

Kilchoan Nursery 2022-2023



Kilchoan Primary School & Nursery



Parents' Information Brochure

*Head Teacher: Mrs Lyndsay Bradley
01972 510258*

Index

3	Welcome to Kilchoan Nursery
4	Highland Council and SCSWIS
5	Joining Kilchoan Nursery
6	Our Aims
7	Meet the Team
8	Coming to Nursery...
9	What you need for Nursery
10	Nursery Activities
11	Nursery Information
13	Curriculum for Excellence
14	I am learning to be...
15	Kilchoan Nursery-Daily Routine
16	Be a part of your child's 'Learning Journey'
17	Nursery Calendar
18	Useful Contacts



Welcome to Kilchoan 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](#).

Kilchoan Nursery serves the children who live within the catchment area of Kilchoan Primary School. It is staffed by our Early Years Practitioner - Mrs Donna Cameron, Early Years Support Workers - Mrs Catherine Mary MacMaster and Mrs Kim Marshall, and managed by the Head Teacher - Mrs Lyndsay Bradley.

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

Mon-Thurs 9.00-3.45, Fri 9.00-12.00

The aim of this booklet is to provide you with all the information you will need while your child is attending nursery. We realise that further questions may arise during the year and you are welcome to speak to the nursery staff on any matter relating to your child's well-being and progress while in our care. You may approach our staff at any time but, unless it is very urgent, you will find they will have more time to answer any queries you may have at the beginning of each session. If need be privacy will be accommodated for.

We value the help and support of all parents in enabling the nursery to run effectively. You are a key part of your child's learning journey.

HIGHLAND COUNCIL

KILCHOAN NURSERY- SESSION 2022-23

The Education (School and Placing Information Scotland) Regulations 1992 require that information be made available to parents about each school.

The information in this brochure is correct at January 2021, but please note that subsequent changes may be made.

Although there may be annual revisions made to this document, points of specific interest may be taken up with the Head Teacher, Mrs Lyndsay Bradley.

Mrs Bradley is a cluster Head Teacher and may be contacted at Kilchoan Primary School (01972 510258) or Acharacle Primary School (01397 708404) to arrange an appointment.

You are also able to find out more about us on the school Facebook page.

<https://www.facebook.com/kilchoanprimaryschool>

This is an equal opportunity establishment. Access to all areas of the curriculum will be offered to ALL pupils without reference to their sex, race, culture or religion.

SOCIAL CARE AND SOCIAL WORK IMPROVEMENT SCOTLAND (SCSWIS)

Social Care and Social Work Improvement Scotland (SCSWIS) are a regulating body which ensures National Care Standards are being met. They are also known as the Care Inspectorate.

Our Nursery will be inspected regularly. A copy of inspection reports may be viewed/downloaded online at www.scswis.com or you may request a copy by telephoning 0345 600 9527



Joining Kilchoan Nursery

Session Times

9:00am – 3.45pm - Monday – Thursday

9:00am-12:00pm - Friday

Applications & Enrolments

The nursery offers places to three year old and four year old children. Parents who are interested in a nursery place for their child are welcome to visit the nursery and may telephone the nursery for an appointment. Enrolments usually take place in February or March. There will be notices in the local press to alert parents to the enrolment week. Information will also be available at schools, nurseries, service points and Area Education Offices. Parents are asked to bring along their child's birth certificate when enrolling their child. Highland Council also now operate 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.

Induction

Children who have been enrolled will be invited to come along to the nursery during the month before they are due to start. During these visits they will meet staff and enjoy free play while parents have the opportunity to talk with staff and ask any questions they may have.

Our Aims

Kilchoan 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 aim:

- To provide a safe, secure, caring and happy environment for the children.
- To provide a variety of structured, stimulating activities, in line with the principles of the Curriculum for Excellence to enable each child to become effective contributors, responsible citizens, successful learners and confident individuals.
- To assist the children in making a smooth transition between Nursery and Primary school.
- We promote parental participation and encourage parental involvement within and out with the setting and establish a good communication relationship with all parents/carers.
- To encourage a healthy life-style through frameworks and initiatives, healthy eating and physical play.
- To meet the National Care Standards for Early Education and Child development up to the age of 16.
- To arrange and support the continued professional development of all staff.
- We promote equal opportunities for all regardless of race, disabilities or religious beliefs.

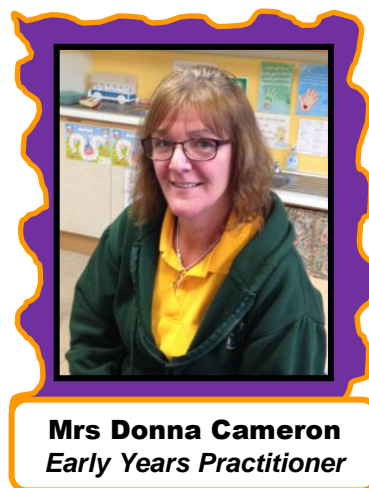
Meet the Team

The Nursery is part of Kilchoan Primary School and is therefore the responsibility of the Head Teacher – Mrs Lyndsay Bradley.

Early Years Practitioners

Nursery staff are registered with the Scottish Social Services Council (SSSC) and will have appropriate qualifications. **Mrs Donna Cameron** is the EYP for Kilchoan nursery and will be your child's key worker.

In the first instance please speak to the EYP if you have any queries or concerns regarding your child's progress and/or development.



Mrs Catherine Mary MacMaster and **Mrs Kim Marshall** are your child's Early Years Support Workers



As Mrs Bradley is a cluster Head Teacher of 2 schools, parents wishing to further discuss their child's progress or seek further information regarding the on-going work of the Nursery, are asked to contact Mrs Bradley at:

Kilchoan Primary School: 01972 510258
or
Acharacle Primary School: 01397 708404



Coming to Nursery...



Children are encouraged to line up and wait at the main white front door until staff call them in at 9am. Each child has a named coat hook and shoe space to use in the foyer. If need be parents can assist their child with changing their shoes, hanging their jackets and giving staff their lunchboxes before leaving. Staff will come to let children in to nursery at 9.00am. Please stay with your child until staff are present. At the end of nursery staff will bring the children out to meet you. Children must always be brought and collected by an adult. It is essential that nursery staff know who will be collecting your child. If there are any changes to your collection arrangements then please let us know before the end of the session. **Please note that unless we are informed to do so by a parent we will not allow a child to leave with someone, even if they are known to them.**

If your child will not be attending on any days, please inform us by 9am as we may be planning a walk or other outdoor activity. The nursery will usually be closed for the same in-service days and holidays as the rest of the school. You will be notified of any changes of dates.

There is a parent information board in the foyer where you can read what we have been up to and what to expect in nursery. Please feel free to read the information at your leisure. To encourage children to adhere to nursery rules and routines class dojo is in place. This is a system where children are awarded points for positive behavior, parents can track their children's progress, view photos of the children's activities and access nursery information.



What do you need for nursery?

Dressing for nursery

It would be helpful if your child is sent in clothes which allow him/her to go to the toilet independently (elasticated waists /Velcro fastenings etc.). Please also provide a set of spare clothes in case a change of clothes is necessary. Layers are preferable.



Soft shoes are to be worn in the nursery and in the gym hall. These may be left at nursery.

We have all-weather suits and boots in the nursery, which means that we can play outside no matter what the weather is like! Children still need to come with their own jackets and outdoor shoes. In cold weather please make sure your child is adequately dressed and has a hat and gloves.

Please ensure that your child's name is on all clothing and personal belongings

If your child is not fully toilet trained then please provide appropriate training pants and cleaning wipes.

Toys

We discourage children from bringing their own toys to nursery, particularly Lego, animals and cars, as these could easily be muddled with our own.

There are exceptions:

- During the first few weeks a cuddly toy can sometimes ease life for an apprehensive child.
- If a child has a particular toy which is relevant to the ongoing interest.
- We will offer 'show & tell' sessions throughout the year where children will be invited to bring in and share a toy from home.

Nursery Activities...

Outings

Taking part in activities out of the nursery school environment is an important aspect of your child's education. These trips may be to the local shop or perhaps a walk to observe seasonal changes. Permission for the children to take part in such activities is obtained on enrolment and this covers all such outings throughout the year.

We also like to take trips to visit our friends in the other peninsula nurseries, or trips to help enhance our learning e.g. Bookbug, ferry trip to Mull. Details of outings will always be sent home well in advance of the date to gain permission.

Whole School Activities:

The nursery children will take part in whole school activities such as lunch, daily mile, outside play, suitable workshops, Christmas shows, fire drills, concerts, fund raising events, church services, Christmas lunch and Christmas party. The school and nursery children are encouraged to borrow books from the mobile library van which visits every 3 weeks.

Visitors

We enjoy having visitors at the nursery and in the past we have had visits from many different people including the Health Visitor, the Dental Hygienist, community nurse and police. Parents are also invited to come and see us and perhaps share a skill.

Snack

During the morning the children have a snack and a drink. Milk is provided through EU funding and the Highland Council give a small amount of money towards purchase of fruit. The rest of the snack is paid for from our nursery capitation allowance. A sample snack would be milk/water with apple slices and crackers & cheese. **Please inform staff of any food allergies, intolerances or preferences that your child may have.**

Lunch

Children sit for lunch every day at 12:30pm. Lunch is now free for all nursery pupils. Weekly menus are distributed termly, or alternatively children can bring their own packed lunch.



Nursery Information...

Attendance

Children are encouraged to attend nursery regularly. However, flexibility can be built into the attendance arrangements to take account of the needs of particular lifestyles.

Medical Conditions/Illness/Accident

Parents are asked to indicate on the enrolment form any medical conditions or allergies of which the nursery staff should be aware of. Parents must give signed, written consent if nursery staff are to administer medicines, inhaler, etc. A record is kept of all medicines administered e.g. type of medicine, dosage, date, time, signature.

If your child becomes ill or has an accident while attending nursery, we will contact you by telephone. If there is no reply then we will phone your emergency contact number. If however there is no reply again we will seek medical advice from the local G.P. An accident/illness logbook is kept in the nursery. For this reason it is important to make sure that the telephone numbers we have for parents and emergency contacts are correct. We will update this information termly but **please keep us informed if this changes** at any other time.

Parents are also asked to keep their child at home if they have any infection. Parents should contact the nursery as to the nature of the infection so that staff can alert other parents, and make careful observations of any child who seems unwell. Please note that if your child has vomiting or diarrhoea they must be kept away from nursery until at least 48 hours has elapsed since the last attack.

Unplanned Early/Emergency Closures

When this occurs (e.g. adverse weather conditions, power cut etc.) parents will be contacted by telephone.

In the event of the children needing to be evacuated from the school grounds, our designated assembly point is:

The Kilchoan Community Centre

Changing a child

Staff will inform colleagues that they are going to change a child and will make sure that they are in sight and hearing of others. Only nursery staff will be involved in changing a child. A parent visiting the nursery may only change his or her child.

Adverse Weather

Our unique number for Highland Council's telephone information system is: **0800 564 2272**

You will then be asked for the pin number: **04 2300**

The local radio stations will also broadcast closure information.

BBC Radio Highland

6:30am, 12:30pm, 7:30am, 4:30pm, 8:30am and 5:30pm.

Highland Council Website will also provide up to date closure information

www.schoolclosures.highlandschools.org.uk

www.highland.gov.uk

Confidentiality

The nursery recognises that children and parents have a right to expect that confidentiality be maintained at all times. We have a policy that outlines the ways in which confidentiality is maintained which parents are welcome to read in the nursery at any time.

Complaints

If you have any concerns about the nursery please do not hesitate to contact the nursery staff. We are always on hand to address any problems or concerns you may have.

Care Inspectorate

The Scottish commission for the regulation of care, known as the Care Inspectorate, has been set up to improve the quality of care services in Scotland. If you wish to make a complaint about a care service which is regulated by the Care Inspectorate the contact details are listed below:

Care Inspectorate

Compass House

11 Riverside Drive

Dundee

DD1 4NY

Telephone: 08456009527

Email: enquiries@careinspectorate.com

Policies

A list of all the nursery policies is displayed in the nursery. These are available for the parents to read at any time, please just ask a member of staff.

Curriculum for Excellence

All children in Scottish Schools follow ‘A Curriculum for Excellence,’ which connects all the learning stages from 3-18 years. The Early Stage is from 3-6 years (nursery 3yrs, nursery 4yrs and primary 1).

‘A Curriculum for Excellence’ states that the purposes of education are to enable all young people to become:

Successful Learners



Confident Individuals



Responsible Citizens

Effective Contributors

In the nursery we provide experiences to help children develop these four capacities through free play, adult led and child initiated activities.

Further information may be found at:
<http://www.curriculum-for-excellence.co.uk/>

A Confident Individual

- I
- Know that I am important.
 - Know that I need to be fit and healthy, happy and safe.
 - Know what matters to me.
 - Want to do well in the things that I choose to do.

I can

- Play and work with others and help to organise myself.
- Make healthy choices by eating healthy snacks, running and playing, washing my hands and brushing my teeth.
- Show that I care for others through the things I say and do.
- Do as much as possible by myself.
- Help to keep myself safe.

A Successful Learner

- I
- Want to learn everything.
 - Want to do my best.
 - Like to think about new ideas and try new things.

I can

- Use my reading, writing, talking, listening, maths and number skills in play and real life.
- Use technology to help me learn.
 - Think things through.
 - Use my imagination.
- Learn to do things by myself and with others.
- Explain what I think about something and say why I think it.
- Use all I know to help me with new things.

**I am
learning
to be...**

A Responsible Citizen

- I
- Care for others.
 - Join in with things in and out of the centre.

I can

- Learn more about where I live, Scotland and other places in the world.
- Learn more about how people live and what they believe in.
- Begin to make my own choices and decisions.
- Begin to think about how to make our world a better place.
- Show I understand what is right and fair.

An Effective Contributor

- I
- Find trying new things exciting.
 - Will keep trying, even when I find things difficult.
 - Know what I am good at doing and join in.

I can

- Tell other people my ideas.
- Work with a partner and in a group.
- Do things for myself and help others.
- Think of ways to solve new problems.
- Use my own ideas and imagination to make something new and then try to improve it.
 - Work out different ways of doing things.

Kilchoan Nursery - Daily Routine

Children arrive and line up.

Outside clothing changed in foyer.

Nursery staff welcome children into nursery and discuss with them the day's activities.

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

Typical day -

Free play

choice of sand/water tray, home corner (changes depending on the children's interests), dressing up, train tracks, duplo, small world toys, arts & crafts, computer, puzzles, games

Tidy-up time

children are helped and encouraged to tidy away toys that they have been playing with

Snack time followed by **Tooth brushing**

Outside play

with Primary school children

Topic Time

A structured play experience to enhance learning

Circle Games/Sticky Kids

Storytime and change shoes

Lunch

Afternoon activities to suit the needs and interests of the children

Parents collect children

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.

Moving on to Primary One

To make the move from nursery to primary as easy as possible for the children they meet the Head Teacher and classroom teachers on a regular basis, they join the primary school children for outside play and lunch in the main primary school classroom. This enables children to feel more comfortable in the classroom environment. A full transition programme is introduced in the final term of your child's pre-school year in nursery and you will be issued more details of this after Easter.

Nursery Calendar - 2022-2023

Autumn



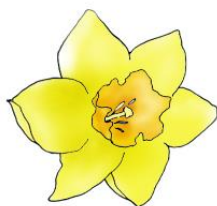
Term Starts 16 August 2022
Term Ends 7 October 2022

Winter



Term Starts 24 October 2022
Term Ends 22 December 2022

Spring



Term Starts 9 January 2023
Mid-Term Break 20 & 21 February 2023
Term Ends 30 March 2023

Summer



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

Useful Contacts

	Telephone no.
Primary Health Care Services:	
Doctor – Acharacle Medical Practice	01967 431 231
Doctor – Kilchoan Surgery	01972 510 202
Health Visitor and School Nurse - Eilish MacLellan, Acharacle	01967 431 408
Dental Nurse - Suzie McAllister, Fort William	01397 709 865
Hospital – Belford, Fort William	01397 702 481
Police:	
Strontian	01967 402 022
Fort William	01397 702 361
Schools:	
Acharacle School Lyndsay Bradley – Cluster HT	01397 708 404
Ardgour and Lochaline Schools (<i>Associated School Group</i>) Louise Maclean – Acting HT	01855 841 347 01967 421765
Strontian School (<i>Associated School Group</i>) Chris Millar Craig - Acting HT	01967 402 363
Ardnamurchan High School, Strontian Chris Millar Craig - HT	01397 700 105
Local Facilities:	
Ardnamurchan High School Library, Strontian	01397 709 226
Fort William Library	01397 703 552