

Welcome to Muirtown Primary School Nursery Class



Learning And Growing Together

Session 2022 - 2023

The ongoing pandemic continues to affect the normal running of 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 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](#).

Parents of children enrolling in Muirtown Nursery from outwith the school catchment area should note that they will be required to make a placing request if they wish their child to attend Muirtown Primary School. Attendance at Muirtown Nursery is not a guarantee that a placing request to the school will be granted.

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Muirtown Nursery can cater for up to forty children in one session: the staffing ratio being in accordance with the Care Inspectorate guidelines of one adult per eight children. Child Care Students and Student Teachers from Aberdeen University and the University of the Highlands and Islands come to Muirtown to gain valuable experience and training in our Nursery Class.

WELCOME TO MUIRTOWN PRIMARY'S NURSERY CLASS

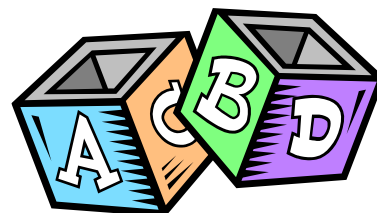
Thank you for enrolling your child with Muirtown Nursery Class. We hope very much that you and your child will enjoy your time at the Nursery in Muirtown Primary School. We look forward to having the chance to meet and get to know both you and your child.

This is a very important stage in your child's development. It is now accepted that children learn more rapidly in the first seven years of life than at any other time. Therefore, it is important that children are given every opportunity to fulfil their potential. As a parent you have a vitally important part to play in this process. At Muirtown Nursery we hope to play our part by treating your child as an individual and offering a variety of experiences and activities which are designed to further your child's development process.

We hope that your child finds out that learning can be an enjoyable and worthwhile process.

This prospectus is intended to give you information about the Nursery, but please feel free to contact us if there is anything about which you are uncertain.

We will also have Parents' Information sessions when you will have the opportunity to hear a little more about the 'Nursery Day,' "The Early Years Curriculum" and to ask any questions.



EQUALITY AND INCLUSION

Muirtown Primary School and Nursery provide equal opportunities for all.

Our activities in school and nursery ensure that we eliminate unlawful discrimination, advance equality of opportunity and promote good relations. Activities should not discriminate against any of the following protected characteristics : age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

For up-to-date information please see:

http://www.highland.gov.uk/info/751/equality_diversity_and_citizenship/313/equal_opportunities

Our Shared Values



Kindness Respect Resilience Pride Teamwork

At Muirtown Nursery we aspire to provide high quality learning opportunities, care and welfare for our children and effective links with our families.

Our Aims

- Provide a challenging, stimulating learning environment indoors and outside which encourages every child to develop his/her curiosity, inquiry, creativity and communication skills while ensuring every child is safe, healthy, achieving, nurtured, active, respected, responsible and involved.
- To provide a quality service underpinned by How Good is our Early Learning and Childcare? National Care Standards, Curriculum for Excellence, Realising the Ambition and the SSSC.
- To be proactive in maintaining and improving effective links with our children's families, our community, other Early Learning and Childcare Centres, the Health Visitor and associated health professionals.
- Develop parent/carer engagement in their children's learning and in our Nursery's community.
- Provide high quality learning by ensuring our staff are well qualified and up to date with relevant knowledge and skills through training and collaboration, and as a result, the quality of children's learning will be enhanced.
- To ensure high quality learning provision for indoor and outdoor learning and within the local community.

NURSERY HOURS

At Muirtown Nursery we operate a flexible model, opening from 8am - 4pm

This means you can choose the pattern of your nursery week to suit your circumstances and needs.

Your child will be entitled to 30 hours per week which is Government funded. (1140 per year)

We offer a Breakfast Club and for children using the flexible arrangement, we provide a school lunch.

Every child must be brought to the Nursery and collected by an adult known to them.

Please let Nursery know if an adult unknown to staff is collecting your child.

To ensure the safety of all children in school please remember parents are asked to park their cars at the top car park and bring their children to Nursery using the path leading to the classrooms.

The main car park is for school staff, visitors to the school and deliveries only.

It is important that you try and be as punctual as possible, both in delivering and collecting your child, as the Nursery day is very busy. It would be unfortunate if your child missed an important part of any session.

Settling In

Many children settle into the Nursery routine quite quickly. However, you may discover that despite your best efforts, your child may find settling in a challenge. For some there will be obstacles to overcome, especially if there are other tearful children around. Firstly your child must come to terms with the separation from you, perhaps for the first time, and secondly they must face a new environment with other (possibly unknown) children and two or three unfamiliar adults. At Muirtown Nursery we treat all children as individuals. If your child is distressed leaving you, we will discuss different strategies we can put in place. Sometimes we ask parents to stay for part of the session and explore the Nursery with their child or we might suggest that you leave for a short while then return to the Nursery. It may be that your child only stays for part of the session and as they develop confidence they begin to stay for longer.

Please don't give up or give in. Perseverance and the eventual reward will be worth the effort. In the meantime, Nursery staff will be flexible and work

closely with you during this time to ensure all children are happy, settled and enjoying their Nursery time.

QUESTIONS OFTEN ASKED: -

Do I have to pay for anything at Nursery?

Snacks/Trips

A small snack and lunch will be provided free of charge for children every day. A range of social skills associated with eating are promoted at snack and lunch time each day. The children are encouraged to prepare much of the snack themselves under adult supervision. Healthy eating is encouraged and Early Years Nutritional Guidelines are followed when planning snack menus in consultation with children. Milk, water, fruit and vegetables are available everyday. (If your child suffers from allergies, please let us know, so we can plan the snacks appropriately.)

From time to time we may ask parents to contribute towards the cost of educational visits and trips.

What should my child wear?

- Red Nursery sweatshirts with the School emblem can be purchased from Schoolwear Made Easy, Unit 4/5, 57 Harbour Road, telephone 222022 or tesco.com/ues
- As there are many 'messy' activities in the daily routine at Nursery, such as painting, gluing, snack making etc., washable clothes are obviously most suitable. 'Best' clothes should stay at home.
- Your child must bring a pair of suitable indoor shoes (not slippers), to wear in Nursery and at gym.
- Children should be encouraged to put on and take off their own shoes, jackets etc, so they can be independent. (Velcro fastenings can be a help). Names on everything please!
- As children will be outside regularly as part of their curricular experience parents need to ensure children are dressed suitably for the season: spare wellies and clothing for wet days. In winter a jacket, hat, gloves and scarf should be left on their peg for them to change into; sun cream and sun hats should be provided in warmer weather.
- It is also advisable for a change of clothes to be kept in your child's bag at Nursery in case a change is required.
- Due to limited space in the cloakroom area children should have a small gym/shoe bag with items in and not a large school bag.



Children get themselves ready for going home.

What do I do if my child is ill or unable to attend Nursery?

- As you are aware, your child will come into contact with many ailments during his/her time in the Nursery and we would ask that you be aware of some of the common signs of illness, e.g. listlessness and irritability; raised temperature; vomiting and/or diarrhoea; aches and pains; and spots of any kind. Should you notice any of these in your child, please do not bring him/her to Nursery. Please let staff know if you are keeping your child at home due to illness. Children who have suffered from vomiting or diarrhoea should not return to Nursery until at least 48 hours have elapsed since last attack.



- As part of our Child Protection procedures it is important to, where possible, inform us in advance if your child is going to be absent for any reason, or to telephone the school (01463 245930) as soon as possible to inform school staff. If parents do not contact the school by these times, school staff will endeavour to contact home. If no contact is made on first day of absence this will be noted by the school. If there is a second day of unexplained absence the school will make vigorous attempts to contact a carer or family member. On the third day if the school has no explanation of the absence either a home visit will be made or the police notified of non attendance.

What if my child falls ill while at Nursery?

If a child has signs or symptoms of illness, or has an accident while in the Nursery we will contact you by telephone. If there is no reply we will ring your child's emergency contact number.

Is Your Child Up-to-Date With Their Vaccinations

Children receiving out-of-home care, including at nursery and playgroup, have more opportunities to come into contact with infections, so it is especially important to make sure that they have had all the vaccinations due.

It is never too late to have your child immunised. If they have missed one, you don't have to start the course from the beginning again.

Contact your health visitor/GP for further advice.

Administration of Medicines

If your child requires medication, please note that this will only be administered by staff when there is clear written guidance from a parent/carers, providing:

- The name of the medicine, the quantity of the medicine to be given, the time it has to be given.
- As far as possible prescriptive medication should be given at home by parents/carers. If it is required to be given in school, the medication should be

unopen, clearly marked with the directions from the pharmacist and administered as part of an agreed medical protocol.

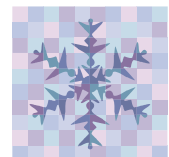
What if there was an emergency at Nursery?

- Should our Nursery need to close earlier than normal you would be contacted by telephone if prior warning has not been given out. We will contact your emergency contact to come if there is no reply.

- If a major incident occurred in the Nursery (e.g. fire) the children would be evacuated to the school field in order that we could check all are accounted for. **Everyone would then go to Charleston Academy and wait to be collected.** The Education Office would endeavour to get in touch with parents by telephone. Hopefully, we will not have to face such an event. Fire Drill practices are held on a regular basis.

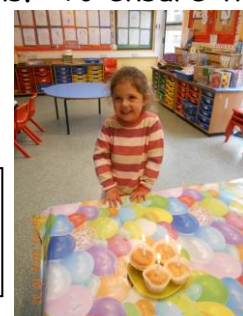
What happens if there is adverse weather?

- The school has a telephone messaging service and this service allows parents to listen to a recorded message from the Head Teacher. This is used to give important information and is especially used during adverse weather conditions. To use this service:
 - Dial Highland Council's access number **0800 564 2272**
 - Now enter the school's own pin number when prompted **042670**
 - Press 1 to hear the school's message about adverse weather



What happens when my child has a birthday?

When we are 4 and 5, birthdays are very important occasions. To ensure that everyone's birthday is celebrated in the same way Nursery will provide a birthday cake. You do not have to provide anything.



Children blow out their birthday candles.

Does my child have to be fully toilet trained?

Highland Council has an equal opportunities policy and children cannot be refused admission to Nursery because they are not toilet trained. If your child has any problems regarding toileting please speak to Nursery staff to enable us to deal with these appropriately.

As far as possible fastenings on clothes should be simple and kept to a minimum. If children have zips or buttons on trousers please practise so they can use these unaided.

If a child has a toilet accident at Nursery, staff will change your child subject to your written consent although, if there is regular soiling or wetting then we would want to discuss the situation with you.

PARTENERSHIP WITH PARENTS

How can I prepare my child for Nursery?

- Talk to your child about what Nursery is all about so they have some idea of what to expect. e.g. tell them they will be able to play in the sand, in the house corner, with the building blocks, do baking, hear stories etc.
- If possible, try to make friends with another child who will be at the Nursery. It can be a huge comfort to a child if there is a familiar face. How often have you been glad of the company of a friend or relative when going to new place for the first time?
- It is helpful if children are as independent as possible, e.g. can fasten/unfasten shoes (velcro fastenings are helpful); can put on/take off jacket and sweatshirt, carry out toilet routines independently etc.
- Encourage your child to tidy up and to care for toys and games and to share with other children.
- Most of all make sure that you have a positive attitude towards Nursery and see it as an exciting place where your child will learn lots of new skills.



Children independently tying zips and buttons.

How can I help my child while she/he is at Nursery?

- Read to your child everyday. Discuss the characters and pictures together.
- Read and look for familiar words in the environment e.g. labels on favourite foods, title of TV programmes etc.
- Encourage your child to listen to songs, music, stories and rhymes and retell or sing them back to you.
- Talk with your child about what they are doing and what they can remember. Play remembering and guessing games such as "I Spy."
- Encourage them to ask questions.
- Encourage them to count and use numbers in everyday situations and in Nursery Rhymes.
- Help them to match and sort things e.g. putting cutlery into correct compartments, socks into pairs, sorting big and little tins.
- Give them the chance to use their fingers and hands e.g. building with bricks, cutting out with scissors, helping with baking or food preparation, fastening buttons and zips.
- Encouraging using crayons, pens, pencils and paint.

- Encourage them to explore their own environment e.g. the garden. local shops and services.
- The Early Level Curriculum for Excellence (CfE) is divided into eight main areas (detailed later in the Handbook). Ideas on how you might help your child in each of these areas will be given out during the session.

By the age of five we have learned half of all we will ever know. Our responsibility as parents and teachers is very great in the early years of our children's lives!

Can I come into the Nursery to see what happens there?

- At Muirtown Nursery we believe in working in partnership with parents. There are opportunities for parents/carers to come into the Nursery and see work which the children have done.
- We have "Learning Visit" days where parents can come into Nursery and stay and play with their child to see what goes on.
- Parents are invited into Nursery termly where there are rhymes, singing games and action songs to be seen and heard.
- Parents are invited to help on Nursery outings.
- We also encourage parents to come in as 'helpers,' either on a one off for visits or parties or a more regular basis. All parents helping in School regularly must have disclosed under the Protection of Vulnerable Groups Act (PVG).
- We welcome parents into Nursery to share their skills, interests, hobbies and information about their jobs, their culture or places they have visited.

We want all parents to be involved in their child's Nursery education in any way they feel comfortable.

This mum came to Nursery to tell the children about her job as a Nurse.



How can I find out more about the Nursery?

- Information on our curriculum, our plans for each week, snack menus, photographs of the children, community information, etc is all displayed on our cloakroom window and in the cloakroom area. PLEASE TAKE TIME TO LOOK AT THIS.
- Letters are sent out with important information.
- Our online Nursery Classroom keeps parents up to date with information and current learning.
- There are opportunities to attend parents' open days, information sessions and consultative meetings.
- At Muirtown Nursery we have an open door policy. Information about a child's progress can be exchanged informally at beginning or end of each Nursery session. Alternatively parents can chat to staff via telephone or make an appointment to discuss matters at a mutually convenient time. Should there be information you feel it would be helpful for us to know, members of the Nursery Staff will be pleased to speak to you. Please inform Nursery staff of any changes to circumstances at home as this can often affect how a child presents themselves in the Nursery.
- Each child also has their own Learning Profile. These contain photos, art work, drawings, staff and pupil comments. These Profiles track your child's learning throughout their Nursery years. Parents are encouraged to look at these when they come in to Nursery. Parents are also encouraged to add information on their child's achievements from outside Nursery. There will be opportunities to view and discuss these Profiles regularly throughout the year.

Is good behaviour important in Nursery?

In partnership with parents the Nursery aims to provide an environment in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. We place great importance on good social behaviour at Muirtown. We will work

with you to ensure this aim is achieved. Our policy in Nursery is always to be as positive as possible and to praise and encourage good behaviour.

If a child's behaviour gives cause for concern we may, after discussion with the parents, introduce an individual reward system which would be explained both to the parents and child involved.



Does Nursery have written policies I can read?

- Nursery has policies on areas such as behaviour management, health and safety, equal opportunities and the Nursery curriculum.
- Staff are continually reviewing and updating policies and parents are invited to be part of this review process.
- Throughout the year parents will be given the chance to comment on our updated policies.
- Copies of all policies are available to read in the Nursery and can be found in the drop off area/Nursery Office. Should you wish an individual copy of any policy please ask the early years staff.
- Within our Nursery we have a policy on Child Protection. Nursery staff are obliged to make the welfare of children their paramount consideration and this will be the priority for all Education Service staff. It is their responsibility to report any child protection issues they come across.

Does the Nursery work with partner agencies?

We work closely with other agencies such as Speech and Language Therapy, Health Visitor and the Community Nurse, so that the resources we have will bring the most benefit to families. The aim is to ensure we have the right services for your child at the right time.

The dental nurse helping children to learn how to brush their teeth correctly.



We work closely with the Health Visitors, who aim to visit the centre at least once a term. Their main role is to offer advice on children's development and to be the lead person if your child requires any extra support.

The telephone number for contacting the Health Visitor is 01463 706700.

If your child would benefit from help from other agencies, you will usually be asked for permission so that relevant information can be shared. This enables staff to get a rounded picture of your child and means you won't keep being asked for the same information by different people.

If it is believed your child's immediate safety is at risk, we can share their information without consent, enabling us to deal with any potential situation, e.g. child protection issues or emergency medical procedures when parents are not present.

WHAT CHILDREN LEARN AT NURSERY

The Curriculum

During their time at Muirtown Nursery your child will be given opportunities to develop their emotional, personal, creative, communication and physical skills and build on their knowledge and understanding of the world. They will build on the experience and skills they already have.

We follow the Scottish Government curriculum framework "Curriculum for Excellence 3-18." This recognises the important role that parents and carers play in their child's education.

Active Learning

In Nursery your child will be taking part in active learning.

"Active learning is learning which engages and challenges children's thinking using real-life and imaginary situations."

(A Curriculum for Excellence, Building the Curriculum 2,)

- active learning through play enables children to explore and experiment in their own way and their own time
- play helps children deal with success and failure, helps self-esteem and develops confidence
- through play, concentration increases and positive attitudes develop
- active learning through play allows the child to absorb new experiences and act out any fears or anxieties
- through imaginative play the child can adopt the role of others - and attempt to make sense of situations and happenings
- through active learning, language and social skills are developed as children interact with adults and their peers. The child learns to share, take turns, work co-operatively with others or choose to play alone.
- through play, children share their experiences - they use the resources made available to them to develop play at their own level

During active learning the Nursery staff

- create a secure and happy environment
- offer well resourced areas
- respond to the child's curiosity
- are flexible to meet the needs of the child
- praise and encourage where appropriate



- are available to join in play activities
- observe, assess and provide further learning experiences

We believe that all areas of the curriculum can be enriched and developed through active play.

Staff continually take on board the children's views and ideas when planning learning experiences.



The children plan what they would like to learn.

Active learning in Nursery can support your child's development in the four capacities of the Curriculum for Excellence in many ways.

They will develop as:

Successful learners who want to learn and to do their best. They will develop their ability to use language and mathematical skills and technology in real life situations. They will think things through and use their knowledge to solve problems. They will learn by themselves and with others and will develop their ability to explain their thinking.



These children are developing their fine motor skills and using tweezers to pick up the fish.

Confident individuals knowing what matters to them and by succeeding in their activities. They will develop independence and know how to keep themselves safe. They will be able to make healthy choices in life and show how to care for themselves and others.

The children are becoming confident individuals, taking keeping fit and learning about



Responsible citizens learning to share and take turns and to respect themselves and others. They will learn about where they live and other places in the world and find out how they can make their world a better place to live. They will show an understanding of what is right and fair and will make more of their own choices and decisions.

The children are being responsible citizens sharing in the Nursery garden.



Effective Contributors who find trying new things exciting and keep trying even when things are difficult. They will be able to work with partners and in groups and will help others. They will work out new and different ways of doing things to solve problems.

The children are becoming effective contributors. Some are working hard to complete a jigsaw. Others are having fun outdoors.



The Curriculum for Excellence outlines eight key areas for development. Throughout Nursery and Primary 1 your child will progress throughout the Early Level in each of the following areas.

Health and Wellbeing: learning in this area ensures children develop the knowledge and understanding, skills, capacities and attributes which they need for mental, emotional, social and physical wellbeing in the future.

- Aware of my feelings and developing ability to talk about them
- Developing my ability to manage my emotions
- Understanding where I can get support if I need it
- Develop ability to form positive relationships with others
- Aware of people who look after and care for me
- Contributes to school and community life, developing my confidence and self worth
- Know how to keep myself and others safe in a range of situations
- Finding out about the wider world and the jobs people do
- Participates in physical play and know some benefits of this
- Explore different ways to move my body and develop these through practice
- Know I need different foods to keep me healthy
- Aware of where foods come from and can choose and prepare them
- Know how to get help in unsafe situations and emergencies
- Develop awareness of my own body, naming parts, knowing how they work and how to look after them
- Learning about living things and how they grow, develop and are nurtured



Literacy and English: children will learn that literacy is fundamental to all areas of learning for life. They will develop competence in listening, talking, reading and writing.

- Enjoy exploring stories and texts and can share my likes and dislikes and talk about the events and characters
- Develop my ability to take turns when listening and talking

Children enjoy reading and retelling stories.



- Discover new words as I take part in conversations
- Able to communicate my feelings, ideas and information in real life and imaginary situations
- Enjoy exploring sounds and patterns of language
- Explore sounds, letters and words discovering how they work as I begin to read and write
- Use signs and books to help me find new information
- Explore interesting materials for writing

Numeracy and mathematics: learning in this area will enable children to access many other areas of learning. It will allow them to make sense of the world around them. It will help them to solve problems and analyse information.

- Develop a sense of size and amount
- Develop ability to use everyday items to help me measure
- Explore numbers and quantities to help me count, sequence and order
- Develop awareness of using money and recognising some coins
- Aware of my routines and events around me. Know about using clocks and calendars to help me plan
- Spot and explore patterns around me
- Investigate objects and shapes around me
- Using games and technology I can describe positions and directions
- Develop ability to collect objects, and organise my findings
- Sort and match objects

These children are learning about numbers.



This little boy is learning about weighing and measuring.

Expressive arts: this will allow children to develop their artistic skills and enhance their creative talents. By engaging in these experiences children will develop ability to represent their own and others emotions in different ways.

- Experience how to present and perform to audiences and how to be part of an audience
- Use a range of objects and materials to help me create images

- Express my ideas, thoughts and feelings through art, drama, dance and music
- Explore ways to move my body rhythmically and expressively
- Explore how to use my voice, movement and expression in role play and drama situations
- Use role play and drama to allow me to explore real and imaginary situations
- Enjoy singing and playing along to music of different styles and cultures



Children explore different materials in the art area.

Sciences: learning in the sciences will enable children to develop their interest in, and understanding of the living, material and physical world. They will take part in collaborative and imaginative tasks to allow them to develop important skills to become creative, inventive and enterprising people in the future.

- Observe living things around me and be aware of how they depend on each other
- Develop awareness of how to grow and care for plants
- Able to describe how some things around me work e.g. "what makes my toy go."
- Able to talk about the sun, moon and stars and how they link to my daily life
- Aware of how to stay safe using electricity in my daily life
- Through play I explore how to make a range of sounds
- Develop awareness of my growing body, name the parts correctly and know how they work
- Able to use my senses to explore the world around me
- Able to explore materials and can explain reasons for selecting materials for different purposes



Mini beasts in our Nursery garden

Social studies: children will develop their understanding of the world by learning about other people and their values, in different times, places and circumstances, they will also develop their



understanding of their environment and how it has been shaped.

- Aware of how different evidence helps me find out about the past and the world around me
- Explore how people lived in the past and through my play can show how their lives were different from my own
- Develop awareness of my local environment, the roles of different people and how they can help
- Explore how to care for the environment
- Explore the weather and seasons by exploring them outdoors and recording finding

Children exploring their environment in Autumn and Winter.



Religious and moral education: this will allow children to explore the world's major religions. They will begin to consider beliefs and values. This will help them develop awareness and appreciation of the value of each individual in our diverse society. This will assist in counteracting prejudice and intolerance.

- Explore Christian stories and images to become familiar with some beliefs Christian people have about God and Jesus
- Explore stories, images and music to become familiar with the beliefs of the world religions I am learning about
- Through play and learning develop my understanding of what is fair and unfair and the importance of caring, sharing and co-operating with others
- Develop awareness of the importance of celebrations, festivals and customs of religious people's lives
- Develop respect for others and my understanding of their beliefs and values

Technologies: learning in the technologies will allow children to develop knowledge and skills which will be essential in the future. They will participate in challenging activities involving research and problem solving.

- Play with and explore technologies to find out what they do and how they can help us

- Explore how to reduce, re-use and recycle materials I use to help care for the environment
- Explore software to solve problems and present my ideas, thoughts and information
- Explore and use technologies to communicate with others
- Take photos and record sounds to represent my experiences
- Develop problem solving skills, navigation and co-ordination as I use electronic games, remote control or programmable toys
- Select and work with a range of materials and software to develop practical skills in real and imaginary situations

Children use a range of computer programmes to enhance all areas of learning.



What learning areas and activities do we have in Nursery?

Time, areas and activities in the Nursery are organised to provide opportunities for the children to develop in all key aspects mentioned on the previous pages.

Some things on offer to children include:

role play	baking
construction	jig-saw puzzles and games area
interactive interest tables	writing/drawing table
music	sand and water play
listening centre	playdough
digital technology	art/craft
outdoor play area and garden	maths area
physical play	story corner

These are changed around regularly. This is in response to the children's changing interests and development needs and ensures a stimulating environment is provided.

Do Nursery children use school facilities and equipment?

The Nursery uses the gym and P.E. equipment. We have lunches in the school canteen.

We regularly go on walks around the school to get to know the area and the staff. We also go out into the school playground.

Children warming up in the school gym hall.



Learning to play games



Are there opportunities for children to go on visits?

We believe that taking the children out on a variety of visits is a very important aspect of their education. Visits are arranged according to what the children are interested in learning about and also in accordance with budgets. At the beginning of the session we will ask you to sign a consent form to cover all out-of-school activities, though you will normally also be informed about individual out-of-school visits.

Many of our parents work in services such as the Royal Mail and the Fire Brigade and are able to organise these. Our trips have included:

- the Dental Hygiene show
- the Library to hear stories and rhymes
- the recycling centre to find out what happens to our rubbish
- the Garden Centre to buy plants for our garden
- the Co-op with our shopping lists and to have a snack in the coffee shop
- the floral hall
- the local doctor's surgery
- walks in the local area
- a trip to a farm
- Aigas field centre near Beaulieu
- Robertson's farm

Do you have visitors at the Nursery?

We arrange visitors to come to the Nursery as often as possible depending on what we are learning about and what the children are interested in. Previous visitors include:

- A Mummy brought in her baby to Nursery to show us how to look after him
- Santa came with some parcels
- Older brothers and sisters come to visit - they share stories, dance, play music

- The Health Visitor came and told us all about her job
- The fire brigade brought their fire engine and told us about their job
- The police came to talk to the children about road safety
- Parents have come in to tell us about the countries they come from or have visited.
- Parents take part in our World of Work Week. They tell us about their jobs.

Transition to Primary One

As soon as the children have settled into Nursery they are taken on a tour of the school to familiarise them with its layout. Throughout the year the Nursery children make use of the school facilities as earlier described.

Miss MacRae and Mrs McCabe visit the Nursery regularly to get to know the children and to become familiar figures to them. As the year progresses the children also become familiar with other members of staff who visit the Nursery such as the school secretary and the janitor.

Throughout the Nursery year, children transferring to Primary 1 have lots of opportunities to become familiar with the Primary One children and staff. We introduce them to some routines and activities which will help make their transition to Primary 1 as smooth as possible. They have a chance to interact with them in the open area each day, in the classrooms, the Nursery and during planned learning opportunities together. P6 pupils visit the Nursery to "buddy" with them. They will be on hand in the playground and throughout the school when the children start Primary 1.

During the 4th term there are many more opportunities for the Primary One staff to get to know the children and how they learn. They visit the Nursery to see the children at work in a familiar environment and this also allows the children to get to know the staff in a comfortable setting.

Throughout the year Nursery staff keep written progress records on each child. These are passed onto Primary One staff and meetings are arranged to discuss the children.

If a child has been involved with any other agency then all documents relating to that involvement are also passed to the child's future teacher.

In August, when your child officially begins P.1, the Nursery staff will continue to liaise with the P.1 teacher passing on useful information to ensure your child gets off to the best possible start.



Parents will then be invited to some induction events.

Nursery children are supported through P1 by their Buddies.

Care Inspectorate

Muirtown Nursery, as a pre-school establishment, is regulated by the Care Inspectorate.

A set of Care Standards has been drawn up and a representative of the Inspectorate will visit the Nursery regularly. 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.

Should you be unhappy about any aspect of the care we provide, please do speak to a member of the Nursery staff or the Head Teacher in the first instance (see our policy on "Comments and Complaints").

Should you find this unsatisfactory, you may contact the Care Inspectorate direct at the following address -

The Care Inspectorate
1st Floor
Castle House
Fairways Business Park
Inverness
IV2 6AA

Telephone: 01463 227630

Useful Link:

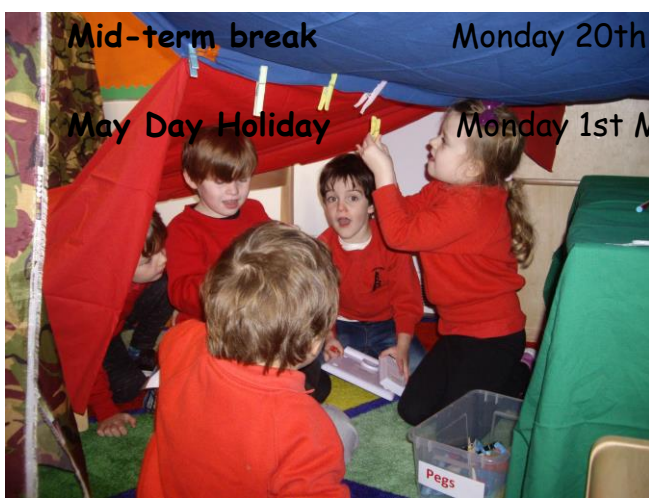
Parentline: <https://www.children1st.org.uk/help-for-families/parentline-scotland/>

SCHOOL TERM DATES 2022-2023

Term 1	School opens closes	Tuesday 16 th of August 2022 Friday 7 th of October 2022
Term 2	School opens closes	Monday 24 th of October 2022 Thursday 22 nd of December 2022
Term 3	School opens closes	Monday 9 th of January 2023 Friday 31 st of March 2023
Term 4	School opens closes	Monday 17 th of April 2023 Thursday 29 th of June 2023
In-Service Days		Monday 15 th August 2022 Monday 13 th and Tuesday 14 th September 2022 Wednesday 22 nd February 2023 Monday 5 th June 2023

Mid-term break Monday 20th and Tuesday 21st February 2023

May Day Holiday Monday 1st May 2023



We hope you and your child enjoy your time with us at Nursery.

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.

