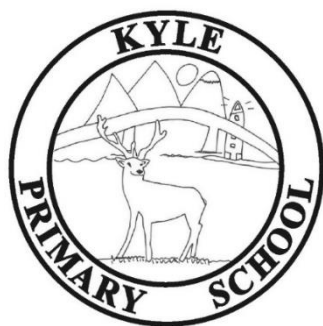


KYLE PRIMARY SCHOOL

NURSERY



NURSERY HANDBOOK



2022/2023

Dear Parents,

We hope that you and your child will enjoy being part of our Nursery class and the wider school community. We recognise that you know your child best and that the culture and values you have, are important for us to know about and understand. We want to work with you in order to give your child the most positive experience at the start of their educational journey. 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 Head Teacher.

The ongoing pandemic continues to affect the normal running of Nursery settings 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 since March 2020, 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](#).

Kind regards,

Mrs Jennifer Maclean

Acting Head Teacher

Kyle Primary School and Nursery

Staffing:

Head Teacher	Jennifer Maclean
Early Years Practitioner	Lesley Urquhart
Early Years Practitioner	Marie Thomson
Support Worker – Early Years	Sam White
Support Worker – Early Years	Rhoda Robertson
Support Worker – Early Years	Siobhan McAllister (maternity cover)
Support Worker – Early Years	Ashley MacRae (maternity leave)
Early Years Management Teacher	Anne MacLeod
Early Years Officer	Jennie Drummond

The Nursery Day:

Our Nursery is open each week of the school term for thirty hours; your child is entitled to have as many of these hours as you wish, within our opening times:

Monday – Thursday 8.45am – 3.15pm

Fridays 9.00 am – 1.00 pm

You will be asked to complete an intended hours form prior to starting in the Nursery to indicate the days and times you wish your child to attend. Parents will be given the opportunity to increase or change hours in January and again in April.

Enrolment Procedures:

Kyle Nursery provides funded early learning provision to children ages 3 – 5 years old. Information regarding admission dates can be found here: [Early Learning Enrolment](#)

In some instances, we are able to accommodate children between the ages of 2-3 who meet a certain criteria. For more information regarding this or any other aspects of enrolment please contact the head teacher.

Collecting Children from Nursery

Upon arriving at Nursery, children will be signed in and the name of the parent or carer dropping them off will be recorded. 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.

Clothing and Indoor Footwear



Children encouraged to wear clothing they are comfortable in and that parents don't mind getting covered in glue, paint or mud! Children should have a pair of shoes that are worn specifically in the classroom – a pair of black plimsolls or slippers would be quite appropriate. As part of their daily routine, children will spend a significant amount of time outdoors. Highland Council has supplied nurseries with a waterproof suit and wellies, however parents should ensure their child has additional warm clothes or protective sun gear as required. It is always handy to provide an additional change of clothes which can be kept in your child's school bag.

Changing and Toileting

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.

Snack/Lunch



A snack is prepared with the children on a daily basis, often a variety of fruit, vegetables and a drink of milk or water. The staff aim to introduce the children to a variety of healthy and multicultural foods alongside social customs around eating. Children in Early Learning and Childcare settings are entitled to government funded lunches if attending for 4 or more hours per day. All children will have lunch in the school canteen along with Primary children. A copy of the nursery/school lunch menu can be found here:

https://www.highland.gov.uk/downloads/file/22864/primary_2-choice_grab_n_go_menu

Parents may also choose to send their child to Nursery with a packed lunch.

If your child suffers from any food allergies, or has special dietary requirements please advise the nursery staff. There are forms to fill in, to pass information on to the school kitchen staff.

If a parent wishes to supply any kind of food for a special occasion e.g. birthday, party, etc. we regret that due to present Highland Council Policy we can only accept shop bought goodies that have not been opened, either chilled or frozen.



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.

If your child is going to be off, please contact the school office by 9:30 am to inform us of their absence.

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.

Holidays and In-service Days

The nursery has the same holidays as all Highland schools. The calendar can be downloaded from the Highland Council website.

https://www.highland.gov.uk/downloads/file/23017/highland_school_calendar_2022_to_2023

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	
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								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	
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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	
School holidays								School days																								
In-service days																																

School holidays
In-service days

School days

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 2440 – school and nursery

You can also access the highland school closure website on:

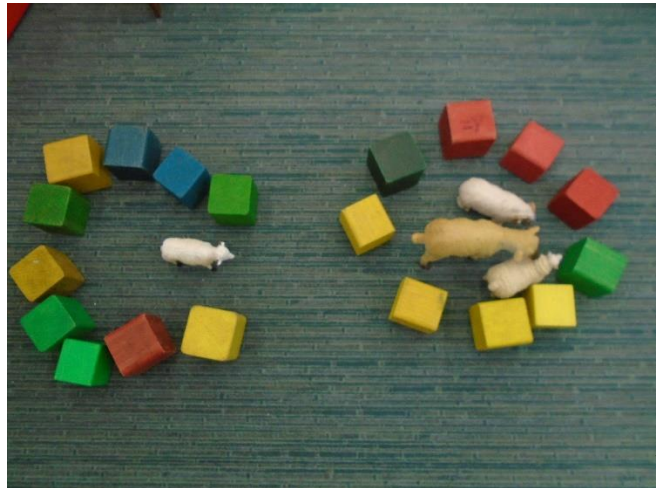
<https://www.highland.gov.uk/schoolclosures>

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.

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 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

Wellbeing and Additional Support

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:



If you have concerns that your child is experiencing difficulties in a particular area of their learning or wellbeing, 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.

There is a telephone service available to parents to contact health professionals if you have any concerns about your child's development. The 'Just Ask' contact line is: 0300 303136

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

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 document is shared with parents at various times through the year and is sent on to the relevant primary school to aid with transition. Parents are encouraged to add any relevant information to their child's "My Learning Journey" folder. We would respectfully remind you that all other children's folders are viewed only by their parents/carers.

Nursery photographs

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 to share with parents on SeeSaw. Parents are asked to provide consent when they enrol their child for nursery or school as part of the enrolment form, if you do not wish your child to be photographed for the reasons outlined above please inform the nursery staff.

Complaints Procedure

In the event of a complaint, please contact the Nursery Practitioners or the Head Teacher, Jennifer Maclean, by email or telephone Tel. no. 01599 534194. Should you wish to make a complaint to the Care Inspectorate, their details can be found here:

<https://www.careinspectorate.com/index.php/complaints>

Child Protection

From time to time incidents can occur within the school setting, which cause concern and could indicate that a child may be suffering some form of abuse.

In terms of the Highland Protection Committee Inter-agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services, which can in turn lead to a joint Social Work/Police investigation.

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will always be the priority for the Education Service staff.

More information about Child Protection Procedures within Highland can be obtained from: http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_pro

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.

Transition to Primary 1

Those children moving up to Primary 1 in Kyle Primary School will have the opportunity of regular visits to the school. There is a great deal of co-operation between the nursery and the Primary 1-4 class. These visits will increase over the year, building up to “Transition Week” where pupils move up into their respective classes for an extended amount of time. During that time, parents will also be invited to meet with the P1 teacher.

Parents Appointments

A member of the nursery staff will be available at the beginning and end of each nursery session for an informal chat about your child. If you have a concern, please talk to the staff about it before it becomes a major problem. The staff are very happy for parents to bring their concerns to them and will do their best to either explain or support you or your child to resolve the issue. However, if you need more than a few minutes to talk, please make an appointment so you can talk with a staff member without distractions.

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.**

Other helpful resources can be found on the Bumps2Bairns website:

<https://bumps2bairns.com/>

Improvement Planning

We aim to continually work on improving our service. To do this we seek views from parents, children and staff. We use Education Scotland’s document ‘*How good is our Early Learning Centre*’ and the Care Inspectorate’s ‘*Health and Social Care Standards*’ and ‘*Realising the Ambition*’ as our key documents in order to reflect on our practice,

plan changes and evaluate our provision of Early Learning. These documents are all available online.

Finally, if you have any questions or comments, please talk to us.