



Kilchuimen Nursery Handbook



2022/23



Special points of interest:

- ☺ We have two outside spaces
- ☺ We help ourselves with snack
- ☺ We plan our own learning targets
- ☺ We have lots of FUN!

Welcome to Kilchuimen Nursery

We warmly welcome you to Kilchuimen Nursery.

This is a big step for you and your child as they begin school life. At Kilchuimen Nursery we want to make these first steps as exciting and easy as possible.

This handbook aims to give a brief account of life here at the nursery.

The ongoing pandemic continues to affect the normal running of schools/nurseries 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.

Should you at any time have questions about the nursery or any other aspects of your child's education, please contact the school on the details below:

Kilchuimen.primary@highland.gov.uk

Alternatively, you can telephone **01320 366296** to arrange an appointment with Ms Vilardo or Ms MacKay, Early Years Practitioners (EYPs), Mrs Walker, Depute Head Teacher or Ms Sutherland, Head Teacher.

We encourage you to play a full part in your child's educational journey, so that together we can give your child the best educational experience possible. This handbook will help you to identify areas where you can do this, but we hope that you will also feel that you can become part of nursery life as well.

The nursery is always a hive of activity and the children learn so many skills through play, both academically and socially.

Above all, we want your child to experience the wonder of the world, investigate, explore and have fun so that your child's learning can flourish.

We look forward to getting to know both you and your child better and sharing in the exciting journey ahead.

Yvonne Walker

Depute Head Teacher

Mairi Sutherland

Head Teacher

Our Nursery

We currently have 8 children aged 3 years and 4 years in our nursery.

The school occupies an attractive position close to the centre of the village with splendid views of the surrounding hills.

The school Facebook page enables you to keep up to date with all the exciting things we are doing.

The nursery was refurbished in 2011 and we benefit from a fresh, bright room. We have direct access to a fenced-off, outside area where the children can choose to play in all weathers. They also can play with

the bicycles and trikes in this area.

In addition to this, we have a nursery garden with a willow tunnel, raised bed and a den.

The children can also enjoy the school's Trim Track and large, grass playing field.

As we share a campus with the Academy, the nursery also have access to the school gym hall.



Nursery Enrolment

Nursery enrolment takes place during February.

You are entitled to a funded, part-time place for your child, broadly speaking, from the beginning of the school term starting after their third birthday.

Your child may start nursery in the term after his/her third birthday i.e. if your child's birthday falls between 1st March and 31st August, they may start in August; if their birthday falls between 1st September and 31st December, he/she may start after the Christmas break; if your child is three between 1st January and the end of

February, they may start after the Easter break. Any children with birthdays after 1st March will be admitted in August.

Priority will be given to children living within the school catchment area. However, where a parent has domestic or work arrangements which give reasonable grounds for granting a place in another centre, enrolment can be accepted if places are available.

We offer flexible hours within nursery. Each child is entitled to up to 30 hours per week free. Nursery-aged children are entitled to 1140 hours of nursery time per year.

Nursery opens at 8.55 Mon–Fri and closes at 15.30 on Mon–Thurs and 12.35 Fri.

If you would like more information and guidance on enrolment, check the Highland Council website:

<https://www.highland.gov.uk/info/878/schools/11/enrol-your-child-for-early-learning-and-childcare/2>

“Just playing”
This is one of the most important ways in which our children learn

Staffing

Ms Daniela Vilardo and Ms Anna MacKay

Early Years Practitioners (EYPs)

Mrs Amanda Anderson
Support Worker

Ms Mairi Sutherland
Head Teacher

Mrs Yvonne Walker
Depute Head Teacher

Staff have daily meetings to plan the children's learning and to develop the pupils' ideas.

On occasion, we have secondary pupils who take part in work experience within the nursery.



Our Nursery Visions, Values and Aims

Vision

At Kilchuimen we are keen to ensure that we have created a progressive curriculum which places our children and young people firmly at the centre of our planning. The curriculum takes account of the breadth and range of the Experiences and Outcomes presented by the Curriculum for Excellence documents.

The school provides a welcoming learning environment where all members of the school community feel valued and are inspired to fulfil their potential.

We ensure that, throughout their time at Kilchuimen Nursery, Primary School and Academy, opportunities are created for the children and young people to develop skills for learning, skills for life and skills for work so that they are well equipped for their future lives.

Our school and nursery aims clearly link with the four capacities of Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens.

Values

The values we promote at Kilchuimen were carefully selected by staff and pupils in February 2020. They are:

Kindness

Aspiration

Respect

Our Aims are:

- To create an ethos in which hard work is valued and possible, and where self-respect and respect for others are evident.
- To promote personal achievement and encourage individuals to reach their potential.
- To promote healthy lifestyles and well-being.
- To develop self-esteem and confidence through the involvement of children and young people in decision making.
- To ensure equality of opportunity and provision for all pupils, and so promote positive attitudes towards fairness.
- To develop awareness of real-life issues and economic development.
- To establish a spirit of partnership through working in collaboration with parents, other education providers and the local community.



The Nursery Day

Nursery starts at **08.55** and we would appreciate it if you brought your child on time.

You will be asked to sign your child into the nursery and you will also need to inform the nursery staff if anyone other than you is collecting your child at the end of the session. Please introduce these people to the nursery staff so that staff know who they are. This is for the safety of your child.

In the morning, please help your child get ready for the nursery session. At the end of their session the children are normally already in their clothes to go home.

Children will spend a little together time and will plan their morning. The

children will then take part in active free-play and there will be the opportunity to join groups.

The children always spend some of the nursery session outside.

Nursery closes at **15.30 Mon-Thurs & 12.35 Fri**. Please do not be late in collecting your child. Call the school if you are going to be held up.



**Don't let your child wear good clothes to nursery!
They may get DIRTY!**



Absence and Illness

Please contact the school before 9.00am if your child is not going to be able to attend the nursery session.

The school will contact you if your child has been absent for three days without notification. If there is no reply then we will call your emergency contact. Should we be unable to contact anyone, we may contact the police if concern is felt.

This procedure has been put in place so that no child will be missing without anyone knowing.

If your child becomes ill or has an accident whilst attending nursery, we will contact you or your emergency contact by telephone. It is vital that you keep us informed of any changes to your emergency contacts and all medical requirements/conditions relating to your child.



Health Visitor and Vaccinations

Karen McInnes is the Health Visitor. She can be contacted via Cill Chuimein Medical Centre, tel: 01320 366216

From time to time she will make informal visits to the nursery. If you need any advice, do not hesitate to contact her.

Is your child up-to-date with their vaccinations?

Children receiving out-of-home care, including nursery and Playgroup, have more opportunities to come into

contact with infections, so it is especially important to make sure they have had all due vaccinations. It is never too late to have your child immunised. Contact your health visitor/GP for further advice.



Medical

If your child has any medical conditions, or if there are any significant health changes to your child which might put them at risk or affect their educational progress, the confidential nature of this information will be respected.

Kilchuimen Primary and Nursery have a medical protocol in place for the handling of drugs and medicines. Should your child require any medication at school a letter must be sent by the parent detailing the name of the medication, what the medication is for, dosage, times to be administered and the length of time the medication will be needed.

All medication will be stored in a locked cupboard and a record of medicine administration is kept for each child.

Staff are given regular updates on Asthma, Diabetes and Epi-pen training.



Child Protection

It is everyone's responsibility to protect our children: staff, parents and also the wider community.

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

In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services which can 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 be the priority for Education Service staff.

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available online at:

http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

Or from:

Child Protection Officer
Child Protection Committee
Kinmylies Building
Leachkin Road
Inverness
IV3 8NN
Tel: 01463 703483
Fax: 01463 713237

The school's Child Protection Officer, Ms Sutherland, Head Teacher. In her absence, Mrs Walker would deputise.

Emergencies

One of the main responsibilities for a school is the Health and Safety of everybody in the establishment.

Fire Drills

We have a series of fire drills throughout the session. These are very serious exercises and are practised until the head teacher has confidence that safe evacuation procedures are being followed.

Emergency Plan

The school has a contingency plan for further evacuation should there be a genuine emergency. If this were to occur, the school would be evacuated to the Church Hall.

From there, local pupils would be sent home to parents or emergency contacts. Pupils from further afield would remain until appropriate transport arrangements were made with the bus contractors. The school would give appropriate information to Moray Firth Radio in order that it could be broadcast locally.

A major emergency would be co-ordinated by the Education Authority.

Key telephone numbers in an emergency are:

Portree Area Education Office:

01478 613697

Highland Council:

01463 713479



Adverse Weather

We have our own telephone line to call when the weather is bad:

0800 564 2272 (PIN number 042310).

A message will be recorded on this line informing parents of school closure. The Highland Closure Website will be advised of any school closures.

Early Closures

In most cases we aim to give you advanced warning of closures; however, in some circumstances this is impossible, e.g. power failure, extreme weather. All parents or emergency contacts would be informed. Our first priority is always the safety of the children.

First Aid

Ms MacKay and Mrs Anderson have been trained as our paediatric First Aiders in nursery and, in the first instance, the injury will be assessed by them. For minor cuts and bruises, First Aid treatment will be administered. You or your emergency contact will be informed of accidents. In more serious cases we might take the injured child directly to the Cill Chuimein Medical Centre

and meet you there. In the event of a serious accident an ambulance would be called. We follow Highland Council's accident reporting procedures and ensure that all necessary risk assessments have been carried out.

Important Numbers

All information will be recorded on the telephone information service:

0800 564 2272

(PIN number 042310)

The Highland Council School Closure page can be accessed at:

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

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

<https://twitter.com/HighlandCouncil>

Local radio stations issue news and weather bulletins on traffic conditions and school closures:

BBC Radio Highland 6.55am—7.00am

Nevis Radio 7.00am—8.00am

Lochbroom 7.15am—8.45am

Moray Firth Radio/www.mfr.co.uk

7.10am—8.40am (half-hourly intervals)

We will try in all cases to provide with you with information as early as possible



What does your child need to bring?

Please make sure that everything your child wears or brings to the nursery has his or her name on it, otherwise we cannot guarantee your garments, toys and books etc., being returned.

Please bring:

- A pair of gym shoes, as all the children must wear indoor shoes when in the nursery.
- Spare clothes in a bag on your child's peg - you never know when accidents will occur!

- Warm clothing - we go out in ALL weathers so the children need to wrap up warmly.
- Welly boots - children really love splashing in the puddles and guddling in the mud.

We encourage all of these activities and wellies are essential.



Daily Activities

"Just playing" - one of the most important ways that we learn is through play. Children in the nursery will spend a lot of time in active play situations encouraged by the staff. The nursery staff will help extend the children's thinking by finding out what the children know, giving them resources, adding toys to the play, creating opportunities for language and numeracy development. Every day pupils can express themselves through art; there is always paint, glue and sticking, cutting and modelling.

We also have construction toys to play with, as well as sand, water and playdough.

The children can take part in many of these activities in- or outdoors if they choose.

Outdoors they are able to play with bicycles, trikes, scooters and cars in the playground, and they also play in the garden.

Children have "together time" where we plan the daily activities.

We look at how we are going to extend the ideas they give us.

On a Thursday we have "show and tell" when the children are encouraged to talk to each other about their object. One day a child brought in her puppy (pre-arranged of course!).



Nursery Sweatshirts

You can purchase these from Schoolwear Made Easy

57 Harbour Road
Inverness

Tel: 01463 222022

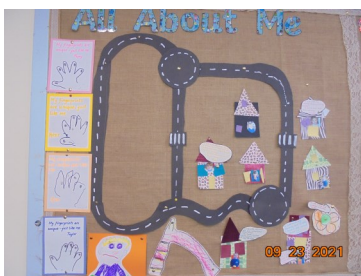
or

www.schoolwearmadeeasy.com

or

secondhand from the nursery

Snack



We have a rolling snack each day. This means that the children decide when they would like to have their snack. The children are fully involved in choosing, preparing, and tidying away after snack time.

Children will always have the choice of either water or milk and some fruit or veg. On occasion we may have some other tasty treats which form part of our curriculum,

such as Chinese New Year etc., or parties.

Children who are in over lunchtime can either bring a packed lunch with them or have a school lunch in the canteen.

Pupil Profiles

Each child has their own folder which is known as "My Learning Journey". This folder is updated by the nursery staff and will be completed during the course of your child's time in the nursery.

The folder will contain the following sections:

- All about me
- Steps on my learning journey
- Evidence of learning

You can help add to the information in the folder.

You will be asked to complete, "All about me" which will be updated when changes happen, such as the arrival of a new baby brother or sister.

The "Steps on my Learning Journey" section allows staff to work with the children and set short targets which

are written in the children's own words. Children will return to the targets and review them and set next steps.

The "Evidence of Learning" section is split into the curriculum areas and this part of the folder will be very colourful with lots of pictures, comments from the children, and observations from the staff on the children's learning. This is continually updated during the year, so the developing picture of learning can be seen.

We also welcome input from parents, e.g. telling us about your child's achievements at home.

Come in and look at these folders with your child. They will be very proud to show you how clever they are.



Reporting to Parents

In line with the rest of the school, we hold an annual Parents' Evening in September, where each parent is given a ten-minute appointment to talk to the nursery staff.

Open days are held throughout the year when you can see your child's classroom and work and have a chance to chat with the nursery staff. No appointments are necessary on this occasion.

If you have any queries or worries at any other time, we are very happy to see you and talk to you about your

child's progress. Arrange a meeting at the end of the nursery session, call the school on 01320 366296 to arrange an appointment or contact the head teacher at mairi.sutherland@highland.gov.uk.

We have an open-door policy in the nursery and you can have a look at your child's folder any time you wish.

Come in and see your child in the Nursery. Arrange a "stay and play" date.

How can you get involved?

You make and shape your child; you are the key ingredient in your child's education and they have already learned so much from you before they come to school.

We need you to continue to support your child which you can do in a variety of ways: you could attend the OWL (Outdoor Wider Learning) group which was formerly known as the ELF (Early Learning Focus) group and formed in September 2015. The group is open to all parents and carers of children in nursery and in the school.

The aims of the group are:

- to enable parents to exchange views

- to ask questions directly to a range of professionals, including the regular staff as well as the Principal Teacher and the Educational Psychologist, about early learning in the nursery and primary school
- to be involved in future plans for improvement
- fundraising.

We have a new Outdoor Classroom, thanks to the efforts of the group and they are now concentrating on further development of the

outdoor area, including a gardening club which runs seasonally on a Wednesday afternoon or lunchtime.

You can also take part in the Parent Council. This is a great way of helping to fundraise or to have your say in the direction of the school. You may even make new friends. Pamela Steele is the secretary and can be contacted on pamelasteele_672@hotmail.com

Please note:

The ongoing pandemic has affected the way in which we are able to engage with parents. For the latest information, please contact the school.

Pupil Support

Support for Learning Department

In Kilchuimen Primary we recognise that children or young people may need additional support at any time during their school life and the foremost aim of Support for Learning is to meet the needs of all pupils by working collaboratively with pupils, parents/carers, subject teachers and outside agencies. The Support for Learning Department provides support for pupils throughout the school from nursery to S6.

Pupils are engaged in child centered, active learning through the creation of an appropriate and relevant curriculum. SFL staff are involved in assessing and supporting children and young people throughout the school.

As an inclusive school, we work to identify pupil needs; pupils with additional support needs are supported, as appropriate, in the mainstream setting. Class teachers at Kilchuimen receive support, advice and guidance from the ASN teacher and Pupil Support Assistants. The team of specialist staff works throughout the school with an SFL Base beside the canteen; they are to be found in a variety of areas around the school supporting pupils in class and through planned programmes and interventions tailored to meet individual needs.

Any initial concerns should be brought first to your child's teacher and may be referred to the ASN teacher. Please do not hesitate to make contact with us at the school so that we can help you support your child.

The Highland Practice Model

Any number of different circumstances can affect an individual child's ability to learn. So support may need to come from health, social work or certain voluntary organisations, as well as from within education. The Support for Learning Department works with partner agencies to

support pupils in Nursery, Primary and Secondary stages including Child's Plans as part of the Highland Practice Model.

All staff use the Highland Practice Model Guidance (GIRFEC-Getting it Right for Every Child) and SHANARRI principles (*safe, healthy, achieving, nurtured, active, respected, responsible, included*) to identify and meet the needs of any child or young person with additional support needs. As part of this the Support for Learning staff work in close partnership with parents/carers, other school staff (e.g. Pupil Support, class and subject teachers) and partner agencies to monitor and review the additional support needs of, and the progress of each child and young person with additional support needs <http://www.forhighlandschildren.org/5-practiceguidance/high-pract-model.pdf>

Further Information and Advice

Further information on Support for Pupils is available from the Support for Learning Department including information sheets and leaflets on various aspects of Additional Support for Learning including the Education (Additional Support for Learning) (Scotland) Act 2004 and Education (Additional Support for Learning) (Scotland) Act 2009. Please contact the school office asking for Mrs McGroarty, ASN teacher, for further information.

Enquire - the Scottish advice service for additional support for learning (a charitable body registered in Scotland under registration number SC003527). Operated by Children in Scotland, Enquire offer independent, confidential advice and information on additional support for learning through:

a telephone helpline - 0845 123 2303, an email enquiry service- info@enquire.org.uk, an online enquiry service

<http://www.enquire.org.uk> (for parents/carers and practitioners)

<http://www.enquire.org.uk/yp> (for children and young people)

<http://www.enquire.org.uk/myrighmysay/>

Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576

Scottish Child Law Centre

Chip+ - offers information, support and advice to the families and carers of children and young people with additional support needs, and to professionals who work with them. Based in Inverness, **CHIP** offers a friendly, free and confidential service throughout Highland region.

Chipplus.org.uk

Email: info@chipplus.org.uk

Telephone: 01463 711189

Moving on up—The BIG school

The time will whizz past in nursery and it will soon be time to move on to the primary school.

We begin to involve the children in the school as early on as possible and the nursery children may attend school assemblies or church services. The Primary 1 teacher will also join the nursery for a number of sessions in the lead up to the move to P1.

In addition, the nursery children will join the P1/2 class for small projects and play sessions.

As the time approaches for the move, the children will increase their time in the P1 class. As a result, by the time the children move to the P1 class they should be very familiar with the staff, the classroom and the school.

"Above all we want to make learning challenging and FUN!!"



The Curriculum for Excellence

You will have heard much about the Curriculum for Excellence in the news. We have now been engaging with this curriculum for a number of years. Curriculum for Excellence is a 3–18 curriculum, which means that your child will be starting on their Curriculum for Excellence journey in nursery. With this in mind, every experience is planned around this and we will build on their learning as they move to P1.



As a school and nursery we are keen to ensure that pupils experience progression and depth in the curriculum; we want pupils to build on the learning they are encountering and to apply the learning to a variety of situations.

All pupils are entitled to a Broad, General Education (BGE), meaning that pupils need to experience all the outcomes at the different levels. Pupils should experience learning which is challenging but also FUN! Pupils are also entitled to personal support; this takes the form of having opportunities to talk with an adult about their learning and, together, helping pupils to plan their next learning steps, as in the "Learning Journey". Pupils are treated as individuals with their own unique needs.

The aim of the curriculum is to ensure that pupils achieve the four capacities, which are:

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

These four capacities ensure that our children, the adults of the future, are equipped for an ever-evolving world. Look how far we have come in our own lifetime. (Just think back to when you were at school: a telephone was attached to the wall, tablets were pills your granny took, and records played music; blackberries in large quantities gave us a stomach ache, and only birds "Tweeted".

Our children need to be ready to do jobs which currently don't exist. They require flexibility. We have to ensure that our pupils are "active" in their learning; this does not mean getting out of your chair, but being

"active" thinkers, being encouraged to question facts, to enquire. Children need to understand WHY they are learning! Children need to learn to become skilled team players, to negotiate, to reason, and problem solve, as well as work effectively on their own. Above all, we want to make learning challenging and FUN!! So that all pupils reach their potential.

The curriculum is organised 'straight through' - from 3 to 18. There are six levels through which your child will progress. Some pupils may complete these levels slightly later than others, however. It is important that pupils experience depth and breadth in learning.

The six levels are:

- Early - The pre-school years and P1
- First - P2 to the end of P4
- Second - P5 to the end of P7
- Third and Fourth - S1 to S3
- Senior Phase - S4 to S6



The curriculum is organised into eight curriculum areas: Expressive Arts, Health and Wellbeing, Languages, Mathematics, Religious and Moral Education, Sciences, Social Studies, Technologies.



Information about curriculum structure and planning, the outcomes a learner can expect to experience and achieve across literacy, numeracy and health and wellbeing, as well as



the eight curricular areas, can be found at:

[https://
www.education.gov.scot/
education-scotland/](https://www.education.gov.scot/education-scotland/)

Care Inspectorate

The Care Inspectorate is a national organisation. It has taken over the regulation of care services in Scotland and, in our case, the provision of the nursery classes. They operate from regional offices and our local office is:

Care Inspectorate
SCSWIS
First Floor
Castle House
Fairways Business Park
Inverness

Tel: 01463 227630

A set of care standards has been drawn up and a representative of the Inspectorate will visit the nursery to look at some of these. They have also set up a system for users and staff to express any concerns or complaints. Details of how to use this service are in a leaflet which is on the nursery notice board.

The most recent inspection report for Kilchuimen Nursery can be found at the following link:

<https://www.careinspectorate.com/index.php/site-search>



Nursery Notice Board



Please check the notice board as it provides useful information about the nursery and provides contact details for a variety of agencies and will signpost you to advice and support for you child.





Kilchuimen Primary School

Station Road
Fort Augustus
PH32 4DL

Phone: 01320 366296

Email:
Kilchuimen.primary@highland.gov.uk

Please find us on Facebook under
Kilchuimen.

School Term Dates for Session 2022-2023

Open	Close
2022	
Tues 16 Aug	Fri 7 Oct
Mon 24 Oct	Thurs 22 Dec
2023	
Mon 9 Jan	Fri 31 March
Mon 17 April	Thurs 29 June
Good Friday Fri 7 April	Easter Monday Mon 10 April
May Day Holiday Mon 1 May	Mid Term Break Mon 20 Feb - Tues 21 Feb
In-service Days 2022 Mon 15 Aug	(staff only) Mon 12—Tues 13 Sept
2023 Wed 22 Feb	Mon 5 June

*"We rock, we learn,
we learn, We rock"*

Communication

A newsletter is sent out at least once per term.

Our nursery staff are always approachable at the end of a nursery session if you need to chat with them. Should you require a more private or longer appointment, please arrange a mutually convenient time with them.

Should you wish an appointment with the head teacher, please contact the school office.

Our current school policies are available on request.

Parents wishing to record concerns and gain information on how these concerns will be dealt with please see Parentline:

<https://www.children1st.org.uk/help-for-families/parentline-scotland/>



Policies

We follow Highland Council policies and these can be found at:

<https://www.highland.gov.uk/info/893/schools-general-information/29/school-policies-procedures-and-guidelines>



Complaints

Should you have a complaint pertaining to the nursery, please contact the school; you can do this by writing a letter, sending an email or telephoning the school to make an appointment to see Ms Sutherland.

We aim to deal with complaints as swiftly as we can, as it is important for us to have a good relationship with all our parents.

If you feel that your complaint is not being dealt with effectively by the head teacher, you can contact the Area Education Office:

Area Education Office (West)
Care & Learning
Camaghael Hostel
Fort William

Telephone: 01397 707353

A Care Inspectorate publication, 'Unhappy about a care service' on display in the nursery notice board also provides useful advice.