



South Lodge Primary School

School Booklet – 2022-23



South Lodge Primary School

Bun Sgoil Loids a Deas



Head Teacher—Mr David Hayes-MacLeod

Principal Teacher – Miss Charlene Morrison

Early Learning and Childcare Manager – Mr

David Hayes-MacLeod



2017-2018



The ongoing pandemic continues to affect 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 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](#).

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.



Contact Details



South Lodge Primary School

Castle Road
Invergordon
IV18 0LW

School & Nursery telephone: 01349 852521

Email Address: southlodge.primary@highland.gov.uk

Website: www.southlodgeprimary.com

Facebook: South Lodge Primary School
@southlodgeinvergordon

How to contact us?

If you need to speak with a teacher, please phone or visit the school office . If you need to speak with a member of the Senior Management, we do have an open- door policy and you may be able to see one of us, unless we are in class or in a meeting etc. If not we will respond to you as quickly as possible.

Face to face communication with parents and carers is highly valued. We also actively encourage parents to join in with end of term assemblies, open events, craft sessions, citizenship activities and much more. If you are interested in helping out in any way, please pop in and let us know. We encourage parents to be involved in their child's learning and the life of the school.

We upload our newsletters onto our website to reduce paper use and these can be sent via email if you wish.

Urgent communication is normally via the phone so please make sure your contact details are up to date.

South Lodge Primary School and Early Learning and Childcare also use the online platform of Seesaw. This will allow teachers and parent to communicate to each other digitally plus also provide the means of the school showcasing individual, class and school achievements. All parents are asked to sign up to Seesaw to receive regular updates.





Dear Parents/Carers

We welcome you and your family to South Lodge Primary School. We are a caring school that from Nursery to Primary 7, provides a high quality of education in a secure environment. As a school we work together with parents, pupils, staff and the community of Invergordon to meet the needs of all learners. We are proud of our school and enjoy learning together and we very much hope that you and your child will enjoy your time with us.



Mr Hayes-MacLeod, Head Teacher

Promoting Positive Behaviour

The school's behaviour and discipline is based on praise and encouragement. We will always acknowledge the good behaviour of our pupils. House points, stickers and other rewards are used to promote this.

Pupils are encouraged to follow "The Golden Rules"

- ◆ We are gentle We do not hurt others
- ◆ We are kind and helpful We do not hurt anybody's feelings
- ◆ We listen We do not cover up the truth
- ◆ We work hard We do not waste our own or others' time
- ◆ We look after property We do not waste or damage things





Our School Aims

Maximise attainment by:

- Creating an ethos of achievement and celebrating success
- Providing quality programmes of work with appropriate pace and challenge
- Meeting the needs of individuals through effective assessment, planning and support
- Systematically monitoring pupil progress and achievement

Provide an effective learning and teaching environment by:

- Planning and assessing programmes of work which suit individual pupil needs
- Applying a wide range of teaching approaches
- Systematically evaluating and tracking pupils' progress
- Interacting effectively and appropriately with pupils
- Actively involving pupils in planning, target setting and assessment process
- Actively involving parents in their children's education
- Informing parents of their children's attainment and progress on a regular basis

Provide a supportive, caring community by;

- Developing, implementing and maintaining clear Health and Safety policies and promoting an awareness of a healthy lifestyle.
- Providing pupil support systems in a climate of trust and respect
- Setting clear and high expectations of behaviour
- Working in partnership with Pupil and Parent Councils, other schools and other agencies
- Encouraging regular and effective communication between home and school
- Encouraging parents to take part in school activities and initiatives

Ensure equality and fairness for all within the school by:

- Developing and implementing clear policies to promote equality for all
- Developing pupils' understanding and respect for others beliefs and cultures
- Enabling pupils to access a quality educational experience

Help the pupils become more effective contributors to society by:

- Involving them in the decision making processes within the school
- Involving them as active participants on local, national and international initiatives

Support all staff in professional and personal development through:

- A planned monitoring and review system; the provision of appropriate professional in-service training.





School Staffing 2022-23

School Management:

- Head Teacher Mr David Hayes-MacLeod
- Principal Teacher Miss Charlene Morrison

Class Teachers:

- P1 Mrs Glenda Mackenzie
- P2 Dr Katherine Elbourne & Miss Natalie Bremner
- P3 Mrs Shelagh Livesley & Miss Natalie Bremner
- P4 Mrs Catriona Smith
- P5 Miss Charlene Morrison and Mrs Pamela McClelland
- P6 Mrs Katharine Fullerton
- P7 Miss Linda Fraser

Support Staff:

- Additional Support Needs Teacher Miss Karen Rose
- CCR Teacher Mrs Pamela McClelland
- CCR Teacher Ms Jan Murray
- Inclusion and Support Worker Mrs Natalie Ross-Cameron

Nursery Staff:

- Equity and Excellence Lead Mrs Melanie Nicholson
- Early Years Practitioner Miss Michelle Fraser (currently on maternity leave)
- Early Years Practitioner Miss Shonagh McLean
- Early Years Practitioner Miss Jodi Riddler
- Early Years Practitioner Miss Caitlin Mcfarlane
- Early Years Practitioner Mrs Mhairi Stirling
- Early Years Practitioner Miss Beth Maclean
- Early Years Support Assistant Miss Louise Campbell
- Early Years Support Assistant Mrs Jennifer Wilson
- Early Years Support Assistant Miss Sarah Mackay



Pupil Support Assistants:

- Mrs Helen Gallie
- Mrs Karen Lohse
- Mrs Helen Tolliday
- Mrs Tracey Maclean (PEF)
- Mrs Jayne Macaskill (PEF)
- Mrs Anne Gillies
- Miss Erin Pieraccini
- Mrs Lesley-Ann Martin
- Mrs Elaine Mchendry (PEF)

Visiting Teachers & Instructors:

- Chanter
- Strings
- Drums
- Wind instruments
- Mr Neil Matheson
- Miss Rhona Sutherland
- Mr Roy Hamilton
- Mr Mark Bell

Office:

- Clerical
- Mrs Wendy Riggs

Facility Management Team

- Mr Ross Simpson
- Mr Brian Ross
- Ms Bev Campbell



Catering:

- Cook in Charge
- Cook
- Cook
- Cook
- Mrs Eileen Cooper
- Mrs Clare Mackenzie
- Mrs Angela Scott
- Ms Sammy Golabek

School Vision, Values and Aims: (created in partnership with pupils, parents and all staff in May 2017)



At South Lodge Primary School, we are ambitious in reaching our goals, creative in using our space and respectful to one another.

we aim to:-



Be happy,

Be believe in ourselves,

Be creative,

Be respectful,

Be curious,



Be ambitious,

Be good and have fun!!



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The School

The school was built in the late 1970's of a modern construction incorporating areas of a good size, well served by natural light. The building accommodates 10 teaching bays and a Nursery unit. Each teaching bay is open plan although some bays have sliding doors to provide quiet study. Each class has access to adjacent project work area. Currently we have a roll of about 150 children in the main school and 44 enrolled for our Nursery.

The school is divided into three sections. The Infant classrooms (P1-3) and the Nursery occupy the east end of the school, separated from other classrooms by the office, staff room, gymnasium and dining room. The P4-7 classrooms occupy the west end of the school which includes a computer suite and a library.

Every class has access to well-equipped multi-purpose rooms and areas and access to a wide range of equipment for every area of the curriculum. We also have an "Additional Support Needs" area. There are rooms on the ground floor of the community wing known as the Rainbow Room which includes a further pupil support base and a fully equipped kitchen area.

The school also benefits from a relatively large sports hall and the provision of a wide range of physical activities is a positive feature of the school. The outside area offers access to large hard playground surfaces and there are large grassed areas to the north and west of the school grounds. The Nursery, which was fully refurbished in Summer 2017, has access to its own large, safe and secure play area. Each area has a well signed fire exit and we carry out emergency evacuations procedures every term. The pupils, staff and visitors manage to exit the school in under 2 minutes!

We also host a "tots" pre-school club, called Tiny Tots Toddler Group in our upstairs room in the community wing meeting on a Monday and Wednesday morning 10-12pm.



Placement Requests:

Parents can choose which school they wish their child to attend even if they live in the catchment of a certain school. Placing requests mean that we can allow children out with the catchment of the school to attend this school and also have children from our own catchment attend different schools. Any parent wishing to enroll their child should contact the school to arrange a visit. The Head Teacher will be happy to discuss placements and provide further information.

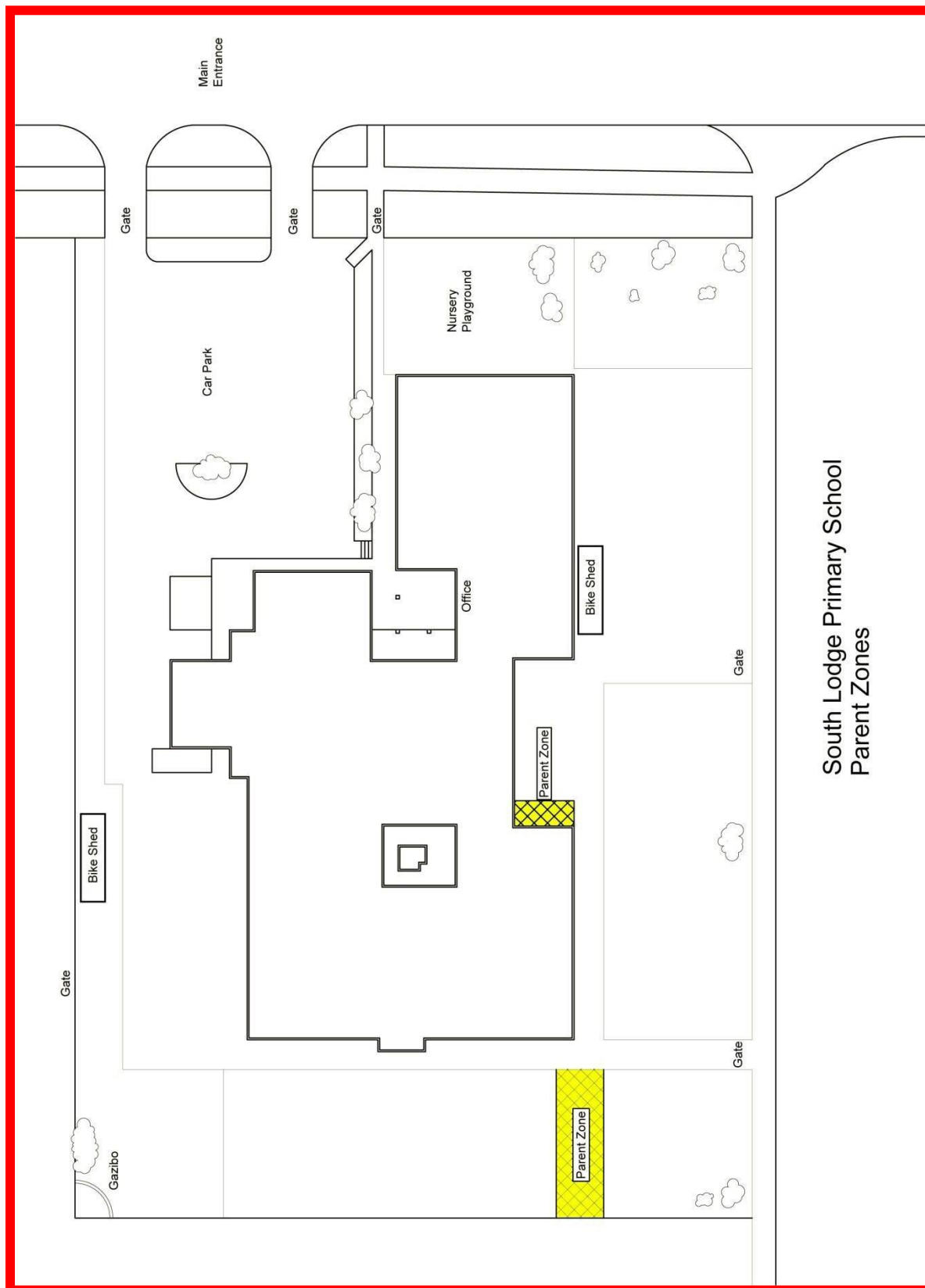
Most South Lodge pupils, on completion of their primary education, go to the local secondary school, Invergordon Academy. There are very close links to Invergordon Academy with staff often visiting from the Academy to South Lodge. There is also an excellent transition programme to prepare our P7's in their final year of their primary education.

P1-3	09.00-12.15	13.10-14.45
P4-7	09.00-12.30	13.10-15.00
Nursery	09.00-15.00	(Due to flexible hours, parents can now decide on how to spend their 30 government funded hours over the whole week.





The School Plan



The Curriculum

The curriculum comprises of Numeracy, Literacy, Health & Wellbeing, Expressive Arts, Religious and Moral Education, Social Studies, Sciences, Technologies and Modern Languages. Our curriculum follows the Scottish National Curriculum of “Curriculum for Excellence” which aims to develop our pupils as:

- Responsible citizens
- Effective contributors
- Successful learners
- Confident individuals

This all involves a more integrated approach to learning and teaching based very much on what the children want to learn about. The curriculum is very much structured through topic based enquiry, enterprise and problem solving.

A wide range of language programmes are used to cover the Literacy element of the curriculum including Oxford Reading Tree for reading and Big Writing for teaching writing skills.

Success for All reading Scheme

Success for All is an evidence-based school improvement strategy focussing on literacy. The Programme:

- improves teaching and learning - focusing on literacy
- Secures sustainable improvement
- Empowers leadership and builds capacity
- Develops effective use of data - illustrating real time progress



Success for All is a literacy programme designed to instil a love of learning in pupils. The programmes are built around cooperative learning frameworks, with lessons enriched and made fun. Pupils are engaged with discussion and motivating challenges every day. They are also given effective instruction in crucial academic and social skills through interactive lessons.

Programmes extend cooperative learning with detailed, proven effective lesson plans. Pupils acquire the skills and strategies they need to read, comprehend and critically dissect complex texts. SfA programmes are designed to accelerate the development of all pupils even those who may have struggled with reading and comprehension in the past.



Success for All is a whole school programme however here at South Lodge we are just running the programme for Primary 4 - Primary 7. However, depending on the success of this, the decision may then be taken to further extend it throughout the whole school. The programme for P4 – P7 is titled “Wings.” Wings supports and challenges both basic and more competent readers and develops their skills through reading a wide range of carefully selected literature including fiction, non-fiction and poetry. In most cases the pupils read the whole book.

The books are supported by well-thought out, structured teaching materials that stimulate discussion about the text, increase pupil’s vocabulary, focus on the understanding of different literary devices and key reading skills. The materials also provide highly structured writing activities based on the texts with the opportunity for extra extended writing interspersed between them.

The five levels of materials include detailed daily lesson plans for teachers including assessments, pupil materials that support them, resources for photocopying as well as manuals for extended writing and grammar-for-editing.

The main mathematical programme in use is Scottish Heinemann Maths. However we also use Numicon for our Early Years classes.

As with our literacy programmes, the work will always be suited to the needs and ability of the pupil.

Curriculum for Excellence promotes an active learning approach with pupils learning cooperatively through a variety of topics. Most classes will complete around four different topics each year which will integrate, where appropriate, other curricular areas.

Assessment:

In line with Curriculum for Excellence, evaluating pupils’ progress takes place in class, with teachers, pupils and their peers taking part in assessment activities. At South Lodge the children are encouraged to learn skills based on the four capacities—responsible citizen, successful learners, confident individuals and effective contributors. Children’s learning will be within their Curriculum for Excellence level:

Early Level—Nursery— end of Primary 1

First Level—Primary 2—end of Primary 4

Second Level—Primary 5—end of Primary 7

From 2018, P1, 4 and 7 will complete a standardized assessment to provide a snapshot of where the children are in their learning. Along with teacher judgement, this will allow the school to monitor the progress of the children.

In Primary 3, 5 and 7, computer based tests are followed to inform teachers judgement of

pupil progress and performance. Also, twice a year, all class teachers make a judgment of where the children are in their class in terms of reading, writing, and mathematics which then informs their future planning and whether any interventions are needed to provide extra support to the children that need it .

Health and Wellbeing:

Health and Wellbeing consists of mental, emotional, social and physical wellbeing as well as physical activity and sport, food, relationships and so on. A broad based curriculum is operated in the school, encompassing a full range of class and extra-curricular activities to promote these areas and ensure that our pupils participate in positive lifestyle choices. The school has a large gym hall and playing fields surrounding the school. The children also have access to Invergordon Academy playing fields. Throughout the year, all children have opportunities to participate in football, netball, rugby, swimming, athletics and cross country events organized by the Ross Shire Primary Schools Sports Association and our Active Schools Coordinator. The assistance of parents in any of these is greatly appreciated. Swimming is taught in Primary 4 and 5. We also run a range of after school and lunch time activities although these do depend on the availability of willing helpers!

South Lodge Primary is a health promoting school and we count on our parents support to help our pupils make healthy choices in aspects of diet, exercise and keeping safe.

Religious and Moral Education:

Our programme deals with the development of the pupil's understanding of religion as a significant area of human experience while promoting the child's sense of moral responsibility. The presentation of RME is structured under the headings of "Christianity, World Religions and Beliefs and Values."



The school chaplains are: Rev K.D MacLeod from Invergordon Church of Scotland, Rev Callam Macmillan from Rosskeen Free Church, Father R. Reece from St Joseph's Catholic Church and Rev Julia Boothsby from St Ninians Episcopalian Church.

Music:

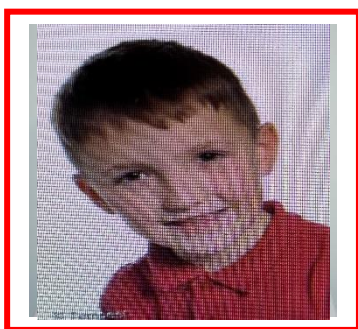
Music is taught by the class teachers and we also have a visiting Music specialist every week to teach Music to Primary 4—Primary 7. Also, from Primary 4 upwards, pupils are given the opportunity to have instruction, during school hours, in bagpipes, drumming and violin. Selection is made by administering a musical test. Our assemblies are also very musical and we are proud to have a talented school choir.

Art:

Pupils are given experience of a wide range of art, craft and design techniques.

House Championship:

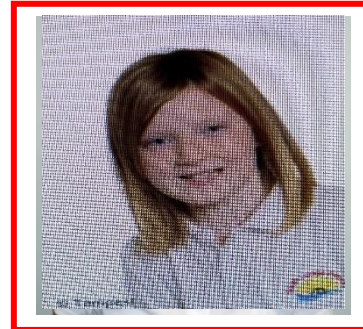
Each pupil will be placed into one of our 3 “houses” - Wyvis, Fyrish or Nevis. The system is designed to encourage children’s full participation in sporting, cultural and academic activities through which they can earn points for their house. At the end of the school year the House with the most points will become the House Champions for that Year and will be awarded the House Shield. House Captains and Vice Captains are elected by the children and given responsibility for supporting younger team members and maintaining the house notice boards. Children will gain points for good attendance, punctual arrival at school, good behaviour and good performance in class.



Nevis Captain - Callan



Wyvis Captain – Gosia



Fyrish Captain - Orla

Cycling:

Children may cycle to school if they cycle safely and wear a safety helmet. The bicycle must be road worthy and must not be ridden in the playground at any time. That rule applies for scooters too. All bicycles must be left in the bike sheds and locked for security. The school cannot be held responsible for the loss or damage to any bike and they must not be left overnight at school. To promote safe cycling, children will be offered cycle training courses.

Pupil Council:

A Pupil Council, with members selected by pupils from every

stage of the school meets monthly with the Head Teacher to discuss various school improvement issues. This has proved very successful in representing pupils’ views and making a variety of improvements.





Additional Support Needs:

The role of the Additional Support Needs (ASN) teacher is to assist pupils who require support in achieving a level of attainment indicated by their abilities or if the child is way beyond the average ability of their stage. The assistance may be short term and relate to a specific area of the curriculum or over a longer period if necessary. Pupils requiring additional support are identified by the class teacher who then notifies the ASN teacher. A plan is drawn up in consultation with the Head Teacher to allocate support.

We follow "The Highland Practice Model" staged approach to assessing, identifying and supporting additional support needs. In this model, every child has a "named person" who is responsible for making sure that the child or young person has the right help to support his/her development and well-being.

If you have a concern about your child in the Nursery years, then the named person is the Health Visitor. For Primary ages, the named person is the Head Teacher.

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

Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress.

The following link is a fantastic website offering extra support: [Support for Learners Website](#)

Uniform:

The school colours are white and red. School sweatshirts, fleeces, cardigans, polo shirts and t-shirts are available from our supplier Tesco which can be purchased online. The wearing of the school uniform is compulsory as it helps the children to identify with and be proud of their school.



PE kit should also be worn with no football tops allowed unless it is for a dress down day. All footwear for indoor PE should have non-marking soles.

Uniform can be purchased from schoolwearmadeeasy online. Please ask at the school office for full details of stock, prices etc.

ALL CLOTHING MUST BE CLEARLY LABELLED WITH THE PUPIL'S NAME!

Speech and Language Therapy:

A Speech and Language Therapist visits the school upon request, to help support a number of the children. Should any parents have concerns regarding their child's speech or language, please see the class teacher who will then notify the therapist. During the course of Nursery and Primary 1, any child who experiences difficulty in speech or



language will be routinely referred to the Speech Therapist for assessment. As a parent, you will of course be kept fully informed of this by the class teacher.

Parents as Partners:

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

Parents/carers may visit the school without an appointment to discuss matters of immediate concern and we will endeavour to have a member of Senior Management available to talk with you. Please only enter the school by the office. If you wish to discuss an issue that is not of an immediate concern, please make an appointment at the school office.

Newsletters and notes are issued regularly and parents are asked to look for these in school bags. Our website and Facebook page are updated continuously with messages and notes so please keep checking them regularly. All these notes will keep you informed about your child's progress and general welfare. Notes can also be sent by email if you prefer so please provide an address to the office.

Open days, concerts and other events are held regularly throughout the year and everyone is invited to these occasions. Parental involvement in the school is actively encouraged. If you are interested in helping then please let us know.

Reports:

Continuous assessment is carried out to monitor the children's progress and a written report is sent home in June. There are Parent Contact meetings in the Autumn and Spring terms. We encourage all parents to come into the school on open events and parents are always welcome to visit the school. Teachers are very willing and able to discuss your child's progress if you have any questions or concerns.

School Improvement:

- **This year, because of the pandemic, all schools in Highland are focusing on certain key priorities as followings: _**
 - 1. Health and wellbeing**
 - 2. Recovery of learning, teaching and assessment**
 - 3. Attainment in session 2020/21 (focusing on identifying new or widened gaps caused by the Covid-19 situation)**

We are proud of our achievements and want to share them with you on a regular basis. Information is uploaded to our website and Facebook page about events. However, more detailed information in our standards and quality report is written every year. This is also available on our website or a hard copy can be requested from the office. We also provide more detail in our school improvement plan. We believe it is important to involve all in the decision-making process of the school and the vision of the school. Parent's views are key and we often invite parents in and ask about your opinions, so please do



take part even if it is a small comment or filling in a questionnaire. The more views we can collect, the more we can do to improve!

School Policies:

These provide more detail than the school handbook can and are available from the website or hard copies can be obtained from the office.

School Meals:

All Primary 1, 2, 3 and 4 pupils are entitled to a free school meal. Older children have access to a cooked meal from the school canteen at lunchtime at a cost of £2.30.

Children wishing to have packed lunch for dinners can also eat their lunch in the canteen. Breakable bottles and/or flasks are not allowed in school. We request that parents ensure packed lunches are well balanced and healthy please! Please ensure that all school meals are paid for in good time. Mrs Cooper (School Cook) has to complete her weekly accounts every Friday morning when they are sent to the Catering department.



Home lunches need to have written permission.

Some pupils are entitled to free school meals and/or clothing grants. Parents wishing to apply should ask for the appropriate form at the school office and also can be found online https://www.highland.gov.uk/info/878/schools/9/school_meals

Morning snack:

Children may have a snack to have at morning break. Please try and give your child a healthy snack and no fizzy drinks! A morning snack can be purchased from the canteen. There is usually a wide range to choose from including toast, fruit, scones, milk and juice. We ask that each child to have a maximum of 50p for morning snack.

Absences/Attendances:

In the event of a pupil being absent from school, it is essential that parents/carers phone the school before 9.15am or forward a note to the class teacher explaining the absence. The school will contact home if a child is absent without prior notice. We have a dedicated absence option on our phone system so please do use that.

Attendance at school is a legal requirement. Children should be in school every day and as

a school we celebrate the highest attending class every week in Assembly where the top class is awarded the attendance cup, a certificate, and a sticker for each pupil. New from 2017, the winning class also earn an extended play time. As a school, if attendance drops below 80%, the Head Teacher will contact the parents and request a meeting to discuss the issues. Continued poor attendance will be referred to the Area Education Office and ultimately to the Children's Panel. The school is now required to inform the police after 2 days of absence if we have had no contact from home.

It is important children arrive on time for school. Persistent lateness will be recorded and reported.

Parents should put any requests for leave of absence, such as holidays during term time, to the Head Teacher in writing.



Homework:

Instead of formal homework set every week, children are given project homework instead (e.g shelter making in P4). We do fully encourage parents to listen to their children reading every evening and it is always very helpful for parents to test their children on times tables, spellings etc.



Complaints procedure:

Complaints in the first instance should be brought to the attention of the class teacher, Head Teacher or any member of the Management team. The school will always endeavor to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact:

Area Education Manager – Mid and North, 84 High Street, Dingwall, Highland IV15 9QN
Phone: 01349 886606. Complaints will be investigated and recommendations or requirements will be communicated to the Head Teacher.

Emergency/Early Closure Procedure:



At the beginning of each school year, parents are asked to provide the name, address and telephone number of an emergency contact. Your support in this is very much appreciated so please ensure that you return the relevant forms to school as soon as possible so that we can update records. Also, we understand that details can change throughout the year so please inform us of any changes as soon as possible. Before the onset of winter, parents will receive a letter from the school detailing the closure procedures.

During adverse weather conditions, when the decision has been taken to close the school, parents should listen to Moray Firth Radio, which will be informed of closures or phone the school telephone messaging service on 0800 564 2272. When prompted, enter our pin number 04 2970. Website information can be accessed on www.highland.gov.uk/schoolclosures. We will also use our own website and Facebook page to communicate this information.

If you are in any doubt, do not send your child to school during periods of heavy snow.

In the event of the school requiring to be evacuated in an emergency, pupils will be taken to Invergordon Leisure Centre. Fire drills are held every term.





School Fund:

Throughout the year various events such as sales of work, discos, concert etc will be held to help raise money for the school. This money is used to buy educational materials, books, subsidise class outings and transport to and from events.

The account books are always available for inspection by any parent or teacher at any time.

Equality and Inclusion:

For up to date information please see:

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

In summary, our activities in school should 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



School Holiday—Inset Days & Other Holidays

Monday 16 th August 2021	In-Service Day
Tuesday 17 th August 2021	Autumn Term Starts
Monday 13 th & Tuesday 14 th September 2021	In-Service Days
Friday 8 th October 2021	Autumn Term Ends
Monday 25 th October 2021	Winter Term Starts
Wednesday 22 nd December 2021	Winter Term Ends
Thursday 6 th January 2022	Spring Term Begins
Monday 21 st & Tuesday 22 nd February 2022	Half Term Break
Wednesday 23 rd February 2022	In-Service Day
Friday 1 st April 2022	Spring Term Ends
Tuesday 19 th April 2022	Summer Term Begins
Monday 2nd May 2022	May Day Holiday
Thursday 6 th May 2022	In-Service Day
Thursday 30 th June 2022	Summer Term Ends
Tuesday 16 th August 2022	Autumn Term Begins



Child Protection:

From time to time incidents can occur within the school setting which cause concern and could indicate that a pupil is suffering from 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 from:

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

Parent Council:



The Parent Council meet on a regular basis to discuss school matters. New members are always welcome. The Parent Council is extremely important as it is the “voice” of the parents and carers. Our Parent Council at South Lodge is extremely pro-active and fully involved in the school community.

Office Bearers:

Chairperson: Lisa Butcher

Vice Chairperson: Vacant

Secretary: Gillian Paton

Treasurer: Wendy Riggs

Parent Council Members:

Nicola Tiffin

Emma Mackay

Lesley Jamieson

Nikki Macleod

Jenna Munro

Alisha Currie

Laura Dryburgh

Nursery



South Lodge Primary School—Nursery Class

The Nursery is attached to South Lodge School and operates on a full time basis. The Nursery is open from 9.00am until 3.00pm and is staffed by the Early Years Practitioners and Assistants. Since August 2016, South Lodge Nursery has adopted the “flexi” approach to childcare allowing parents to choose how they use their 30 government funded allocation of provision. They may take these hours as they wish over the week.

The Nursery is well equipped, colourful and stimulating and the staff follow the Curriculum for Excellence programme designed to prepare the pupils for admission into Primary 1.

The Nursery class provides pre-school education for 3 and 4 year olds. The space consists of 2 open plan rooms equipped and arranged to meet pre-school educational needs. These include a wipe-clean area for snack, painting, sand/water play, craft activities and a carpeted area



for construction, role play and a story/listening corner. The Nursery also makes full use of the school’s gym hall, music room and computer suite. This allows the children to become familiar with the school layout and feel safe and secure within the school environment.

Nursery staff:

Equity and Excellence Lead

Mrs Melanie Nicholson

Early Years Practitioners:

Miss Michelle Fraser

(currently on
maternity leave)

Mrs Mhairi Stirling

Miss Shonagh McLean

Miss Jodi Riddler

Miss Beth Maclean

Miss Caitlin

Mcfarlane

Early Years Support Worker:

Miss Louise Campbell



Early Years Support Worker:

Mrs Jennifer Wilson

Early Years Support Worker:

Miss Sarah Mackay

Head Teacher:

Mr David Hayes-MacLeod

The Nursery has links with other educational and health professionals such as the Community Dentist, Health Visitor, Speech and Language Therapist and Educational Psychologist.

Nursery Times:

Monday—Friday: 9.00am—3.00pm

All children must be brought to the Nursery and collected by a responsible adult over the age of 16 who is known to the child and the staff. Children must be signed in and out every day. Please inform staff of any changes to regular arrangements.

South Lodge Nursery Aims:

We are committed to providing a high-quality education for all our pupils by:

- Providing a safe, happy, well-resourced environment for pre-school children
- Providing a broad range of appropriate experiences for children through play activities
- Delivering pre-school education experiences in line with a Curriculum for Excellence (CfE) and evaluating our provision in line with “How Good is our Early Learning & Childcare.”
- Meeting the National Care Standards for Early Education and Childcare
- Offering parents/carers opportunities to become involved in their child’s progress and development and to regularly inform them of such
- Arranging appropriate professional development and training for all staff

Play:

The early years of children’s development are very important. We recognise, value and build on the learning that has already taken place within the family and the community.

Play is natural to children and valued by Nursery staff as a means of extending children’s skills, interests and





experiences. The Nursery provides a setting where constructive play encouraged by staff working as a team, is enhanced with the aid of carefully selected materials and equipment. Children are offered a wide range of activities, each with an underlying educational purpose

Play...:

- Is activity based learning which stimulates the brain and body
- Provides pleasure and enjoyment which motivates children to persevere, problem solve and concentrate for longer periods of time
- Helps build self-confidence and develops physical, mental and co-ordination skills
- Allows children to tackle new experiences in a non-threatening situation
- Helps children develop their awareness of social interactions and an understanding of how to relate to others
- Provides opportunities for sensory experiences that are the foundation of intellectual development
- Enables children to mimic adult behaviour and develop an understanding of the skills and knowledge required in the adult world
- Provides a wide range of opportunities for developing their language and numeracy skills

Clothing:

You are more than welcome to dress your child in the South Lodge uniform colours however in the Nursery this is not compulsory. Children are best dressed in easy fitting clothes as there are always messy activities on offer. All children must bring a pair of suitable indoor shoes (gym shoes are ideal) and an outdoor jacket.

Illness:

If your child seems unwell, please keep him/her at home. Please let us know by telephone if your child will not be attending nursery. If your child becomes unwell during the session we will contact you by telephone. If we cannot get you then we will ring your emergency contact number. It is important to keep us informed of any changes to your contact details.



Absence from Nursery:

If your child is to be absent, please phone the school on 01349 852521. We also have a dedicated absence line (option 2) where you may leave a message for nursery.

Vaccinations:

Are your child's vaccinations up to date?

Children attending Nursery have more opportunities to come into contact with infections so it is important to make sure that they have been fully immunized. Contact your health visitor or GP for further advice



Nursery Activities:

The following activities are available in the Nursery on a regular basis:

- Books and Stories
 - Songs and rhymes
 - Energetic physical play
 - Craft activities
 - Jigsaws and games
 - Computer activities
 - Interest/Nature table
 - Musical instruments
 - Dressing up
 - Play dough
 - Role play
 - Sand and Water play
 - Writing table
 - Construction toys
 - Small world activities
- (train sets, dolls house etc)

Profiling and Reporting

We understand that parents and families want to have access to information that allows them to form a clear understanding of how their child is progressing, and the information they need to help them play a key role in their child's education

Throughout the year all staff are involved in recording the children's progress and involvement in nursery activities, through discussion, written observations and by building up examples of work and photographs. This information is saved in your child's profile (folder). Your child's profile is a record which captures the key stages of their learning and development. You are encouraged to look at your child's profile on a weekly basis to keep up to date with what your child is learning about in nursery.

Over the course of your child's time in nursery (usually two years) your child's key worker will set learning targets with the help of your child, we ask that you support your child with their target at home.

Nursery staff also document children's progress by using developmental overviews, this information is also stored in their profile. Please access this information as and when you wish. Should you have any queries or concerns please speak with your child's key worker.

Formal written reports are provided at the end of children's pre-school year and shared with P1 teachers.

Snack

As part of learning about healthy eating, children are involved in choosing and preparing a small healthy snack in accordance with our Healthy Eating policy. All children take part in setting the tables and clearing away. Snacks for the week are listed on the "Weekly Plan" on the parent notice board. Milk, water, fruit and /or vegetables are offered every day.

Staff sit with the children during snack providing positive role models for table manners and sharing, and opportunities for developing language and conversation skills.

As a Nursery, we feel it is important to provide a variety of snacks for our children. We do not charge for these, however, if you would like to donate towards Nursery funds then all monies go to supporting children in the Nursery.



If your child has any allergies or requires a special diet, please let us know.

Parents & School in Partnership:

Parent/carers are always welcome in the Nursery and throughout the year there will be formal and informal opportunities for you to visit the Nursery. Parent consultations are provided in the Spring Term to discuss your child's progress with the Nursery staff. However, if you are concerned about anything, or just want a chat about your child, please do not hesitate to talk to us. Once children are settled in the Nursery, we welcome parents as helpers, especially on walks and outings, or sharing particular talents such as music, arts and crafts!!

PEEP Sessions

peep

supporting parents and
children to learn together



We recognise that parents make a real difference to their child's development.

The Peep Learning Together Programme offers an effective way of helping parents and carers to improve their children's life chances, by making the most of everyday learning opportunities – listening, talking, playing, singing and sharing books and stories together.

Peep helps to support children to make the most of their opportunities, by becoming confident communicators and active learners, ready for school.

Throughout the year we invite South Lodge parents and children to join PEEP sessions. Information is available in the South Lodge Early Learning & Childcare Suite and at the school reception.

Positive behaviour:

In order to encourage positive behaviour we expect the children to follow similar “golden rules” to those in the Primary School.

- Do be gentle
- Do not hurt anyone
- Do be kind and helpful
- Do not hurt people's feelings
- Do listen to people
- Do not interrupt

Please take time to discuss these with your child. We look forward to working with you in partnership for the benefit of your child.

Transition to Primary 1:

To prepare Nursery children for life in the Primary school, a programme of planned activities with the infant classes in terms 3 and 4 enable the children to become familiar with the classroom, other children and the Primary 1 teacher.

Comments and Complaints:

We hope that you and your child will enjoy your time in South Lodge Nursery. Please talk to nursery staff about any concerns or queries you may have. The nursery is registered and regularly inspected by the Care Inspectorate. If you have any concerns regarding the care service you are receiving then please contact the Head Teacher first.

If you are still not satisfied, you may contact:Care Inspectorate, 1st Floor, Castle House, Fairways Business Park, Inverness, IV2 6AA, Tel: 01463 227630.

The Nursery Curriculum:

South Lodge Nursery works in line with the Scottish Curriculum for Excellence (CfE) Early Level Experiences and Outcomes and Framework Guidelines for Children aged 3 to 5 years. The aim of early education is to help young children to think, become confident, aware, creative and caring with the ability to communicate and relate to their environment and people in it.

In our Nursery we aim to develop and broaden the range of children's experiences in order for them to become "responsible citizens, successful learners, confident individuals and effective contributors," (the four capacities of the CfE). We aim to foster an excitement for school life but also for the children to be confident and capable throughout life.

A typical Nursery school day is a busy, enjoyable and valuable educational experience.

Literacy:

Nursery staff look at the teaching of reading and writing in an informal way. Children become used to seeing their names printed on their pictures or at snack table or on their coat peg. Labelling, having books for reference and story-telling allow children to become used to the printed word. Through making the connections between spoken, written and printed word, children develop their readiness to learn to read.

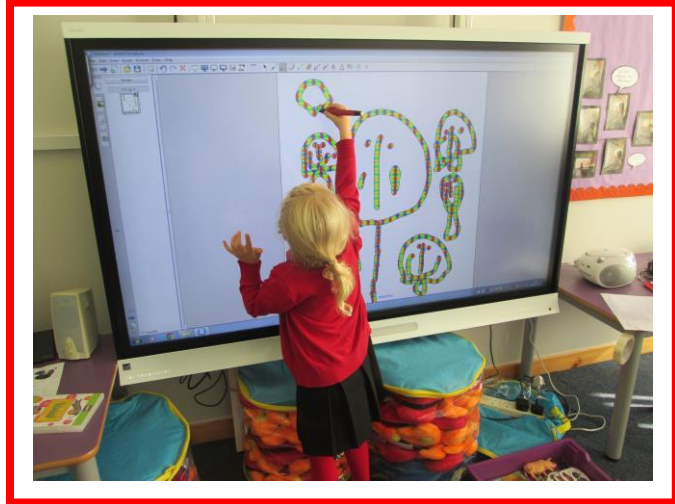


Numeracy:

Opportunities arise for the teaching of Numeracy quite naturally in the daily routine in Nursery. Children are always sorting, matching, selecting and ordering things as they play with materials such as sand, water, bricks and gluing materials. Children also develop early computing skills through using the computers, cameras and programmable toys.

Knowledge of the World:

We help children to become confident and caring towards others and curious about the world around them. This is vital to all other aspects of the children's learning. We build on the language the child has acquired from home and endeavor to extend the range of children's language experience through listening, talking and early reading and writing skills. Staff are sensitive to individual needs and recognise that young children vary greatly in their language abilities. Therefore appropriate planning is carried out with the Speech and Language Therapist and the Additional Support Needs Teacher.



It is important to use the child's own interests and knowledge as a starting point for developing learning. Children are encouraged to be curious and ask questions. A range of skills are developed through investigating, observing, questioning, designing and problem solving.

Health and Well Being:

Children are encouraged to develop an increasing awareness of what their bodies can do, allowing control and confidence to grow during active and energetic play sessions. Play activities help children to develop increasing control of fine movements of their fingers and hands. In turn this will allow them greater opportunities to develop the skills needed to take care of themselves e.g washing and dressing.







Eco Committee



Pupil Council

