

Sgoil-àraich a' Phluic – Plockton Nursery



HANDBOOK

Session 2023-2024

Innes Street, Plockton, Ross-Shire, IV52 8TW

Tel: 01599 544 346

Email: plockton.primary@highland.gov.uk

Ms J Scott-Moncrieff - Ceannard/Head Teacher

Miss M Sinclair - Fo-cheannard/Depute Head Teacher (Nursery Manager)

A LETTER FROM THE HEADTEACHER - LITIR BHON CHEANNARD

We look forward to welcoming you and your child/children to Sgoil-Àraich a' Phluic/ Plockton Nursery and hope you all enjoy being part of our school community.

We very much hope that you and your child will enjoy your time at Sgoil-Àraich.

Your child is at a very crucial stage in his/her development. As it is now accepted that children learn more rapidly in the first seven years of life than at any other time. Therefore, it is really important that the children are given every opportunity to fulfil their potential. As a parent you play a vitally important part in the process. As they enter their nursery school they come with a significant background of learning experiences within their family and their friends, neighbours, relatives, and others in the community. Staff in the nursery will want to work in partnership with parents in developing their child's learning. We will promote this partnership by learning about, valuing and building upon the child's learning experiences before and during their pre-school year, leaving them confident, eager and enthusiastic learners who are looking forward to starting school. As staff at Sgoil-àraich we will, therefore, always try to help with any enquiries you have with regard to your child. We in the Sgoil-àraich hope to play our part by treating your child as an individual and offering him/her a variety of experiences and activities which are designed to further the development process.

We hope that your child will find that learning can be an enjoyable and worthwhile process.

This handbook is intended to give you information about the Sgoil -Àraich but please feel free to get in contact with us if there is anything about which you are uncertain.

Dùrachdan

Ms J Scott-Moncrieff

* Whilst information in this handbook is considered to be true and correct at the date of publication – December 2022, changes in circumstances after the time of publication may impact on the accuracy of the information. *

INTRODUCTION



The following information has been compiled for session 2023-24. Any changes which occur will be notified in the school newsletters which are sent out regularly during the school year. We have an open-door ethos and, where possible, your child's Key Worker (EYP) or Miss Sinclair (DHT) will make themselves available. For longer conversations we ask that you request an appointment.

SCHOOL INFORMATION

Address	: Plockton Nursery, : Plockton, : Ross-Shire. : IV52 8TW.
School Telephone No.	: 01599 544346.
Email	: plockton.primary@highland.gov.uk
Nursery Hours	: Monday, Tuesday, Wednesday & Thursday 8.50 am – 3.15 pm :Friday 8.50am-1.10pm
Staff Members	: Ms J Scott-Moncrieff - Head Teacher : Miss Melanie Sinclair - Depute Head Teacher (Nursery Manager) : Miss Karina MacLennan - Nursery Lunch Cover : Mrs Anne MacLeod - Management Time Teacher
Gaelic Nursery	: Ms Eubha MacLennan - Early Years Practitioner : Ms Danielle Jack - Early Years Practitioner
School Clerical Assistant:	: Mrs Mel Thom

Why Choose a Gaelic Medium Nursery?

Research has shown that bilingualism is beneficial for children's development and their future.

Professor Antonella Sorace is Professor of Developmental Linguistics at the University of Edinburgh and is also the Director of Bilingualism Matters, a project which helps more children benefit from bilingualism. Establishing branches of Bilingualism Matters helps parents to make informed choices about the benefits of bilingual education. She believes that in order to bridge the gap it is essential that the correct information about the benefits of bilingualism is disseminated among families, teachers, health professional and policy makers to enable more and more children to grow up bilingual.

Bilingual children understand at an earlier age that other people may have a different perspective from their own so they have awareness of other people's point of view. This advantage comes from children's constant experience of choosing a language on the basis of the person they talk to. Many studies (including our own research) have found that child second language learners can also benefit from the cognitive advantages of bilingualism. People who grow up with more than one language have a range of mental benefits that make them better at learning and more effective at dealing with complex situations. Exposure to another language in the primary school years is more likely to lead to bilingualism than in late adolescent/adult years so the best 'window of opportunity' for becoming fully bilingual is early childhood

<http://www.bilingualism-matters.org.uk/>

<http://www.parant.org.uk/pdfs/fisf.pdf>

Bilingualism gives children a lot more than two languages:-

Social advantages

- access to two cultures
- more tolerance towards/interest in other cultures
- easier to travel, find a job later on, etc.

Linguistic advantages

- early awareness of sounds, words, sentences
- enhanced language learning abilities
- earlier reading

Cognitive advantages

- mental benefits: how children think and use their brain in many situations.

Therefore learning to speak Gaelic is a wonderful opportunity to provide children with the benefits of bilingualism.

AIMS / AMASAN



Sgoil-àraich Aims – We would Like:

- To work together and learn together.
- To make lots of friends and play together.
- To be the best we can be and never give up.
- To use and be part of our community.
- To help everyone to give it a go!

VISION & VALUES/ LEIRSINNEACHD & LUACHAN

Our Vision

'Launching a lifetime of learning'

Our Values

Responsibility – Uallach

Friendship – Cairdeas

Courage – Misneachd

Trust – Earbsa

Determination – Dìongmhaltas

Creativity – Cruthachalachd

ACHEIVEMENT/ SOIRBHEACHAIS

Pupil achievement is marked in a number of ways.

Wider achievements are celebrated in the nursery and on nursery/school displays, in school newsletters and in local newspapers. The nursery also use stickers, certificates, posts on Seesaw and stampers to show something has been achieved.

ADMINISTRATION OF MEDICATIONS/ A' TOIRT SEACHAD LEIGHEIS

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

Staff will only administer medication when there is clear written guidance from the parents. Copies of the required Forms 1a and 1b can be obtained from the school office.

Parents are kindly requested to note that:

- A child may only take prescribed and labelled medication once the parent/guardian has completed the administration of medication form
- Parents should deliver the medication to school and only medication supplied by the parent/guardian will be administered to a child
- Pupils will take medication under adult supervision
- Non prescribed medication should be administered at home

Please note that it is a parent/carers responsibility to ensure that any medication including epipens and inhalers are within their use-by-date and stored in school with a signed consent form.

ATTENDANCE/ FRITHEALADH

It is important that you try to be as punctual as possible, both in delivering and collecting your child, at the Sgoil-àraich. It is really ideal if children do not miss any of their session. Good attendance is paramount in supporting your child to reach his or her full potential

If a child can't attend nursery, a parent or guardian should phone the school on the first day of absence on 01559 544 346. If a child falls ill during the day, parents are contacted for them to collect their child, therefore it is essential that we have up to date day time contact numbers and emergency contact numbers for all pupils.

Your child should not attend nursery (even if he/she wants to come) for the statutory 48 hours following sickness and diarrhoea.

CHILD PROTECTION POLICY /POILEASAI DH DÌON CHLIONNE

From time to time incidents can occur within the school setting which cause concern and could indicate that a child is suffering from some form of abuse. In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

All agencies involved in Child Protection are obliged to make the welfare of the children their paramount consideration and this will be priority for Education Service Staff. More information about Child Protection Procedures within Highland can be obtained from the Child Protection Development Officer, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN- Telephone 01463 703483-Fax 01463 7213237 or www.forhighlandschildren.org

CLOTHING & EQUIPMENT/ AODACH



All children must bring a pair of suitable indoor shoes. It would be much appreciated if the shoes are easy to get on and off. Please make sure that all the children's shoes and clothes are labelled clearly and that they are suitable for messy play. A change of clothing is helpful - this can be brought in daily or left at the Nursery. We have waterproof suits which we use for outdoor play and some wellies which your child can use. It is helpful for your child to have their own wellies when the weather is wet. Hats and gloves are particularly necessary during the colder months.

If your child is not yet toilet trained on starting at Sgoil Araich, staff will, with your permission, change your child into either a nappy (please provide necessary supplies) or dry clothing. Staff follow the Highland Council intimate care policy and will always inform you when they have changed your child for any reason.

COLLECTING YOUR CHILD/ A' TOGAIL DO PHÀISD

All children must be brought to the Sgoil-àraich and collected by an adult known to the child and staff. We ask that you sign your child in and out. **Please contact the school if your child is to be collected by someone unknown to the staff or if the person collecting your child is not the one your child is expecting.**

COMMENTS & COMPLAINTS/ BEACHDAN & GEARAIN

We always welcome comments and suggestions and we have a Suggestions Box near the Parent Board. If you have any matter you wish to discuss please arrange an appointment with the nursery staff or the Depute Headteacher.

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: 0845 6030890

The Care Inspectorate (Local address)

1st Floor

Castle House

Fairways Business Park

INVERNESS

IV26AA

Tel; 01463 227630

COMMUNICATION WITH PARENTS/ CONNALTRADH RI PÀRANTAN

The Nursery aims to communicate with parents and seek your views regularly, in a regularly through Stay and Play sessions, discussion of profiles, school meetings and events, e-mails, phone calls, letters, newsletters and Seesaw posts.

CURRICULUM / CLÀR-OIDEACHAIDH

Few tasks are more important than promoting learning for children in their early years. Children who begin their education in a supportive and challenging environment are likely to become confident and successful learners.

We follow the Care Inspectorate Health and Social Care Standards, Education Scotland, Realising the Ambition, How Good is Our Early Learning Centre? Document, Building the Ambition and Curriculum for Excellence to ensure a coherent and progressive approach to teaching and learning in all areas of the curriculum, encouraging all children to become,

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

Play is the means by which your child will cover all these aspects.

So why play?

Play provides opportunities for children to:

- make sense of real-life situations
- develop awareness of themselves and others
- explore, investigate and experiment
- be actively involved in learning
- draw and test their conclusions
- develop self-confidence
- express their ideas and feelings in many different ways
- inhabit imagined situations
- act out and come to terms with experiences at home or with friends
- be solitary, quiet and reflective
- collaborate with others
- take the initiative on their own terms

- develop relationships
- practise skills
- consolidate previous learning
- be challenged in new learning

Activities offered to the children range from:

- Sand and water play
- Baking
- Play dough/Clay/Soft modelling material
- Painting
- Junk modelling
- Gluing/Collage
- Jigsaws
- Tracing/Drawing and other pre-writing activities
- Board games
- Construction toys, e.g. duplo, moblio, building blocks etc.
- Imaginative play, e.g. the home corner, post office, cafe, etc.
- Outdoor activities
- Story/Rhymes
- Musical activities
- Hall time - PE games, riding trikes and scooters

The curriculum in the sgoil-araich is based on Curriculum for Excellence and the staff implement this in their planning. They take account of the children's current interests, their age, stage of development and their own individual needs. Some of the activities will be planned around a topic, with the children leading the learning. This will be recorded in a floorbook. Each topic will incorporate activities related to the nursery curriculum. We appreciate any parental input/expertise to topics explored.

The sgoil araich and outdoor area are well resourced with lots of open-ended 'loose parts' materials that the children can play with and be creative. Opportunities for using their imagination, problem-solving and being curious are designed by the staff who give the children activities and resources that provoke investigation.

The children progress at their own individual rate. The staff record 'observations' on children regularly and throughout the year we build up a profile of each child, which is shared on Seesaw. We will interact with the children to identify their progress and then share observations and next steps with parents. Regular 'Stay and Play' sessions are a good opportunity for you to become familiar with the environment and comment on the current floorbook.

Being outdoors is a big part of our curriculum. Children learn by investigating the local environment in all weathers and become increasingly independent when learning how to care for themselves, putting on their jacket and shoes and following good hygiene routines.

Cànan/ Communicating and Language

We operate on a total immersion basis, bearing in mind that very few of the children are native Gaelic speakers, therefore some assistance is given to children in English and their responses in the Floorbook are recorded in English if they have given them in English.

Leughadh/ Reading

We aim to encourage your child to develop an enthusiasm for stories and books through hearing stories and rhymes, sharing books and encouraging him/her to re-tell favourite stories. Pre-reading skills will also be developed through matching and memory games, jigsaws and other play activities.

Sgrìobhadh/ Writing

We aim to provide your child with opportunities to experiment with their own drawings and “mark making” in role-play situations. We also aim to develop good hand–eye co-ordination through gluing, cutting, threading beads and other similar tasks.

Èisdeachd agus Labhairt/ Listening and Talking

We aim to provide a variety of experiences to develop your child’s listening skills. We will encourage your child to listen to stories, rhymes, songs and music, as well as listening for instructions and information in Gaelic. Social interaction, games and play activities will also provide opportunities for listening.

A’ gluasad dhan Sgoil/ Moving to Primary School

Learning methods are very similar across the Early level of the Curriculum for Excellence covering Sgoil Àraich and P1. Children in Sgoil Àraich regularly spend time with children in the class they will transition into, including regular outdoor learning sessions. In the summer term, specific transition activities take place, including the opportunity for parents to visit P1 and to have lunch in the canteen. All children will receive a book bag containing information about P1 and Gaelic or English flashcards before moving into P1.

EARLY CLOSURE OF SCHOOL/ A’ DÙNADH TRATH

If the nursery has to close early for any reason, all parents will be informed by phone. Parents should also supply the school with an alternative number. Parents who are not normally at home during nursery hours, are asked to supply a work contact number also. If parents cannot be contacted and there is no-one available at the emergency contact number, children will have to remain in nursery until collected by a parent.

It is vitally important that the emergency contacts for each child are kept up to date in the event of a child having to be sent home due to illness or accident in nursery or nursery closure. The nursery will request updated information at the beginning of every school session and may ask that you check details again during terms 2 & 3 when winter weather can cause school closures.

ENROLMENT/ A’ TÒISEACHADH SAN SGOIL

Enrolment of new children to nursery will be advertised in advance through the press.

Parents who are considering enrolling their children are most welcome to visit the nursery to meet the Depute Head Teacher and tour the school. An appointment can be arranged by telephoning the school.

Online enrolment forms can be found at,

<https://www.highland.gov.uk/enrol>

Some parents may wish to share provision with another setting. In this case the staff in the two settings will share information but your permission will be sought for this.

FOOD/ BIADH

Snack is an important part of Sgoil-àraich.

The children will be given a snack every morning and also eat a 2 course school lunch in the Dinner Hall. These snack and meal times develop a range of social skills associated with eating as well as Gaelic language practice. We use this opportunity to introduce a variety of different foods, and to encourage the children to eat healthily. Menus are sent home in advance for parents to complete with their child.

If your child suffers from allergies or has any other dietary requirements, please complete a special diet request form.

https://www.highland.gov.uk/downloads/file/65/special_diet_request_form

As part of our Health and Safety policy home-prepared food will not be eaten in nursery e.g. parties - however if a parent wishes to provide food on such an occasion, food brought from a reputable shop will be acceptable. Staff in the sgoil-araich do make an effort to mark important occasions such as birthdays by baking a cake.

The children help set the table and are encouraged to prepare much of the snack themselves under adult supervision.

GIRFEC /Getting it Right For Every Child

Although your child attends nursery the Health Visitor is his/her named person. The Health Visitor should visit the Nursery termly. Information regarding child development is shared between staff through professional dialogue. If you do not wish information to be shared please contact the staff of sgoil araich or the Health Visitor.

The early years of a child's life consists of rapid growth and development and as a nursery staff we use the SHANARRI Wellbeing indicators for assessing children's wellbeing.

- SAFE- Provide a safe and stimulating environment in which the child can feel happy and secure.
- HEALTHY-Promote the welfare of children. Encourage them to have routines.
- ACHIEVING: Create opportunities for play. Help children to talk about their learning and make personal targets for themselves. Help them to develop in emerging literacy and numeracy particularly.
- NURTURE: Nurture them by encouraging positive attitudes to self and others and develop confidence and self-esteem. Give them support. Show them positivity.
- ACTIVE: Provide opportunities to stimulate interest and imagination. Encourage lots of active activity: indoors and outdoors.
- RESPECTED: Able to make choices about their activities and needs. Encourage them to become independent.
- RESPONSIBLE: Encourage children to explore, appreciate and respect their environment. Learn about caring for their friends and understanding rules.
- INCLUDED: Extend the children's abilities to communicate ideas and feelings in a variety of ways. Encourage them to make friends and build friendship groups.

We have a SHANNARI display in our sgoil-araich which records what we have done to cover the SHANARRI indicators and this will go into a floorbook. Please have a look at this.

Getting it right for every child Working together: Statement for parents

All pre-school education centres work closely with NHS Highland and 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.

Early Education services and NHS Highland collaborate to plan services and offer interventions, such as the Childsmile Oral Health Programme and the Pre-school Vision Screening Programme. To assist the administration of these programmes, we confirm your child's name, date of birth and address to NHS Highland.

We have a Link Health Visitor, who visits the centre at least once a term. Their main role is to offer advice on children's health and development. They will also liaise with your own Family Health Visitor if necessary.

Our centre's Link Health Visitor is: **Louise Loudon**

Tel. No. **01599 530941**

If your child would benefit from help from other agencies, you will 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 your child's immediate safety or welfare is at risk, information may legally be shared without your consent.

How can you help?/ Cuideachadh

The answer lies in most of the activities you probably regard as ordinary;

- read to your child often
- teach them nursery rhymes
- talk to them,
- encourage them to talk to you
- encourage them to ask questions
- Learn as much Gaelic as you can!

Please be assured we promote a parental partnership and strive to maintain an open door policy where parental views, contributions, consultation and even complaints are welcome. In the event of a complaint, please contact your child's Key Worker (EYP), or DHT Melanie Sinclair or HT Jo Scott-Moncrieff.

POLICIES/ POLASOIDHEAN

All of the Sgoil-àraich policies are available to view in the nursery.

VACCINATIONS/ BANNACHDAICH

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 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/G.P. for further advice.