

# SGOIL-ÀRAICH BUN-SGOIL GHLINN URCHADAIN/ GLENURQUHART PRIMARY NURSERY



Guiding, Uniting and Promoting Success



## Leabhar-làimhe Sgoil-àraich/ Nursery Handbook 2024/25

*(Updated December 2023)*

Glenurquhart Primary  
Nursery St. Drostan  
Drumnadrochi  
t IV63 6UT

Telephone: 01456 450458

Email : [glenurquhart.primary@highland.gov.uk](mailto:glenurquhart.primary@highland.gov.uk)

Website:

<http://www.glenurquhartprimary.org.uk>



Dear Parents/Carers

Fàilte/ Welcome

It is a great pleasure to welcome you to Sgoil-àraich Ghlinn Urchadain and our school community. We look forward to meeting you and your child and building relationships as they begin their learning journey with us.

We fully understand that this is a big step for your child and you and hope that as you leave them in our care you will be confident and relaxed knowing that they will have a wonderful time. This handbook aims to outline what you can expect for your child and can be used as a reference tool to hopefully answer any questions you may have.

We aim to provide a variety of engaging learning experiences, activities and opportunities that foster children's interest, develop their talents and support ongoing learning and progress while nurturing their individual needs and abilities. We use an immersive Gaelic environment to introduce and develop the Gaelic language and embrace the Curriculum for Excellence through a play-centred approach. As such, we create a language rich setting where children embrace and absorb the Gaelic language naturally and fluently.

You will find our staff are friendly and approachable. They will greet you at each drop off time and are happy to answer any questions you may have or listen to anything you wish to share with us. We hope to build close partnership with parents and families so that they feel fully involved. There will be many opportunities for you to join us throughout the year and share in your child's time here also. We also have an active Parent Council who meet termly and parents are warmly invited to join.

We hope that your child will be very happy here and look forward to getting to know them and you better so that we can work together to ensure we continue the best possible start for your child's development and learning.

Yours sincerely,

*Kerrie Laird*

Head Teacher



## TABLE OF CONTENTS

Fiosrachadh Coitcheann / General Information.....	4
Eachdraidh is Goireasan Sgoil-Àrach /The Nursery Facilities and History .....	4
Lèirsinn, Luachan agus Amasan /The Vision, Values and Aims .....	5
Sgioba Sgoil-àraich/Nursery Team .....	6
Uairean Sgoil-Àrach /Nursery Times .....	6
Sábhailte /Nursery Security.....	6
Miosachan /Calendar Session 2023/24.....	6
Clàrachadh /Enrolment .....	8
Socrachadh a-steach /Settling In.....	8
Dè dh'fheumas mo phàiste a thoirt leat? /What will my Child Need to Bring? .....	9
Poileasaidhean /Nursery Policies .....	9
Droch shìde agus dùnadh sgoile-àraich /Adverse weather and emergency closures.....	9
Biadh/Snack and Lunch .....	10
Brusadh Fhiaclan /Toothbrushing .....	10
Taigh-beag/Toileting.....	10
Banachdachan /Vaccinations .....	10
Cungaidhean /Administration of Medicines .....	11
Tinneas /Illness.....	12
Dìon chloinne /Child Protection .....	12
Bhideothan agus Dealbhan /Videos and Photographs.....	12
Cothroman Co-ionannachd /Equal Opportunities .....	12
Feumalachdan a Bharrachd /Additional Support Needs.....	13
Glusad dhan Sgoil/ Transitions .....	13
Curraicealam /Curriculum .....	14
Ionnsachadh Tro Chluich /Learning through Play .....	16
Slàinte/ Health and Well Being .....	17
Lìtearrachd/ Language and Literacy .....	17
Foghlán tro mheadhan na Gàidhlig / Gaelic Medium .....	18
Matamataigs/ Numeracy and Mathematics .....	18
Cuspairean Sòisealta/ Social Studies.....	18
Ealain Chruthachail/ Expressive Arts.....	18
Creideamh/ Religious and Moral Education.....	19
Teicneolas/ Technologies .....	19
Saidheans/ Sciences .....	19
Latha Sgoil-àraich/The Nursery Day .....	20
Ag Obair còmhla ri Pàrantan/Communication and Partnership with Parents.....	22
Gearanan /Complaints and Requests for Service.....	23
Mu dheireadh /Finally.....	24

# FIOSRACHADH COITCHEANN / GENERAL INFORMATION

## EACHDRAIDH IS GOIREASAN SGOIL-ÀRAICH / THE NURSERY FACILITIES AND HISTORY



Our nursery was newly established in March 2022 following works to redesign a previous classroom area in the main school building. As such it is well equipped, bright and modern. We have aimed to create a homely, natural environment. The nursery has its own entrance, a self-contained kitchen area, purpose built toilets and a fully enclosed outdoor area. The nursery have access to the school gym hall and use the larger playground facilities also, including use of the Trim Trail. We have a new Clevertouch, interactive board and computer for the children to use. There is capacity for 16 children within the setting at one time.

Previous to this, Gaelic nursery had been run through the Glen Urquhart Childcare Centre. However, we now have developed a 3-18 Gaelic provision within the village moving from nursery to our Gaelic Medium class within the school on to Gaelic provision in the close by Glen Urquhart High School. The nursery children regularly visit the Gaelic class and join the school for various events and activities enabling a seamless transition through the years.

---

## LÈIRSINN, LUACHAN AGUS AMASAN /THE VISION, VALUES AND AIMS

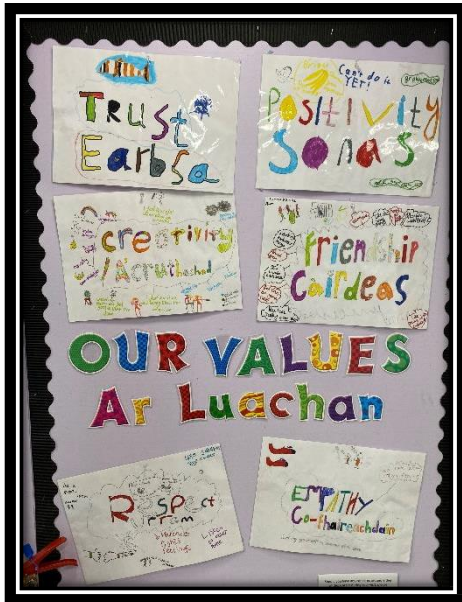
---

The nursery follows the same vision, values and aims as the school. These were created with children, parents, staff and the community during the 2016/17 session, are reviewed annually and updated accordingly.

---

### LUACHAN AMD LÈIRSINNEAN /VISION AND VALUES

---



**Respect/  
Urram**

**Trust/  
Earbsa**

**Creativity/  
A' cruthachadh**

**Guiding, Uniting and  
Promoting Success**

**Friendship/  
Càirdeas**

**Empathy/ Co-  
fhaireachdain**

**Positivity  
/ Sonas**

---

### AR N-AMASAN /OUR AIMS

---

- Provide a safe, nurturing, bright and happy learning environment.
- Provide an engaging, challenging and creative curriculum enabling all children to develop the skills they need to become successful learners, confident individuals, responsible citizens and effective contributors.
- Aiming for excellence through setting high expectations for attainment, achievement, behaviour, attendance and punctuality.
- Develop relationships with children, parents, partners and the community to provide opportunities for all learners to achieve with a focus on inclusion and equality.

---

### ASAN NA CLOINNE/ CHILDREN'S AIMS

---

#### **CHILDREN'S AIMS – WE WOULD LIKE TO:**

- Learn the skills we need to help us know what we'd like to do when we are older and be able to achieve all that we wish for.
- Work outside, learning in and about our environment and community, being fit and healthy.
- Enjoy giving 'fun hundred per cent' to our learning.
- Have classrooms which are bright and comfortable.
- Have our work and achievements displayed so that we can be proud of it.
- Feel included, supported, confident and listened to.
- Have good friends with everyone showing our school values.

---

## SGIOBA SGOIL-ÁRAICH/NURSERY TEAM

---



Mrs Kerrie Laird  
Head Teacher/ Ceannard



Miss Lauren Nicolson  
Early Years Practitioner



Miss Avril Garrow  
Early Years Practitioner

---

## UAIREAN SGOIL-ÁRICH /NURSERY TIMES

---

The nursery runs in school term time from **8.45am – 3.30pm, Monday to Thursday and 9-12pm on a Friday.**

Nearby Glen Urquhart Childcare Centre which offers breakfast and afterschool care, drop off and pick up children from the nursery and a blended placement can be supported.



---

## SÁBHAILTE /NURSERY SECURITY

---

Our school security was enhanced in session 2021/22 to now include a secure front gate with video call entry system. All fire exits and entrances are now alarmed. Parents should enter by the main gate then walk round to the nursery on the far right hand side of the main school building. All children are required to be signed in and out by an adult.





## MÌOSACHAN /CALENDAR SESSION 2024/25

---

A copy of the school calendar (below) is available for download from:

[HTTPS://WWW.HIGHLAND.GOV.UK/INFO/878/SCHOOLS/32/SCHOOL TERM DATES](https://www.highland.gov.uk/info/878/schools/32/school_term_dates)

### AUTUMN/ AM FOGHAR

---

Autumn term starts - 19 August 2024 (staff only) 20 August 2024 (for pupils)

Autumn term ends - 11 October 2024

### WINTER/ AN GEAMHRADH

---

Winter term starts - 28 October 2024

Winter term ends - 20 December 2024

### SPRING/AN T- EARRACH

---

Spring term starts - 6 January 2025

Mid term break - 17 and 18 February 2025

Spring term ends - 4 April 2025

### SUMMER/ AN SAMHRADH

---

Summer term begins - 22 April 2025

Summer term ends - 3 July 2025

### PUBLIC HOLIDAYS/ SAOR-LÀITHEAN POBLACH

---

May Day - 5 May 2025

### IN-SERVICE DAYS/ LAITHEAN IN-SHEIRBHIS

---

19 August 2024

16 September 2024

17 September 2024

19 February 2025

2 June 2025

## CLÀRACHADH /ENROLMENT

---

Nursery enrolment usually takes place in February/March. Adverts will be placed in the local press and display locally prior to that date. Parents are required to fill in an online enrolment form and produce your child's birth certificate.

The funded sessions for nursery begin in the term after your child's third birthday. If your child is three between the 1<sup>st</sup> of March and the 31<sup>st</sup> of August, they may start in August. Any birthdays between 1<sup>st</sup> September and 31<sup>st</sup> of December may start in January and any child three before the 28<sup>th</sup> of February may start after the Easter break.

Children may be enrolled in nursery after their third birthday but there is a cost per day until they are eligible for their place. We offer full time nursery places with a maximum of 30 hours per week government funded. Any additional hours through a blended placement would be self-funded also. Forms are available from the school.

Places are available for four year old children (pre-school) and for three year old children (ante pre-school.) Children may attend for less than five sessions but it is recommended your child attends for a minimum of two sessions per week to ensure continuity. Parents are encouraged to take up places for all five sessions, especially for pre-school aged children.

Parents and children are welcome to visit the nursery on the day of enrolment and by arrangement, at any other time, prior to starting nursery.

UNCRC Article 28 Right to Education *'Every child has the right to an education. Primary education must be free. Discipline in schools must respect children's dignity.'*

---

## SOCRACHADH A-STEACH /SETTLING IN

---



Starting in a new nursery is a big event and we aim to make this a positive experience for families and children. We aim to arrange an introductory visit(s) for all children to come to nursery with a family member to meet their new friends, the staff and become familiar with the new setting.

Parents and carers are very much involved in the 'settling-in-period.' This can vary considerably for different children. Initially parents/carers may wish to stay with their child for a short time, building up to a gradual separation. The transition from home to nursery is done in partnership with parents and is individualised to the needs of the child.

If children are coming from another setting or will have a blended placement (be attending various childcare settings) we will liaise with them to ensure consistent approaches and support.



---

## DÈ DH'FHEUMAS MO PHÀISTE A THOIRT LEAT? /WHAT WILL MY CHILD NEED TO BRING?

---

At the entrance to the nursery, children have a coat peg and area to store shoes.



**Indoor shoes** – for health and safety reasons it is essential that the children have indoor shoes that they can change into as they spend much of their time enjoying floor play.

**Clothing** – The children wear comfortable clothing for the day. If they wish a nursery jumper with the Gaelic nursery logo can be purchased from the various school wear providers in Inverness or online. Many of the activities in the nursery can be messy and/or outside. It is important that children are suitably dress with this in mind and in relation to the weather. Wellies and waterproof jackets and trousers are available in the nursery but, it is always best that the children have their own sized with them.

**Spare clothes** – Please provide a labelled bag containing a complete change of spare clothes in case of spillages or toileting accidents.

**Jacket/coat** – The children have daily access to outside play and as such children will always require a warm, waterproof jacket.

We ask that all children's items are **clearly labelled** with their name. We encourage independent dressing and changing so shoes and jackets which are easy to take on and off are always appreciated.



---

## POILEASIDHEAN /NURSERY POLICIES

---

A full set of our nursery policies is available in our school website here; <http://www.glenurquhartprimary.org.uk/poileasaidhean-nursery-policies/> They are also available in policies folder in the nursery and parents can request to see this at any time. They are regularly reviewed and updated.

---

## DROCH SHÌDE AGUS DÙNADH SGOILE-ÀRAICH /ADVERSE WEATHER AND EMERGENCY CLOSURES

---

The general policy will be to remain open where possible, but in extreme circumstances where the nursery has to be closed, children will be sent home. Parents (or emergency contact) will be contacted, before sending children home. Children of parents we can't reach would remain in school, with adult supervision until the usual closing time.



In the morning, if there is extreme weather parents should contact the Schools Information Line on **0800 564 2272** and enter the school access code **04 2130** where they will then hear a recorded message informing them of any closures. They can also access the winter weather website at the following address: <https://www.highland.gov.uk/schoolclosures> Please click on the relevant geographical area for local school closure information.

Parents can also listen to local radio stations which will report any closures due to adverse weather.

---

## BIADH/SNACK AND LUNCH

---

The children are given snack mid-morning and in the afternoon and lunch within the nursery. Milk and water are offered as a drink daily along with a selection of fruit and vegetables.

Meal times are seen as learning opportunities where staff support children to develop their various life skills including, hygiene, language and communication skills, social skills of turn taking and sharing, setting tables, serving, pouring their own drink, using cutlery, clearing up, trying new things, independence etc.

Staff will help the children to plan their meals, prepare, serve, clear and will sit with the children chatting with them over meals. There are also opportunities to bake within the nursery. We try to make meal times homely and help children to develop a positive, healthy attitude towards food.

Snack is free for the children and lunch is provided free of charge for those completing more than four hours a day in the nursery.

Please let us know if your child has any special dietary requirements so that we can inform the cook and plan in advance. Our Healthy Eating policy is available for parents to read if they wish. Local authority guidelines prevent any home-made food being eaten in the nursery.



---

## BRUSADH FHIACLAN /TOOTHBRUSHING

---

All children are encouraged to brush their teeth after their snack and toothbrushes and toothpaste are provided. The toothbrushing is carefully supervised by staff. Parents are asked to sign consent forms on enrolment. The Oral Health Educator visits regularly to ensure equipment procedures are followed and to deliver oral health education to the children.

UNCRC Article 24 Health and health services *'Every child has the right to the best possible health. Governments must work to provide good quality health care, clean water, nutritious food and a clean environment so that children can stay healthy.'*

---

## TAIGH-BEAG/TOILETING

---

Highland Council has an equal opportunities policy and children cannot be refused admission to nursery because they are not toilet trained. If your child has special toilet needs or requires support please let staff know.

Only nursery staff are involved in changing a child and all have intimate care training. The child's privacy and dignity are always protected. If you do not wish to give us your consent for this personal care, please inform staff.

Your Health Visitor can also provide support for toileting or any health-related issues.

---

## BANACHDACHAN /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 they have had all their vaccinations. 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 or GP for further advice.

---

## CUNGAIDHEAN /ADMINISTRATION OF MEDICINES

---

Glenurquhart Primary Nursery aims to meet the needs of, and provide equal opportunities for, all pupils. In trying to fulfil this aim it is accepted that some children may require to take medication in order that they can continue to attend nursery.

Under Article 24 (as shown on the page before) 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.

CRPD Article 7 (Children with disabilities) 'States Parties shall ensure that children with disabilities have the right to express their views freely on all matters affecting them, their views being given due weight in accordance with their age and maturity, on an equal basis with other children, and to be provided with disability and age-appropriate assistance to realize that right.'

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 unopen, clearly marked with the directions from the pharmacist and administered as part of an agreed medical protocol.

Our policy for administering medicines can be found on the school website along with administration forms;

<http://www.glenurquhartprimary.org.uk/poileasaidhean-nursery-policies/>

---

## TINNEAS /ILLNESS

---

If your child cannot attend nursery for any reason, please could you inform the school in the morning or in advance by calling the school office on 01456 450458.

Parents are asked to keep their child at home if they are ill for any reason. If they have been suffering from vomiting or diarrhoea, they should not attend until 48 hours have passed since last attack.

If your child become ill or has an accident while attending nursery, we will contact you using the information given at enrolment. All adults in the nursery are First Aid trained.

---

## DÌON CHLOINNE /CHILD PROTECTION

---

From time to time incidents can occur within the school setting which cause concern. 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 policies are available from the school office or online at

<https://hcpc.scot/>

---

## BHIDEOTHAN AGUS DEALBHAN /VIDEOS AND PHOTOGRAPHS

---

Videos and photographs are used to evidence your child's progress throughout their time in nursery and share these with you in floorbooks, child's learning journeys, nursery blog etc. Permissions for these are completed at enrolment.

---

## COTHROMAN CO-IONANNACHD /EQUAL OPPORTUNITIES

---

The school is opposed to all forms of prejudice and discrimination and provides a strong sense of fairness, tolerance and sensitivity to the particular needs of individuals and societies and takes steps to prevent discrimination on any grounds. These are reflected in our school vision, values and aims. We recognise and celebrate difference within a culture of respect and fairness. We provide equality of opportunity through our ethos and working practices and promote understanding and respect for other people's cultural identity and beliefs. We are Rights Respecting School and work to ensure all children have an understanding of their rights and that these are met.

Our Equality and Diversity Policy was reviewed in March 2017 with children, parents, staff and the school community. This is available on our school website: <http://www.glenurquhartprimary.org.uk/our-school/policies/>

For up to date information from Highland Council please see:

[https://www.highland.gov.uk/info/751/equality\\_diversity\\_and\\_citizenship/313/equal\\_opportunities](https://www.highland.gov.uk/info/751/equality_diversity_and_citizenship/313/equal_opportunities)

In summary, our activities in school should ensure that we eliminate unlawful discrimination, advance equality of opportunity, promote good relations. Activities should not discriminate against any of the following 'protected characteristics' age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity.

### UNCRC Article 2 Non-discrimination

*'The Convention applies to everyone; whatever their race, religion or abilities, whatever they think or say, whatever type of family they come from.'*

---

## **FEUMALACHDAN A BHARRACHD /ADDITIONAL SUPPORT NEEDS**

---

We pride ourselves in 'Getting it right for every child (GIRFEC)' and being part of a multi-agency approach to ensure children are Safe, Healthy, Achieving, Nurtured, Active, Respected and Responsible and Included. Children are at the heart of our nursery and we will identify and plan for each child's individual learning requirements. We will provide additional support for children with needs in order to allow them to make the best possible progress.

The nursery will aim to provide an atmosphere of encouragement, acceptance and respect for achievements in which all children can thrive and an appreciation of individual needs within a climate of warmth and support to encourage self-confidence and build self-esteem. Where a child's needs cannot be met by nursery staff along, discussions are held with partner agencies to build support to allow the right services for your child at the right time.

---

## **GLUASAD DHAN SGOIL/ TRANSITIONS**

---

Right from the start, the nursery children are included in the life of the school as a whole. We strive to make transition to the Gaelic class as seamless, smooth and worry free as possible. Our hope is that the children are fully prepared and excited to move to their next stage in their learning journey.

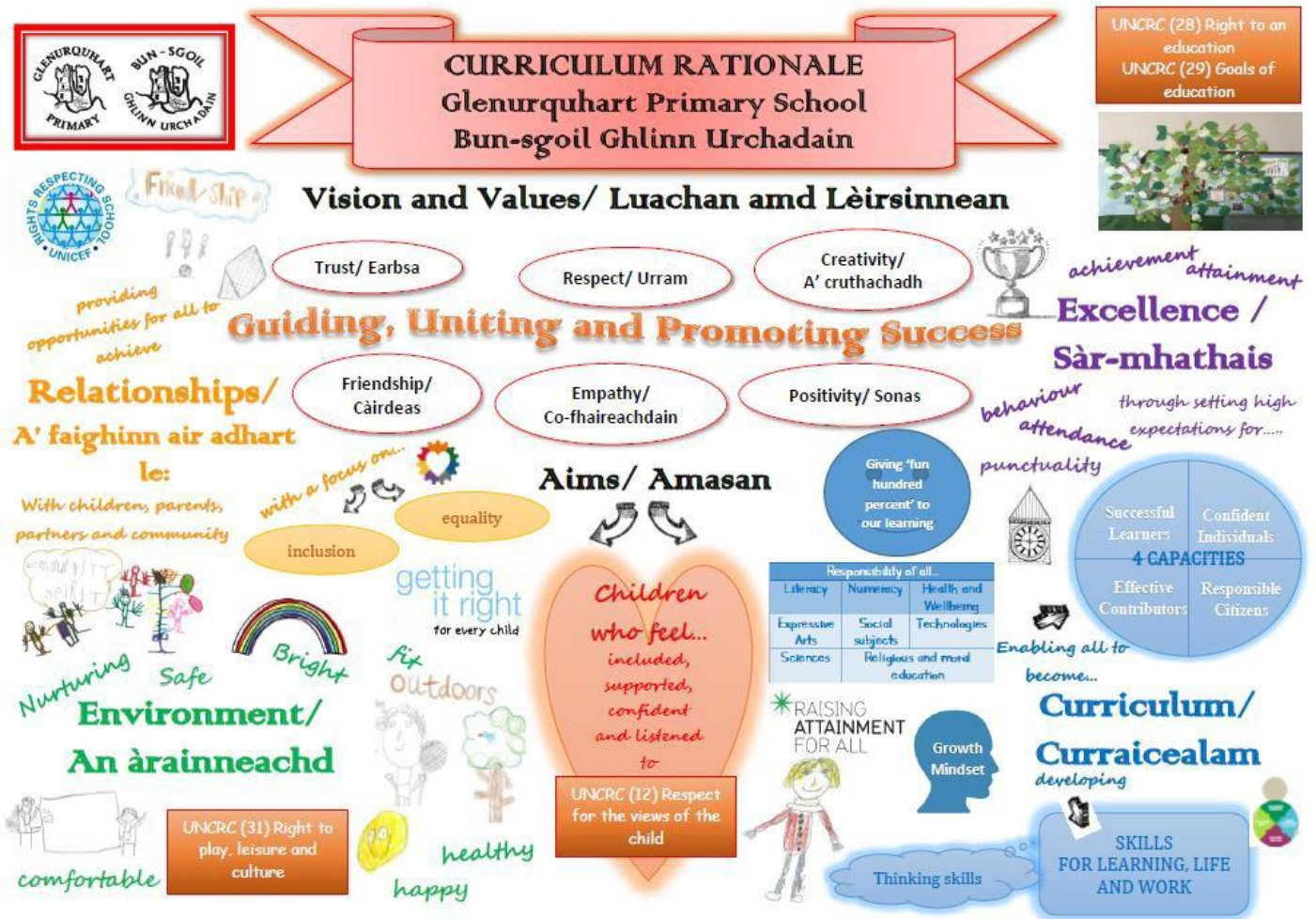
Throughout the year, we offer regular opportunities to engage with the Gaelic class including sharing story times, show and tell, gym, visits together and sharing play. In the final term before starting P1, we organise these more frequently to enable the children to become familiar with each other and for the nursery children to get to know their new teacher and vice versa. Each child will be given an older buddy for them to take care of and get to know better. The children also regularly join the school for weekly assemblies and events such as concerts.

Staff share learning journeys and development overviews to ensure continuity and progression.



# CURRAICEALAM / CURRICULUM

Our school curriculum is detailed in Our Curriculum Rationale –  
<http://www.glenurquhartprimary.org.uk/our-school/curriculum/>



Most parents will by now, be familiar with the term **A Curriculum for Excellence**. More detailed information on this can be found at <https://education.gov.scot/education-scotland/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-building-from-the-statement-appendix-incl-btc1-5/what-is-curriculum-for-excellence> and [https://www.highland.gov.uk/info/878/schools/17/school\\_curriculum](https://www.highland.gov.uk/info/878/schools/17/school_curriculum)

The Curriculum for Excellence begins in the nursery. The Early level is the starting point.

The values and principles are based on enabling all our children to become:

*Successful Learners*  
*Effective Contributors*

*Confident Individuals*  
*Responsible Citizens*

successful learners	confident individuals	responsible citizens	effective contributors
<p><b>attributes</b></p> <ul style="list-style-type: none"> <li>enthusiasm and motivation for learning</li> <li>determination to reach high standards of achievement</li> <li>openness to new thinking and ideas</li> </ul> <p><b>capabilities</b></p> <ul style="list-style-type: none"> <li>use literacy, communication and numeracy skills</li> <li>use technology for learning</li> <li>think creatively and independently</li> <li>learn independently and as part of a group</li> <li>make reasoned evaluations</li> <li>link and apply different kinds of learning in new situations.</li> </ul>	<p><b>attributes</b></p> <ul style="list-style-type: none"> <li>self-respect</li> <li>a sense of physical, mental and emotional well-being</li> <li>secure values and beliefs</li> <li>ambition</li> </ul> <p><b>capabilities</b></p> <ul style="list-style-type: none"> <li>relate to others and manage themselves</li> <li>pursue a healthy and active lifestyle</li> <li>be self-aware</li> <li>develop and communicate their own beliefs and view of the world</li> <li>live as independently as they can</li> <li>assess risk and make informed decisions</li> <li>achieve success in different areas of activity.</li> </ul>	<p><b>attributes</b></p> <ul style="list-style-type: none"> <li>respect for others</li> <li>commitment to participate responsibly in political, economic, social and cultural life</li> </ul> <p><b>capabilities</b></p> <ul style="list-style-type: none"> <li>develop knowledge and understanding of the world and Scotland's place in it</li> <li>understand different beliefs and cultures</li> <li>make informed choices and decisions</li> <li>evaluate environmental, scientific and technological issues</li> <li>develop informed, ethical views of complex issues.</li> </ul>	<p><b>attributes</b></p> <ul style="list-style-type: none"> <li>an enterprising attitude</li> <li>resilience</li> <li>self-reliance</li> </ul> <p><b>capabilities</b></p> <ul style="list-style-type: none"> <li>communicate in different ways and in different settings</li> <li>work in partnership and in teams</li> <li>take the initiative and lead</li> <li>apply critical thinking in new contexts</li> <li>create and develop</li> <li>solve problems</li> </ul>

Education Scotland

The Curriculum for Excellence recognises the need for children to access a broader range of achievements, as well as striving for high attainment.

In line with all Scottish primary schools, the school curriculum is split into eight main areas which are –

- Languages
- Mathematics
- Social Studies
- Expressive Arts
- Religious and Moral Education
- Health and Well Being
- Technologies
- Sciences



UNCRC Article 29 Goals of Education 'Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights as well as respect for their parents, their own and other cultures and the environment.'

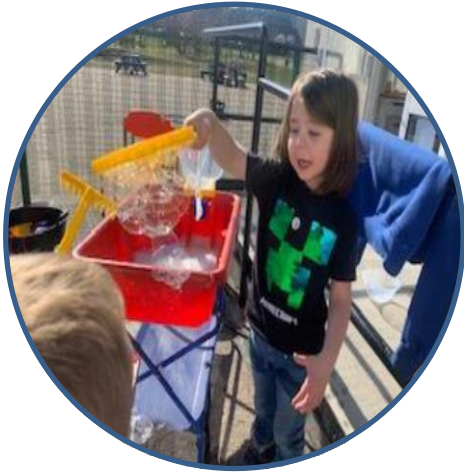


*I like when we get to play outside on the climbing frame.*



## IONNSACHADH TRO CHLUICH /LEARNING THROUGH PLAY

Children learn through appropriate play experiences, spaces and interactions in the nursery. We embrace learning through play, with children taking the lead and adults observing their actions, emotions and words then responding to these to help them grow and develop.



The learning environment – both inside and out - is arranged to offer comfort, exploration, motivation, interest, creativity and imagination so that the children can develop a range of skills.

*I play on the little bikes.*

UNCRC Article 12 Respect for the views of the child 'Every child has the right to have a say in all matters affecting them and to have their views taken seriously.'

Adults are trained to understand appropriate child development and support children to be independent learners.

All learning in nursery is embedded throughout their learning environment and not 'taught' as areas on their own.



'Realising the Ambition, Being Me' Education Scotland (2020) p.87

UNCRC Article 31 Leisure, play and cultures 'Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.'



## SLÀINTE/ HEALTH AND WELL BEING



Learning in Health and Wellbeing ensures that children develop the knowledge and understanding, skills, capacities and attributes they need for mental, emotional, social and physical wellbeing now and in the future. Learning will encompass aspects of social and emotional learning – through this, children will be encouraged to make choices, develop their interests, communicate their needs and express their feelings. Through learning to take turns and share, children will learn to make friends and consider the thoughts and feelings of others. Physical wellbeing will be incorporated into daily energetic play both indoors and outdoors.

In addition, they use the hall within the school to develop their capabilities in movement and to build confidence in using a range of equipment. Furthermore, children will have the opportunities

to learn about food and exercise. Through preparing, enjoying and tasting a range of food they learn where they come from and how different foods keep them healthy. Children will be encouraged to look after their bodies and develop an understanding about growth and development.

## LITEARRACHD/ LANGUAGE AND LITERACY

Literacy develops throughout a child's life and is fundamental to all areas of learning as it unlocks the wider curriculum. In Sgoil-àraich Ghlinn Urchadain we aim to provide a literacy rich environment where warm relationships help nurture communication.

Our children are exposed to a wide range of books, stories and nursery rhymes. They are encouraged to listen, learn and join in with saying the rhymes as well as clapping out their rhythms. Singing, music making and drama take place regularly both indoors and out.

Language and vocabulary are also developed through playing with a range of resources, giving rise to imaginative play.

Enjoyment of the printed word is fostered in the nursery in a comfortable story area. There is an attractive variety of books for reading in the nursery, to groups and individual children. We also enjoy visits from the children in the school who often come and share their reading books.

Early reading skills are further developed through books where children can learn the connection between the spoken and written word, matching and memory games, jigsaws and other varied activities.

Fine motor skills are the building blocks required to carry out activities that require controlled and precise movements. In Nursery we lay the foundations for acquiring such skills through the wide use of paints, pencils, pens and crayons.

Literacy learning encourages the children to see themselves as readers and writers.



## FOGHLAN TRO MHEADHAN NA GÀIDHLIG / GAELIC MEDIUM

Language lies at the centre of our thinking and learning and our pupils have the opportunity to be taught completely in Gaelic. Learning Gaelic contributes to learners' wider education and life experience. There is no need for pupils to speak Gaelic at home as our pupils are taught new vocabulary, words and phrases, have stories read to them etc all in Gaelic.

Highland Council recently produced a video highlighting benefits of being multi-lingual which can be found here: - <https://goo.gl/ph9Uu2>



### MATAMATAIGS/ NUMERACY AND MATHEMATICS

Being numerate helps us to function in everyday life and contribute effectively to society. Numeracy and mathematics support all areas of learning and allow children to be confident in enjoying a variety of

settings and activities. We provide numeracy and mathematical learning throughout all areas of the nursery.

Early skills are learned through play in the nursery; through different materials and contexts providing opportunities to explore, enquiry and problem solve with adults using mathematical language when interacting with the children.

The children learn to sort, match, measure and estimate, arrange and compare using toys and games. They experience the concepts of light and heavy, thick and thin, long and short, shape and colour. Developing a number sense through their experiences helps children recognise symbols in different contexts, apply number recognition to quantities etc. Children are encouraged to apply their knowledge of using mathematics in everyday life

for example, counting how many children are at nursery and counting out pieces of fruit for snack.



*I learnt  
about  
'teaghlach'  
(family.)*

### CUSPAIREAN SÒISEALTA/ SOCIAL STUDIES

Our children are given opportunities to learn about people and the world around them and people in the past. Many links are made to literacy and numeracy through this curricular area and children are encouraged to become more 'responsible citizens' as they make sense of the world around them.

### EALAIN CHRUTHACHAIL/ EXPRESSIVE ARTS

Through art, music, drama and dance our children will be given opportunities to be creative and express their feelings and emotions in different ways. Our children will be given opportunities to express their ideas and feelings through a

variety of media. They are encouraged to enjoy and develop movement, rhythm, singing and music making.



We encourage our children to develop an awareness and appreciation of each individual. Children will become aware that people have different values and beliefs through exploring special festivals, customs and traditions. Children will be given opportunities to explore Christianity, other world religions and develop their understanding for what is fair and unfair and the importance of caring for, sharing and co-operating with others.

UNCRC Article 14 Freedom of thought, belief and religion 'Every child has the right to think and believe what they want and to practice their religion, as long as they are not stopping other people from enjoying their rights. Governments must respect the rights of parents to give their children information about this right.'

### TEICNEOLAS/ TECHNOLOGIES

As children play and learn they will develop interests, confidence and enjoyment in ICT. The children have access to a variety of technology equipment, ranging from scissors to computers. In the nursery environment children learn both about technologies and learn with and through technology. They will explore and use software, electronic equipment, programmable toys etc to develop skills, solve problems and communicate with others.

*My favourite ones are the blocks.*



### SAIDHEANS/ SCIENCES

Children will receive opportunities to develop their interest in, and understanding of, the living, material and physical world. Learning will encompass both indoor and outdoor experiences for children to develop and investigate their natural world and surroundings. In their play children will have many opportunities to experiment and explore different materials and resources.



## LATHA SGOIL-ÁRAICH/THE NURSERY DAY



**Drop off** For safety purposes, all children have to be brought to and collected by an adult known to the child. At the start of each session, please accompany your child to the nursery garden/entrance where you will be met by one of the Early Years Practitioners. We ask that you sign your child in and record who will be collecting them.

Your child will go straight to engage in the various activities set out for them either inside or outdoors.

Available daily to the children will include;

- Sand and water play
- Painting, craft, cutting and gluing
- Junk modelling
- Playdough
- Drawing/mark making
- Books and story area
- Listening centre
- Dressing up
- Role-play
- Small world toys, dolls house, farm, railway etc
- Construction – blocks, lego, duplo
- Jigsaws/puzzles and games
- Musical toys
- Natural world trays
- Hands on interest tables
- Computer – Cleverboard, games, toys



*My favourite toys are the dinosaurs.*

- Technology
- Imaginative play and story telling – home corner, puppets etc
- Outdoor and active play (in all weathers) – scooters, bikes, balancing, planting, caring for wildlife, mark making etc.
- Messy play

Children will be given opportunities to:

- Sing and take part in musical experiences
- Listen to stories, rhymes and poems
- Visit their local area
- Meet visitors e.g. policemen, musicians, entertainers, wider school staff, community people
- Make choice and decisions
- Explore, create, be active and use their imaginations
- Reflect on their own learning, plan and set their own goals
- Learn to recognise and 'manage risks' in their play

*I like the hammering.*

The activities and experiences the children will be free to explore will be planned from observations made by the staff and discussion with the children to meet their individual interests, needs and requirements.

There is not always an 'end product' to take home as the main learning is through engaging with the pleasure and experience of 'doing.' Please do not take that there is nothing going home to imply that no learning is taking place. Staff are always available to update you on how your child is progressing and the children's **learning journeys** are available at all times. These record observations of your child's achievements and progress.

**Lunch choice and emotional check-in** The children are encouraged to use the cleverboard to record how they are feeling that day by moving their name to a facial expression depicting an emotion. This not only develops the children's understanding of emotions but, allows the adults to.... During the morning, the children staying for lunch are also asked to make a choice from the menu.

**Circle Time** Twice during the day, the children are brought together to further discuss focused learning areas in more depth. This helps foster children's interest, allow them to develop their thinking, listening and questioning skills. During this time, we also learn new songs and Gaelic language.

**Snack and Lunch** Snack is provided mid-morning and lunch is provided from the canteen in the hall across from the nursery. Children are supported to develop their social, literacy and numeracy skills as well as independence through being involved in choosing food using menus, setting the table, using manners, sharing, cooperating, pouring, spreading, using cutlery etc. We endeavour to have a homely, social experience that encourages the children to develop their language skills also. Our menus reflect our Healthy Eating policy which is available in policies referenced previously.



**Local area** We use our local area greatly including, the park, Craigmonie Forest and the Care Centre. We aim to visit the forest at least weekly. Permission is sought at enrolment and risk assessments are made at the start of the year and reviewed and updated regularly. We welcome volunteers to join us for these.


**Collection** An adult is required to collect children at the end of their session and sign them out. If the person who is expected to collect your child changes from those designated at drop off, please phone the school and let us know.

*I went to the Gaelic Festival at the weekend. I heard our 'sgioblaich suas' (tidy up song.)*

## AG OBAIR CÒMHLA RI PÀRANTAN/COMMUNICATION AND PARTNERSHIP WITH PARENTS

'Parents are children's most important educators in their earliest years and continue to play a major role in their young child's learning when they enter the early years setting.' (A Curriculum Framework for Children 3 –5)

We strive to share information with parents and work in partnership with them. To facilitate this we operate an open door policy where by parents can, when possible, speak with a member of staff at the start/end of the school day or make an appointment to do so. We will endeavour to be responsive to any request within 24 hours but certainly within 5 days of issue being raised.



*I taught my mum the days of the week. It was a wee bit hard.*

Our main communication is through **informal discussions** at drop off and the end of the day. Here you can share information and news with staff e.g. if your child hasn't slept well, is looking forward to an event etc. Staff will also be able to let you know how your child's day has been for them. If you have any queries or concerns we would much rather you say than sit at home and worry.

The school shares a **newsletter** issued at the end of each month to all families. This contains features about the life of the school and includes information about important dates and events as well as, on-going school improvement. As we work towards being an Eco School, many of our parents choose to have this emailed to them to save paper.

The children and staff keep a **floorbook** of the development journeys that the children have taken their learning down. This is available for parents to see at all times in the nursery and you can request to look through it. Furthermore, individual **learning journeys** record your child's achievements, progress, photographs, drawing – a record of their time in nursery. Parents are encouraged to look and contribute to these regularly and they are sent home at the end of each term.

**Pre school development overviews** are kept throughout your child's time in nursery and updated by staff as children progress. They are shared with parents and passed to the P1 teacher at transition.

Article 18 (parental responsibilities and state assistance) *'Both parents share responsibility for bringing up their child and should always consider what is best for the child. Governments must support parents by creating support services for children and giving parents the help they need to raise their children.'*

A **planning overview** is shared on the noticeboard at the nursery entrance. This provides information about our current interests, curriculum focus, visitors, visits etc. Parents are encouraged to **contribute ideas** to these through discussion with staff or by writing their ideas on the board at the entrance. We also have a **suggestion box** you can add ideas to.

Children are encouraged to **bring items of interest from home** to share with their friends and staff. We will always care for these but, discourage the children taken anything of value or that could easily be broken.

Parents are an integral part of the nursery and your support is greatly appreciated to widen experiences for the children. We encourage you **share interests or hobbies with the children, join us for trips** and take up the offer to **stay and play** at a time which is suitable for you.

We also have **parents' meetings** twice a year (*normally September and March*) and regular informal times for parents to meet with their child's teacher e.g. **open mornings/workshops** (*normally November and May.*) As part of these we present our ongoing improvement work in the hall and gather parental thoughts and opinions. These are also gathered using **questionnaires** and **surveys**.

The school **website** is also regularly updated with information and the newsletter is put on the website. We have a **News** blog as part of this, featuring most up to date information. Each of the classes also has their own **blog** which are updated weekly. Parents are encouraged to follow these to keep up to date with what is happening in the nursery.

The school's **Improvement Plan and Standards and Quality Report** are published on the school website detailing the school's self-evaluation and improvement targets. A paper copy of these documents can be obtained from the school office on request.

We also communicate through **curriculum evenings** to demonstrate specific aspects of the curriculum. Each term the Head Teacher has an **open forum** for parents to come in and meet with the Head Teacher and other parents informally, ask questions and give feedback.

---

## **GEARANAN /COMPLAINTS AND REQUESTS FOR SERVICE**

---

We hope you and your child will enjoy spending time in our setting and we welcome comments or suggestions which could help us to improve our service.

However, we are aware that difficulties can occur from time to time and if you feel you have reason to complain please follow the procedure outlined below.

- Speak to your child's keyworker, either at the beginning or end of a session. Issues can often be resolved quickly once the problem is highlighted and we can agree on how it can be solved.
- Alternatively, an appointment can be made to speak in private to your child's keyworker.
- In consultation with parents/carers it will be decided if the matter needs to be taken further, in which case the Head Teacher will be informed and a meeting arranged. This will take place within 10 working days from the time the complaint is received.
- If necessary, the matter will be brought to the attention of the Area Care and Learning Manager who will decide what the next steps should be.
- Parents will be kept fully informed at each stage and will be invited to attend any meetings being held.

Parents/carers are also able to contact the Care Inspectorate directly with a formal complaint.

### **Care Inspectorate**

[enquiries@careinspectorate.com](mailto:enquiries@careinspectorate.com)

or

Contact Centre - 0345 600 9527

Scottish Natural Heritage  
Great Glen House  
Leachkin Road  
INVERNESS  
IV3 8NW

Details on how to make a formal complaint can be found in The Care Inspectorate publication "Unhappy about a Care Service?" You will find a copy of this displayed on the parent noticeboard and it can also be downloaded from: [Care Inspectorate : Unhappy about a Care Service](#)

---

## MU DHEIREADH /FINALLY .....

---

We have tried to include all the relevant information within this handbook and we hope all your questions have been answered. However, if you have any further concerns or queries please feel free to telephone or drop in for a chat. Any suggestions or comments on our handbook would be warmly received. We look forward to welcoming you and your child/children to Sgoil-àraich Ghlinn Urchadain.

*\*Whilst the information in this handbook is considered to be true and correct at the date of publication (December 2023) changes in circumstances after the time of publication may impact on the accuracy of the information.\**

