

Dear Parent/Carer

WELCOME TO TAIN NURSERY, at Craighill Primary School.

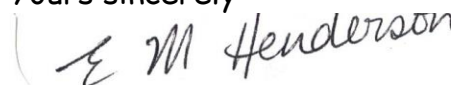
We hope very much that you and your child will enjoy your time with us in Nursery.

Your child is at a very crucial stage in their development and it is accepted that children learn more rapidly in their first years of life than at any other time, therefore it is really important that children are given every opportunity to fulfil their potential. As a parent/carer you play a vitally important part in the process and know your child well. We hope to play our part by treating your child as an individual and supporting them in a variety of opportunities, experiences and activities which are designed to follow their interests and further their development.

We hope that your child finds out that learning can be an enjoyable and worthwhile process.

This prospectus is intended to give you information about Nursery however please feel free to get in contact with us with any questions or for further information.

Yours sincerely



Eileen Henderson
Headteacher
Ceannard na Sgoile

01862 892663 email - craighill.primary@highland.gov.uk

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.
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Staff

Early Years' Practitioners	Miss K Bain Mrs B Cattanach Mrs M McDermid Mrs E More
Support Worker	Mrs. K Simpson
Headteacher	Mrs E Henderson
Depute Headteacher	Mrs J Robertson (with responsibility for Nursery)

Nursery Aims

The main aim of Tain Nursery is to provide a safe, stimulating and caring environment in which children can feel happy and secure.

We aim to:

- encourage the emotional, social, physical, creative and intellectual development of the children in our care
- promote the welfare of children of our care
- encourage positive attitudes to self and others, and develop confidence and self-esteem
- create opportunities for child-initiated learning through play
- plan activities and experiences based around 'Curriculum for Excellence' and 'Realising the ambition'
- encourage children to explore, appreciate and respect their environment
- provide opportunities to stimulate interest and imagination
- extend children's abilities to communicate ideas and feelings in a variety of ways
- provide for equality of opportunity for all staff and children irrespective of gender, creed, race, colour or ethnic origin and to tackle racial discrimination and promote good race relations
- work in partnership with parents and the wider community to enhance the quality of the children's learning and welfare
- pursue the Personal and Professional Development of all staff according to identified needs
- work with partner agencies to meet the needs of the whole child in order that we 'Get It Right For Every Child'
- promote a healthy lifestyle among our staff and pupils
- meet the Health and Social Care Standards
- regularly evaluate provision

A set of core values underpins everything we do in Tain Nursery.

These values are:

- Honesty
- Respect
- Good Manners
- Kindness
- Fairness

General Information

Nursery Hours

Applications for enrolment take place in February each year for the following session (August-June) and places are allocated according to Highland Council criteria and procedures.

Eligible children will be offered 30 hours of Nursery provision. At Tain nursery this is 9am – 3pm Monday to Friday from the term following their 3rd birthday.

We work in partnership with other Early Learning and Childcare settings, if parents wish to use their allowance over more than one setting.

All children must be brought to the Nursery and collected by an adult known to the child.

Term Times and Holiday Dates

Open		Close	
Tues	15 Aug 2023	Fri	6 Oct 2023
Mon	23 Oct 2023	Fri	22 Dec 2023
Mon	8 Jan 2024	Thurs	31 March 2024
Tues	15 Apr 2024	Thurs	27 June 2024



Casual Holidays:

Mon 19 Feb and Tues 20 Feb 2024

Mon 6 May 2024

In Service Days:

Monday 14 August 2023

Mon 11 and Tues 12 Sept 2023

Wed 21 Feb 2024

Thurs 2 May 2024

(These dates may change at the discretion of Highland Council)

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

Clothing

All children must bring a pair of suitable indoor shoes. As much time is spent outside, warm and waterproof clothes and shoes/boots are a must as well as sun hats when the weather dictates! It would be appreciated by all the staff if clothes and footwear are easy to get on and off.

A spare set of clothing should be kept in nursery for changing into if wet etc. Please make sure that all the children's shoes and clothes are labelled clearly.

Transition Between Home and Nursery

Transitions occur throughout early childhood. They occur at different times as a young child moves from home to an early years setting, from one early years setting eg childminder or grandparent to a different one and when a child moves from an early years setting to primary school. Some children may experience a wide range of transitions, even within a single day.

The key to smooth transitions for children is effective communication between child, parents and staff and the creation of a positive and supportive climate for both the parent and the child. From home to early years setting, communication needs to be two-way with staff informing parents about expectations, but also listening carefully to parents' concerns and hopes for their children.

It follows, therefore, that transition between home and nursery is a vital point in a child's life. Many children, however, have had significant experiences away from their immediate family:

- with relatives
- with friends and neighbours
- in parent and toddler groups
- in playgroups
- in day care facilities
- with childminders

Not all children, therefore, require a prolonged "settling-in" period at nursery. The needs of children who are returning to nursery after a long holiday and the needs of new children will vary.

Food

Children are offered a snack every morning and lunch is included for those in nursery for 4 hours – generally between 12 and 1PM.

Snack and meal times provide clear structure and rhythm to the day. Such times are of particular importance to children as they mark the passing of time in a predictable and reassuring way.

We support children to have positive eating experiences and enjoy well-balanced, nutritious food ensuring that:

- all meals and snacks provided are nutritious, avoiding large quantities of fat, sugar, salt, additives, preservatives and colourings
- fruit and/or vegetable servings are offered at both snack and lunchtimes
- individual medical and personal dietary requirements are respected
- menus are planned in advance and food offered is fresh, wholesome and balanced
- a multi-cultural diet is offered to ensure that children from all backgrounds encounter familiar tastes and that all children have the opportunity to try unfamiliar foods

- the dietary rules of religious groups, vegetarians/vegans are known and met in appropriate ways
- milk provided for children is semi-skimmed and pasteurised

The Healthy Eating policy and menus are shared with parents.

The eating and drinking elements of the Health and Social Care Standards can be found under Standard 1: I experience high quality care and support that is right for me.

1.33 I can choose suitably presented and healthy meals and snacks, including fresh fruit and vegetables, and participate in menu planning.

1.35 I can enjoy unhurried snack and meal times in as relaxed an atmosphere as possible.

1.37 My meals and snacks meet my cultural and dietary needs, beliefs and preferences.

1.39 I can drink fresh water at all times.

The children are encouraged to prepare some of the snack themselves under adult supervision.

A clean water bottle should be brought to nursery every day.

Absences

Please let the Nursery know by phoning the school, if your child is unable to attend Nursery that day. We look to understand why a child is off as soon as we can.

Illness

If your child becomes ill, or has an accident while attending Nursery we will contact you on the telephone numbers provided. If there is no reply we will phone your emergency contact.

Parents are asked to keep their children at home if they have any infection or are unwell. It is Highland Council policy that any child who has been vomiting or had diarrhoea wait until **at least 48 hours** has elapsed since the last attack before returning to nursery.

Is your child up-to-date with their vaccinations?

Children receiving out-of-home care, including at nursery and playgroup, have more opportunities to come into contact with infections, so it is especially important to make sure that they have had all the vaccinations due.

It is never too late to have your child immunised. If they have missed one, you don't have to start the course from the beginning again. Contact your health visitor/GP for further advice.

Health Care

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government. <https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/>

This guidance is based on a number of common principles that will be consistently applied when identifying, supporting and reviewing the healthcare needs of children and young people in Highland schools to enable them to make the most of their learning.

Under Article 24 of the United Nations Convention on the Rights of the Child, all children have a right to the highest attainable standard of health and to health care services that help them attain this. Article 7 of the United Nations Convention on the Rights of Persons with Disabilities states that children with disabilities have the right to express their views freely on all matters affecting them. The arrangements for each individual will therefore take account of the health professionals' advice, the pupil's views and, where appropriate, their parent's views.

NHS Highland, Highland Council and school staff will work collaboratively to ensure that pupils receive the service they need in the way most appropriate to their personal circumstances.

We will work with pupils and parents/carers to support the healthcare in our school, making reasonable adjustments that children and young people with healthcare needs might need and require.

Where appropriate, we will make arrangements for staff providing healthcare to pupils to receive appropriate training from a health professional, or other accredited source in the care they are providing.

Assistance with intimate care may be needed by children in any school and this will be provided if required to support these needs quickly and with respect for children's privacy, dignity and rights.

If your child requires medication, please note that this will only be administered by staff when there is clear written guidance from a parent/carers, providing:

- The name of the medicine, the quantity of the medicine to be given, the time it has to be given.
- As far as possible prescriptive medication should be given at home by parents/carers. If it is required to be given in school, the medication should be unopened, clearly marked with the directions from the pharmacist and administered as part of an agreed medical protocol.

Nappy Changing

If your child still wears a nappy and we need to change it during the nursery session we follow the guidelines from Highland Council which can be viewed in the Nursery Policy folder.

Protection of children

From time to time incidents can occur within the school setting which cause concern and could indicate that a pupil is suffering 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.

COPIES OF CHILD PROTECTION POLICY GUIDELINES are available from nursery or online at

http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection

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. Again we will telephone your emergency contact to come and collect your child if there is no reply.

Major Incident in Nursery

If a major incident occurred in the Nursery (e.g. a fire) the children would be evacuated to the area behind the school in order that we can check if all can be accounted for. Everyone would then be taken to Tain Royal Academy to wait for someone to come for them. The Education Office would endeavour to get in touch with parents by telephone. Hopefully, we will not have to face such an event. Fire practices are held at regular intervals.

Arrival and Collection

The parent/carer must accompany the child to the Nursery. On arrival the parent/carer should check in with the member of staff on duty so that an accurate register can be kept. The person collecting the child at the end of the session should be known to the nursery staff as we cannot allow a child to depart with an unknown person. Please inform the member of staff on arrival if there is to be a change to the usual collection procedures. Each child is checked off the register when they depart.

Visits

We believe that taking the children out on a variety of visits, or to varying activities, is a very important aspect of their education and involvement in the local community. We also encourage regular visits from people in the local community and the wider area, to work with and talk to the children. These visits enable the children to become more aware of their environment and of the importance of the roles of the people they meet.

At the beginning of the session we will ask you to sign a consent form to cover all visits within walking distance of the Nursery. If we intend taking the children on a trip requiring transport you will be asked to sign a consent form for that particular trip.

No Smoking

All Highland Council properties and grounds are smoke-free areas with the ban on smoking also applying to e-cigarettes/vapes.

Information on your Child-

Data Protection Legislation

Information on pupils, parent and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by data protection legislation and may only be disclosed in accordance with the codes of practice.

When you enrol your child we will ask you to complete an enrolment form so that we know your address, telephone number, an emergency contact number (in case your child takes ill and we can not contact you) and information about your child's health.

Throughout their time with us we keep a Learning Journey Folder for each child showing the progress and learning they are making in a range of areas eg through photographs, children's comments and observations. This profile, accessed and completed with children will be shared with parents/carers at regular intervals and eventually passed on to the appropriate primary school. We welcome parent's involvement with these folders.

A parent may request to see any information kept on their child at any time.

Parents' Contact Time

During each school year there are a number of opportunities to discuss your child's strengths and development needs with a member of staff. These will be very informal but will be in private so that we can share information with you.

Please do not feel that you have to wait until these times to discuss any worries that you might have. If you have any concerns please feel free to discuss these with a member of staff.

Craighill Parent Council

The school has a Parent Council which meets three times a year and organises a number of fundraising events. Parents at Tain Nursery are part of the Craighill Parent Council. The Nursery staff also occasionally organise fundraising events. The money collected is used to purchase resources for the Nursery, outings and for visiting entertainers such as musicians, storytellers and sports instructors.

Getting it Right for Every Child: Working Together

We work closely with other agencies so that the resources and information we have will bring the most benefit to families.

The aim is to ensure we have the right services for your child at the right time.

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

Our centre's Link health Visitors are Mary MacDonald and Jacqui Logan, **Tel No 01862 894098**

If your child would benefit from help from other agencies, you will usually be asked for permission so that relevant information can be shared. This enables staff to get a rounded picture of your child and means you won't keep being asked for the same information by different people.

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, e.g. child protection issues or emergency medical procedures when parents are not present.

Policies

We have formulated a number of policies covering many aspects of our work in Nursery. These are available for parents to read.

Comments and Complaints

We hope that you and your child will enjoy your time with us at Tain Nursery. Please talk to nursery staff about any concerns or queries you may have. The nursery is registered and regularly inspected by the Care Inspectorate. If you have any concerns regarding the care service you are receiving then please contact the Headteacher or Depute Headteacher first.

The Care Inspectorate

The Care Inspectorate is the national regulator for care services in Scotland. They operate from regional offices and our local office:

**The Care Inspectorate
Scottish Natural Heritage
Great Glen House
Leachkin Road
Inverness
IV3 8NW
Tel: 0245 600 9527**

What do we learn in Nursery?

Tain Nursery works in line with the Scottish Curriculum for Excellence (CfE) Early Level Experiences and Outcome and Realising the Ambition: Being Me – National practice guidance for early years in Scotland.

A typical day in nursery is a busy, enjoyable and valuable experience.

Literacy –

Nursery staff look at the teaching of reading and writing in an informal way. Children become used to seeing their names written and printed on their pictures, coat peg and other labels. Labelling in the nursery, having books for reference and story-telling allow children to become used to the printed word. Through making connections between spoken, written and printed words, children in time develop their readiness to learn to read.

Numeracy –

Opportunities arise for the teaching of numeracy naturally in the daily nursery routine. Children are always sorting, matching, selecting and ordering things as they play with materials such as sand, water, bricks and other loose parts. They also build on early computing skills through using and talking about real cameras, screens/Chrometabs and incorporating (model) mobile phones into their play.

Health and Wellbeing -

Within nursery routines, health and wellbeing is promoted across all activities from infection prevention through washing hands, toilet routines and helping with snack to tooth-brushing, expressing enjoyment during creative activities such as music, movement, singing, dancing and using the outdoors.

Children are encouraged to develop an increasing awareness of what their bodies can do, allowing control and confidence to grow during active and energetic play sessions, including recognising the need for quiet times. Play activities help children develop increasing control of fine movements of their fingers and hands. In turn this will allow them greater opportunities to develop the skills needed to take care of themselves eg washing and dressing.

Knowledge of the world around us –

We help children to become confident and caring towards others and curious about the world around them. This is vital to all other aspects of the children's learning. We build on the language the child has acquired from home and endeavour to extend the range of the child's language experience through listening, talking and early reading and writing skills. Staff are sensitive to individual needs and recognise that young children vary greatly in their language abilities therefore appropriate planning is carried out with Speech and Language service and Additional Support Needs Teacher. It is important to use the child's own interests and knowledge as a starting point for developing learning. Children are encouraged to be curious and ask questions. A range of skills are developed through investigating, observing, questioning, designing and problem solving.

Why do we play in Nursery?

The early years of children's development are very important. We recognise, value and build on the learning that has already taken place within the family and the community. Play is natural to children and valued by Nursery staff as a means of extending children skills, interests and experiences. The Nursery is an environment, both indoors and outside, where play is encouraged and extended by staff working as a team, providing carefully selected materials and equipment.

Play...

- is activity based learning which stimulates the brain and body
- provides pleasure and enjoyment which motivates children to persevere, problem solve and concentrate for longer periods of time
- helps build self-confidence and develops physical, mental and co-ordination skills
- allows children to tackle new experiences in non-threatening situations
- helps children develop their awareness of social interactions and an understanding of how to relate to others
- provides opportunities for sensory experiences which are the foundation of intellectual development
- enables children to mimic adult behaviour and develop an understanding of the skills and knowledge required in the adult world
- provides a wide range of opportunities for developing language and numeracy skills

Profiling and Reporting

We understand that parents and families want to have access to information which allows them to see and understand how their child is progressing, giving them the information they need to help them play a key role in their child's education.

Throughout the year all staff are involved in observing and interacting with children and recording their progress through written observations and building up examples of mark-making and photographs. This information is stored in your child's Learning Journey – a record which captures key stages of their learning and development. You are encouraged to look at this with your child, contribute to it and share the successes. Nursery staff also document children's progress on developmental overviews which are also stored in their Learning Journey folder.

Parents

As a parent you play a vital part in your child's learning process.

Let your child know how much you love them even when they are not achieving all that you wish. This is really important as it helps to develop security and stability in later life.

Try to spend time with them talking about a range of issues and playing various games as this lets your child know that they are really important to you.

If you show an interest in what your child is doing in Nursery it lets them know that you value education.

Encourage your child to share rhymes, songs and stories which they have learned in Nursery with you.

The following websites from the Scottish Government are good sources of advice and information.

<https://education.gov.scot/parentzone/>

<https://www.parentclub.scot>