

Lochcarron Nursery Handbook 2022-2023

Leabhar-làimhe Sgoil-àraich Loch Carrann 2022-2023

Building foundations for the future.

Kind – Confident – Caring – Supporting – Positive

Coibhneil - Misneachail - Cùramach - Taiceach - Deimhinneach



Lochcarron Nursery

Strathcarron, Ross-Shire

IV54 8YS

Telephone: 01520 722445



lochcarron.primary@highland.gov.uk



Lochcarron Primary School and Nursery

Head Teacher: Mr. R. Gill

Principal Teacher: Mrs. F. Stark

Covid -19

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

Dear Parent/Carer,

I am very pleased to welcome you and your child to Lochcarron Nursery, a new purpose built facility that offers a fantastic learning environment for the 21st century.

Lochcarron Nursery aims to provide a nurturing and safe environment in which your child can develop and learn. We pride ourselves on providing excellent opportunities for all the children across both our nursery and school community.

Our staff bring a wealth of talents and skills to the nursery and ensure the learning and play is engaging, active, enjoyable yet challenging and importantly relevant to all of the children who take part.

The purpose of this brochure is to give you as much information, in an easily digestible form, about the nursery. It is, however, by no means exhaustive and if you have any queries you feel this brochure fails to cover, do not hesitate to contact me.

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

Home, school and community are powerful influences on your child. By working together, we can ensure that your child is given the best possible start to their development and learning journey. As a parent/carer, you have already played

a significant part in this process. We in the nursery hope to build on your valuable contribution by treating your child as an individual and offering a variety of experiences and activities that are designed to further the learning and development of your child.

We work with your child to deliver the Curriculum for Excellence, at the heart of which play-centred learning will nurture the four capacities – Successful Learners, Confident Individuals, Responsible Citizens, and Effective Contributors. This is of course, something we will work in partnership yourselves to achieve.

Finally, thank you for taking the time to read this brochure.

Yours sincerely,
Mr. Robert Gill,
Head Teacher

Our Vision Statement and Values

Ar Aithris Lèirsinn agus Luachan

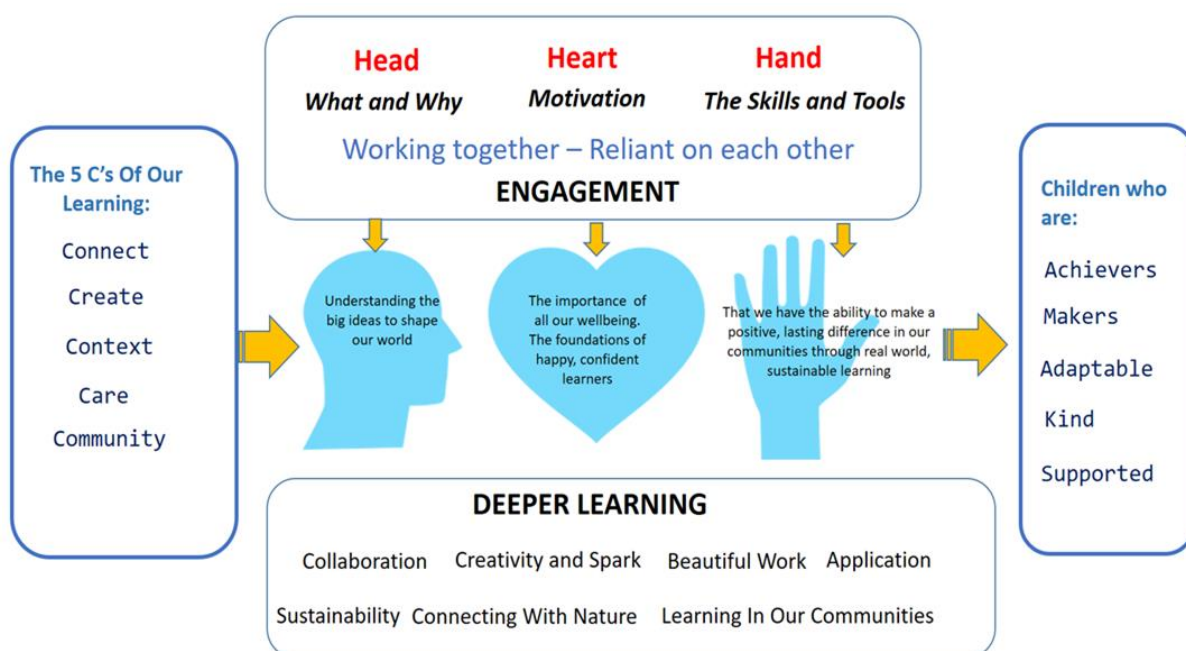


Across Both The Nursery and School Our Shared Values Are:

Kind – Confident – Caring – Supporting – Positive

Coibhneil - Misneachail - Cùramach - Taiceach -
Deimhinneach

These Are Driven By Our Overriding Vision:



Both Lochcarron School and Nursery will continue to consult children and parents and involve them in the decision-making process in the following ways:

- Consultation with all of the Pupil Committee's across the school
- Consultation with the Parent Council
- Feedback through questionnaires
- Discussions in class and assemblies

These were reviewed in consultation with pupils, parents and staff in November 2018

Staff Details

Fiosrachadh Luchd-obrach

Senior Leadership Team

Robert Gill – Head Teacher and Nursery Manager

Fionnuala Stark – Principal Teacher

Nursery Staff

Susan Kindness – Early years Practitioner

Teri Stewart - Early years Practitioner

Angela Goodman - Early years Practitioner

Shona MacKenzie - Early years Practitioner

Clerical Staff

Hannah Carmen

Facilities Management Staff

Anne Maclellan

Catering Staff

Michelle Edwards

Tracey Gough

Highland Council West Area Office Contact Details

Mr Don Esson

Area Care and Learning Manager

Fingal Centre

Viewfield Road

Portree IV51 9ET

Tel: 01478 613697

Accommodation

Àite-fuirich

The Nursery is now an integral, joined up part of Lochcarron Primary School. It is situated within one of the new ground floor buildings between the P1 – P3 English Medium class and the Gaelic P1-P3 Medium class. It has its own entrance, and outdoor play area and separate garden area.

In the session 2021-2022, we will operate across the day from 9.15am until 3.15pm.

Times

Flexible arrangements for Early Learning and Childcare Entitlement for August 2021 – July 2022. Since August 2020, there has been the opportunity for parents to take up the 1140 hours of free childcare as a maximum of 30 hours free entitlement per week. This is happening across Highland Council with the authority increasing Early Learning and Childcare hours in order to provide 1140 hours for every child.

Parents/carers are therefore able to tailor their child's free entitlement to best match their own working patterns. Parents may also purchase additional early learning and childcare if they need to and if spaces are available.

What is required is that once you decide on the pattern you wish to use you will keep that pattern for the whole year. There may of course be a change of circumstances – e.g. you

change your job and so your working pattern may change - but that can be discussed with the Head Teacher to see if these changes be accommodated – However, generally once the pattern for the free entitlement is agreed then it remains in place for the year.

Once your child's enrolment application has been processed and you have been allocated a place at this school nursery we will ask you to complete your preferred daily hours around the beginning of April to enable us to carry out the process of allocating individual times/places for the new session.



Outline Structure of Each Session

Structar Àbhaisteach Seiseanan

Start of Session: At the beginning of each session the children hang their coats and bags on their peg. Please encourage your child to try these routines for themselves to improve their independence skills. We do ask that you remember to sign your child into nursery each day. You are free at this time to talk to any member of staff, to share any positives/concerns or matters you feel we should know

about. After this, you are welcome to stay in nursery and spend some time with your child.

Your child's session will begin with them being welcomed into their own nursery room where they are then free to engage in any of the activities in the room. Children are free to choose what and whom they want to play with staff being responsive to individual child's needs and interests and support children's learning through quality interactions and experiences.

“The role of the adult is a delicate balance of supporting, enriching and proposing on the one hand, and keeping back to give the children space and time to build their own ideas on the other.” Realising The Ambition: Being me, 2019.

Free Flow Play/ Cluich gun structar:

The layout of our nursery permits us to have free-flow learning going on between the indoor space and the outdoor area. Free-flow learning allows the children to have the chance to try a varied range of activities and tasks every day, both indoors and outdoors. The children are therefore able to “flow freely” between these activities and experiences throughout the setting.

Readily available activities include:

- Sand and water
- Painting, craft and junk modelling

- Drawing and mark-making
- Reading and exploring books
- Dressing-up and role-play
- ICT
- Jigsaws / puzzles,
- Musical instruments
- Outdoor play

Outline Structure of Each Session

Structar Àbhaisteach Seiseanan

Lochcarron Nursery has created a dedicated outdoor area space providing outgoing daily opportunities for outdoor learning and play. We encourage all children to access our outdoor area for play and learning in all weathers. We are always working to improve our outdoor area and ensure children have the highest quality environment with plenty of opportunity for learning. Some examples of the opportunities children have while playing outdoors at Lochcarron Nursery include:

- Using 'real tools' such as hammers, nails and screwdrivers.

- Exploring the large outdoor area, created by our staff whereby the children can dig, transport 'build' with many materials that are available.
- Planting trees and the creation of their new orchard area.
- Exploring the large range of loose parts such as crates, tyres, planks of wood, using their imagination to create and design.
- Playing at our mud kitchen using the real pots, pans and utensils. Role playing and creating their very own recipes!
- Investigating their natural environment, climbing the 'hills' and adventuring through the bushes.



Snack Time: Snack time forms an essential part of our free-flow routine. Snack time for all the children runs between 9.30am until 10.00am. They are particularly encouraged to sample a wide range of food and fruit, and milk and water is on offer daily.

The “Total” Curriculum

An Curraicealam “Iomlan”

It could be said that the whole of a young child's experiences - everything they say, do, feel, smell, touch, hear or taste - make up a curriculum. Children are making sense of the world around them by:

- Using their senses to explore and discover
- Relating new experiences to previous learning
- Sharing their experiences with others



Outdoor Learning/Ionnsachadh a-muigh:

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

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

“It is undeniable that daily, high quality outdoor play experiences have a direct and positive impact on children’s physical, cognitive, social, mental health and emotional development.” Realising the Ambition: Being Me, 2020



Early learning in Curriculum for Excellence: The vital contribution of pre-school education lies in developing and broadening the range of children's learning experiences to leave them confident, eager and enthusiastic learners looking forward to starting school. We actively encourage the involvement of children and parents/carers in planning these experiences, via formal and informal communications with yourselves to discover more about your child and regular dialogue and learning conversations with the children.

In this way, we hope to make the curriculum relevant, motivating, personal and challenging for all the children, and one that builds on prior learning and current interests. Most importantly, we want the curriculum to be empowering, collaborative and fun.

Much of the active learning will be through play where children can choose from a range of high quality activities and experiences encompassing the four capacities of Scotland's Curriculum for Excellence:

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



Curriculum

Curraicealam

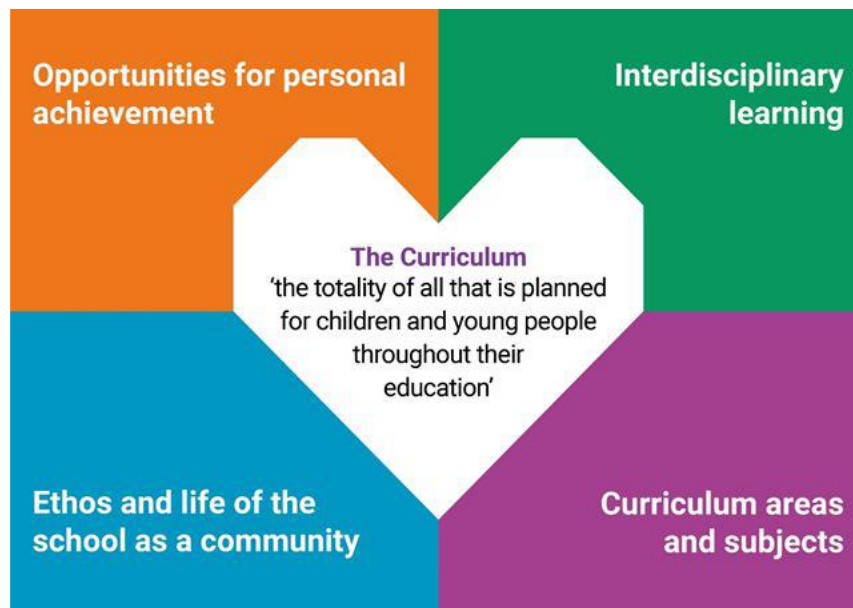
The creative nature of the curriculum covers the following eight curricular areas:

- Literacy and English
- Mathematics and Numeracy
- Health and Wellbeing

- Expressive Arts
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies



Our Curriculum Rationale is based around the four Contexts for Learning. We provide a Curriculum to enable every child to reach their full potential and be part of a culture of ambition and achievement.



Planning and Assessment

Dealbhadh is Measadh

We realise that children all are individuals and develop at their own pace, and with this in mind assessments are personal to each child. Staff observe children's progress and development across the eight curricular areas and record key learning observations in their ***My Learning Journey Folders***.

The My Learning Journey Folders are very much owned by the child in partnership with you their Parent/Carer. Your child's Key Worker will support your child throughout his/her

Learning Journey at Lochcarron Nursery. There will be ongoing opportunities for parents to share in their child's Learning Journey, you are welcome to take the Learning Journey home to look through with your child and we encourage you to comment and add to it at any time.

Children are very much involved in choosing the experiences and activities they have available to them at Lochcarron Nursery. Staff collect children's ideas, interests and opinions through daily learning conversations. By listening to children and identifying their interests, we can create a unique learning opportunity that excites and interests children, making learning current and fun!

Children's voice is then documented in floor books by staff and children are encouraged to add their own marks, pictures or words to support and make these working documents 'their own' and showcase their learning.

Also integral to our daily practice is the celebration of children's individual achievements. These achievements are celebrated in many ways – through regular praise and celebrations, taking photographs for display, recording children's thoughts and ideas (as above), using children's creations like a painting, model or drawing and taking copies of certificates or something which is clearly important to the child.

Our Primary School Gaelic Medium Class

An Clas Meadhanach Gàidhlig sa Bhun-sgoil

There is a thriving and expanding P1-P3 and P4-P7 Gaelic Medium Class within the Primary School.

In order for all the nursery children to have the initial positive experience of interacting with Gaelic language and culture, weekly joined up opportunities are planned with our Gaelic P1-P3 children. These provide a great way of enabling the nursery children take part in a whole range of fun based games and activities through the medium of Gaelic



Photographs

Dealbhan

As a means of collecting evidence of children's progress to share with parents/carers, photographs of the children involved in the various activities are taken. These are often

displayed on our notice boards to illustrate important aspects of their development and learning. However, it is important that we receive written parental consent before we proceed in this respect.

Health Care/Illness

Cùram Slàinte / Tinneas

Both Lochcarron School and Nursery come under the auspices of the Community NHS Medical Service. We work closely in partnership with Health Visitors to support children and families as and when necessary. It is important that you inform us of any medical conditions your child may have – asthma, allergies etc. – and of any changes that might occur during the nursery year in order that we can update records as appropriate. In the event of illness occurring or an accident taking place during nursery hours, then Parents will be informed as soon as possible, and the appropriate paperwork will be completed. You should also leave with us an emergency contact number which must be kept up to date.

In line with Highland Council recommendations, it is important that you let us know if your child is likely to be absent from Nursery. Further details regarding our 'Reporting Absences' procedures are available in the Health and Safety Policy. A good attendance is paramount in supporting your

child to reach his or her full potential. However, your child should not attend nursery (even if he/she wants to come) for the statutory 48 hours following sickness and diarrhoea. We welcome all children to our Nursery and, specifically in line with the Scottish Government's and Highland Council Equal Opportunities Policy.

Administration of Medicines

Leigheasan

Some children may require medication in order that they can continue to attend school or nursery.

Parents are kindly requested to note that:

- A child may only take medication (including non-prescription) if the parent/carer has given written permission.
- Only medication supplied by the parent/carer will be administered to a child.
- Children will take medication only when supervised by an adult

A copy of the related Administration of Medicines Policy is available from the Lochcarron Nursery Policy Folder which is available for you to view.

Parental Engagement

Pàirteach Pàrantan

‘Parents are children’s most important educators in their earliest years and continue to play a major role in their young child’s learning when they enter the early years setting.’ (A Curriculum Framework for Children 3 –5)

The link between home and school is very important and daily informal contacts between staff and parents and carers help us to work together to address your children’s needs. You know your own child better than we do, so it is always good to have a chat and it gives us the opportunity to share the progress as well as any little worries and concerns that may surface from time to time.

Liaison with Outside Agencies

Ceangal Eadar-bhuidhneachd

At Lochcarron Nursery we actively work in partnership with a range of support agencies as appropriate to best meet the needs of children. We have visits from time to time from Early Years Officers, Speech and Language Therapist, the Pre-school Home Visiting Teacher, Oral Hygienist and the Health Visitor. We will, of course, consult with parents and carers and seek permission before referring any child to an outside agency. Parents who have concerns about their child’s development and learning can also ask for a referral to be made.

Child Protection and Safeguarding

Barantachadh agus Dìon Chloinne

The school follows the national strategy known as 'Getting It Right for Every Child' (GIRFEC). Getting It Right places children's and young people's needs first and provides coordinated help where this is required. Services involved could be Social Work, Health and Police. The named person with overall responsibility is the Head Teacher, but all staff have had training in GIRFEC and are aware of their role in supporting children. More information about Child Protection Procedures with Highland can be obtained from the ***Child Protection Development Officer, Mrs Eliz MacIntosh***, eliz.macintosh@highland.gov.uk

A copy of our Child Protection Policy is available from the Lochcarron Nursery Policy Folder that is available for you to view.

Care Inspectorate

Coimisean a' Chùrainm

If parents have a concern about the care standards within our nursery, they should in the first instance discuss these concerns with the nursery staff and the Head Teacher. Failing a satisfactory conclusion to this complaint, the Care Inspectorate can be contacted through the following addresses:

The Care Inspectorate (Headquarters)

Compass House 11 Riverside Drive,

DUNDEE

DD1 4NY

Tel: 01382 207100

Complaints: 0345 600 9527

The Care Inspectorate (Local address)

Scottish Natural Heritage

Great Glen House

Leachkin Road

INVERNESS

IV3 8NW

Tel: 0345 600 9527

Lochcarron Nursery Policies

Poileasaidhean Sgoil-àraich Loch Carrann

Parents are invited to make themselves familiar with both the Highland Council Nursery Policies and the Nursery Curriculum Policies, copies of which may be had from the nursery staff. A list of the Highland Council Nursery Policies and information regarding the Nursery Curriculum Framework Policies is below:

List of Highland Council Nursery Policies

- Animals in the Nursery
- Promoting Positive Behaviour
- Child Protection
- Confidentiality
- Equality and Diversity
- Healthy Eating
- Infection Control
- Health & Safety
- Parental Involvement
- Additional Support Needs
- Outdoor Policy
- No Smoking
- Complaints
- Volunteering

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

Thank you for taking the time to read it. We look forward to getting to know you and your child throughout their exciting journey at Lochcarron Nursery and Primary School.