



Arisaig Primary School and Nursery Handbook

Jeremy Newnham
The Highland Council

2023-2024

Arisaig Primary School
Lochaber, Inverness-shire
PH39 4NH
Scotland

Tel: 01687 450282

Acting Head Teacher: **Pamela Watt**
Contact: Pamela.watt@highland.gov.uk

Website: www.mallaigcluster.org.uk

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Arisaig Primary School and Nursery Brochure

Introduction for Parents 2023/2024

This information should be read in conjunction with web materials on The Highland Council website.

Address:

Arisaig Primary School, Arisaig, Inverness-shire PH39 4NH
Landline: 01687 450282 (Arisaig Ps) or 01687 462107 (MHS)
Email: Pamela.watt@highland.gov.uk
Website: <https://www.mallaighigh.org/>

Present roll 29

Staff:

Pamela Watt – ASG Acting Headteacher

Deirdre Beck (Depute HT Primary)
Stephanie Davidson (P4-7 Teacher)
Sarah-Louise MacKintosh (P1-3 Teacher)
Daniel West (CCR Cover)
Mary MacDiarmid (EYP)
Jill Lee (EYP)
Susie Foster (PSA)
Rebecca Smail (PSA)
Camilla Becucci (PSA)
Sarah Powell (PSA)
Eve Cameron (PEF PSA)
Vivienne MacDonald (Clerical)
Catering Operative – Lisa Cameron
Mary MacDiarmid (Cleaner)

Visiting Specialists:

PE Mrs. Morag Fothergill	Violin Instruction: Mrs Rebecca Lawrie	Active Schools Coordinator: Mrs. Pam MacDonald
Guitar Instruction Mr Jim Hunter	Drumming Instruction Mr Hugh MacCallum	



History of the School

The school was built in 1890 as a Roman Catholic Primary School. We amalgamated with the local Church of Scotland school in 1986. The school serves a rural area from Roshven burn to Rannochain to Glenacross Farm though children from Glenfinnan and areas outside the catchment have opted to attend in the past. The building is old but sturdy and has a small playground and a car park outside our gate. There are two classes P1 to P3 and P4 to P7. We also have a new, well-equipped nursery that is open five days a week.

INFORMATION FOR PARENTS

Parent Council

(Chairperson)

Heather MacDougall

Tel. 01687 450614

Email: arisaig.primary@highlandpc.co.uk

School Transport Issues

Mr Malcolm Poole

Tel: 01687 462333

Adverse Weather Line

Adverse Weather line: **0800 564 2272** followed by pin number: **04 1160**

(Mallaig High School number for all cluster schools)

PARENTAL INVOLVEMENT

Parents are encouraged to become involved in the life of the school and the school operates an open-door policy.

In order to minimise disruption to learning and teaching we request that all communication with teachers and staff is either by pre-arranged appointment or to the clerical email or by phone.

It is important that uninterrupted time is set aside for these discussions and that teachers are provided with adequate time to prepare for meetings.

Parents can telephone the school to discuss any queries. If parents are unable to speak to a member of staff, parents can leave a message on the school's answering machine. Messages are checked regularly. We will endeavour to respond as soon as possible.

We promote a home-school partnership. Parents are invited to become involved in the Parent Council and in whole-school events such as end of term assemblies and school trips.

We will hold open afternoons which allow parents to visit the school and discuss learning and teaching. We issue school reports twice a year and hold Parents' Meetings to update parents on pupil progress. We will provide termly overviews of expected teaching and learning outcomes to inform parents of the curriculum. We encourage parents to support learning at home and communicate with us throughout the year using Class Dojo. We ask for parents' views through Google questionnaires and Parent Council meetings and we encourage parents to contribute their opinions.

We communicate with parents using a variety of methods such as newsletters, formal and informal meetings, Open Afternoons, phone calls, Class Dojo and emails. On Facebook, we have a Private group for parents only – search for Arisaig Primary School Parent Forum and click for permission to join.

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All parents are invited to make an appointment to see the Head Teacher/Depute Head or Class Teacher if there is a matter they wish to discuss. However, if there are any issues with our service please contact the Head Teacher in the first instance and if this does not provide you with a satisfactory solution, you may wish to contact : Mhairi MacDonald Area Education and Learning Manager (based in Skye).

Further information and guidance, should you have any concerns regarding the welfare of children in general, can be found at the following website:
<https://www.children1st.org.uk/help-for-families/parentline-scotland/>

SCHOOL INFORMATION

The School Day

P1 to P3 - 9.00am - 2.45pm

P4 to P7 -9.00am until 3.15pm

Morning interval - 10.45-11.05 (Healthy snack encouraged)

Lunch - 12.35 to 1.30

Nursery

Monday to Friday 8.30 am - 2.30 pm.

SCHOOL HOLIDAYS 2023-2024

A calendar with details of holiday dates and regional closures is issued to all families at the start of the session. Details of holidays and in-service dates can also be found on the Highland council website here:

https://www.highland.gov.uk/downloads/file/24301/highland_school_calendar_2023_to_2024

2022/23 Open	Close
Tuesday 16 th August 2022	Friday 7 th October 2022
Monday 24 th October 2022	Thursday 22 nd December 2022
Monday 9 th January 2023	Friday 31 st March 2023
Monday 17 th April 2023	Thursday 29 th June 2023



2023/24 Open	Close
Tuesday 15 th August 2023	Friday 6 th October 2023
Monday 23 rd October 2023	Friday 22 nd October 2023
Monday 8 th January 2024	Thursday 28 th March 2024
Monday 15 th April 2024	Thursday 27 th June 2024

ETHOS

Everyone will find success and happiness in learning, ensuring that they reach their full potential within a safe, protected, inclusive environment, fostering mutual respect within an atmosphere of high expectations and equality. Parents and carers, as part of the school community, are encouraged to actively contribute to improve and develop school issues. In doing so, we will provide every opportunity to maximise success for all and ensure that our children are successful learners, confident individuals, effective contributors and responsible citizens.

Pupils experience a wide and varied curriculum that supports them to develop a wide range of skills which will equip them for the future.

SCOTTISH EXECUTIVE STATISTICS

Data on the school's performance can be found at:

<https://education.gov.scot/parentzone/my-school/school-informationdashboard/>

UNIFORM

Our uniform is relaxed offering a navy sweatshirt and a white polo shirt that can be purchased online, please contact the school office for details of suppliers. It is vitally important, especially in the case of school sweatshirts that all items of clothing are clearly labelled with the pupil's name and class. The Highland Council Clothing Grant is available for those parents who claim certain benefits. If you think you may be entitled to the grant, application forms are available from the school office or local service point. Or by following this link:

[https://www.highland.gov.uk/info/899/schools -
grants and benefits/10/free school meals and assistance with clothing](https://www.highland.gov.uk/info/899/schools_-_grants_and_benefits/10/free_school_meals_and_assistance_with_clothing)

Parents are asked to provide t-shirt, shorts and gym shoes for PE for hygiene reasons. The nursery has a red sweatshirt.

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POSITIVE BEHAVIOUR STRATEGY

A high standard of behaviour is expected of all pupils while on the school premises and within the community and we have strategies in place to reward such positive behaviour. Awards such as star awards and class points are used to support a positive behaviour strategy and this is rewarded through reward activities within the class. Assemblies support pupils in the understanding of the values and provide an opportunity to discuss and address issues to ensure that pupils are supported in making positive decisions.

SCHOOL MEALS

School meals are served every day and cost **£2.30** per day. Free School Meals are available to all P1 – P5 pupils and Nursery pupils if they are accessing 1140 hours. We like to gather in the week's money on a Monday and take the orders from the menu. If a child needs a one off meal at any time they should just bring the money and tell staff by 9.00am.

The menu works on a 3 weekly rota system, offering a good range of healthy options. A copy of this menu is posted on the wall in the dining room, children are issued with a copy and it is also available to view online;

https://www.highland.gov.uk/downloads/file/22853/early_years_2-option_menu Parents in receipt of certain benefits are entitled to free school meals for their children and should seek the necessary forms of application from the school office. This is treated entirely confidentially.

We must know of any **allergies** in advance. Due to severe allergies **NO** nuts are allowed in school at any time, this includes school outings/packed lunch and snack. We understand that nut traces are unavoidable however nuts and foods containing nuts E.g., cereal bars, chocolate are not allowed.

ENROLMENT

An enrolment week, which is generally in early February, is advertised in the local press. Any parent seeking a place for their child in the school may make arrangements in advance with the Head Teacher to visit the establishment. Enrolment should be completed online by visiting The Highland Council website.

https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school

PLACEMENT REQUEST - PARENTAL CHOICE

Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. Parents living out-with the catchment area, wishing to enrol their child, should complete a placement request form and send it to the Area Education and Learning Manager-Mhairi MacDonald. [Enrolment in a school outside your catchment area | Enrol your child for school | The Highland Council](#)

Transportation to and from school, for placing request pupils, is a parental responsibility.

NEW ENTRANTS

Most new entrants will have attended our nursery and therefore be fully familiar with both the layout of the building and general school arrangements. Initially, in August, we spend time getting to know the children and ensuring that they adapt to the new routine. We find your assistance with reading and writing homework invaluable once the programmes have

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been started, and thank you in anticipation of this. Naturally, there may arise points upon which you are unclear. Please contact either the Class teacher or Head Teacher/Depute Head at any time if this is the case.

A Transition Workshop will be running in the Summer Term to support the parents of new entrants if permitted.

OCCASIONAL AND EMERGENCY ARRANGEMENTS

When the school has a planned early closure, parents will be informed in good time in a newsletter. In the event of an emergency closure, children will not be allowed to leave the premises unless a satisfactory arrangement has been made by us so that we know the child will be in the care of an elected adult.

In adverse weather conditions please call; Adverse Weather line: **0800 564 2272** followed by pin number : **04 1160** (Mallaig High School number for all cluster schools)

or alternatively check the Highland Council Website at:
<http://www.highland.gov.uk/schoolclosures>

ATTENDANCE

It is imperative that we be informed of any absence as soon as possible, but preferably before 9.00am. We are required to forward to the Scottish Office in Edinburgh all details of attendance within the school and where there is no explanation for an absence; it must be processed as “unauthorised”. These figures for each school are published as statistics at the end of a session. Advice from the Scottish Executive on School Attendance can be found on our school website or on The Highland Council website. Attendance monitoring is also vital for child protection purposes.

Permission to leave during the school day: If a pupil needs to leave during the school day for an appointment etc., pupils need to bring with them a note from parent or guardian. Pupils must report to the school reception and ‘sign out’, if returning the same day, they must report again to the reception and ‘sign in’. Where at all possible, medical and dental appointments should be made out with school hours. If pupils fall ill during the day, parents are contacted for them to collect their child, therefore it is essential that we have up to date day time contact numbers and emergency contact numbers for all pupils. You can contact the school using the following methods:

- Call on 01687 450282 and leave a message (answer machine available) Email: Pamela.Watt@highland.gov.uk (for longer/planned absences) Write a note.
- Email the school office: arisaig.primary@highland.gov.uk

Please email or phone and leave a message if you have a dental appointment.

Schools are required to keep an attendance register by law. **We have a responsibility for the care and welfare of all pupils during the school day therefore need to know the whereabouts of absent pupils.**

When parents are considering whether or not to remove their children from school for a family holiday, they should be aware that such a decision:

- will result in a significant loss in classroom experience;
- will result in a pressure to ‘catch up’ on missed work by pupils;
- could result in pupils missing assessments with consequential impact on pupils and teachers;

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- could result in the loss of curricular activities;
- will affect school attendance records and efforts to raise standards of attendance;
- under the guidance issued at a national level, most family holidays will be coded as unauthorised absence, only in exceptional cases will the absence be recorded as authorised.

In conclusion, we would ask parents to be aware of these considerations when making decisions on planning holidays during term time. We have enclosed a link to the school term dates on the Highland Council website to aid parents in planning any holidays they may be considering https://www.highland.gov.uk/info/878/schools/32/school_term_dates If parents decide to make holiday arrangements during school term, this should be confirmed in writing to the Head Teacher.

COMPLAINTS AND REQUESTS FOR SERVICE

If a parent has any concerns they should contact their child's Named Person in the first instance, Ms Pamela Watt (AHT) or Mrs Deirdre Beck (Depute HT).

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact the Area Education and Learning Manager Mhairi MacDonald on 01470 572272.

Please note that transport is not a school responsibility and any queries should be addressed to the Transport Development Officer, Highland Council, Glenurquhart Road, Inverness, IV3 5NX, or public.transport@highland.gov.uk.

HOW CAN PARENTS HELP THEIR CHILD?

Considering that your child is likely to spend 10 –14 years in school, it makes good sense to make this a happy experience and to think and talk positively about school!

Be a receptive and appreciative audience to your child's work, achievements and enthusiasm – and don't forget to share your child's out of school successes with the school staff! Children usually love to share their satisfaction in acquiring new skills and knowledge.

Useful information for parents and how to get involved in your child's education, how to support the school, information on curriculum developments can all be found at Parentzone: www.parentzone.gov.uk

We believe that much of the strength of the school lies in the positive relationships between staff, pupils and their parents. These relationships must be nurtured by a healthy exchange of information between teachers and pupils, between home and school. We always welcome parental interest in the welfare of our pupils. Whatever the nature of the issue, you can be assured of our help.

The school works very hard to keep parents informed regarding their child's progress and any key decisions being made about their education. This includes:

- Parents' evenings

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- Progress checks
- Target Setting
- Information on Class Dojo

The support of parents in their children's education is key to the success of young people. Taking time with them, discussing work, practicing language, helping them manage their homework and encouraging responsibility are important ways of supporting children's learning.

The school always seek to involve parents in any key decisions about their child's education and keep parents informed about progress.

Parental information is obtained from questionnaires issued regularly at Parents evenings and from Parent Forums.

Parent Council is a group of parents selected to represent all parents of children at the school.

TRANSFER

Transfer at the end of primary stage is normally to Mallaig High School, Mallaig, PH41 4RG, Telephone 462107. Prior to transfer, pupils will have the opportunity of spending some time in the receiving school when they will be given information about school organisation and meet subject teachers. Primary and Secondary staff work in collaboration to ensure that all pupils, particularly those with additional needs, have a smooth transition.

THEFT/ DAMAGE TO PROPERTY

The Highland Council does not provide cover for loss of personal property so money and valuables should not be left in cloakroom areas. Parents of any pupils who damage another's property e.g. bicycles, will be contacted immediately.

PUPIL COUNCILS

All pupils are members of the School Council which encompasses Pupil, Learning, Eco and Improvement Council. The School Council undertake and support ideas for Enterprise, Curriculum, Looking After Our School, Eco and Digital.

HEALTH CARE

Parents are asked to inform the school if their child is suffering from any condition that may require individualised treatment or care. This information will, of course, be treated as confidential.

Staff will only administer medication when there is clear written guidance and written permission from the parents.

The school will only deal with minor cuts and bruises, these will be cleaned a plaster applied, if necessary. All head injuries (minor or major) will be reported directly to parents/guardians and information will be recorded. Staff will also contact parents/guardians should they be concerned about any other injuries. Current advice is that ticks should be removed swiftly. Parents will be contacted in the first instance and encouraged to attend to this task, however, we appreciate that this can be difficult and may seek permission for a member of staff to do this alternatively.

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We are a 'Health Promoting School' and encourage children to bring along healthy options for snacks and to drink plenty water throughout the course of the day.



CHILD PROTECTION

From time to time incidents can occur within the school setting which cause concern and could indicate that a child 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. More information about Child Protection Procedures within Highland can be obtained from the Child Protection Development Officer, Highland Child Protection Committee, Kimmylies Building, Leachkin Road, Inverness IV3 8NN - Telephone (01463 703483) Fax (01463 713237)

DATA PROTECTION

Any information that is supplied or gathered from parents/guardians relating to pupils will be used only for the purposes for which it was provided and any relevant procedures following from this. This data will be maintained in accordance with the Act and will not be passed on to any other organisation without your prior approval unless this is a legal requirement.

SCHOOL IMPROVEMENT

Our Main Achievements and successes for the current year are noted in the School Improvement Plan (SIP). SIP Documents, which outline standards and quality reports, are shared with the parent council annually and copies are available on request. We are now part of a cluster SIP which includes the High School and all Cluster Nurseries and Primaries. A more detailed outline of improvements in relation to Literacy, Numeracy and Health and Wellbeing are contained in this document giving up to date information on school aims, performance and a breakdown of subjects planned and delivered.

Following a visit by HMle in June 2019 (report available on <https://education.gov.scot/inspection-reports/highland>), and have developed this further following the return visit in November 2021. We are looking forward to showing our progress in December 2022 when Education Scotland will return to look at our progress.

CURRICULUM AND DEVELOPMENT

Information on our current policies can be viewed upon request.

Our Policy for handling data and recording of information for individual pupils is strictly confidential. Information regarding transfer of educational data and your data protection rights can be obtained from the school.

ADDITIONAL SUPPORT NEEDS

Provisions made for pupils with additional support needs:

Class Teachers, in conjunction with Additional Support Needs Teachers, where appropriate, monitor the progress of pupils with additional support. The needs of such pupils are generally catered for within the normal curriculum but with specialist advice and support as required. If necessary, a child's plan may be put in place to help plan, organise, monitor and regularly review a child's progress. Parents and pupils will be

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involved in these procedures and in reviews. More information can be found about the Highland Council model for support and child's plans at:

[Policies and guidance - support for learners | Highland Practice Model - delivering additional support for learners](#)

Sometimes a Children's Service Worker will be involved in supporting a child. A Children's Service Worker is often based at the school and will generally focus on more social and emotional needs rather than issues about the curriculum or classroom learning. They:

- work in collaboration with the support team in school
- work to support families in their own communities
- work with individual pupils and small groups - offering a further level of support

Parents/Carers will always be involved in discussions about any additional support being suggested for their child and any need that may be identified within the school.

(a) Enquire – the Scottish advice and information service for additional support for learning <http://enquire.org.uk/>

(b) My Rights, My Say – an advocacy and advice service for young people over 12 with additional support needs <http://enquire.org.uk/myrightsmysay/>

(c) [Scottish Independent Advocacy Alliance](#), an advocacy service to support parents and children

(d) [Scottish Child Law Centre](#), an organisation providing free legal advice to young people

Highland Council would seek to work in partnership with parents at all times, but sometimes you will have a concern that you don't feel is being addressed, or will want to talk to someone out with the school. Should you have any concerns that your child's additional needs are not being met, you should contact your child's named person in the first instance and/or the Head Teacher. If your concerns continue, there are a number of means of resolving difficulties and disputes and information on this can be found at:

[Additional support for learning | Additional support for learning | The Highland Council](#)

CURRICULUM FOR EXCELLENCE

We are currently working within Curriculum for Excellence (CfE) guidelines. The CfE will enable all young people to understand the world we live in, reach the highest possible levels of achievement and equip children for work and learning throughout their lives.

The aim of the curriculum will be to:

- Create a single, coherent, Scottish curriculum 3-18, with space for children to achieve and teachers to teach.
- Enable all young people to become successful learners, confident individuals, effective contributors and responsible citizens.
- The starting point for this process of change is a set of values which should underpin policies, practice and the curriculum itself: - *Wisdom, justice, compassion and integrity*: the words which are inscribed on the mace of the Scottish Parliament. It is one of the prime purposes of education to make young people aware of the values which Scottish

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society is based on and so help them to establish their own stances on matters of social justice and personal and collective responsibility. Young people therefore need to learn about and develop these values. The curriculum is an important means through which this personal development should be encouraged.

- The purpose of this curriculum is an aspiration for all children to be successful learners, confident individuals, responsible citizens and effective contributors to society and at work. By providing structure, support and direction to learning, the curriculum should enable them to develop these four capacities. The curriculum should complement the important contributions of families and communities.

CURRICULUM

Arisaig Primary School follows the Curriculum for Excellence in line with Scottish guidelines which are split into the following curricular areas:

Literacy and English	Mathematics and Numeracy	Health and Wellbeing
Expressive Arts	Religious and Moral Education	Social Studies
Technologies	Sciences	Gaelic & French Language

It aims to develop four capacities, helping children to become:

Successful learners	Confident individuals	Responsible citizens	Effective contributors
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Arisaig Primary offers this through core subjects, additional planned activities and additional experiences.

Swimming lessons one term annually, from Primary 1	Youth Music Initiative (Kodaly) P1-3
ECO activities	Class led assemblies
Library Van visits	Visits to local businesses/ community establishments
Visits from Specialists	Drama/ Dance specialists

Pupils develop skills for learning, life and work through:

Class enterprise projects	Charity fundraising
Real life experiences i.e. visit to bank, visit to shop, visit to local businesses	

Pupils are given choices through:

Subject discussion	Questionnaires
Mind Maps and Floor Books	Involvement in Committee groups

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Parents can find out more about the curriculum from:

http://www.curriculum-forexcellence.co.uk	http://www.theparentzone.co.uk
Parents' Evenings	http://www.skillsdevelopmentscotland.co.uk/
CfE Open Days	

Parents will be informed about sensitive aspects of their child's learning through:

Parents' Evenings	Confidential letters
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RELIGIOUS EDUCATION

Religious and Moral Education is thoroughly, well planned and taught in each classroom covering all world religions. Special arrangements will be made for pupils whose parents do not wish them to participate in religious observance; this must be notified to the Head Teacher, in writing.

In Term 4, our pupils undertake learning in Health and Wellbeing, which includes sensitive aspects such as relationships, sexual health, parenthood and drug awareness (substance misuse). Parents are invited to view the Sexual Health programme, on <https://rshp.scot/>, prior to commencement in Term 4.

SUPPORTING YOUR CHILD'S LEARNING

Children receive regular homework and this takes a variety of forms. Homework is used to support your child's learning in school. If you have any queries regarding your child's homework please do not hesitate to contact the class teacher to discuss.

COMMUNITY LINKS

We have strong links with the Community Council, Arisaig Fund, The Gower Trust, The Spar Shop, Arisaig, Loch Shiel Cruises, the Glenfinnan Hotel, EON Energy, Outward Bound Trust, Land, Sea & Island Centre, Lochaber Environmental Group, Cameron MacKintosh Foundation, Arisaig Hotel and The Arisaig Community Trust.

EXTRA -CURRICULAR ACTIVITIES

There are a range of activities available to pupils in the local area which are highlighted in a 'What's On' leaflet compiled by our Active Schools coordinator and issued via school bag mail/Email at the start of each term.

ASSESSMENT & REPORTING

Arrangements for tracking and assessing pupil progress and planning future learning comprises of the following:

Pupils are assessed by both formal tests and informal observation and activity methods on an on-going basis to enable effective planning and evaluation of teaching and learning. Assessment takes place within the normal classroom situation, thus allowing pupils to perform to the best of their ability. Pupil profiles allow both pupils and staff access to individual targets in Numeracy and Literacy.

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This year we have introduced Standardised Diagnostic Tests from P4 in Mathematics, English Language – Reading, Spelling and Comprehension. The tests provide evidence of attainment and any areas for development, which may need consolidation. We also use information from the SNSA assessments which are administered at P1, P4 and P7. In Primary 1 pupils undertake the Emerging Literacy Assessment in the first term.

Levels of attainment

The levels of attainment for the Curriculum for Excellence are:

Early	Pre-school and Primary 1	First	By end of P4, but earlier for some
Second	By end of P7, but earlier for some	Third	S1-S3, but earlier for some.

The fourth and fifth levels relate to secondary school. Primary schools will be working predominantly on the Early, First and Second levels.

Disclaimer: although the information included in this handbook is deemed to be correct at the time of printing, it is possible that, from time to time, there may be changes affecting a matter or matters mentioned within this document.

Updated December 2022.

ARISAIG NURSERY HANDBOOK

2022-2023



We welcome you and your child to ARISAIG NURSERY and we hope all the experiences here are memorable! Your child is at a very crucial stage in his/her development as it is now accepted that children learn more rapidly in the first seven years than at any other time. Therefore, it is really important that the children are given every opportunity to fulfil their potential. As a parent you play a vitally important part in this process. We, in the Nursery, hope to play our part by treating your child as an individual and offering him/her a variety of experiences and activities that are designed to further the developmental process

INFORMATION ABOUT OUR NURSERY.

STAFF:

ACTING HEAD TEACHER: Ms Pamela Watt

NURSERY MANAGER: Mrs. Deirdre Beck (Depute Head Primary)

P1-3 Teacher: Miss Sarah-Louise MacKintosh

P4-P7 Teacher: Mrs Stephanie Davidson

EARLY YEARS PRACTITIONER: Miss Mary MacDiarmid

EARLY YEARS PRACTITIONER: Mrs Jill Lee

SCHOOL CLERICAL ASSISTANT: Miss Vivienne MacDonald

VISITING SPECIALISTS:

Dental Nurse. -

Health Visitor: Eilish MacLellan 01967 431408

We operate an Open Door Policy and should you have any issues with our service, please discuss these with the nursery staff. If you are not provided with a satisfactory solution, please then arrange to meet the Depute Head, Mrs Deirdre Beck. Further advice can be sought from the following.

AREA EDUCATION OFFICE.

Education Officer – Mhairi MacDonald, Elgin Hostel, , Dunvegan Road, , Portree, IV51 9HA
Telephone – 01470 572272

Care Inspectorate, Compass House, 11 Riverside Drive Dundee DDI 4NY
08456009527

Care Inspectorate, First Floor, Castle House, Fairways Business Park, Inverness IV2 630
Tel. 01463227630

SESSION 2023-2024

The nursery will follow Primary School arrangements for openings and closures and these will be issued at the beginning of the year and can also be accessed here:

https://www.highland.gov.uk/info/878/schools/32/school_term_dates

GENERAL INFORMATION

We have a brand new building opened in late November 2021.

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NURSERY HOURS

8.30 – 2.30 Monday to Friday

CHANGE OF CLOTHES/FOOTWEAR

It is essential for each child to have a spare set of underwear/tights/socks/trousers/leggings in the Nursery for emergencies. It is preferable for children to change into different shoes inside the building and a pair of black gym shoes are ideal (slippers can be dangerous during physical education games).

Please label all your child's items of footwear and clothing.

Nursery sweatshirts are available online – details from the school office.

ILLNESS

If your child becomes ill or has an accident while attending Nursery we will contact you by telephone. If there is no reply, we will ring your emergency number. If your child is unable to attend nursery, please telephone the school and leave a message.

EARLY CLOSURE

Should the Nursery need to close earlier than normal you will be contacted by telephone if prior warning has not been given out. The emergency contact will be telephoned if there is no reply at your home number. Children will not be permitted to leave the nursery without being in the care of a designated adult. Please ensure you always keep the Nursery Staff up to date with your telephone number and your emergency contact.

In the event of severe weather information can be found by telephoning the following service –

Adverse Weather line: **0800 564 2272** followed by pin number: **04 1160**

(Mallaig High School number for all cluster schools)

In the event of closure due to severe weather please phone the helpline which will be updated on a daily basis.

ARISAIG NURSERY AIMS

To provide a caring, happy and respectful atmosphere for children, parents, visitors and staff in the Nursery.

To provide a safe and stimulating place where we can encourage the emotional, social, physical, creative and intellectual development of the children.

To recognise that each child is an individual and as such will develop at his or her own rate.

To encourage positive attitudes to self and develop self-confidence and self-esteem.

To promote the health and welfare of the children.

To ensure preparation for the introduction of early stages of basic numeracy and literacy.

To encourage children to explore, appreciate and respect their environment.

To promote awareness and respect for the lifestyles and cultures of others. Provide opportunities for staff development as part of an ethos of self-improvement.

To develop self-evaluation through implementation of HGIOELC.

To work in line with the recommendations of HMIE and The Care Inspectorate.

Our Nursery aims to help children become successful learners, confident individuals, responsible citizens and effective contributors. Children will learn through their play with a balance of free choice and adult led activities. They will be encouraged to learn in a safe and stimulating environment where their individual needs will be met and respected. Nursery staff will work in partnership with parents, carers, specialists and the local community.

Responsibility ● Respect ● Resilience ● Creativity ● Curiosity ● Compassion

Dleastanas ● Spèis ● Seamhachd ● Cruthachailchd ● Furachas ● Co-fhaireachdainn



HEALTH & WELLBEING INFORMATION.

TOILET TRAINING

Children will not be refused admission to nursery because they are not toilet trained. Staff will work closely with parents/carers to support each child in this area.

POLICY ON CHANGING A CHILD.

Staff should inform colleagues that they are going to change a child. When possible, staff should make sure that they are in sight and hearing of others.

Only staff should be involved in changing a child.

A parent who is visiting the nursery can only change his/her child.

HEALTH CARE

The school comes under the auspices of the Community Medical Service. It is important that you inform us of any medical conditions your child may have when you register your child for Nursery Education. In the event of illness occurring or an accident taking place during school hours, then parents will be informed as soon as possible and asked to sign an accident form. You should also leave an emergency contact number with us. If we are unable to reach you, or your emergency contact then appropriate medical advice will be sought from the local GP.

SNACK & LUNCHES

A healthy snack is provided by the Nursery. Snack Time is an important experience for the children as it develops skills in many areas. Free lunches will be available – more details to follow.

TOOTH BRUSHING

The Dental Hygienist visits the nursery on a regular basis to encourage the children to brush their teeth in the correct way. She provides the nursery with tooth brushes and toothpaste. The children are encouraged to brush their teeth on a daily basis. When your child joins the nursery, you will be asked to sign a consent form for this activity.

OUTINGS/VISITS

Outdoor activities in different environments play an essential part in early years learning. Children will experience outings around the Nursery Setting and further afield in the local community. Trips by train to explore interesting features of a larger village and visits to the Mallaig Nurseries are part of our termly calendar. Visits to the local Churches and The Land and Sea Centre are also part of their learning experiences.

We issue permission slips prior to any trips out within the local area and stringent Risk Assessments are in place in accordance with Highland Council Policy. A general consent form is issued at the beginning of each session.

POLICY FOLDER/PLANNING

The Policy Folder is always on hand for your perusal. Nursery Information is displayed and regularly updated on the Nursery Noticeboard along with other information for your interest. The weekly planner is on display in the nursery and we welcome any input from you at any time throughout the year. You will receive regular newsletters to keep you up to date with the nursery calendar. The Nursery is using Class Dojo to share experiences and achievements with you and we would encourage all parents/carers to make comments and share information/achievements and experiences outside of the Nursery.

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THE NURSERY CURRICULUM

Through their play the children are making sense of their world. The vital contribution of pre-school education lies in developing and broadening the children's experiences. The Early Years Curriculum aims to encourage confident and enthusiastic learners.

Children's interests will be developed during their time in Nursery. They will be encouraged to use their senses to explore and discover, relate new experiences to prior learning and share their experiences with others. The Early Years Curriculum offers experiences in the following areas –HEALTH AND WELLBEING, LITERACY AND ENGLISH, NUMERACY AND MATHEMATICS, TECHNOLOGIES, SCIENCES, SOCIAL STUDIES, and RELIGIOUS AND MORAL EDUCATION AND EXPRESSIVE ARTS.

Throughout their time in Nursery the children will keep a LEARNING JOURNEY to show their achievements as they develop new skills and experience different activities. The children have ownership of their Learning Journeys and we encourage them to decide what they would like to put into these as examples of their achievements. Any special things from home can be photocopied and put into these folders for example photographs of special family events, train tickets from a special journey, drawings and so on. Children lead the setting of targets within their learning journey.

OUTDOOR LEARNING

We are very lucky to have an outdoor environment around our setting as well as access to Arisaig Gardens and Traigh Beach. Using these environments regularly opens opportunities for learning beyond the classroom setting and this has a very positive impact on our young learners. We have a good supply of all in one suits and wellington boots which ensures our children are well prepared for the unpredictable weather here in the Highlands! We have our own planter where we grow a variety of vegetables which are later used to make soup for snack. Parents and Grandparents are always welcome to come out on trips with us.

TRANSITION ACTIVITIES.

Prior to starting Nursery, pupils will be invited to the nursery on several occasions. We will send an invitation suggesting a number of dates. An "All about Me" form will be issued and we would ask you to fill this in with your child and return it to the Nursery. This will give us an idea of your child's likes and dislikes and allow us to prepare for their future learning in the nursery setting. Transition activities for four year olds are on-going throughout their final year in Nursery. These activities include early year's number and language games with Primary One, working in the infant room with Primary One on a topic, circle time activities with Primary One to Four, visiting to show special achievements, joint cooking and gardening sessions. In their final term the four year olds spend three mornings in the infant class.

We hope you found our brochure informative and helpful. If there are any unanswered questions, be sure to ask any member of the nursery team who will be delighted to help you.

Your views and ideas are important to us and we welcome your input into making our service the best it can be. If you have a skill you would like to share with the children, please talk to the Nursery Staff and we can arrange for you to come in and work with the children or just come along to our Stay and Play Sessions and enjoy spending time with your child in the nursery setting.

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THE END