



Nursery Handbook 2023-2024

Building foundations for the future.

Learning, achieving, succeeding together.

Lundavra Primary School
Lundavra Road
Fort William
PH33 6JN
Tel: 01397 702059

Head Teacher: Miss K. Kelly
Deputy Head : Ms S. Bradley
Principal Teacher : Mr P. MacLean



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www.lundavraprimary.co.uk



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



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Dear Parent/Carer

I am very pleased to welcome you and your child to Lundavra Primary School and Nursery, a purpose built school that offers a fantastic learning environment for the 21st century. Lundavra 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 in our school community.

Our staff bring a wealth of talents and skills to our Nursery and ensure the learning and play is engaging, active, enjoyable yet challenging and importantly relevant to our pupils and school community.

The purpose of this brochure is to give you as much information, in an easily digestible form, about our Nursery. It is, however, by no means exhaustive and if you have any queries you feel this booklet fails to cover, do not hesitate to contact me. The school website, blog and [Facebook/Twitter](#) pages are also important tools for communicating with parents, please visit www.lundavraprimary.co.uk

Parents are most welcome to get involved in the life of the school. We have an active Parent Council and Parent Events Group who meet regularly. 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 his or her development and learning. As a parent 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 which 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 with parents to achieve.

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

Yours sincerely,

Miss Katrina Kelly
Head Teacher



Staff

Senior Leadership Team

Miss Katrina Kelly	Head Teacher and Nursery Manager
Ms Siobhan Bradley	Depute HT
Mr Paul MacLean	Principal Teacher

Nursery Staff

Miss Celise Carroll	Equity and Excellence Lead
Miss Emily Cameron	Early Years Practitioner
Mrs Pamela Hamilton	Early Years Practitioner
Mrs Tina Cameron	Early Years Practitioner
Mrs Caitlin Knox	Early Years Practitioner
Miss Donna Calder	Early Years Practitioner
Miss Amber Johnstone	Early Years Practitioner
Mrs Ashleigh O'Hagan	Early Years Practitioner
Miss Trisha Williamson	Early Years Practitioner
Miss Lynne Barr	Pupil Support Assistant

Clerical Staff

Mrs Terry Glen
Mrs Marzena Wilk

Visiting Specialists

Ms Catriona Shepherd (Speech and language)
Ms Morag McPhee (Speech and language)
Mrs Aileen Coupland (Pre-school Support for Learning)
Mrs Clare Reynolds (Music teacher)



Accommodation

The Nursery is an integral section of the new Lundavra Primary School and is situated on the upper ground floor of the Infant Wing with its own entrance, outdoor play area and separate garden area. It is a purpose built Nursery area and offers a fantastic learning and play environment fit for the 21st Century. We have the capacity to accommodate up to 60 children at a time. The outdoor play area and entrance have a sheltered area and parents with pushchairs/prams are encouraged to leave these under the covered area at the entrance.

In 2023-2024 we will operate across the day from 9.00am to 4.00pm.

Times

Flexible arrangements for Early Learning and Childcare Entitlement from August 2020

From August 2019 there will be the opportunity for parents to take up the 1140 hours of free childcare as a maximum of 130 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 each child by 2020.

Parents are therefore able to tailor their child's free entitlement to better match their own working pattern. 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 headteacher to see if changes can be accommodated - but on the whole once the pattern for the free entitlement is agreed then it remains in place for the year. Any additional early learning and childcare can, **if available**, be booked and purchased as required.

At Lundavra, we will be offering the flexible option for early learning and childcare in term time between the hours of 9:00am to 4:00pm - Monday to Friday.

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.

We hope that this provides you with enough information at this time but if you require further information then please contact the school in the first instance.



Holidays taken out with the normal school holiday period

As parents you are encouraged to carefully consider the implications on your son or daughter's education if you decide to remove him or her from school for a family holiday. It is acknowledged that, for some parents, it is not always possible to plan a holiday in the designated school holiday periods. For some parents, summer is a very busy time and a holiday cannot be taken then but we would encourage you to use the two-week October holiday period if you are in this category.

Attendance

We strongly encourage parents to ensure that their child attends Nursery on a daily basis. This ensures the child settles into a regular school routine and enjoys a continuity of experience and gets the most out of their time in Nursery. Although daily attendance is not statutory we do require you to inform us if your child will not be present. Please phone and let us know for the session your child should be attending. If after three days we have not received any notification, the school will contact parents.



Outline structure of each session

Start of Session

At the beginning of each session we ask that you bring your child to their designated door where a member of staff will meet and take your child into setting. The children then hang their coats on their peg, collect their name card and place it on their room's registration board. Please encourage your child to do these routines on their own to improve their independence skills.

You are free at this time to talk to any member of staff, to share any concerns or matters you feel we should know about.

Your child's session will begin with them being welcomed into their own Nursery room (Apple or Cherry) where they are then free to engage in any of the activities set up in the room. Activities in Nursery are planned in advance and geared to meet the needs and interests of the children. Planning is based on the individual needs and requirements of each child.

At some point within the session, the children will spend a bit of time in their "Key Worker Group" where they will talk about learning and share their thoughts and experiences with the other children in their group.

They will also have the opportunity to take part in free-flow activity sessions which can include activities such as:

Regularly Available: sand, water, paint, craft, drawing/mark-making, books, dressing-up / role-play, computer, ICT toys, construction toys, jigsaws / puzzles, musical toys and energetic play both indoors and out.

Variations: Large play equipment, baking, finger painting, printing, junk modelling, playdough, clay and various forms of craft activities involving colour, texture, shape, cutting, gluing etc.

The layout of the Nursery permits us to have free-flow learning going on between the two classrooms 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 two indoor rooms in the Nursery are set up to encourage different types of play; one for messy play and one for more imaginative play. The children are able to free-flow throughout the session trying and taking part in a range of activities; this is done safely and securely and all areas are supervised by the Early Years Practitioners.



Outdoor area: The Nursery has a large outdoor area which benefits from a grass area and concrete area; this space provides daily opportunities for both outdoor learning and play. We encourage and provide opportunities for outside play and learning throughout the day during our free flow session.

Group Activity: This includes singing and singing games, music and movement, drama, story and rhyme

Snack Time: The snack time routine is now embedded into the free-flow period and is run as rolling snack. Children are able to access snack when they feel ready to eat and are always encouraged and supported in this by all of the Nursery staff, no one goes hungry! Our approach nurtures important social skills such as independence, making choices, encouraging good manners and courtesy, sharing and cooperating. Occasionally, we also have an altogether snack time to mark a celebration such as a festival, birthday or departure of a child, for example. Our snack menu reflects our Healthy Eating policy which is readily available in our 'Care and Welfare Policies' Folder outside the nursery door. The children are encouraged to sample a wide range of food and fruit, and milk is offered daily.

Toothbrushing Routine: In line with the Council's Health Promoting Initiative, the children participate in our toothbrushing routine following their snack.

This, however, is introduced only after written parental consent has been given and generally commences later in the session once the children are well established in nursery.



Curriculum

We aim to:

“provide learning and teaching opportunities that follow the 3 to 18 national guidelines through the principles of the evolving Curriculum for Excellence; where your child can learn through meaningful and constructive play in the Nursery, and ensure breadth, balance, continuity and progression for all levels of ability in the school in order to meet pupils’ needs.”

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

At Lundavra Primary we believe in providing a rich variety of outdoor play experiences where children can learn to manage risk, build resilience, develop their social and behavioural skills, problem solve, be creative.....and have fun! **Outdoor Play** will be a regular and important feature of your child’s experiences at nursery.

Unstructured outdoor play is an essential part of a child’s emotional education. “Play is nature’s training for life”. (Adrian Voce, Play England)

Outdoor play suits are provided by the Council for your child, comprising of both a suit and a pair of boots.

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 in planning these experiences, via weekly communications, planning displays and regular dialogue with the children. In this way, we hope to make the curriculum **relevant, motivating, personal** and **challenging** for all the children, and one which builds on prior learning and current interests. Most importantly, we want the curriculum to be **fun!**

Much of the active learning will be through **play** where children can choose from a range of high quality activities and experiences which encompass the four capacities of Curriculum for Excellence:

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

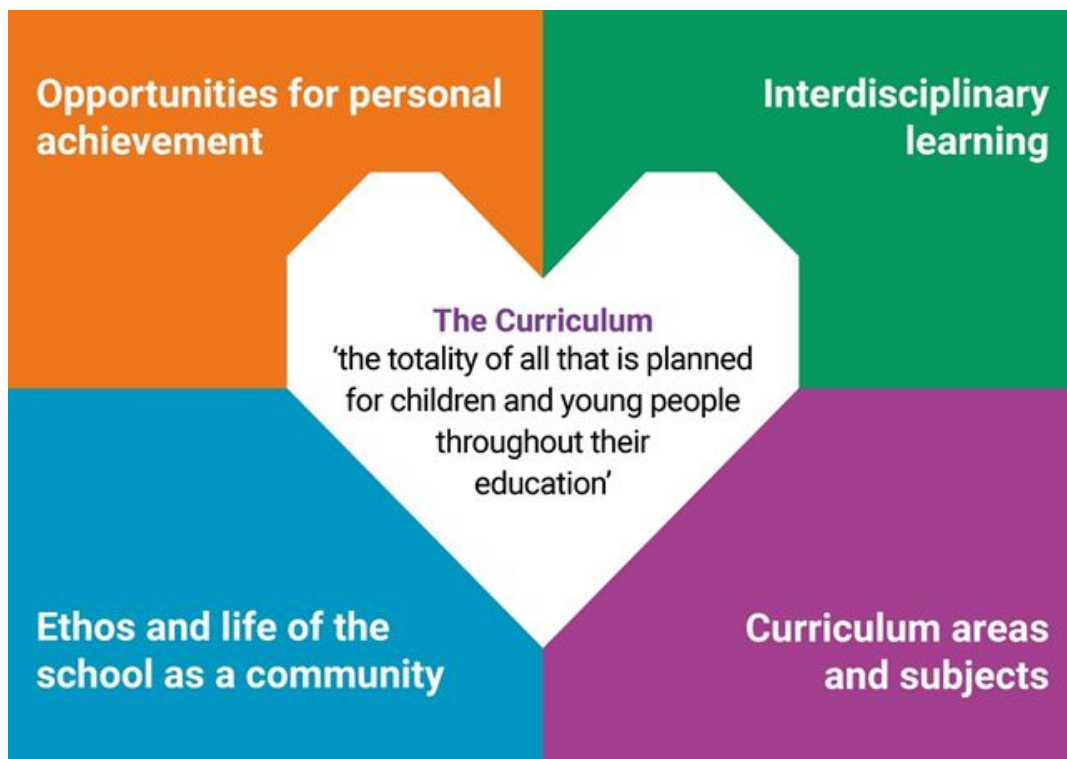


Curriculum

Over the eight curricular areas:

- Literacy and English
- Mathematics and Numeracy
- Health and Wellbeing
- Expressive Arts
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

At Lundavra Our Curriculum Rationale is based on 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.





Curriculum

Listed below is a selection of the wide range of activities on offer to the children:

- Sand and water play
- Baking, cooking and playdough/clay
- Painting and junk modelling, cutting and gluing
- Jigsaws and board games
- Construction toys e.g. Lego, Duplo etc.
- Imaginative play and story telling
- Nursery Smartboard /Computer Activities /Programmable Toys/Range of media and technology
- Outdoor activities in nursery outdoor play and garden area. e.g., using wheeled toys, slide, balancing toys, planting, caring for wildlife (Bird House), mark-making etc.

Children will also be given opportunities to:

- Sing and take part in musical activities
- Listen to stories/learn rhymes and poems
- Visit their local environment, care for plants and animals
- Meet visitors to the school e.g. Policemen, Health Visitor, Entertainers etc
- Make choices and decisions
- Reflect on their own learning
- Learn to 'manage risks' in their play.



Planning and Assessment

Children vary so much in maturity levels that assessment is very individual to each child. Staff will observe children's progress and development needs across the eight curricular areas. Experiences are planned round these findings to support and extend the learning for the child.

Integral to daily practice is the celebration of children's individual achievements. This is done in many ways - through regular praise, taking photographs, recording children's thoughts and ideas, use of children's creations like a painting, model or drawing, copies of certificates or something which is clearly important to the child. This evidence is built up over the year with the child in their My Learning Journey folder which is very much owned by the child in partnership with the Parent/Carer.

The child's Keyworker will support the child in his/her Learning Journey. There will be on-going opportunities for parents to share in their child's Learning Journey throughout their time in Nursery.

Alongside the daily contact with the Nursery staff, there are also two formal Reporting to Parents sessions at the nursery in Term 1 and Term 3. We invite parents into the setting for a Stay and Play session and during this time share with them their child's Learning Journey, progress and achievements.

A copy of the Highland Council's Planning and Assessment Documentation in pre-school is available on request. It is used as an aid in taking forward the children's interests to extend their development and learning. Nursery planning is completed in Floor Books with the children each week and we welcome parental input at any time.

Your child will also receive a written report at the end of the year detailing their progress and achievements.



Planned themes for the year

These are carefully planned in line with the Whole School Interdisciplinary Learning 3 year overview; this also takes into account the children's interests to give a balanced range of curricular experiences.

Topics will include:

Our Local Area Treasure Me and My Home Toys All About me

And seasonal activities and celebrations such as:

Halloween Christmas Diwali Mother's Day Easter

However, many other themes might arise naturally from the children's own interests, a television programme, a story, a rhyme etc.

Nursery also participates in the whole school theme days and weeks e.g. Curriculum Theme Days, charity fundraising etc.

Fitting in with the Curriculum for Excellence Early Level, the Nursery children have on-going connections with Primary 1 throughout each session such as, free flow sessions, working on joint themes or planned school events. In the final term of each session our main focus for learning for our pre-school children is preparation for transition into Primary 1. During this time the children are introduced to school routines and experiences through a staged transition process.

Photographs

As a means of collecting evidence of children's progress to share with parents, photographs of the children involved in the various activities may be taken from time to time. These are often displayed on the notice board to illustrate aspects of their development and learning. However, it is important that we receive written parental consent before we proceed in this respect.

A copy of the related Taking Photographs procedures is available from the Lundavra Nursery Policy Folder which is available for you to view.



Health Care/Illness

The school comes under the auspices of the Community 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. You should also leave with us an emergency contact number which **must be kept up to date**. If we are unable to reach you, then appropriate medical advice will be sought from your local GP.

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, in line with our Equal Opportunities Policy, we are happy to make our attendance arrangements flexible enough to respect individual lifestyles.

Administration of Medicines

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

Parents are kindly requested to note that:

- A child may only take medication (including non-prescription) of the parent/guardian has given written permission.
- Only medication supplied by the parent/guardian will be administered to a child.
- Pupils will take medication only when supervised by an adult
- Parents should deliver the medication to school but if this is not possible the pupils should hand in the medication to the class teacher upon arrival at the school.

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



School Outings

Visits beyond the school grounds are an important aspect of a child's education and we will try, whenever possible, to take children to places of interest throughout the year. ***It is essential that we have permission slips signed prior to your child being included in the outings.*** (This is normally completed at enrolment time) A copy of our School Outings procedure is available in the Health and Safety Policy which is available for Parents/Carers to view.

Visitors to Nursery

We encourage visitors to Nursery to extend the children's interests and learning. This might include local health Visitors and Nurses, the School Dentist, the Policeman /Road Safety Officer, local musicians or dancers, the Ambulance Service, Country Ranger Service and many more, depending on where the children's interests are taking us.



Parental Engagement

‘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 help us to work together to address the child’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 that may surface from time to time.

Parents are also very much an integral part of the nursery experience and, for example, parents are welcome to come in and share a particular interest or hobby with the children, or perhaps to assist in the preparation of a planned snack or cookery session, or to join us on an outing. Your skills and time are very much appreciated.

We are continuing to be proactive in seeking ways of involving our parents in the daily life of the nursery and welcome your input to planning for learning, as mentioned earlier in the handbook. We have a ‘Graffiti Board’ where you can write suggestions and/or ideas, Post-it notes for adding ideas to our planning or alternatively feel free to drop any ideas in our ‘suggestion box’ located outside the nursery or you can make comments on the Nursery blog on the Lundavra Primary website.

In addition, a member of staff is always available on a daily basis as ‘the welcoming person’ and would be happy to speak with you. Appointments can also be made throughout the year with the Depute Head Teacher or Head Teacher if you would like to discuss any matter in more depth.

We also run Stay and Play sessions; this is where parents are invited in for part of a session to play with their child within the nursery and develop an awareness of how and what learning goes on within the setting.

Other Things from Home

Similarly, we discourage children bringing toys from home, particularly Lego and cars, as these can get muddled with our own and some precious toys may be lost. Having said that, there are always exceptions to the rule, e.g. – at times when we are developing particular interest tables/themes with the children,

During the first few weeks, a cuddly toy can sometimes ease tension for a very apprehensive child. Birthdays are another exception when a child might be keen to show a new toy to staff and friends and we are happy for them to bring this in to show others on their special day.



Junk Collections

Occasionally we will make requests for craft materials such as margarine pots, empty cereal boxes etc. Unfortunately, lack of storage space means we are unable to keep a constant bank of these in the school but if you have any interesting junk of "one-offs" e.g. carpet roll, large polystyrene sheets etc., please ask if we could use them - remember - one person's junk is someone else's treasure! (Please note, however, that we can no longer accept egg boxes or toilet rolls due to health and safety issues).

NUT TRACES CAN REMAIN ON PACKAGING. TO ENSURE THE SAFETY OF ANY CHILDREN WITH A NUT ALLERGY, PLEASE DO NOT SEND ANY ITEM WHICH MAY HAVE THESE TRACES.



Dressing for Nursery

We find children are most likely to have accidents at the toilet if they are wearing all-in-one suits or dungarees with bows and buckle ties. The other thing children find particularly difficult are buttons at the waist of jeans and belts of any sort holding up trousers. As we are encouraging the children to be independent in their personal hygiene, it is therefore advisable that your child comes to nursery dressed in easy fitting play clothes. Also, that your child has a change of clothes in their bag in case of any type of accident. It is also helpful to have anoraks, coats, sweaters/cardigans etc. labelled with the child's name, as there are often duplications.

From a hygienic point of view, we prefer children to change into different shoes inside the nursery. Indoor shoes should be lightweight and safe for all nursery activities. We recommend slip-on (or Velcro fastening) plimsolls. Flip-flops, slippers and heavy trainers are not suitable. Both indoor and outdoor shoes should also be appropriately labelled.

Each child will have a peg on which to hang a coat or jacket and, as above, the children are encouraged to find their own belongings. This is good practice in readiness for primary school.

Hair

For a variety of reasons, it is helpful if long hair can be tied back, then it does not become mixed up in glue, paint, etc. From time to time outbreaks of head lice occur in the community, so it is important to be vigilant about checking your child's hair at regular intervals and reporting (in confidence) any findings which give you cause for concern.



Liaison with Outside Agencies

The Nursery works 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 the 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.

Care Inspectorate

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 at the following address:

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



Child Protection

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 co-ordinated 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 Yvonne Ross*, yvonne.ross@highland.gov.uk

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



School closure website / adverse weather situation

In the event of severe weather conditions, parents should make the decision on whether or not, to send their child to school. You can access the Highland Council website to check for school closures on www.highland.gov.uk We will also try and update the school Facebook page.

You can also telephone the PIN number system 0800 564 2272 (SCHOOL PIN number 04 3210) which will be updated as soon as possible to let you know if the school is closed.

Please note that in the event of severe weather, the decision as to whether a child should attend school is entirely down to each parent/carer and this decision should be made taking into consideration whether a child can safely make it to and from school.

When weather conditions are poor....

- **Local radio stations** issue news and weather bulletins on traffic conditions and school closures. Transmissions may not cover all households and may be subject to re-scheduling but should be helpful. Parents are advised to remain “tuned in” to on-going road weather, or school information updates.



Lundavra Nursery School Policies

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- Administration of Medicines
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- Behaviour Management
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- Equal Opportunities
- Health and Safety
- Healthy Eating
- Intimate Care
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- Parental Involvement
- Race Equality
- Transition
- Volunteers and Students
- Whistleblowing

These policies will be subject to review and updating on a phased basis over a number of sessions.

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 journey at Lundavra Nursery and Primary.