

Park Primary School -  
**Early Education and  
Childcare Suite  
Handbook  
2023/24**



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## GENERAL INFORMATION

### School Contact Details:

**Address:** Park Primary School  
c/o Invergordon Academy Campus  
Academy Road  
Invergordon  
IV18 0LD

**Telephone:** 01349 852037

Follow us on Twitter @ParkPrimarySch1  
Facebook: Park Primary School Information Page  
Website: parkprimary.wordpress.com  
Email: [park.primary@highland.gov.uk](mailto:park.primary@highland.gov.uk)

### The Staff Team:

**Head Teacher** Karen Cox  
**Deputy Head Teacher** Nikki Campbell  
**Principal Teacher** Gillian Sproule  
**Equity & Excellence Lead** Melanie Nicolson

**Early Years Practitioners** Dee Banks  
Joanne Macleod  
Yvonne Pietrzyk  
Rosie Hudson  
Karen Anderson  
Claire Henderson  
Dawn Taylor  
Rosie Barlow

**Out of School Club** Nicola Waring (OOSC Assistant)  
Celina Peoples (OOSC Auxiliary)  
**Breakfast Club** Lucy Fraser

### ELC Suite Opening times:

We operate a flexible service during school term time only and are open:

Monday to Friday 8 am – 4:30pm

Breakfast Club 8 am – 9 am

Out of School Club 2:30 pm – 6 pm

## **Welcome to Park Early Learning and Education Suite!**

We are looking forward to getting to know you and your child and working together to support all the children during their time in Nursery. The time when a child starts nursery is usually a very exciting time for them but can also be an anxious time for parents as their child takes their first steps into independence. This brochure introduces you to much of what happens in nursery in a general way and also provides you with the practical information you will need on a day to day basis.

At nursery we aim to provide all children with the opportunity to access pre-school education in a caring, happy and safe environment. Pre-school children learn through play and activity and each child comes to nursery with a slightly different experience. We get to know them very well as individuals, learning about their strengths and building on them.

Your role as a parent is very important. Nursery staff and parents work together in partnership, sharing this important stage of your child's development. There are daily opportunities to chat to staff as you arrive or leave nursery and parents and carers are always welcome to join in any of our nursery sessions. We also encourage parents to share particular experiences with the children. This gives you a chance to be involved with your child in a different setting and develop a better understanding of the type of play and learning your child experiences during nursery.

Your role in supporting your child's development is so important right through school. While they are in nursery you can support them by encouraging them:

- to develop independence at home, allowing them to do things for themselves, even when this takes a bit longer!
- to think and talk about things as they are playing
- to play with other children
- to develop a love of books and words, by reading to them and talking about the pictures in books
- to develop an awareness of and interest in the world around them
- to enjoy being lively and energetic inside and out.



## Vision Statement

**Welcome to Park Early Learning and Childcare Suite, a caring and safe environment. At Park ELCS, everyone is included and nurtured, encouraged to be resilient and respectful, whilst learning, achieving and having fun.**

## Our Values P.L.A.Y.

### **Pals**

**We believe in building positive relationships.**

### **Learning**

**We promote learning through play and first hand experiences.**

### **Active**

**We promote health, well-being, confidence and resilience.**

### **You**

**We value the uniqueness of each person, supporting and guiding our children to achieve their full potential.**

## Aims:

- To provide a safe, stimulating and welcoming environment where children are happy and secure and feel a sense of belonging.
- To value each child as an individual and encourage the development of confidence, self-esteem and respect for the feelings of themselves and others.
- To encourage and support all children to participate in the full range of learning experiences, indoors and outdoors.
- To plan activities to meet the needs of all children using the *Curriculum for Excellence and Building the Ambition*.
- To value all that children, learn outside nursery and to enable and encourage parents to share in their children's learning.
- To promote positive behaviour in the group using praise, encouragement, respect and positive role models.
- To ensure a smooth transition from home to nursery and from nursery to P1 through effective two-way communication.
- To establish positive working relationships with outside agencies to ensure that the individual needs of children are met effectively.
- To provide ongoing opportunities for staff training, leadership and development.
- To evaluate and improve our practice using the '*Building the Ambition*' and '*How Good is our Early Learning and Childcare?*' documents.

**\*These documents are available in nursery for parents' information.**



## **Curriculum**

Nursery is great fun!

Children at this stage learn through being active and involved in their surroundings. All children love to play and the nursery day revolves around this. There are 8 key areas of learning.

### **Health and Wellbeing**

In this area the children will....

- develop confidence and a sense of security
- make friends and learn to play and cooperate with each other
- become more independent
- make choices
- care for other people and their surroundings
- tell others how they feel and what they like best.
- enjoy active play and become more confident in movement
- take part in energetic activity indoors and outdoors
- develop skills like running, climbing, throwing and catching
- learn to make delicate movements with fingers and hands, for example by doing jigsaws, fastening zips or using pens and pencils
- become aware of the importance of health and fitness.

### **Literacy and English**

In this area the children will....

- learn to listen and talk to others, learning new words and phrases to share ideas with others
- learn to take turns in talking and listening
- learn to listen and watch for useful information
- learn to enjoy and explore stories, rhymes, information books and other texts
- begin to recognise their own name and some other letters and words which they see in their world celebrations customs and Festivals
- begin to experiment with writing during play using a range of writing materials, have fun with words during story time, rhymes and singing
- share imaginative ideas as they play

### **Numeracy and Mathematics**

In this area the children, through play and activity learn about:

- matching, sorting and grouping objects according to different criteria
- recognising, counting and sequencing numbers
- patterns, shapes and sizes in the world around them
- money and how it is used in their world
- times and seasons, charts, calendars and clocks

### **Expressive Arts**

In this area the children learn to express their ideas and feelings through:

- painting, drawing and modelling
- acting out situations in role play
- singing and making music
- movement and dance

### **Technologies**

The children live in a world full of technology and their play and learning across the curriculum is enhanced by the use of:

- the computer
- the digital/video camera
- the digital microscope
- remote controlled toys
- battery operated equipment
- music systems
- everyday technology e.g. torches, microwave, cooker, popcorn machine etc

### **Sciences**

Within science the children will have opportunities to investigate and explore:

- the natural world
- materials

### **Social Studies**

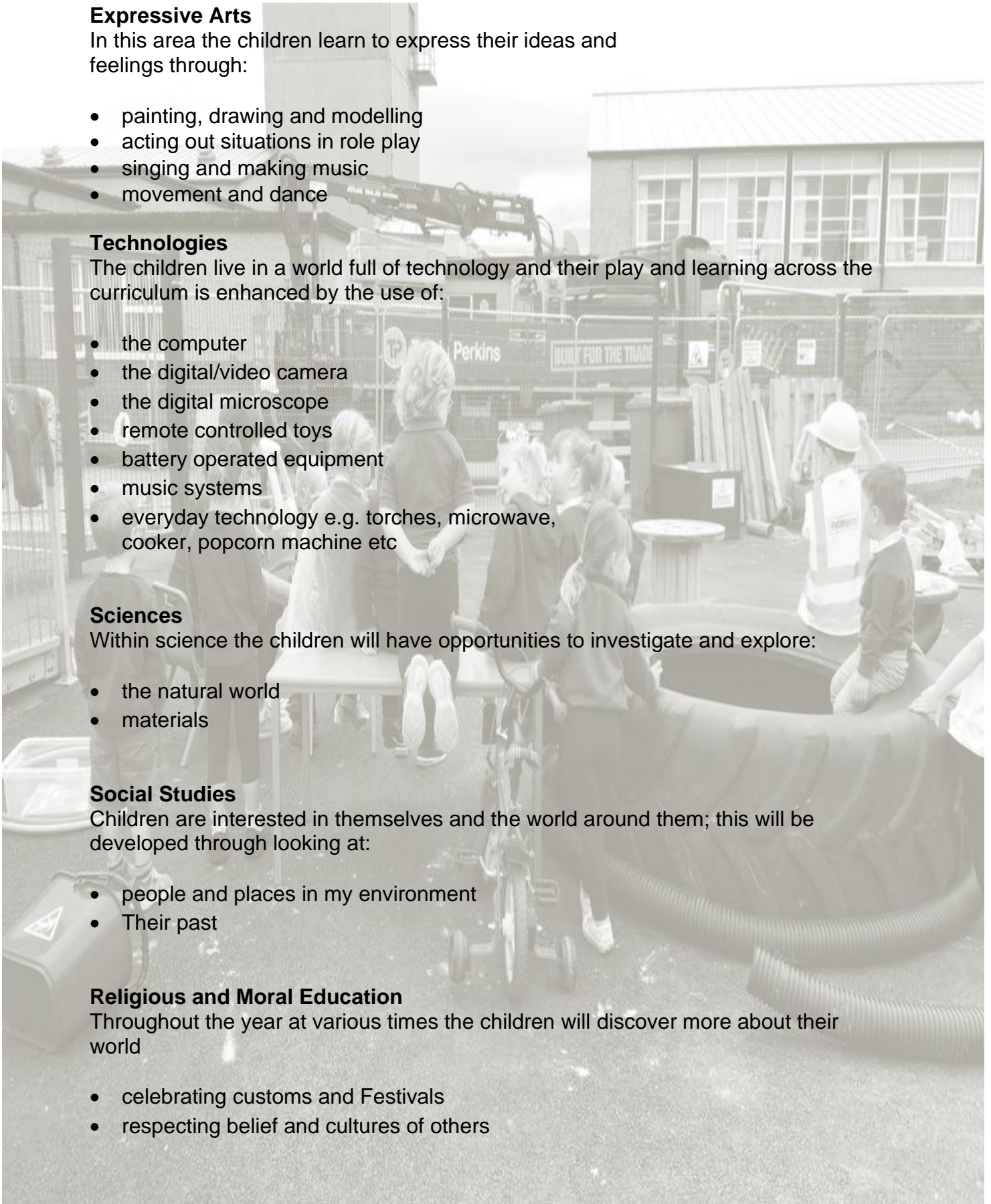
Children are interested in themselves and the world around them; this will be developed through looking at:

- people and places in my environment
- Their past

### **Religious and Moral Education**

Throughout the year at various times the children will discover more about their world

- celebrating customs and Festivals
- respecting belief and cultures of others



## **Profiling and Reporting**

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

Throughout the year all staff are involved in recording the children's progress and involvement in nursery activities, through discussion, written observations and by building up examples of work and photographs. This information is saved onto your child's online profile on See-Saw. A profile is a record which captures the key stages of a learner's progress. You are encouraged to access See-Saw on a weekly basis to keep up to date with what your child is learning about in nursery.

Over the course of your child's time in nursery (usually two years) your child's key worker will set learning targets with the help of your child. These targets are recorded on See-Saw. We ask that you support your child with their target at home.

In conjunction with your child's online learning profile nursery staff also document children's progress by using developmental overviews, this information is stored in a folder in your child's nursery tray. Please access this information as and when you wish. Should you have any queries or concerns please speak with your child's key worker.



## **Snack**

We provide a range of snack items for the children with fresh fruit and milk/water provided daily for the children. Foods related to areas of learning may also be offered. We use this time to encourage independence, social skills, healthy eating and cultural awareness. The children are encouraged to try these foods in a relaxed setting but are never made to eat anything which they do not like. The children are encouraged to be as independent as possible while eating and as such we offer a rolling snack where children choose, during a set time period, when they are ready to go for snack. On some days we eat together as a group.

If your child has to avoid particular foods due to medical, cultural or religious reasons, please remember to inform the nursery staff.



## School Meal

A school meal consists of a starter or a dessert and a choice of two meals. One hot vegetable and two salad options are available alongside the main meal. Milk/water, a selection of bread and fresh fruit is available every day.

Nursery pupils are entitled to a free school meal if they attend over lunchtime and they just keep getting better, with quality food, healthier meals, larger portion sizes and better choices. If a pupil has special dietary needs, please inform the school. We have a no nuts policy in school to keep our school community of pupils and staff safe.

## Packed lunches

New guidance on the storage of pack lunches has now been approved by the Care Inspectorate which allows us to offer packed lunches as an option for our parents whose children who attend all day. However, please be advised that we do not have the capacity within the setting to store packed lunches in a refrigerator. Packed lunches are stored at room temperature within our kitchen area. If you would prefer your child to have a packed lunch we ask that parents ensure a **cool pack** is contained in the lunch box to keep foods fresh. Breakable flasks and glass bottles are not allowed in school. We request that parents ensure packed lunches are well balanced and healthy and adhere to the Highland Council healthy eating policy. Our staff monitor lunch box content, sugary snacks and drinks will not be allowed. We also have a no nuts policy in school to keep our school community of pupils and staff safe.

## Clothing

The children should come to nursery in comfortable play clothes, preferably a few thin layers so they can be comfortable both inside and out. Some of the activities can be quite messy and although we wear aprons, accidents do happen, so old clothes are best! Please also provide a change of clothes for your child to be kept at nursery and a pair of named gym shoes to change into for inside play.

We encourage the children to be as independent as possible so please dress them in clothes and shoes that are easy to do up and in which they can move freely when involved in energetic play.

Please ensure your child brings a jacket each day as we try to go outside most days. We have a range of sizes of wellies and all in one waterproof suits available so we can enjoy outside play whatever the weather.

## **Open Days and Parent's Meetings**

You are encouraged to access your child's online learning profile using Seesaw.

We would also encourage you to let us know of developments your child is making outside nursery – this helps us build up a clearer picture of the children and helps us plan their time at nursery more effectively. We want to help celebrate their achievements.

You are welcome to speak to a member of staff at any time if you have concerns about your child's development or if you wish to share information about your child with us. If you wish to speak with a member of staff please just ask.

We offer parent appointments usually in the Spring term, this will give you the opportunity to speak to nursery staff about your child's time at nursery.

## **PEEP Sessions**

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

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

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

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

**peep** supporting parents and  
children to learn together

### **Transition to Nursery**

We feel it is very important to make the transition from home to nursery as smooth and easy as possible for both children and parents as they reach this important time.

Prior to starting nursery all new children are invited for an induction session to meet with staff and children and become familiar with our environment.

We welcome parents and carers being involved in the 'settling-in' period which may vary for each child. Initially you may wish to stay and support your child for a short time building up to a gradual separation.

Please take advantage of our open door policy during the time your child attends Park nursery. Share your child's experiences with us, telling us about the things they are doing at home and the progress they are making. Also, let us know about things which may be troubling them or changes that are happening at home, as all of this can have an impact on how they cope at nursery.

### **Transition from Nursery to Primary 1**

The nursery is very much part of the whole school and during their time at nursery the children have many opportunities to become used to the whole school building, the playground and the wider school community.

Before they go to school, we begin to prepare the children for the move into Primary 1, aiming to make the transition as smooth as possible. Children are all assigned a buddy of their own, a pupil who will be in P7 when they are in P1 and who will help them as they get used to the playground and familiar with the main school building. There are a variety of opportunities for children to become familiar with the staff they will meet in P1. This can be both in the nursery and in the primary one classroom. There is also the opportunity for the children to join a number of lower school activities such as Reward Services, Assemblies and playtime.

Primary 1 staff spend time with the children in the nursery in the final term so that they can begin to get to know and work with them in a place where the children are already very comfortable.

Primary 1 staff are provided with a snapshot of your child's learning progress including their developmental overviews. This ensures a continuity of learning and allows Primary 1 staff to plan for your child's entry to school.

## **Term Dates 2022/23**

	<b>School Opens</b>	<b>School Closes</b>
Term 1	15 <sup>th</sup> August 2023	6 <sup>th</sup> October 2023
Term 2	23 <sup>rd</sup> October 2023	22 <sup>nd</sup> December 2023
Term 3	8 <sup>th</sup> January 2024	28 <sup>th</sup> March 2024
Term 4	15 <sup>th</sup> April 2024	27 <sup>th</sup> June 2024

**February Long Weekend:** 19th and 20th February 2024

**May Day Holiday:** 6th May 2024

**In addition, there will be in-service closure days when the school will be closed to pupils.**

**These are:** 14th August 2023, 11th September 2023, 12th September 2023, 21<sup>st</sup> February 2024 and Thursday 2<sup>nd</sup> May 2024.



## **Admission and Enrolment**

Children are eligible to receive a funded place in nursery in the term the week after they have reached their third birthday. However parents may choose to pay for nursery provision from the week after their child's third birthday until they become eligible for Highland Council's funding

We offer a flexibility model at Park Nursery where parents can choose their government funded hours anytime between the hours of 8am-6pm Monday – Friday.

## **Drop Off and Collecting**

All children must be dropped off and collected by a responsible adult over the age of 16 years old. To ensure your child's safety ELCC staff must be informed if another adult is collecting your child. This should be recorded on the sign-in sheet on arrival into the Nursery.

If you wish to drive to school you are permitted to park in the car park beside the Football Club which can be accessed via Davidson Drive. Please be aware that this is a narrow entrance and we would ask that parents drive slowly to keep children and parents safe.

## **When to Keep your Child at Home**

It is always a difficult decision to keep your child off nursery due to ill health. Often the children want to come anyway. However, it is important that children do not come if they are unwell. Infections spread easily in a nursery setting to both the other children and the staff! This is particularly important if they have been sick or have diarrhoea. Children who have been suffering from sickness and /or diarrhoea should remain off nursery for **48 hours after the symptoms have stopped**.

There are more opportunities for your child to come in to contact with infections once they start nursery. If your child has missed any vaccinations, it is never too late to have these done. Simply contact your GP or health visitor for more information and advice.

## **Informing the Nursery of your Child's Absence**

If your child is unwell, it is very important that you contact the nursery on the first day of absence to inform staff, preferably before the start of the nursery session. This can be done by phone on the following number:

01349 852037

If you know your child is going to be absent for other reasons please inform the staff in advance of the absence. This policy ensures the welfare of all children in our care. If we do not hear from you and your child does not attend we will contact you to ensure all is well



If your child becomes ill or has an accident while attending nursery we will contact you immediately by phone. If we cannot contact you we will ring your emergency contact number. Please remember to tell nursery staff if your mobile number or emergency contact number changes.

### **Nursery Closure and Bad Weather**

In the event of Adverse Weather we ask that you check all of the following for information first; please do not phone the school office as the first option. If we are to close during the school day we will notify all main contacts by the school SMS service.

\*You can call the Highland Council telephone number

**0800 564 2272**

Enter the school's own pin number when prompted

04 2770

Please check:

\* Highland Council website <https://www.highland.gov.uk/schoolclosures>

\* School web site [parkprimary.wordpress.com](http://parkprimary.wordpress.com) for regular updates.

Moray Firth Radio [www.mfr.co.uk](http://www.mfr.co.uk)

Local news on the hour 6am – 6pm carries local information on weather, roads and conditions affecting schools. In severe conditions normal programmes will be interrupted more frequently to carry emergency bulletins.

## **Inspection and Quality Assurance**

In the nursery we are committed to providing the best possible environment for your children to grow and develop. We constantly review our practice and policies and are inspected regularly by the Care Inspectorate and by Education Scotland (Her Majesty's Inspectors of Education). We always keep parents fully informed of the inspection process.

If you need to contact the Care Inspectorate the address is:

1st Floor  
Castle House  
Fairways Business Park  
Inverness  
IV2 6AA  
Tel: 01463 227630

The Care Inspectorate (CI) is a national body with statutory powers which took over the role of the Care Commission on 1st April 2011. CI has responsibility for the regulation of care services in Scotland, including nursery provision.

A set of care standards, the National Care Standards, has been drawn up and a representative of the regulator will visit the Nursery to look at some of these standards. CI has also set up a system for users and staff to express any concerns or complaints. Details of how to use this service can be found in a leaflet on our Nursery Notice Board.

## **Child Protection**

From time to time incidents within the nursery setting which cause concern and could indicate that a child is suffering from some form of abuse.

In the terms of Highland Council Protection Committee Inter-agency Protection Guidelines, Education Service staff have to report incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

Confidentiality is superseded by the Council's Protection Guidelines. All agencies involved in child protection regard the welfare of children as paramount and this will be their priority. A copy of the Child Protection Policy is available, on request, from the Head Teacher.

More information about Child Protection procedures within Highland can be obtained from the Child Protection Development Officer, Highland Council Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN, Telephone Number 01463 703843.

### **What to do if Something goes Wrong**

We hope that the time that your child is in nursery is a positive and happy experience for both you and your child. We welcome suggestions and comments from parents at any time.

We are aware that difficulties can arise from time to time. Please speak to a member of staff as soon as possible if there is a problem. We operate an open door policy so there is an opportunity to chat informally as you bring your child to nursery. If you need to speak in private, just let a member of staff know and an appointment can be arranged with either a member of staff, the childcare manager or the Head Teacher. We can then work together to resolve any small difficulties quickly. We have a range of policies, including a Comments and Complaints Policy, which underpin our practice in the nursery. Copies of these can be found in the Nursery Policy Folder in the information section in the nursery cloakroom.

### **Getting it Right for Every Child (GIRFEC)**

The Nursery works closely with other agencies. The aim is to ensure that we have the right services for your child at the right time.

We have a Link Health Visitor who visits the Nursery. Her main role is to offer advice on children's development and to be the lead person if your child requires any extra support. She will also liaise with your own Family Health Visitor.

You can make contact with the Nursery Link Health Visitor by phoning the Public Health Nursing/ Health Visiting Team at Osprey House, Alness on Telephone 01349 886912. If your child would benefit from help from other agencies, you will usually be asked for permission so that relevant information can be shared.

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

### **Equal Opportunities**

The Nursery will ensure that no child is excluded or disadvantaged because of his/her ethnicity, religion, culture, family background, disability, gender, home language, Additional Support Needs or ability. The Nursery will ensure that all children feel secure, included and valued.

### **Race Equality**

The Nursery is committed to helping children gain a better understanding of the world around them. Multi-cultural and anti-racist dimensions to the children's learning are sought and promoted to further this commitment. Racism has no place in the Nursery and staff work to actively promote attitudes which are not discriminatory.

***Disclaimer: Whilst the information in this handbook is considered to be true and correct at the date of publication, changes in circumstances after the time of publication may impact on the accuracy of the information.***