

# Caol Nursery Handbook



## 2023-2024

Caol Primary School,  
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Right	C	hoices
Fun	A	ctivities
Many	O	pportunities
Everyone	L	earning





Dear Parents/Carers,

We warmly welcome you and your child to Caol Nursery and our school community.

Our campus is a new, purpose-built learning environment and we look forward to working in partnership with you to ensure that this important stage in your child's development is full of experiences and activities to allow him/her to develop their full potential.

In Nursery, our children learn predominantly through play. This provides a developmentally appropriate means of learning about the world around them while fostering the four capacities of Curriculum for Excellence – to be Successful Learners, Effective Contributors, Confident Individuals and Responsible Citizens.

The purpose of this handbook is to provide you with some details and information which should be helpful to you as your child enters the nursery. We have an open-door policy where parents are always made to feel welcome and listened to. If you have any queries that this booklet doesn't cover, please do contact us at any time and a member of our team will be happy to help you.

Yours sincerely,

Kerry Lamont

*Depute Head Teacher*





## Vision Values and Aims

**The Vision:** Team Caol is always Safe, Respectful & Ready!

**The Values:**

Right	<b>C</b>	hoices
Fun	<b>A</b>	ctivities
Many	<b>O</b>	pportunities
Everyone	<b>L</b>	earning

### Aims

The aims of Caol Nursery are to

- Provide a challenging, stimulating learning environment which encourages every child to develop his/her curiosity, inquiry, creativity and communication skills while ensuring every child is safe, healthy, achieving, nurtured, active, respected, responsible and involved.
- Foster a welcoming atmosphere where parents/carers can approach staff on any matter of concern and develop parental/carer engagement in their child(ren)'s learning and in our school community.
- Maintain and improve effective links with our children's families, our school community, other Early Learning and Childcare Centres, the Health Visitor and associated health professionals.
- Provide high quality learning by ensuring our staff are well qualified and up to date with relevant knowledge and skills through training and collaboration.
- Provide a high quality service underpinned by 'How Good Is Our Early Learning and Childcare?', Health and Social Care Standards, Curriculum for Excellence and 'Building The Ambition.'
- Ensure there is provision for indoor and outdoor learning.





## **Staff, Opening Times and Term Dates**

### **Staff**

Head teacher: Mrs Sharon MacDonald

Depute head teacher: Mrs Kerry Lamont

Principal teacher: Mrs Lynne Smith

Senior Early Years Practitioner: Mrs Sandra McElhinney

Early Years Practitioners: Mrs Claire MacDonald  
Mrs Aimee Luxton  
Miss Shona MacGillivray  
Mrs Maryann MacIsaac  
Miss Kimberlee McAllister  
Mrs Pamela Moan  
Miss Katyann Watson

Pupil Support Worker Mrs Codie Fraser

Pupil Support Assistants Miss Emma MacKay  
Mrs Natalia Kasina

### **Nursery Times**

Our nursery is currently open from 8:30am – 3:30pm in school term-time.

**Term Dates 2023/24** (You can find school holidays calendars online: [Here](#))

#### **Nursery Opens**

15 August 2023

23 October 2023

08 January 2024

15 April 2024

- Mid term break

#### **Nursery Closes**

06 October 2023

22 December 2023

28 March 2024

27 June 2024

19 and 20 February 2024

#### **Public holidays**

- May Day

06 May 2024

#### **In-service days**

- 14 August 2023
- 11 September 2023
- 12 September 2023
- 21 February 2024
- 02 May 2024

## Setting, Curriculum and Learning through play at Caol Nursery

Caol Nursery is situated in its own wing on the ground floor of Caol Primary School near to our Primary 1 classroom. It has its own entrance, a private outdoor play area and secure garden area. We have two nursery playrooms, both with easy access to the outdoor play area. We have the capacity for 60 children within our setting at any one time. Our staff ratio is 1 Early Years Practitioner to 8 pupils.

### **Curriculum - What do children learn in Nursery?**

We aim to:

“Provide learning and teaching opportunities that follow the 3 to 18 national guidelines through the principles of 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 pupil's needs.” *Curriculum for Excellence, Building the Curriculum*



In Nursery, our children learn predominantly through play. This provides a developmentally appropriate means of learning about the world around them by

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



Our staff are trained to develop and broaden the range of children's learning experiences to leave them confident, eager and enthusiastic learners looking forward to starting school. We aim to produce well-rounded, articulate children by providing a balanced curriculum covering all aspects of their development - social, emotional, physical and intellectual.

This encompasses the four capacities of Curriculum for Excellence:

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



Our curriculum includes 8 key areas:

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



You can find out more about CfE Early Level on the ParentZone website: [Here](#)

Listed below is a selection of the wide range of resources/experiences on offer to the children:

- Sand, water and messy play with a range of materials
- Imaginative play and role play opportunities
- Baking, cooking and experiencing different tastes to promote healthy eating
- Painting and modelling with junk, playdough, clay, etc.
- Cutting, glueing and mark-making
- Jigsaws and board games
- Construction toys e.g. indoor and outdoor blocks, Lego, Duplo, etc.
- Computer activities and programmable toys e.g. BeeBot, remote control gadgets
- Outdoor experiences in the school grounds e.g. investigating and exploring in the nursery garden
- A wide selection of loose parts- both inside and outside



Children will also be given regular opportunities to: -

- Sing and participate in musical experiences
- Listen to stories, rhymes and poems
- Visit their local environment including the shore, wider school playgrounds, shops, library, etc.





- Care for plants and animals
- Enjoy energetic play in the school gym, assembly room and outdoors
- Meet visitors to the school e.g. Oral Hygienist, Health Visitor, Policemen, Entertainers, Countryside Ranger, etc.
- Make choices and decisions and lead their own learning
- Learn through real life contexts and develop life skills and independence
- Reflect on their own learning
- Learn to 'manage risks' in their play.



### **Outdoor Play**

"There is a growing body of research that shows that young children's access to nature and outdoor play is positively associated with improved self-esteem, physical health, development of language skills and disposition to learning."  
(My World Outdoors – Care Inspectorate 2016)

In Caol Nursery, we provide opportunities for the children to have regular access to play experiences outdoors. Our nursery outdoor space includes a mud kitchen, a loose parts area, a climbing area, wheeled toys, spaces for planting, an outdoor



stage, etc. The children have opportunities to be creative, use their imagination, problem solve, manage risk, negotiate, cooperate and communicate.



Nursery and Primary 1 share the same experiences and outcomes from the early level of Curriculum for Excellence, albeit differentiated to meet, challenge and extend children as appropriate.

### **Links to websites for parent information and support:**

For information and ideas about how to support your child's learning and development at home, please visit

Highland's Bumps2Bairns website: <https://bumps2bairns.com/>

Parent Zone- <https://parentzone.org.uk/>

Parentline: <https://www.children1st.org.uk/help-for-families/parentline-scotland/>



## A typical day at Cool Nursery



### Arrival

On arrival, you will be met and welcomed by a member of our nursery team at the main entrance. Each child has their own coat peg in the nursery corridor, identified by their name/picture and outdoor jackets can be hung up there. There is also a storage area where your child's indoor shoes can be kept. It is helpful to have a complete change of clothing kept in a bag on your child's peg in case of accidents. **It is expected that a responsible adult will bring and collect your child. Nursery staff must be informed if someone else is bringing your child to Nursery, or collecting your child at the end of the session.** Nursery staff are available to parents/carers if you want to share any concerns or information.



### Soft Start

On entry to the playroom, your child will be welcomed by our staff, then self-register and choose their own lunch. You will be asked to pre-select your child's lunch choices for each week, in advance, just in case, but we also like to encourage independence by allowing them to make a choice. The children can then choose where to play while other children arrive. At this time children stay in their own play room. Parents usually say their goodbyes at the door but we may invite you in to help your child settle, if necessary.



### Circle Time

Once all the children are in, we have a short Circle Time to welcome everyone and discuss our topic, any news or events and the session's choice of free-play activities.



### Learning through Play

For most of the day, the children have the freedom to choose from a wide range of play experiences in either of our two playrooms and outdoors. During free flow times, pupils go where they wish, we use the outdoor space or corridor to flow between rooms.



The following experiences are regularly on offer:

- Sand/water play
- Outdoor play
- Craft, Painting, art
- Music and musical toys

- Sensory play
- Messy play
- Drawing/mark making
- Book corner
- Role play area and dressing up
- Construction toys
- Small world toys
- Smartboard/computer
- Technology toys
- Jigsaws and puzzles

### **Snack Time**



Snack time is an excellent opportunity for the children to learn good social skills and behaviours associated with eating and drinking e.g. chatting to other children and adults, developing good table manners, learning to use cutlery, offering and sharing food, learning to respect others and tasting and trying foods from different cultures.

Children are encouraged to sample a wide range of foods, with fresh fruit and milk or water offered daily. Children are encouraged to be as independent as possible, e.g. by serving, pouring, spreading, cutting, sharing and tidying away. The menu is shared with parents on the Parents' Noticeboard and on Google Classroom, and a copy of our Healthy Eating Policy is readily available in our Policies Folder. We also ensure the children have the opportunity to regularly prepare and cook food.

There is no charge for Nursery and Snack. **However**, we do involve the children in a fundraising event and we may use some of the proceeds to buy foods, snacks and items for baking etc.



### **Lunch time**

Our nursery children eat lunch at 11:30am-12:30pm in our school canteen. All of our pupils are entitled to a free lunch in the school canteen. Families may also opt to provide a packed lunch for their child, but we will still offer them a school meal too. Again, we encourage pupils to make decisions and be as independent as possible at lunchtime. More information about our nursery lunches will be shared with families after enrolment and menus are shared with parents as they are updated, usually one a term.



### **Tooth brushing Routine**

As we are a Health Promoting Nursery, the children sometimes participate in tooth brushing after snack. Our staff team liaise with our local ChildSmile team to facilitate toothbrushing. Toothbrushing usually begins later in the academic year after parents have received information about the scheme.

### **Physical Play**

We provide opportunities for daily physical play indoors and outdoors. This can take place in our school gym hall, assembly room, in the nursery outdoor area, the school playground or at the school MUGA. We also go for walks regularly in our local community.



### **Group Activity**

The children have the opportunity to participate in a group activity which can include story time, drama, active games, music and movement, rhymes and singing.



### **End of the Play Session**

The children are encouraged to tidy away the toys and games in preparation for going home. This is a very important skill and develops independence and organisation skills. The children gather together to share their learning, successes and ideas for the following day's session.

**As the children become more familiar with the nursery routine, we encourage them to be increasingly independent with changing jackets, shoes and self-registration.**





## What to wear and bring to Nursery



### Clothing

Please ensure your child is dressed in comfortable, easy fitting clothes which do not hinder their ability to go to the toilet. Often children can become upset if they are unable to undo buttons or belts at the waist, so we encourage you to practise this at home with your child. It's best to avoid jeans, all-in-one suits and dungarees until your child can manage them independently. There are school sweatshirts available to buy from our school office if parents wish.



We encourage the children to be as independent as possible, but understand that accidents can happen. Therefore, we encourage parents to provide a change of clothes which can be left in a bag on your child's coat peg.

**Please ensure all jackets, shoes, wellies, etc. are labelled with your child's name.**



### Footwear

For hygiene, we change out of our outdoor shoes and change into indoor shoes while in the playroom. We recommend slip on or Velcro fastening plimsolls. Flip-flops, slippers and heavy trainers are not suitable.

Both indoor and outdoor shoes should be clearly labelled.



### Outdoor Play

Outdoor Play is a regular and vital feature of your child's experiences at nursery. Therefore, your child will need a suitable outdoor jacket for the weather (e.g. waterproof, warm) and appropriate footwear. The Nursery also has outdoor playsuits and boots provided by the council. In winter, the children will need a hat, scarf and gloves to keep warm.





In summer, on our rare sunny days, the children will need a sun hat and sun cream.

To summarise, your child will need:

- Comfortable, easy fitting clothes
- Indoor shoes
- Jacket and outdoor footwear appropriate for the weather
- A change of clothes which can be left on his/her coat peg
- All clothing and footwear labelled

## **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 during their play. Experiences are planned around these findings to support and extend the learning for the child. We plan using Floor Books, Responsive Planning Sheets and the Early Level Literacy and Numeracy progressions. We record progress against Early Level Es and Os.

Integral to daily practice is the celebration of children's individual achievements. This is done in many ways – through regular praise, taking photographs, Google Classroom posts, recording children's thoughts, ideas and key learning observations in our Learning Profiles. Evidence is built up over the year with the child through the child's 'Learning Profile' document which is very much 'owned' by the child in partnership with the Parent/Carer. The child's 'Key Worker' will support the child in his 'Learning Profile' and share this with parents digitally each term.

Your child's Learning Profile will be passed on to the Primary 1 teacher at the end of the school year. This will aid the transition process from Nursery to Primary 1.

There will be on-going opportunities for parents to share in their child's 'Learning Profile'. Early in the session, parents are invited to an information session at the nursery when the operational details of our planning and assessment are outlined and discussed. Alongside daily contacts, there are also two formal 'Reporting to Parents' at the nursery in November and May. At the end of the academic year, you will also receive a written report about



your child's development in Literacy and English, Numeracy and Health and Wellbeing.

A copy of the Highland Council's Planning and Assessment Guidance is available on request. It is used as an aid in taking forward the children's interests to extend their development and learning. Staff will display a copy of the weekly plan on the notice board in the corridor, and we welcome parental input at any time. (We have a suggestion box with paper and pens for this purpose).

We also run Stay and Play sessions where parents are invited in for part of a session to play with their child within the nursery setting.

### Attendance and Absence

We strongly encourage parents to ensure that their child attends Nursery on a daily basis. This ensures that the child settles into a regular school routine and enjoys a continuity of experience. In line with Highland Council recommendations, it is important that you let us know if your child is likely to be absent from Nursery. Please telephone the school absence line and leave us a message to let us know the reason for your child's absence.

- **The absence line number is: 01397709656.** Alternatively, if you need to speak to us, please call the school office- 01397 703366

### Child Protection

Caol Nursery follows the national strategy known as "Getting It Right for Every Child" (GIRFEC). Getting It Right places children's and young people's needs first, and provides coordinated help where this is required.

Services involved include 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 fully aware of their role in supporting children.

Further information about Child Protection Procedures can be obtained from the Child Protection Development Officer –

Mrs. Eliz MacKintosh: [Eliz.mackintosh@highland.gov.uk](mailto:Eliz.mackintosh@highland.gov.uk)

A copy of our Child Protection Policy is available in the Nursery Policy Folder which is available for parents to view.







## **Emergency Closures and Adverse Weather arrangements**

In the event of severe weather conditions, parents should make the decision on whether or not, to send their child to nursery. You can access the Highland Council website to check for school closures on [www.highland.gov.uk](http://www.highland.gov.uk)

You can also telephone the PIN number system 0800 564 2272 (SCHOOL PIN number 04 1650) which will be updated as soon as possible to let you know if the school is closed.

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.

## **Emergency Contacts**

When you enrol your child you will be asked to provide us with the name, address and telephone number of a contact person in case of emergency. It is essential that this information is kept up to date, as we need to contact you should your child become ill while at nursery. Please let us know if you change any contact details, or if there is a change to your emergency contact's details

## **Excursions and Consent**

Visits beyond the school grounds are an important aspect of a child's education and once the children are settled, we take children to local places of interest throughout the year e.g. shore, shops, library, etc. At the beginning of the session you will be asked to sign a consent form giving your permission to cover all local area visits. If the children are to be taken on an excursion outside our local area, you will be informed in advance by letter. Staff will also undertake a Risk Assessment prior to the visit in accordance with our Policy on School Outings.

## **Health Care and Illnesses**

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, food intolerances, etc. – and of any changes that might occur during the year in



order that we can update records as appropriate.

In the event of illness occurring or an accident happening during nursery hours, parents will be informed as soon as possible.

If your child has been ill (vomiting) and/or is suffering from diarrhoea, he/she should not attend Nursery until 48 hours after symptoms have ceased.

### **Administration of Medication**

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

If your child needs to have medication during their time at nursery, please contact a member of our nursery team who will share our Administration of Medication Form and Policy with you. Any changes need to be communicated with us quickly so we can update their Personal Care Plan.

### **Liaison with Outside Agencies**

The Nursery works in partnership with a range of support agencies as appropriate to meet the needs of children. We have visits from time to time from the Speech and Language Therapist, the Pre-School Home Visiting Teacher, the 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 may have a concern about their child's development or learning can also ask for a referral to be made.

### **Minor Accidents and Upsets**

You will be informed when you collect your child of any minor accidents in which he/she may have been involved. Such rare incidents are also recorded in our accident book.

Your child does not have to be toilet trained to enrol in nursery. If your child has difficulty with toileting, please inform us to save them becoming distressed or embarrassed. We encourage parents to provide a complete change of clothes, with nappies or pull ups and wipes if required. Your child's change of clothing can be left in a bag on their coat peg.

## **Parental Involvement**

We respect, understand and value the contribution parents make towards their child's learning and we aim to keep parents up to date with nursery developments and share information regarding your child's progress.

Throughout the academic year, there are opportunities for parents to help out on nursery trips or come into the playroom to read a story. We are always looking for visitors to come along and share their expertise and knowledge with the children, so if you can help out in any way, please let us know.



## **Photographs**

Our staff take photographs of various activities in the nursery. These photographs are displayed in the nursery displays, notice boards, nursery corridor, and provide evidence of children's achievements and interests in their Learning Profile folders. We post photos on our private Google Classroom and our staff will try to update you with photos of your child on a weekly basis. We ask for your permission to take and share photos in our 'Starting Nursery- Personal Planning Survey', which we update every six months.



## **Visitors to the Nursery**

We encourage visitors to the Nursery to extend the children's interest and learning. This might include local health visitors, emergency service workers, the school dentist, the oral hygienist, musicians, countryside rangers, etc.

Parents are welcome to contribute their skills – please don't be shy. We invite families in for a 'Stay, Play and Learn' session each term and love to invite you in to share special events and occasions together too!







## **Caol Nursery Policies**

A full set of our Nursery Policies is available for parents.

Parents are welcome to access the policies at any time.

The policies are kept in the Policies Folder at the nursery reception area.

They are subject to review and updating on a phased basis over a number of sessions.

### **Contents of Nursery Policy Folder:**

- Additional Needs Policy
- Administration of Medicines
- Animals in the Nursery
- Behaviour Management
- Child Protection
- Comments and Complaints
- Confidentiality
- Curriculum
- Equal Opportunities
- Health and Safety
- Healthy Eating
- Infection Control
- Intimate Care
- No Smoking
- Parental Involvement
- Race Equality
- Settling In
- Toileting and Changing
- Transition
- Volunteers and Students
- Whistleblowing -



## Some recent feedback from our families

Our families' views are very important to us. We work very hard to ensure we provide the best possible service and we ask for their feedback frequently, in a number of ways.

Here are some comments we've received from our families.

"I'm happy with the way the nursery is so welcoming to me and my child. It's also bright and colourful and my child always looks forward to coming in"

"I am happy with how quickly my daughter has settled into nursery and how comfortable she is going, how well she gets on with all her teachers and she talks about them a lot at home. She really enjoys going out on walks, drawing, painting and playing with other kids"

"Very happy with the interior and outdoor setting. My son is very comfortable playing outside which is great"

"My daughter just loves coming to nursery and being able to learn lots of things with her peers. She really enjoys spending time with her peers and teachers. She always says she has a good day"

"I'm happy with the nursery setting/staff, my daughter absolutely loves nursery and everyone there, which makes me happy!"

"Lovely atmosphere, kids and staff always seem happy. My son can't wait to get into nursery. Most days he wants to stay longer"

"Thanks to all of you for your hard work. My son enjoys nursery, and this is the most important thing and he likes to play outside in the garden"

"Happy with routine, meal menus, the learning curriculum and the outdoor walks"



## **Suggestions and Complaints**

We are always keen to maintain and improve our nursery. If you have any suggestions to make about our service, please contact the Nursery Staff in the first instance. Similarly, if you have a complaint about any aspect of the nursery, you should contact the Head Teacher.

If you feel your complaint has not been satisfactorily resolved, please contact

The Care Inspectorate, (Head Quarters) Compass House,  
11 Riverside Drive,  
Dundee  
DD1 4NY  
Tel: 01382 207 100

The Care Inspectorate, (Local Address) 1<sup>st</sup> Floor,  
Castle House,  
Fairways Business Park,  
Inverness  
IV2 6AA  
Tel: 01463 227 630

*The details in this brochure were correct at the time of printing. Any changes to these arrangements will be communicated to parents / carers in our regular newsletters.*