relationships
- Practise skills
- Consolidate previous learning
- Be challenged in new learning





We are a Rights Respecting nursery and we work with the school to promote children's rights, following the UN Convention on the Rights of the Child. We have gained our Bronze award in Rights Respecting Schools and are working towards our Silver award.





## Planning, Record Keeping and Assessment

As in all other classes, nursery staff are accountable for the education of the children they work with. This requires them to be responsible for planning, record keeping and assessment.



The children progress at their own individual rate. Our assessment involves establishing individual learning and developmental steps as well as the children's interests to inform their next steps in learning. The staff carry out 'observations' on children regularly and throughout the year we build up a profile of each child. Some aspects of this profile are gathered in an individual 'My Learning Journey' folder. This is sent to the relevant primary school following discussion with parents. Parents, if they wish, may receive a copy of the profile in addition to photographs and samples of their child's work. Parents are encouraged to add any relevant information to their child's "My Learning Journey" folder and to look through them on a regular basis with their child. We would respectfully remind you that all other children's folders are viewed only by their parents/carers.

If you have concerns that your child is experiencing difficulties in a particular area, or staff notice a difficulty then we will discuss and work in partnership with you to develop

strategies to support your child. Staff use a staged approach to identify difficulties and with parents/carers, decide on the best course of action to best support and help your child. If it is considered that outside professional advice might help, staff will make the necessary referrals. The nursery has close working links with other professionals such as the Pre-school Home Visiting Teacher, the Speech and Language Therapist, the Paediatric Physiotherapist as well as the local Health Visitors.

If your child has already been diagnosed as having additional learning needs, then staff will work closely with the outside professionals already involved with your child.

No referrals are made without the full knowledge, co-operation and permission of the parents/carers.

You will find more information about the **curriculum, skills for life and the four capacities** on <https://education.gov.scot/parentzone/>



### **English as a Second Language**

Staff value, respect and encourage a multicultural environment within the nursery. Staff ensure that positive images and encounters that reflect the diverse, multi-cultural and multi-racial society that we live in are provided, through:

- The resources, play experiences and displays that are offered to all children through the planning for supporting children's learning, development and welfare.
- Valuing all children and encouraging them to respect themselves and others
- Celebrating many multi-cultural festivals
- Finding out about each child's family background and employ strategies that encourage parents to feel involved and ensures children's family culture is valued and celebrated.
- Nursery staff and parents being positive role models and educators to children

All staff have a commitment to valuing the languages and cultures of all children in our care. The nursery staff will promote a positive attitude towards bilingualism and provide opportunities for the development of the home language.



## Nursery photographs and Permission to Undertake Activities

We are required by our regulations to ask for parental permission to take and display photographs of the children in the course of their working day. In a play-based curriculum, photographs provide a good evidence of work done "*a picture paints a thousand words*". We like to use pictures of the children to show the work that they have been doing and, on some occasions, would like to display them on the nursery and school walls, to use them as part of the children's own records and in the production of our school newsletter which is circulated to parents of children in the school. The reproduction of the photos for the newsletter using a photocopier means that the quality is not very good, but they do add to the flavour.

We do not display any photos of your child over the Internet without expressed prior parental permission.

You will receive a request for permission slip at the beginning of the new session.

Permission is also required for many of the activities that your child will undertake in the everyday life of the nursery. Permission is required for activities including using the nursery outdoor equipment, play in the school playground etc. Staff will provide you with all the necessary permissions forms and you are asked to consider, sign and return them.



## Visits and the Community

The children are given the opportunity to develop an awareness of where they live, by going on walks near the school and on local visits. When it is available, we have access to the Community Education minibus which will be driven by an approved driver. When a trip is planned, the staff undertake a risk assessment prior to the visit and ask for written permission from parents for their children to attend. Parents are welcome to join us on these trips and may, on occasions, be asked to help with transport...

The children will also have the opportunity to meet with other adults in the community e.g. the local policeman, health visitor, ambulance driver, dentist and the swimming pool staff.

## Nursery Outfit

Sessions are fun but can be very messy especially when paint and glue are used and so we would suggest that your child comes to nursery wearing easily washed clothes leaving the 'best' clothes at home. Providing a change of clothing in case of "accidents" would be helpful.

It often causes great concern to parents if their child is not toilet trained before starting nursery but no child is excluded because they are not toilet trained.

Staff will, with your permission, change your child into either a nappy (please provide necessary supplies) or dry clothing. Staff follow the Highland Council intimate care policy and will always inform you when they have changed your child for any reason.







### Indoor shoes

are worn in the classroom - a pair of black plimsolls or slippers would be quite appropriate. Highland Council has also supplied nurseries with a waterproof suit and wellies so that the children can play outside in all weathers.



## Medical and Health Care:

### Illness

Should your child become ill, or have an accident during the nursery session we will contact you (or your child's carer, if appropriate), by telephone. If your child is collected by a carer, a note will be given to them to pass on to you explaining your child's state of health at the time of leaving nursery. In the event that contact cannot be made, we will ring your emergency contact number. Details of any accident will be entered in our accident book and a copy given to you.

If your child has an infection you are asked to keep him/her at home.

If your child has been vomiting or has diarrhoea, he/she should **not return** to nursery until **at least** 48 hours have elapsed since the last attack.



### Medication

Parents, whose children require to be given medication during the nursery session, are required to supply a written permission form to the nursery staff along with the medication guidelines on the medication packaging, about the protocol for its administration.

## **Adverse Weather/Early Closures**

Schools now have a dial-in service if there is risk of closure due to adverse weather. This allows parents to listen to a recorded message from the head teacher.

To use the service dial 0800 564 2272 and enter when prompted:

04 1440 - school

04 1440 - nursery

If internet access is available, we will also post a message on both school Facebook Page



and the nursery Facebook Page



, and finally on the [school website blog](#).

You can also access the highland school closure website on:

<https://www.highland.gov.uk/schoolclosures>

Local radio stations issue news and weather bulletins on traffic conditions and school closures. Parents are advised to remain “tuned in” to ongoing road weather, or school information updates.

In extreme conditions Radio Highland will interrupt Radio Scotland transmissions, usually on the hour, to carry emergency bulletins.

## How can I help?

This is a frequently asked question. The answer lies in most of the activities that you probably regard as ordinary:

- read to them every day – it is easy to see good progress in 'writing' at primary school when the children have been read often to, by an adult. These children show that they know how stories work.
- teach them nursery rhymes. Rhyming in fun ways really helps a lot with learning to read, later on at school.
- talk to them. When children hear good conversations, they develop a mastery of the English language. At nursery age, your child is at the prime age of picking up spoken vocabulary.
- encourage them to talk to you! Ask them what they are doing, what they feel, what they think and for their advice so that they have good practice of verbalising their thoughts.
- encourage them to ask questions! They're probably past the stage of asking 'why?' for everything but build up their knowledge for reasoning.
- teach and uphold their rights.

*The greatness of our responsibility as parents and teachers is brought home very forcibly to us when we realise that what we learn by the age of 5 is about half of what we will ever know.*

## **Care Inspectorate**

If parents have a concern about the care standards within our nursery, they should in the first instance discuss these concerns with the nursery staff and the Head Teacher. Failing a satisfactory conclusion to this complaint, the Care Inspectorate can be contacted at the following address:

The Care Inspectorate (Headquarters)  
Compass House 11 Riverside Drive,  
DUNDEE  
DD1 4NY  
Tel: 01382 207100  
Complaints: 0345 600 9527

The Care Inspectorate (Local address)  
Scottish Natural Heritage  
Great Glen House  
Leachkin Road  
INVERNESS  
IV3 8NW  
Tel: 0345 600 9527

## **Child Protection**

The school follows the national strategy known as 'Getting It Right For Every Child' (GIRFEC). Getting It Right places children's and young people's needs first and provides co-ordinated help where this is required. Services involved could be Social Work, Health and Police. The named person with overall responsibility is the Head Teacher, but all staff have had training in GIRFEC and are aware of their role in supporting children.

More information about Child Protection Procedures with Highland can be obtained from the Child Protection Development Officer, Mrs Eliz MacIntosh,  
[eliz.macintosh@highland.gov.uk](mailto:eliz.macintosh@highland.gov.uk)

A copy of our Child Protection Policy is available from the Nursery Policy Folder which is available for you to view.



## Nursery Policies

Parents are invited to make themselves familiar with both the Highland Council Nursery Policies and the Nursery Curriculum Policies, copies of which may be had from the nursery staff. A list of the Highland Council Nursery Policies and information regarding the Nursery Curriculum Framework Policies is below:

### List of Highland Council Nursery Policies

- Animals in the Nursery
- Promoting Positive Behaviour
- Child Protection
- Confidentiality
- Equality and Diversity
- Healthy Eating
- Infection Control
- Health & Safety
- Parental Involvement
- Additional Support Needs
- Outdoor Policy
- No Smoking
- Complaints
- Volunteering

