



# Banavie Primary School Nursery Class Handbook 2024 - 2025



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Dear Parent/Guardian

I would like to take this opportunity to welcome you and your child to Banavie Nursery. I hope that your child will enjoy their time with us and I look forward to getting to know them and watching them progress throughout the year.

The purpose of this brochure is to give you as much information as possible about the Nursery. If any important information changes throughout the course of the session, a letter will be sent home.

We believe that good links between home, school and the community are essential in ensuring that your child has the best possible start to his/her education. Your child is at a crucial stage of development and we must all work together in order to help him/her achieve their full potential. At Nursery we offer your child the opportunity of experiencing a wide variety of events and activities that further develop his/her skills.

We would ask that you feel free to share ideas and give feedback to the Nursery staff throughout the year. This can be done in a variety of ways, but you will often find a 'Graffiti Board' outside the Nursery door and we value any comments that you wish to put on it.

Thank you for taking time to read this brochure. If you have any questions or concerns, please contact any member of the Nursery team.

Yours faithfully

Mrs Colette MacLean  
Acting Head Teacher

## School Information

The school was opened in 1965 and at present there are 92 pupils. The Nursery Class opened in 2003. We currently have a maximum of 21 pupils attending.



## Nursery Times

The Nursery operates a flexible approach to drop off and pick up times. We are open from 8.45am and close at 3.00pm. Your child is entitled to 30 free hours in a nursery setting each week and these can be selected to suit your needs. If your child is in nursery for more than 4 hours on any given day, they are entitled to a school lunch.

Every child should be brought to and collected from Nursery by an adult. If your arrangements for collecting your child have changed, it is vital that you inform a member of the Nursery Team.

Banavie Primary School  
Nursery Class  
2024-2025

The Education (School and Placing Information Scotland) Regulations 1992 require that information be made available to parents about each school.

The information in this brochure is correct in January 2023 but please note that subsequent changes may be made. Although, there may be annual revisions made to this document, points of specific interest may be taken up at any time with the Head Teacher.

## Staff

Mrs C MacLean	Acting Head Teacher
Ms C Graham	Peripatetic Childcare Manager (West Area)
Mrs I Drysdale	Principal Teacher
Miss Jennifer Grant	Early Years Practitioner (Qualified)
Mrs Elizabeth Smith	Early Years Practitioner (Qualified)
Miss L Dunlop	Early Years Practitioner (Qualified)

## Contact Details

School Details	Banavie Primary School Tomonie Fort William PH33 7LX 01397 772402
Nursery mobile	07513625099
Education Office	Camaghael Hostel Fort William PH33 7ND 01397 707350

## Nursery Aims

The nursery aims to present a welcoming atmosphere to everyone associated with it.

Staff endeavour to provide a secure, caring environment, where children can learn through play.

Nursery staff aim to look at each child as an individual to provide a learning environment suited to his/her needs and interests, taking into account the Equality Act, yet based on his/her own early experiences.

We work to build up a relationship based on mutual trust to share with the family in their child's continuing development.

The nursery promotes equal opportunities for all.

Through encouragement and a positive attitude, we aim to build up each child's confidence, motivation and self-esteem, enabling him/her to expand and extend their early learning experiences across all areas of the curriculum.

We encourage our children to be independent and to foster a healthy awareness of the environment and respect for themselves and others regardless of culture and lifestyle.

We aim to provide wide learning experiences, which encourage the child to explore, discover and foster his/her natural curiosity.

Staff work to extend the children's language development throughout the whole planned and unplanned curriculum.

We encourage children towards self-discipline and understanding of the need for rules and boundaries.

We welcome positive links between the nursery, the school and the wider community.

We aim to maintain and encourage the continuing professional development of staff.

## Visitors and Excursions

The Nursery children will have the opportunity to experience a wide range of activities throughout the year, both inside and outside of the school building.

We do, on occasions, take the children for walks around the local area. At the beginning of the session you will be asked to sign a consent form to cover these impromptu trips.

If we are using any form of transport, a letter and consent form will be sent out detailing all of the information regarding individual trips.

We also have a variety of visitors coming into the Nursery, on a regular basis. Details of these events will be sent out by letter and a reminder will be sent via Dojo during the week that it is happening.



Photographs may be taken of activities in the Nursery. These are used for displays within the school, in the Handbook and to provide a record of the experiences covered throughout the year. A consent form will be given to you on enrolment.

### **Dressing for Nursery**

We would appreciate if your child comes suitably dressed for Nursery i.e. trousers and skirts which allow independent toileting. Please ensure that your child can put on and remove their outdoor shoes independently. Plimsoles are the preferred option for indoor use. We would also encourage them to wear a school sweatshirt. These can be ordered online from [www.sptuniforms.co.uk](http://www.sptuniforms.co.uk) by clicking on the Primary tab then Banavie. *Please ensure that all clothing worn to school is named.*

### **Class Dojo**

When your child starts in the Nursery, you will be given a code which will allow you access to our Class Dojo. This is a system of reward points and a means of communicating with home.

### **Absence from Nursery**

If your child is absent from Nursery due to illness please contact the school or Nursery staff on any of the following numbers:

07513625099 (Nursery mobile)

01397 773220 (absence line - leave a message)

You can also contact the Nursery through sending a message on Dojo.

**If your child has been vomiting or had diarrhoea, they should be kept off school for at least 48 hours after their last attack.**

If you intend to take your child out of Nursery for appointments or trips, please inform the school, in writing, prior to the date.

### **Emergency Contacts**

When you enrol your child, you will be asked to provide us with the name, address and telephone number of a person/people to contact in case of an emergency.

### **Medical Information**

If your child becomes ill during his/her time in Nursery, we will contact you through the emergency contact information you have supplied to us. In the event that we are unable to contact you, the staff will take appropriate action for the wellbeing of your child. This may include taking your child to his/her GP or, if required, to the local hospital.

At present there is no named Health Visitor for our nursery. However, you can contact the Health Visiting Team if you have any concern regarding your child on 01397 707583.

## Emergency Closure Arrangements

On some occasions circumstances may arise where Nursery has to close out with the times specified because of, for example, severe weather, transport problems, power failure etc.

If this happens we will keep you informed of openings and closures. The school has a dial-in telephone system, which operates across Highland Council, allows you to access a pre-recorded message from school staff. Dial 0800 564 2272 and then enter Banavie Primary's personal pin number 04 1520.

During adverse weather, we will also inform Nevis Radio if the school is closed and the Highland Council website informs of any school closures. You can access this at:

<http://highland.gov.uk/learninghere/schools/schoolclosures>

In the event of an emergency evacuation the pupils will be taken to Kilmallie Hall and you will be contacted as quickly as possible.

# Curriculum

Children make sense of the world around them by:

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

Much of their learning will be through play where children are offered a range of activities each with an underlying purpose. As well as addressing key festivals and celebrations such as Christmas and Chinese New Year, the children's interests will help to steer our topics throughout the year.

The Curriculum for Excellence incorporates eight curricular areas:

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

These are covered through a wide range of activities, such as:

- Sand and water play
- Baking and cooking
- Play dough
- PE and the Trim Trail
- Jigsaws and games
- Construction toys, such as Lego, train sets, etc.
- Listening to stories
- Nature walks
- Cutting, sticking and painting
- ICT (computer, electronic toys, etc.)
- Bookbug Sessions

Children will also be given to opportunity to:

- Participate in number rhymes and action songs
- Help with snack preparation
- Meet visitors to the school e.g. Speech and Language Therapists, Health Visitors, Police Officers, etc.
- Care for wildlife and plants
- Make choices and decisions
- Learn to 'manage risks' in their play



## Planning and Assessment

Children vary so much in maturity levels at the nursery stage that assessment is very individual to each child. Staff are observing the children's progress across the eight curricular areas outlined earlier. Activities are planned around these areas, building on children's current interests and needs.

Children's achievements are celebrated through taking photographs, recording children's thoughts and ideas, weekly Star of the Week

Certificates, etc. This is collected together in the child's Learning Profile Folder.

We undertake child led planning using mind maps and linking to areas across the curriculum. This is displayed in the nursery for children to access. If you wish to see the planning, please ask any member of staff.

We operate a Key Worker Group System where children are placed in one of two groups and have the opportunities to work in these smaller groups.

You will have the opportunity to formally meet with the Nursery Team on two occasions during the year. One is in November, to discuss how your child has settled into Nursery and the other is in May to discuss your child's progress throughout the year. No written report will be sent home in June, instead the Learning Profile Folders will be sent home termly. You are also welcome to look at your child's Profile at any point. Please remember that we have an open door policy and that the Nursery Team will discuss any concern with you at any time throughout the year. You will also be invited to attend 'Stay and Play' (Soft Start) sessions throughout the year.

## **Transition and Buddies**

The Nursery children are included in lots of whole school events. They have various opportunities to visit the Primary 1 classroom and complete tasks alongside the other Early Years pupils e.g., science, dance, outdoor learning, singing, drama, etc.

If your child is in their pre-school year, they will be assigned a P6 Buddy. The Buddy will spend time with your child throughout the year. They will have the opportunities to complete tasks such as

paired reading, playground games and infant agility. Their Buddy will then look after them in the playground at break and lunchtime for the first few weeks of Primary 1.



## Supporting Children with Difficulties

If your child experiences difficulties at Nursery, we can help. Sometimes children have problems with behaviour or may have speech or learning difficulties. We will work with you to ensure that your child has a positive experience at Nursery. In order to help your child achieve his/her potential, we may, with your permission, enlist the help of specialists such as Speech and Language Therapists or the Educational Psychologist.

## **Enrolment into Nursery**

Notices inviting parents to enrol their child for the following session will appear in the local press. Enrolment week takes place between late January and early February.

You must bring your child's birth certificate with you when enrolling him/her in the school.

You can also enrol online at: [www.highland.gov.uk/schoolenrolment](http://www.highland.gov.uk/schoolenrolment)

## **Enrolment into Primary 1**

Children enrol for Primary 1 in January before their August start date. Enrolment dates are publicised in the press and around the local area. You can also enrol online at:

[www.highland.gov.uk/schoolenrolment](http://www.highland.gov.uk/schoolenrolment)

In supporting the transition to primary school, the Nursery pupils will have the opportunity to work with the Primary 1 teacher throughout the year, with more formal visits during the third and fourth terms.

## **Comments and Complaints**

We hope that your child enjoys his/her time in Banavie Nursery Class. We have an open-door policy in the school and in order for us to continue to maintain and improve our Nursery; we welcome your comments and suggestions.

If you are unhappy about any element of the Nursery you should, in the first instant, please contact any member of the Nursery staff at the beginning or the end of the session. If you would prefer to make an appointment, you



can speak to any member of staff, in private, at a mutually convenient time.

If you feel that your concern requires attention from the Head Teacher, please telephone the school and make an appointment with her.

If you feel that any complaint has not been satisfactorily resolved, please contact:

Area Education & Learning Manager

Fingal Centre

Viewfield Road

Portree

Isle of Skye IV51 9ES      Tel: 01478 613697

Parents can also contact Social Care and Social Work

Improvement Scotland (SCSWIS) directly with a complaint. Our local centre is:

SCSWIS

1<sup>st</sup> Floor

Castle House

Fairways Business Park

Inverness

IV2 6AA

Tel: 01463 227630



## The Highland Council Term Dates

<b>Holiday Starts</b>	<b>Return to School</b>
	Tuesday 20th August 2024
Monday 14th October 2024	Monday 28th October 2023
Monday 25th December 2025	Monday 6th January 2025
Monday 17th February 2025	Thursday 20th February 2025
Monday 7th April 2025	Tuesday 22nd April 2025
Monday 5th May 2025	Tuesday 6th May 2025
Friday 4th July 2025	
<b>In service training dates</b>	
Monday 19th August 2024	
Monday 16th and Tuesday 17th September 2024	
Wednesday 19th February 2025	
Monday 2nd June 2025	

[School term dates | School term dates | The Highland Council](#)