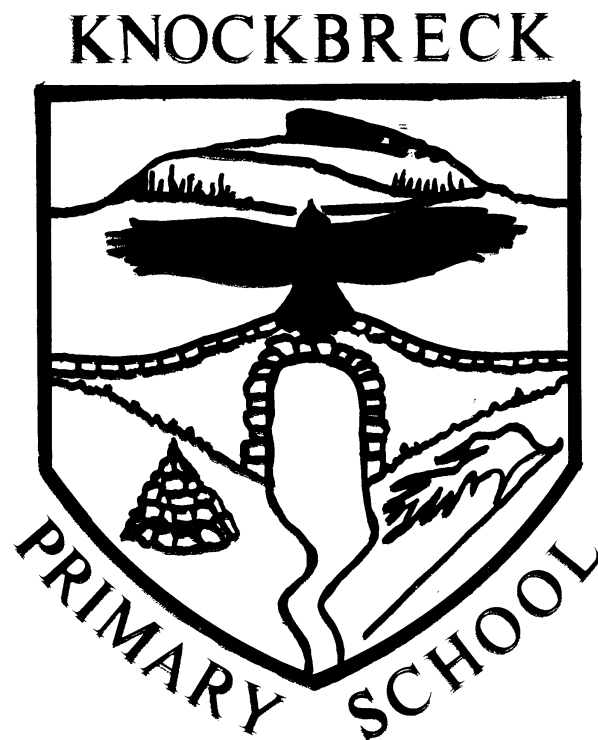


**WELCOME TO
KNOCKBRECK
NURSERY**

2022 - 2023

NURSERY HANDBOOK



The current pandemic has affected the normal running of schools in many ways. This Handbook reflects the way the school *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 school, 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.](#)

Welcome to Knockbreck Nursery

At Knockbreck Nursery we would like to share with you the very important and special pre-school years. We recognise and appreciate that as a parent/carer you are your child's prime educator in the early years. We would like to build on the good foundations you have built. Together we will continue to play a vital role in your child's learning throughout his/her life at Knockbreck Nursery and school.

Knockbreck Nursery and Primary School promote equal opportunities for all, irrespective of colour, race, creed or gender.

We hope that this booklet will provide you with useful information on day to day aspects of the Nursery. We also have copies of policies and Care Inspectorate information. The Care Inspectorate plays an important role in inspection of the premises, its operation and the meeting of pupils needs; at the last inspection the nursery received all "very good" grades. Our Nursery has also been inspected by HMIE as an integrated inspection with the Care Inspectorate; again the nursery and school received all "very good" grades.

Should you need any further information please do not hesitate to contact the Head teacher, Early Years Practitioner or Nursery Teacher at the school.

Nursery Entrance

Please ring the VISITORS BELL in the school porch. This is the main entrance for the Nursery pupils and parents. In the small lobby you will find a Nursery noticeboard, which is updated regularly, giving details of Policies, Themes, Care Inspection information and photographs of staff.

Nursery Classroom

The Nursery classroom is accessed through the main entrance to the school and is the small classroom in the middle.

Many activities will take place in the Nursery itself. Some time is also spent outside at morning break. In addition, the environment is used to enhance and stimulate learning during Nursery sessions.

Staff regularly update their skills by undertaking In-Service training in order to further develop strengths in the important areas of Nursery Management and Development. Close links have also been forged with the primary class to aid transition.

Admission to the Nursery is arranged during the spring before the Nursery year, where children and their parents have the opportunity to find out about the nursery.

Nursery Admission 2022-23

3 Year Olds-Three year olds are eligible for funding from Highland Council as follows:-

<u>Third Birthday</u>	<u>Funding From</u>
1 March – 31 August	August
1 September – 31 December	January
1 January – 28 February	April

4 Year Olds

Pre-school children are fully funded by Highland Council.

Children are able to start Nursery a day after their second birthday, the current charge per session is £4.70 per hour until they are eligible for a funded place.

https://www.highland.gov.uk/info/878/schools/11/enrol_your_child_for_early_learning_and_childcare/2

Birth Certificates need to be checked at enrolment.

School Nurseries – English Medium

Those enrolling should all live within the catchment area of the school.

There are however certain circumstances in which an enrolment could be accepted for a child out with the catchment area. These are: -

- No school nursery provision in the child's own area.
- When the parent has domestic or work arrangements that you judge are reasonable grounds for granting a place in your nursery e.g. the child is regularly cared for during the day by a relative or child-minder who lives in your area.

In allocating places priority should always be given to children wishing to enrol from your own catchment area.

NB Enrolments should not be accepted for children on the basis that a placing request is to be made for them in your school for next year when they enter Primary1. In this instance they would still be expected to access their local primary school nursery.

School Nurseries – Gaelic Medium

Enrolments may be accepted for children from any catchment area that does not have Gaelic nursery provision.

Partner Centres

Those enrolling should be from areas where there is **no school nursery provision** unless:

- The child is being provided with day care of 4 hours or more per day in your centre.
- The child is regularly cared for by a relative or childminder who lives in your area.
- Partner Centres offer Gaelic medium provision that is not available at the school nursery.
- The parent has some other domestic or work arrangement which you judge to be reasonable grounds for granting a place e.g. the parent requires provision split between two centres to fit in with work patterns.

NB Enrolments should not be accepted for children on the basis that they are to submit a placing request next year for the child to attend the school in your area. In this instance they would still be expected to access their **local** primary school nursery.

Please ask us for details of partner centres.

Nursery Routines

School supplies a snack.

Children are given a book to take home in a zipped pouch and a diary for parents to comment in. This is a shared at home book.

Please keep in touch with us through this diary; your comments are much appreciated.

Please feel free to arrange to discuss any aspect of your child's progress, which we will carefully monitor.

Parents are welcome to contact us at any time and we will keep in touch with you about their progress.

Staff

Head Teacher:	Mrs P Nicolson
Early Years Practitioner	Mrs C Hastings
Class Teacher	Mrs Nora-Lynne-Shann
Class Teacher	Mrs Hannah Fox
Class Teacher	Miss Alexandrina MacPhee
Pupil Support	Mrs Deborah Bradshaw
Pupil Support	Mrs Maria Palletta
Clerical	Miss Marion Gillies
Canteen Lady	Mrs Denise MacGillivray

Knockbreck Nursery
Hallin

Waterish

Isle of Skye

IV55 8GD

Tel: 01470 592 258, Fax: 01470 592 268

Email: knockbreckskye.primary@highland.gov.uk

Area Education Manager:

Mr D Esson

The Fingal Centre

Viewfield Road

Portree

Isle of Skye

IV51 9ET

Tel: 01478 614814

Don.esson@highland.gov.uk

Early Years Support Officer

Jennie Drummond jennie.drummond@highland.gov.uk

Parent Council

Parents are most welcome to get involved in the life of the school. We have an active Parent Council and Parent Events Group who meet regularly. Please do not hesitate to come forward and express your opinions and offer your services at any time.

Chairperson

Mrs D Bradshaw

Knockbreck Primary School

Tel: 01470 592258

Secretary

Mrs C Matheson

Knockbreck Primary School

Tel: 01470 592258

General Information

Nursery Session 2022-23

Monday-Friday 9am-3pm

Once your child's enrolment application has been processed and you have been allocated a place at this school nursery we will ask you to complete your preferred daily hours around the beginning

of April to enable us to carry out the process of allocating individual times/places for the new session.

We hope that this provides you with enough information at this time but if you require further information then please contact the school in the first instance.

Please try to be punctual in delivering and collecting your child and keep to these times. This enables us to maintain important matters of health, safety and welfare.

For Child Protection purposes all children must be brought and collected by an adult known to the child. Please let us know beforehand if your child will be collected by someone unfamiliar to Nursery staff.

Term Dates

Highland School calendar 2022/23

Please note - Dates may be subject to change

August 2022								September 2022								October 2022								November 2022							
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
31								36				1	2	3	4	40						1	2	45		1	2	3	4	5	6
32	1	2	3	4	5	6	7	37	5	6	7	8	9	10	11	41	3	4	5	6	7	8	9	46	7	8	9	10	11	12	13
33	8	9	10	11	12	13	14	38	12	13	14	15	16	17	18	42	10	11	12	13	14	15	16	47	14	15	16	17	18	19	20
34	15	16	17	18	19	20	21	39	19	20	21	22	23	24	25	43	17	18	19	20	21	22	23	48	21	22	23	24	25	26	27
35	22	23	24	25	26	27	28	40	26	27	28	29	30			44	24	25	26	27	28	29	30	49	28	29	30				
36	29	30	31													45	31														

December 2022								January 2023								February 2023								March 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
49				1	2	3	4	1							1	6		1	2	3	4	5	10			1	2	3	4	5	
50	5	6	7	8	9	10	11	2	2	3	4	5	6	7	8	7	6	7	8	9	10	11	12	11	6	7	8	9	10	11	12
51	12	13	14	15	16	17	18	3	9	10	11	12	13	14	15	8	13	14	15	16	17	18	19	12	13	14	15	16	17	18	19
52	19	20	21	22	23	24	25	4	16	17	18	19	20	21	22	9	20	21	22	23	24	25	26	13	20	21	22	23	24	25	26
1	26	27	28	29	30	31		5	23	24	25	26	27	28	29	10	27	28						14	27	28	29	30	31		
								6	30	31																					

April 2023								May 2023								June 2023								July 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
14						1	2	19	1	2	3	4	5	6	7	23				1	2	3	4	27						1	2
15	3	4	5	6	7	8	9	20	8	9	10	11	12	13	14	24	5	6	7	8	9	10	11	28	3	4	5	6	7	8	9
16	10	11	12	13	14	15	16	21	15	16	17	18	19	20	21	25	12	13	14	15	16	17	18	29	10	11	12	13	14	15	16
17	17	18	19	20	21	22	23	22	22	23	24	25	26	27	28	26	19	20	21	22	23	24	25	30	17	18	19	20	21	22	23
18	24	25	26	27	28	29	30	23	29	30	31					27	26	27	28	29	30			31	24	25	26	27	28	29	30
																								32	31						

School holidays
In-service days

School days

Partnership with Parents/carers

Parents/carers are welcome to arrange, at their convenience, to join in Nursery sessions or to come along for part of the session to experience activities, settle their child, view their child's work, discuss records, etc. We are flexible in our arrangements and will work with you to ensure good communication, which is of mutual benefit.

All School Newsletters are sent to Nursery parents.

We would appreciate parents support in the following ways:

- Pass on all relevant information to staff – e.g. medical, personal
- Inform staff by telephone if your child is unable to attend
- Encourage regular attendance
- Inform staff of any medication conditions / infections which may affect others Parents are asked to keep their child at home if they have an infection
- Parents are asked not to bring into the nursery any child who has been vomiting until at least 48 hours has elapsed since the last attack
- Please allow 48 hours absence in the case of diarrhoea
- For other infections please contact the Head teacher Mrs Philippa Nicolson

- Nursery pupils are encouraged to bring in items of interest from home and they will be able to take home items which they have made at Nursery

Knockbreck Nursery

We aim to:

- Make the transition from home to nursery as easy and happy as we can by providing a welcoming, safe, stimulating environment in which children can feel secure and comfortable
- We believe that the children should be offered many varied opportunities to learn through play activities – both structured and unstructured, with pupil choice and exploration through pupil curiosity
- We aim to encourage children to develop positive attitudes to themselves and to others, developing confidence, self-esteem and continuing independence
- We believe that children should develop emotionally, socially, physically, creatively and intellectually through implementing ‘A Curriculum for Excellence’
- We value and encourage pretend reading and play writing activities in a variety of contexts
- We aim to review the resources which are appropriate to the learning environment and seek to enhance them and update them according to needs and guidance
- We believe in equal opportunities and that everyone, regardless of race, gender, class or disability, is offered equal opportunities
- We aim to meet the Additional Support Needs of all children and work with other professional agencies to benefit the child
- We believe in a partnership with parents and carers by involving them in their child’s education wherever possible
- We aim to provide parents and carers with regular information about their child’s progress and development and make full use of it in planning the next steps and transition into P1
- We believe that integration is a vital aspect of Nursery life and endeavour to offer opportunities to encourage group activities with peers, to link with P1 and other nurseries

Nursery Policies and Guidelines

All policies and guidelines are drawn up involving staff, parents and also the Parent Council wherever possible. Policy guidelines reflect our Nursery practice and also match information given in ‘The Child at the Centre’.

The Nursery staff will use “A Curriculum for Excellence” for the children.

All policies are available for you to view, in the Nursery. Please ask for the folder.

Copies of all policies are available for parents to retain for reference at home, please ask the Head teacher.

Policies are reviewed, at least biannually and Parents/Carers views are considered during this process.

Contents:

- Additional Needs
- Administration of Medicines
- Animals in the Setting
- Behaviour Management
- Child Protection
- Comments and Complaints
- Confidentiality
- Curriculum Policies
- Equal Opportunities
- Health and Safety
- Healthy Eating
- Intimate Care

- No Smoking
- Parental Involvement
- Race Equality
- Transition
- Volunteers and Students
- Whistleblowing

These policies will be subject to review and updating on a phased basis over a number of sessions

Nursery Curriculum

Staff in the Nursery plan programmes of work and activities through themes which are child-led. These are displayed on the Nursery notice board, as are the weekly plans. There are child-led activities throughout the Nursery week which follow children's interest.

Planning also allows for pupils' choice, preparation for transition to P1.

We aim to:

“provide learning and teaching opportunities that follow the 3 to 18 national guidelines through the principles of the evolving Curriculum for Excellence; where your child can learn through meaningful and constructive play in the Nursery, and ensure breadth, balance, continuity and progression for all levels of ability in the school in order to meet pupils' needs.”

It could be said that the whole of a young child's experiences - everything they say, do, feel, smell, touch, hear or taste - make up a curriculum.

Children are making sense of the world around them by:

- using their senses to explore and discover
- relating new experiences to previous learning
- sharing their experiences with others

Outdoor Learning

At Knockbreck Nursery and Primary we believe in providing a rich variety of outdoor play experiences where children can learn to manage risk, build resilience, develop their social and behavioural skills, problem solve, be creative.....and have fun!

Outdoor Play will be a regular and important feature of your child's experiences at nursery.

Outdoor playsuits are provided by the Council for your child.

Early learning in Curriculum for Excellence

The vital contribution of pre-school education lies in developing and broadening the range of children's learning experiences to leave them confident, eager and enthusiastic learners looking forward to starting school. We actively encourage the involvement of children and parents in planning these experiences, via weekly communications, planning displays and regular dialogue with the children. In this way, we hope to make the curriculum **relevant, motivating, personal and challenging** for all the children, and one which builds on prior learning and current interests. Most importantly, we want the curriculum to be **fun!**

Much of the active learning will be through **play** where children can choose from a range of high quality activities and experiences which encompass the four capacities of Curriculum for Excellence:

- Successful Learners
- Effective Contributors
- Confident Individuals
- Responsible Citizens

Curriculum

The curricular areas for all children from 3 – 18 are as follows:

- Literacy and English

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

Listed below is a selection of the wide range of activities on offer to the children:

- Sand and water play
- Baking, cooking and playdough/clay
- Painting and junk modelling, cutting and gluing
- Jigsaws and board games
- Construction toys e.g. Lego, Duplo etc.
- Imaginative play and story telling
- Nursery Smartboard /Computer Activities /Programmable Toys/Range of media and technology
- Outdoor activities in nursery outdoor play and garden area. e.g., using wheeled toys, slide, balancing toys, planting, caring for wildlife (bird house), mark-making etc.

Children will also be given opportunities to:

- Sing and take part in musical activities
- Listen to stories/learn rhymes and poems
- Visit their local environment, care for plants and animals
- Meet visitors to the school e.g. Policemen, Health Visitor, Entertainers etc.
- Make choices and decisions
- Reflect on their own learning
- Learn to ‘manage risks’ in their play.

The experiences and outcomes are designed to enable new approaches to teaching and learning. They are set out in lines of development which describe progress in learning. Progression is indicated through curriculum levels, which are explained in the table below.

Level	Stage
Early	The pre-school years and P1 or later for some
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third and Fourth	S1 to S3, but earlier for some The fourth level broadly equates to SCQF level 4
Senior phase	S4 – S6 and college or other means of study

Visitors to Nursery

We encourage visitors to Nursery to extend the children’s interests and learning. This might include local Health Visitors and Nurses, the School Dentist, the Policeman/Road Safety Officer, local musicians or dancers, the Ambulance Service and many more, depending on where the children’s interests are taking us.

Additional Support Needs

Pre-School Visiting Service:

We are fortunate to have a Senior Pre-school Home Visiting Coordinator, Mrs Barbara Simons, who works throughout Skye and Lochalsh to support pupils and staff regarding Additional Support Needs. These needs may be behavioural, educational, physical, social or emotional or a combination of these important aspects. Should we feel it to be appropriate to involve the services of Mrs Simons, we would discuss and consult with you first to determine mutually appropriate course of action.

Parents/Carers are also welcome to make the first approach in seeking support regarding any aspect of their child's education. There are a number of other agencies who could be involved, as needed, for example:

- Speech therapy
- Outreach autism support workers
- Educational psychologist
- Social workers
- School nurse and Doctor
- Family First
- Physiotherapist
- Occupational Therapist
- Guidance from specialists in hearing difficulties
- C.H.E.S.S. (pupils with specific difficulties)
- C.H.I.P. (Children in the Highlands Information Point)
- Consultants at Raigmore Hospital (Birnie Unit)

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed, or will want to talk to someone outwith the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person in the first instance and/or the Head Teacher, Mrs Nicolson.

If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

http://www.highland.gov.uk/info/886/schoolsadditional_support_needs/1/support_for_learners

Illness/Early Closures/Emergency Contacts

Should your child become ill or has an accident while attending Nursery, we shall contact you on the telephone number provided. Should you be unavailable, we shall ring your emergency contact number.

Should the nursery (and school) be required to close early (for example due to extreme weather or loss of power) you will be contacted by telephone and asked to collect your child as soon as possible.

Should you be unavailable your emergency contact person will be contacted.

Please keep the nursery and school staff informed if there is any change to your working pattern or emergency contact person.

There is an 0800 telephone service available; so that we can keep you up to date regarding re-opening the nursery and school. You will receive information annually, about how to use the service as winter approaches.

Fire Drills

Fire drills are held termly, i.e. four times per year minimum. These include nursery pupils who will become acquainted with the sound of the bell first to reduce anxiety.

As we are required to hold Fire Drills at different times of the day, nursery pupils will benefit from being in different locations, (e.g. playground, nursery, cloakroom, classroom) so that confidence can be built up over the two year nursery period.

Fire procedures are discussed with the children before they take part and are on display in the nursery area as well as in each working area.

Child Protection

We are required to follow Highland Council Guidelines in order to be aware of this important aspect. To this end all staff are required to report any incidents which may point to a child being subjected to abuse in any of its forms. There are referral procedures, but this may involve information being passed to other agencies without immediate reference to a child's parent or carer. Please refer to our Child Protection Policy.

Anti-Bullying and Racist Remarks

In accordance with Highland Council Policy, our school makes every effort to eliminate bullying and comments of a racist nature. In common with all schools, we realise that such incidents can occur. We remind parents that we encourage youngsters to report any concerns whatsoever about bullying or racist comments and that parents should not hesitate to contact us if they have any suspicions or concerns.

CHILD PROTECTION POLICY

All children have a right not to be abused and to be protected from abuse and neglect; therefore child protection is the responsibility of everyone. 'It's everyone's job to make sure I'm alright' (*Scottish Executive, Nov 2002*) underlines the need for us **all** to take responsibility in order to protect children.

In our school we are committed to creating an environment in which children are safe from abuse and in which any suspicion of abuse is responded to promptly and appropriately. The wellbeing of children in our care takes precedence over any other consideration. It is the clear responsibility of all those involved in our school to adopt good practice throughout their work.

In order to achieve this we will:

- Seek to work in partnership with parents, carers, other agencies and Highland Council to promote good practice in the area of child protection.
- Update any changes in child protection policy and practice under the guidance from the designated person in the school
- Endeavour to ensure that all staff have access to appropriate child protection training, supervision and support in order to implement this policy effectively and with the minimum of stress.

The detailed arrangements, systems and procedures for ensuring that the above policy statements are fully implemented are contained in the Inter-Agency Child Protection Guidelines published by the Child Protection Committee.

Child abuse is a criminal offence. All staff working in our school have an ethical duty to report any reasonable concern that a child may be being abused.

The role of members of staff is to inform the designated person of any instance, which suggests that abuse, is taking place. It is not the role of the member of staff to wait for proof, investigate or gather evidence of abuse.

When a child tells an adult about possible abuse, his or her statements should not be dismissed or ignored. The adult should attend carefully to what the child wants to communicate, taking account of the child's age and stage of development, and allow the child to say what he or she wants to say without being drawn into detailed questioning.

Our school will always seek to work with families in a clear, positive and open way, bearing in mind always that the welfare of the children is paramount.

In our school the designated person is: Mrs Nicolson/Miss Lancaster

In her absence her deputy is: Mrs Shann

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available from the designated person or online at www.highland.gov.uk

REMEMBER:

Any concerns about the well-being of a child need to be shared.

No matter how good we are at evaluating and assessing matters to do with children in our classes, when it comes to the child's welfare we **cannot** evaluate and assess potential danger, risk, damage, as we only know a tiny part of the whole picture. We **must** share our concerns with the designated person.

Child Protection Procedure checklist for our staff.

If

- **A child discloses abuse, or**
- **A member of staff suspects a child may have been abused, or**
- **A third party expresses concern**
- **A staff member witnesses an abusive situation involving another staff member**

The member of staff **must: RECORD and REPORT**

- R Respond** without showing any signs of disquiet, anxiety or shock
- E Enquire** casually about how an injury was sustained or why a child appears upset
- C Confidentiality must not be promised** to children or adults in this situation
- O Observe** carefully the demeanour or behaviour of the child
- R Record** in detail what has been seen and heard
- D Do not interrogate or enter into detailed investigations:** rather encourage the child to say what he/she wants until enough information is gained to decide whether or not a referral is appropriate

Then **REPORT** to the designated person without delay.

Members of staff **must not**

- Investigate suspected/alleged abuse themselves
- Evaluate the grounds for concern
- Seek or wait for proof
- Discuss the matter with anyone other than head teacher/senior staff

Further information can be found in 'Working Together to Protect Children in the Highlands' Highland Child Protection Committee's inter-agency guidelines as follows:

Definitions of abuse	page 4 – 6, 51 – 53
Recording and record keeping	page 10
Education procedures	page 24 - 26
Useful contacts	page 55
Education Referral	page 56

Major Incident

Should a major incident occur on the premises (e.g. a fire) the children will be evacuated from the building and taken to Waternish Hall to await collection by an adult. The Education Office would then endeavour to contact parents/carers by telephone. Hopefully we shall not need to face such an event.

Visits

We believe that taking children out on a variety of visits is a very important aspect of their educational experiences. The details of any proposed visit will be shared with you beforehand. When children are enrolled we shall ask you to sign a consent form to cover all visits. Staff will carry out risk assessments prior to visits. Booster seats will be used with all children.

Clothing

All children are welcome to wear the Knockbreck sweatshirt, which is available from age 3/4. Comfortable, roomy clothing is essential so that children can carry out a variety of tasks and also spend time outside most days. It is most helpful if children can begin to take their own shoes off

and put them on, as well as coats, trousers, jumpers etc. Independence is the aim and the choice of types and size of each item can make a huge difference.

Children are welcome to wear Wellington boots, but please send in a pair of indoor shoes to change into. It is also advisable to have a spare set of clothes in their bag in case of accidents. A coat is also essential on all visits.

Nursery pupils are provided with aprons for cookery. They are also provided with art overalls for craft work.

Toilet Training

We operate under the Highland Council guidelines for changing a child:

- Staff inform colleagues that they are going to change a child and wherever possible make sure that they are in sight and hearing of others
- Only Nursery staff are involved in changing a child
- Any parent or carer visiting the Nursery may only change his or her own child
- No other children should have access to the changing area whilst a child is being changed

Snack Time

Healthy snacks are provided at each session by the school. This includes fruit (fresh and dried) and vegetables. Milk and water are also available. Other healthy snacks are also provided such as cheese and the children gain opportunities to prepare snacks, share, say grace and learn about hygiene. Menus are shared with parents.

The milk is provided free of charge by Highland Council.

Tooth brushing Routine

In line with the Council's Health Promoting Initiative, the children participate in our tooth brushing routine following their snack.

This, however, is introduced only after written parental consent has been given and generally, commences later in the session once the children are well established in nursery.

Allergies

Please let us know if your child develops any allergies.

<https://www.hps.scot.nhs.uk/resourcedocument.aspx?id=6606>

Reporting to Parents/Carers

There will be opportunities to discuss your child's progress informally at the end of each nursery session and also by arrangement with staff, for mutual benefit.

We operate an "Open Door" policy, which means that you are welcome to see us at any convenient time or telephone us in order to keep in touch.

You will be invited to meet with staff in November and May/June and you will also receive a written report in May/June each year, prior to the meeting.

There are also Parents Meetings during the Year to which Nursery parents are invited. Nursery parents are an integral part of the parent body and as such are welcome to attend the Parent Council meetings. (Parent Council agendas and minutes of meetings are sent out to all parents). If there is anything you are concerned about, please consult the Head teacher.

Our reports are a summary of observations which are compiled during the year which include photographs, discussions, and work samples etc., which build up a profile of each child. This information will be shared with the P1 teacher.

As we use photographs as a means of recording special achievements, we ask you to sign a permission slip for photos to be taken and used in the nursery environment, as part of the admission process.

Records

All information is available for parents to see, whilst maintaining confidentiality. Please ask to look at any records of your child.

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

The Nursery Day

Most theories about learning, stress the importance of communicating with others; consequently we shall encourage your child to co-operate and work with other children, plus the various adults with whom your child comes into contact.

Much of the children's learning will be through play, where they are offered a range of activities each with an underlying educational purpose.

Play is the means by which humans explore a variety of experiences in different situations for a variety of purposes. It is a process which provides a way of learning; therefore it should be seen as a means of teaching and learning, rather than a separate entity.

So Why Play?

Through activity based learning the brain and mind are stimulated and active

- It provides pleasure and enjoyment, which in turn will motivate children to further their learning by persevering, overcoming difficulties and concentrating
- It helps to build confidence in themselves and their abilities
- It allows the child to tackle new experiences in non-threatening situation
- It can provide an escape, relieve boredom, allow for relaxation and the opportunity for solitude
- It helps the child to judge the many variables within social integrations and develop perceptions about other people
- Skills can be practised and updated as many times as is necessary for confidence and mastery
- Opportunities for sensory experiences, which are the foundation of intellectual development, are provided
- It provides reasons children can understand for acquiring the skills and knowledge adults' value
- Play creates context for language development

Through their play children learn to:

- Co-operate with each other
- Share
- Listen
- Talk
- Measure
- Weigh
- Organise

- Think
- Become more independent
- Develop self-confidence
- Control their body
- Develop their creative skills
- Use appropriate vocabulary
- Behave appropriately

Parents/Carers:

As a parent/Carer, you play a vital part in your child's learning process.

Let him/her know how much you love them even when they are not achieving all that you wish.

This is really important as it helps to develop security and stability in later life.

Spend time with your child, talking about a range of issues and playing games, as this lets him/her know that you think he/she is important to you.

Explain to your child why you have taken certain courses of action-both rewards and punishments.

This helps your child to understand why he/she should do or not do certain things. This should lead to fewer problems in later life.

Read to your child regularly (daily if possible) and encourage him/her to read for pleasure. This should help develop a love of literature which will help them both socially and educationally.

Encourage your child to keep fit and healthy by taking regular exercise and eating healthy foods.

Show an interest in what the children are doing at Nursery as this lets them know you value education.

Encourage the children to share with you rhymes, songs and stories which they have learned in Nursery.

Using Books:

- Sharing books with your child
- Build confidence
- Provide you both with an opportunity for togetherness
- Increase enjoyment of pictures and the written word
- Set a regular time (with no distractions) to look at the book together
- Chat to your child initially, discuss the cover and try to predict what the story might be about
- Discuss the content by pointing things out, asking questions, naming things, showing sequence and discussing the pictures

It is a good idea to become a member of the public library.

Please do not hesitate to approach a member of staff if you require clarification on any aspect of this brochure.

Thank you for taking the time to read it.

Mrs P Nicolson, November 2021

Whilst the information in this handbook is considered to be true and correct at the date of publication, changes in circumstances after the time of publication may impact on the accuracy of the information.