



Welcome to Scallywags ELC

Highland School calendar 2024/25 Please note - Dates may be subject to change

August 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
32				1	2	3	4
33	5	6	7	8	9	10	11
34	12	13	14	15	16	17	18
35	19	20	21	22	23	24	25
36	26	27	28	29	30	31	

September 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
36							1
37	2	3	4	5	6	7	8
38	9	10	11	12	13	14	15
39	16	17	18	19	20	21	22
40	23	24	25	26	27	28	29
41	30						

October 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
41		1	2	3	4	5	6
42	7	8	9	10	11	12	13
43	14	15	16	17	18	19	20
44	21	22	23	24	25	26	27
45	28	29	30	31			

November 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
45							1
46	4	5	6	7	8	9	10
47	11	12	13	14	15	16	17
48	18	19	20	21	22	23	24
49	25	26	27	28	29	30	

December 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
49							1
50	2	3	4	5	6	7	8
51	9	10	11	12	13	14	15
52	16	17	18	19	20	21	22
1	23	24	25	26	27	28	29
2	30	31					

January 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
2			1	2	3	4	5
3	6	7	8	9	10	11	12
4	13	14	15	16	17	18	19
5	20	21	22	23	24	25	26
6	27	28	29	30	31		

February 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
6						1	2
7	3	4	5	6	7	8	9
8	10	11	12	13	14	15	16
9	17	18	19	20	21	22	23
10	24	25	26	27	28		

March 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
10							1
11	3	4	5	6	7	8	9
12	10	11	12	13	14	15	16
13	17	18	19	20	21	22	23
14	24	25	26	27	28	29	30
15	31						

April 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
15		1	2	3	4	5	6
16	7	8	9	10	11	12	13
17	14	15	16	17	18	19	20
18	21	22	23	24	25	26	27
19	28	29	30				

May 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
19				1	2	3	4
20	5	6	7	8	9	10	11
21	12	13	14	15	16	17	18
22	19	20	21	22	23	24	25
23	26	27	28	29	30	31	

June 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
23							1
24	2	3	4	5	6	7	8
25	9	10	11	12	13	14	15
26	16	17	18	19	20	21	22
27	23	24	25	26	27	28	29
28	30						

July 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
28		1	2	3	4	5	6
29	7	8	9	10	11	12	13
30	14	15	16	17	18	19	20
31	21	22	23	24	25	26	27
32	28	29	30	31			

School holidays
In-service days

School days

Session 2024 – 2025

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WELCOME TO SCALLYWAGS NURSERY

Meeting Place	Sallywags Nursery, Crossroads School, Dunnet, Thurso, KW14 8XP
Meeting Times	Monday to Friday 09.00 – 15.00
Fees	All children receive a funded place starting from the school term FOLLOWING their third birthday. (See enclosed “Fees” for further information.)
Admissions Policy	All children aged between 2 years and school age are welcome. At present, we do not have a waiting list.
Staff	Early Years Practitioner: Mrs Karen Williamson Early Years Practitioner: Karen Mackenzie

Please note – **Parents need to inform the school if their child is absent for any reason.**

Please phone the school office 01847 851629 on the first morning of absence if possible; the staff have a duty to report unexplained absences.

Please could all children wear **gym shoes** in the playroom and leave a **change of clothes** in a bag on their peg. We have a supply of outdoor suits and wellie boots for outdoor play.

THE STAFF

Two permanent members of staff are employed at the nursery; both are fully qualified and registered with the Scottish Social Services Council.

SETTLING IN

Settling in is an important stage in the transition between home and the outside world. The nursery encourages parents to stay with their child as long as is necessary for the child to be reassured that this new place and the people are as safe as home. Parents can also collect their child early, before the end of sessions, to help the child get used to being away for a short period, and gradually build up to staying for the whole session. The Staff can also arrange a 'home visit' to any child who is experiencing difficulties in settling in – this way the child can get to know the Staff better in his/her own surroundings. If you think your child would benefit from this, please speak to the Staff to make arrangements.

Comforters, favourite toys and the like are also welcomed for children who are settling in. We welcome parents and children into the playroom for an initial visit. This can be organised by phoning the school beforehand. The length of time children take to settle varies considerably and parents are asked to go at their child's pace and never force the process.

System of reporting to Parents

The staff report informally to parents verbally at the end of a session we have and a term planner in our window. There are parent's evenings / open sessions throughout the year. You will be given information on your child's progress. We have a closed Facebook page where we share photos and information with parents.

- Our weekly planning is displayed on a board by the children's pegs and online. Parents ideas and comments are encouraged. An image of this plan is also shared on our Facebook page.

Nappy Changing

Children who use nappies should bring a bag with them that contains nappies and wipes. Staff follow intimate care guidance and adhere to nappy changing guidance as outlined by the Care Inspectorate. If your child refuses to change their nappy, staff will discuss this with you and together they will work with you to support your child with nappy changing.

CLOTHING

Children are required to wear suitable clothing for the weather at that time of the year. All children should have a minimum of one full change of clothes in their bag at all times. Indoor shoes are required.

We value outdoor play and children experience being outside in all weathers. We have a variety of warm suits and wellington boots that we provide our pupils with.

ALLERGIES

Please inform a member of staff if your child has any allergies on the enrolment form and verbally. We have a Food Allergen Checklist in nursery showing all the food we provide for snack and the various allergens contained. We also display a weekly snack menu.

VISION AND VALUES

Sallywags Nursery provide a high quality, safe and fun environment where children benefit from active learning through play.

Values

- learning through play
- regular outdoor play experiences
- partnership with parents/carers
- child centred ethos
- building children's confidence and self esteem
- respect for one and all
- learning with technology
- fun



AIMS OF SCALLYWAGS NURSERY

Sallywags Nursery aims to:

1. Work towards a provision which encourages every child to be safe, healthy, achieving, nurtured, active, respected, responsible and included.
2. Provide a broad range of appropriate Early Learning and Childcare experiences in line with the Curriculum for Excellence.
3. Respect, share information with, and involve parents in the care and education of their child.
4. Provide a high level of childcare using the National Standards for Early Learning and Childcare providers, Being Me, Realising the Ambition and How Good is our Early Learning and Childcare as guidelines for implementing new procedures, policies and to further improve the standard of care provided via monitoring and self-evaluation. A Quality framework for daycare of children, Childminding and School age children.
5. Identify and provide relevant training for staff including SSSC requirements.
6. Provide a safe, happy, well-resourced environment for pre-school children.
7. Provide a broad range of appropriate active learning experiences for children through play activities, including learning experiences outdoors and ICT.
8. To maintain and extend links with Crossroads School and other centres.
9. To have fun!

HOW THESE AIMS WILL BE ACHIEVED

The Nursery offers a wide range of play activities to the children at each session. The aims will be achieved by allowing the children to participate in many play activities and learning experiences in the following areas of the curriculum:

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



The great majority of play activities in the group do not result in an end product. The children get pleasure and experience from the 'doing'. The lack of a tangible product to take home does not imply a lack of 'work' or learning on the child's part. The Staff are always available to speak to parents/carers about their child.

GETTING IT RIGHT FOR EVERY CHILD

Working together: Statement for parents

All early learning and childcare 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.

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.



EQUAL OPPORTUNITIES

The nursery recognises that all children and adults are different, with differing needs and abilities, but all are equally valuable. The full policy is kept on display for all parent/carers to read.

HEALTH AND SAFETY MATTERS

It is the group's policy to promote the healthy development of children within a secure environment. All the Welfare Policies of the group (Equality and Diversity, Health and Safety, Behaviour Management, Child Protection, Children's Charter and Framework Standards for Child Protection) are kept in nursery. Please ask a member of staff if you would like to read them. Please note, however, they must stay in the building. They are also on the School Website and on the School Website. <https://sites.google.com/thursohigh.org.uk/crossroads-primary/scallywags-home>

Emergency Contacts:

You will be given forms to complete for your child when he/she starts Nursery. The nursery is required by the Children's Act to keep records of all the children in its care. These are confidential. In the event there is an emergency and we can't contact you, please provide an alternative contact (neighbour/family member) on the form who would be willing to collect your child. This could be because the child becomes ill during the session, or there has to be a sudden closure of the Nursery. We also need the name and number of a close family member who could be contacted in the event of a medical emergency. In the event of a complete emergency evacuation of the building e.g., fire, the children will be taken with the school children to the Northern Sands Hotel in Dunnet where parents will be contacted to collect children.

First Aid:

We aim to have all staff members fully trained in first aid. All accidents are recorded in the Accident Record Book, and the information passed on to the parent/carer.

Fire & Lockdown Drill:

The emergency evacuation procedure is outlined in the Health and Safety Policy. The children and staff practise the fire drill at least once each term and Lockdown Drill once a year.

Illness:

If your child is ill, **please do not** bring them to Nursery – coughs and colds spread very rapidly, and it would not only be unfair to your own child, but also to all the other children. **Children suffering from sickness or diarrhoea should be free from symptoms for 48 hours before returning to nursery.**

If your child has an infectious illness, they should be kept off Nursery until the infectious period is over. The following guidelines are the minimum periods of exclusion: -

Chicken Pox	5 days from onset of rash
Measles	4 days from onset of rash
Rubella	6 days from onset of rash
Mumps	5 days from onset of parotid swelling
Whooping Cough	5 days from commencing antibiotic treatment or 21 days from onset of illness

It would be useful if parents could inform the Staff if their child is off with an infectious illness, so that other parents can be made aware.

Collecting your child:

The staff, and your child, should be informed at the beginning of a nursery session if someone else is collecting your child from the Nursery and their name noted in the daily signing in register. If you have to make arrangements to send someone else at the last minute to pick up your child, it would be appreciated if you could phone the school office on 01847 851629 during the session to inform the staff. It is also very important that you inform the staff if there is anyone who is not allowed to collect your child.

INVOLVING PARENTS

Parents are encouraged to participate and help in whatever way they can. The Staff will help to involve them by sharing any relevant information. Parents are strongly encouraged to join Crossroads School's Parent forum.

YOUNGER CHILDREN IN THE PLAYROOM

Parents are welcome to bring their younger children along when they are visiting the nursery but are reminded that they are responsible for the supervision and safety of their younger children.

AN EXAMPLE OF A SESSION

Welcome time. Children are encouraged to find their names to put on the board to say they are here today. Children and Staff get together at the start of a session, discuss the routine of the day, choose the daily helper. There is also an opportunity at this time of the morning for all the children and staff to share news, etc. Each child is given a turn if he/she wants to share any news, and all the other children are encouraged to listen and not interrupt.

Free Play. A combination of free play and more structured activities, either in groups or one-to-one indoors or outdoors. Activities relating to the children's current interests and themes take place throughout the day. We invite visitors to the group throughout the year and organise outings, walks, etc.

10.00 – 10.30 – Snack. Children are encouraged to give out the plates, cups, etc. for snack time. All of the children are encouraged to pour their own milk and spread their own bread etc. A well-balanced and nutritious snack is offered, and healthy eating is promoted by the availability of a variety of fresh fruit, milk and a range of wholesome foods. At special times, for example Chinese New Year, or Burns Day, themed foods are included to raise awareness of our multi-cultural society. The children are encouraged to brush their teeth after snack as part of the Childsmile programme.

Free Play indoors or outdoors. Staff read stories 1 to 1 or in small groups throughout the day.

12. 15– Lunch, the children have lunch in the school dining hall. The school pupils join them at 12.30.

Free Play indoors and outdoors.

(This is an example of a typical nursery session and it may change from day to day depending on what activities, projects, visits, outings, etc have been organised).

BEHAVIOUR POLICY

The following are brief extracts from our Behaviour Policy. Please ask the Staff if you would like to read this document.

The Nursery recognises that children need simple guidelines to help them to come to terms with the needs of others and society. The group has ground rules which focus on respect for others and personal safety. The children are therefore made aware of the following: -

- We walk in nursery
- We speak quietly at nursery
- We play gently with our toys
- We share at nursery
- We don't hit or push
- We listen to each other



Sallywags Nursery staff promote positive behaviour through praise and positive attention. Any incidents will be dealt with as soon as it happens. If a child's behaviour is causing concern, the Staff will make every effort to find out why the child is acting in such a way. They will discuss the situation with the parent(s) in confidence, and work with them to find a solution.

If more support is required for a child then a meeting will be arranged to discuss this.

It would be helpful if the Staff could be made aware of any circumstances or changes at home which may affect your child's behaviour. This would enable the staff to deal with it appropriately. Again, parents can speak to the Staff in private at the nursery or by ringing the school office on 01847 851629.

PARTIES, OUTINGS AND VISITORS

The staff organise several outings throughout the year – parents will be informed of these. Parents/carers may be asked to help out with transport and /or accompanying the staff and children on the outing.

FINANCIAL MATTERS

The Local Authority commissions the Nursery for 3 and 4 year olds. This means that your child will receive a free place at the Nursery from the term following his/her third birthday.

Eligible 2 year old children are also entitled to a funded place. Parent's will need to contact the Family Resource Co-ordinator at ELC-north@highland.gov.uk to check eligibility. Children starting Nursery before they receive funding pay £4.70 per hour and £2.30 if they are staying for a school lunch. The Staff will inform you when your child is eligible for a free place.

MEDIA PROTOCOL

Photographs of the children are taken from time to time, especially during parties, trips and activities in the Playroom. They are displayed in displays on the wall and in the children's learning profiles as well as on our private Facebook page. They may be included in the local newspaper, please inform the Staff if you do not wish your child's photograph to be included.

COMPLAINTS POLICY

We hope that you and your child's experience at Crossroads School is a very positive one and we welcome any suggestions you may have. However, if you feel you have a concern or a reason to complain, then please contact the school office to make an appointment with the Head Teacher. The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact Ms Annika Jansson, Area Education Manager – North, 01463 702209

NURSERY TERMS

The Nursery is open during school term times and closes during school holidays and in-service training days. We may also have to close the nursery a few days throughout the year for staff training. A list of school terms/holidays will be given out at the start of the nursery year in August, with any further details given throughout the year.

CURRICULUM INFORMATION

Curriculum for Excellence is the curriculum for children and young people aged 3 to 18 years. It builds on the solid foundations developed in the critical years of 0 to 3 which are supported by the 'Building the Ambition' guidance.

The early level of Curriculum for Excellence spans pre-school and primary as it is designed to meet the needs of most children from 3 years until the end of Primary 1, promoting better continuity and progression of learning across the sectors. The core messages of Curriculum for Excellence are:

- 1 active, experiential learning
- 2 a holistic approach to learning
- 3 smooth transitions
- 4 learning through play.

Curriculum for Excellence seeks to enable all children to become:

- 1 successful learners,
- 2 confident individuals,
- 3 responsible citizens
- 4 effective contributors



There are 8 areas within the new curriculum:

- 1 Health and Wellbeing
- 2 Numeracy and Mathematics
- 3 Literacy and English
- 4 Science
- 5 Expressive Arts
- 6 Social Studies
- 7 Technologies
- 8 Religious and Moral Education



The experiences and outcomes for Literacy & English, Numeracy & Mathematics and Health and Well-being represent the core areas of the new curriculum.

Our planning for the new Curriculum is based on seven principles which underpin all the learning experiences of children and young people throughout their education.

- 1 Challenge and Enjoyment
- 2 Breadth
- 3 Progression
- 4 Depth
- 5 Personalisation and Choice
- 6 Coherence
- 7 Relevance



On a daily basis our centre gives children the opportunity to experience a wide range of activities, based on the Curriculum for Excellence, to meet their development needs and their interests. These include:

- sand and water play
- construction
- small world
- jigsaws and games
- free painting and cutting and glueing activities
- dough or clay
- stories, rhymes and songs
- music and movement
- home corner
- dressing up and other role play opportunities
- energetic physical play
- interest and nature tables
- exploration and discovery play
- using the Chromebook, interactive and programmable toys and other ICT resources



We also make optimal use of our extensive outdoor facilities each day.

We aim to provide opportunities during a large part of the session for children to choose freely from a wide range of resources and activities, but we also provide some activities that are organised and led by an adult.

Our 2 year old children are supported to develop

- Wellbeing
- Communication
- Curiosity, Inquiry and Creativity through exploration, experimentation, creativity, socialisation and play.

The emphasis is always on learning through play!

During each session children will have opportunities to play alone, with a friend or in a larger group. There will be times when they can relax and play quietly, as well as times when they can be energetic and lively.

In addition to these activities, we record on our plans next steps for children's learning. This allows staff to work more closely with the children on particular areas of the curriculum and to observe their progress. Planning in this way ensures that we can tailor future activities to meet the needs of individual children and that the whole curriculum is offered in a balanced and accessible manner.

Finally, we hope you and your child enjoy nursery with us.

OUR MOST RECENT INSPECTION REPORT CAN BE FOUND ON THE CARE INSPECTORATE WEBSITE. A COPY IS AVAILABLE IN SCHOOL FOR YOUR REFERENCE.

NOTE: Nursery is the term used in this handbook to refer to EARLY LEARNING CENTRE

The information in this handbook was accurate at the time of going to press. It will be available in school for inspection by any other parent and any parent specifically requesting a copy will be provided with one. The most up to date version will also be online through the Highland Council website.

L Swanson, Acting Head Teacher

**FURTHER INFORMATION, ABOUT THE WIDER SCHOOL, CAN BE FOUND IN CROSSROADS
PRIMARY SCHOOL HANDBOOK**

