



'Learn daily, laugh often and be the best that you can be'

Nursery Handbook



2024-25

ABOUT NORTH KESSOCK NURSERY

North Kessock Nursery is situated in its own building adjacent to North Kessock Primary School. The Nursery has its own entrance gate and dropping off area. Our Nursery staff endeavour to provide pre-school children with every opportunity to fulfil their potential and participate in an exciting, stimulating, challenging and enjoyable beginning to their early education. Your child will be treated as an individual and we will offer him/her a variety of experiences and activities. We appreciate that your child arrives at Nursery as an experienced learner, bringing from home a great deal of knowledge about themselves and their world. Working in partnership with parents, we hope nursery education will further the development of your child helping them on their way to becoming confident individuals, successful learners, responsible citizens and effective contributors.

This booklet is intended to give you information about the Nursery. Please feel free to contact nursery staff if there is anything which you are uncertain about. We hope that your child and you will enjoy your time at Nursery.

NURSERY AIMS AND OBJECTIVES

- To provide a safe, happy, stimulating and well-resourced environment for pre-school children.
- To provide a broad range of appropriate pre-school experiences for children through play.
- To deliver pre-school education experiences in line with national and local advice, including:

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



- Promote healthy eating in line with *Nutritional Guidance for Early Years*.
- Encourage positive attitudes to self and others and develop confidence and self-esteem.
- Create opportunities for play and to stimulate interest and imagination.
- Encourage children to explore, appreciate and respect their environment.
- Offer parents /carers opportunities to become involved in their children's pre-school learning and development to suit their own family/working lives.
- Provide parents/carers with regular information about their children's progress and development.
- Arrange appropriate professional development and training for all staff.
- To be inclusive at all times, promoting equal opportunities in learning for all children.

We actively promote learning through play at all stages of early education in North Kessock. Children are praised and encouraged through a variety of activities to promote their independence and general development, according to their individual age/stage and needs. Our aims are achieved by effectively using resources for learning as well as promoting positive and encouraging attitudes between parents and staff in developing the children's learning.

North Kessock Nursery promotes and encourages positive behaviour. We try to achieve this by setting achievable targets for behaviour and giving the children clear definitions of acceptable behaviour.

CONTACT INFORMATION

North Kessock Nursery
North Kessock Primary School
Ferry Brae
NORTH KESSOCK
Inverness
IV1 3WX
Telephone: 01463 731667
Email: northkessock.primary@highland.gov.uk
Website: <https://sites.google.com/fortroseacademy.org.uk/nkps>



STAFF

Head Teacher:	Miss Miriam Mackay
Principal Teacher:	Miss Hazel Munro
Early Years Practitioner:	Ms Nicole Gunn
Early Years Practitioner:	Miss Kayleigh Hutchison
Early Years Practitioner:	Miss Nicola Kinnaird
Early Years Practitioner:	Miss Anne MacArthur
Early Years Practitioner:	Miss Lauren Foster
Early Years Practitioner:	Mrs Sharon Curran
Support Worker:	Ms Gail Morrison



NURSERY HOURS

9.00am to 3.00pm

All children are entitled to 30 hours of funded childcare per week. Additional hours cost £4.70 per hour however these hours cannot always be guaranteed. Anyone wishing to increase their child's hours, should contact the school office to complete a 'Booking Amendment Sheet'.

All children must be accompanied by an adult to and from Nursery. Please collect your child promptly when Nursery finishes as some children can become very anxious if mums/dads/carers are late to arrive. You are requested to provide the Nursery with a note of the name of the adults/s who will be collecting your child from Nursery.

ORGANISATION OF THE NURSERY DAY

The Head Teacher and Principal Teacher are responsible for the general management of the curriculum throughout the school and within this remit there is a requirement for the Head Teacher to oversee the work of the nursery. The Early Years Education Support Officer works with the Head Teacher, Principal Teacher and Nursery staff to develop the curriculum and lead the nursery forward in their yearly plans for improvement. Your child's nursery session will be planned very carefully by the staff to include periods of free choice activities, time for more structured activities and time for individual and group work. The Nursery staff will constantly observe the children at work and will assess what each child can and cannot do. These assessments will, at times, be informal but at other times the staff will formally record their findings thus building up a written picture of progress. These findings will be entered into a 'My Learning Journey' folder for each child and will act as an agenda for communicating progress to individual parents/carers and to the Primary One teacher, thus ensuring a continuity of learning.

START DATES

3 Year Olds

Three year olds are eligible for funding from Highland Council as follows:-



Third Birthday

1 March - 31 August

1 September - 31 December

1 January - 28 February

Funding From

August

January

April

4 Year Olds

Pre-school children are fully funded by Highland Council.

Children are able to start Nursery a week after their third birthday, the current charge per session is £4.40 per hour until they are eligible for a funded place.

SNACK



We provide a healthy snack for the children each time they come to the nursery. If your child is allergic to particular foods, please tell the staff when your child starts nursery so that these foods can be avoided.

LUNCH



All Nursery children are entitled to a free school lunch. If you do not wish for your child to have a school meal, your child can take a packed lunch to eat instead. Please ensure that your child's lunch box is clearly labelled with your child's name and that they contain an ice-pack within. Although every child will be encouraged to eat what is provided, no child is forced to eat something he/she dislikes. We ask that any snacks or packed lunches which are brought to school from home do not contain nut products or peanuts. Thank you.



CLOTHING

As in the rest of the school, nursery children are encouraged to change into indoor shoes such as gym shoes. This is to avoid bringing in dirt on the soles of shoes as the children spend much of their time with activities on the floor. No protective clothing is required as Nursery provides baking, water and painting overalls but, since many of our activities are "messy" (gluing, painting, sand, water, etc.) new or expensive clothes are not recommended. It is really helpful if you can leave a change of clothes in case of accidents or spillages.

PREPARING YOUR CHILD FOR NURSERY

There are a few things you can do to help your child to get off to a good start. A little advance preparation makes the separation easier to manage. If possible, try to make friends with another child who will be going to Nursery so that your child will have a friend to go along with - it is always nice to have company when going to a new place for the first time. It will also help if your child has some idea of what nursery is all about - please come along for a visit beforehand, several visits can be arranged if necessary. Sharing information about your child enables us to assist individual development e.g. with self-help skills or toileting. It is helpful to all if both yourselves and your child have a positive attitude towards nursery and see it as an exciting, secure and happy place where lots of new skills will be gained.



HEALTH

If your child has any medical or physical needs, we would be very keen to make sure that these are met. If your child is unwell, please keep them at home and refer to the "Infection Control Policy" for guidelines (please just ask if unsure). Our Health Policy states that any child who has had sickness or diarrhoea should not return to Nursery until at least 48 hours after symptoms have ceased. Please share any information or concerns with staff so that measures are put in place to suit e.g. administration of medication or additional support.



VACCINATIONS

Children receiving out of home care including Nursery, have more opportunities to come into contact with infections, so it is especially important to make sure that they have had all the vaccinations. It's 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.

POLICIES

North Kessock Nursery has numerous policies to further inform you of how we operate. Please take time to familiarise yourself with the policy folder which is found in the cloakroom area. We would especially highlight the Confidentiality policy and our Child Protection policy to you. Be aware that we follow the Highland Council guidelines relating to Child Protection. Child Protection issues will always, where necessary, supersede confidentiality.

CONCERNS

We hope that you will enjoy your child's time at our Nursery, and we welcome comments or suggestions, which could help us improve our service. However, we are aware that difficulties can occur from time-to-time and we have a Complaints Policy which is posted permanently on our Nursery notice board, for future reference. If you feel unable to speak to Nursery Staff about a concern, then any parent or carer can contact the Care Inspectorate directly. The local address for our centre is:

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

Tel: 0345 600 9527

NURSERY RECORDS

All parents have a legal right of access to the files and records of their own children. They will not have access to information about any other child.

NURSERY ACTIVITIES

Your child will be introduced to a great variety of exciting activities during their time at Nursery. Much of the children's learning will be through play where the children are offered a range of activities to experience.

Examples of activities offered to the children:

- Sand and water play
- Play dough
- Painting
- Junk modelling
- Gluing
- Jigsaws
- Board games
- Construction Toys
- Imaginative play.
- Building blocks
- Outdoor activities
- Story corner
- Computer games
- Gym in the school hall
- Puppet play
- Dressing up
- Drama
- Art
- Dance
- ICT (information and communication technology)
- Scissor skills tasks



Through their play children will learn to:

- Co-operate with each other in sharing resources, taking turns and working together.
- Develop communication and language skills.
- Enjoy energetic activities and improved fitness.
- Develop problem solving skills.
- Become more independent.
- Develop self-confidence.
- Show awareness and thought for others and their environment.
- Develop their creative skills including music, song, dance and role play.



SEVERE WEATHER CLOSURE

Schools have a dial-in service if there is a risk of closure due to adverse weather. North Kessock Nursery follows the lead of North Kessock School and parents/carers should dial this service in the first instance if there is doubt as to whether the Nursery is open in poor weather. To use this service:

- Dial Highland Council's access number - 0800 564 2272
- Enter the pin number for North Kessock School - 04 2740
- Listen for confirmation that you have the correct school
- Press 1 to hear any message regarding adverse weather.



There is also a website at www.highland.gov.uk/schoolclosures giving information about individual school closures. We will also update the school Twitter account should the Nursery have to close. North Kessock Primary School Twitter page can be found by typing @northkessockps into the Twitter search bar.

CURRICULUM FOR EXCELLENCE

At North Kessock Nursery we fully embrace a Curriculum for Excellence. When planning learning activities for the children we take into account all the eight curriculum areas:

Expressive Arts

Learning in, through and about the expressive arts enables children to:

- Be creative and express themselves in different ways
- Participate and experience the energy and excitement of performing and presenting for different audiences
- Develop skills of communication, evaluation and leadership
- Develop an appreciation of aesthetic and cultural values, identities and ideas

Health and Wellbeing

Learning in health and wellbeing ensures that children develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. We aim to ensure that all children are safe, happy, achieving, nurtured, respected and included in the preschool environment and that all staff are proactive in promoting positive behaviour in the nursery and in the outdoor environment.



Literacy and English

Literacy is fundamental to all areas of learning as it unlocks access to the wider curriculum. We strive to provide an environment rich in language with opportunities for the children to spend time with stories and other texts to enrich their learning and develop their language skills. Literacy is divided into three areas: listening and talking, reading and writing.

Mathematics

Numeracy is not only a part of mathematics, it is also a life skill which permeates and supports all areas of learning, allowing young people access to the wider curriculum. When planning learning in numeracy and mathematics, staff always try to make links with other areas of the curriculum. Real contexts are included and children are encouraged to use their skills to consolidate learning.

Religious and Moral Education

We provide the children with opportunities to explore stories, images and songs to help them become familiar with the beliefs of Christianity and other world religions. We develop their understanding of what is fair and unfair the importance of caring, sharing and co-operating with others. Each fortnight, we welcome visits from our local Free Church minister Mr Renwick, and each month, Mrs Susan Cord, our local Church of Scotland minister visits. In addition to this, we also have an annual visit to the local Church each Easter.

Sciences

We aim to foster an interest in and understanding of the living, material and physical world. We provide opportunities both indoors and out for children to develop and practice a range of enquiry and investigative skills. We look at the natural world and amongst other things, discover how to care for living things, and investigate weather and patterns of time. Through creative play children will explore different materials and their uses.

Social studies

Developing and understanding of the world by learning about other people, places and circumstances is very important. The children will learn about different people and how they can help us. They will find out about people and events from the past.

Technology

Technology offers challenging activities which involve research, problem solving, and exploration of new and unfamiliar concepts, skills and materials. Children will explore and use software, electronic equipment, and remote controlled or programmable toys to develop skills, solve problems and communicate with others. Children are encouraged to appreciate how technology helps us. They will learn about recycling and reusing resources to help to care for the environment.

TRANSITION TO PRIMARY 1

It is important that the infant and nursery staff liaise closely at all times but it is particularly necessary near the time of transition to the next stage of education. In May/June, time will be allocated to allow the Nursery staff and P1 teacher to meet on a formal basis to discuss each pupil. Time will also be given to the P1 teacher to observe the children within the nursery setting. Again, the 'My Learning Journey' folder will be used as an agenda for this meeting. In North Kessock Primary, we aim to provide all Nursery pupils with an opportunity each month to spend time with the P1s and the P1 teacher to help them become more familiar with the P1 classroom and teacher.

Each child will be allotted a "buddy" from the current Primary 6 class and this child will act as a support to their nursery friend. During the 4th term, the "buddies" will introduce the nursery children to the playground and will also work in the nursery with their friends. This will help the children to settle into school routine.

PARENTAL INVOLVEMENT



We welcome all parents and carers in school. In order to make our school a happy and successful learning environment for our children, we need your support. All Nursery activities can be enriched and extended by the involvement of parents. We invite parents and carers into nursery to share time with the children and to become involved in activities such as reading stories, baking, artwork and sharing any special skills. You will be informed of when these 'Stay, Play and Learn' sessions take place throughout the year. Please do let us know if you have any particular skills such as playing a musical instrument, woodwork, storytelling, puppetry etc. which you could share with the children in the nursery.

We would also welcome your help with your child 'My Learning Journey' folder. Each term, we ask the children what they would like to get better at, and we try to help them to achieve their goals. This is to help prepare them for school when they will be regularly expected to reflect upon their learning. We record this in their 'My Learning Journey' folder along with any evidence or information you give us about their out of nursery achievements. We would also like to regularly share their folders with you and allow you to comment on their achievements - you can ask to see your child's 'My Learning Journey' folder at any time.

We welcome feedback from parents about how we are doing, and we aim to provide regular opportunities for this throughout the year. Please feel free to speak to the nursery staff if you have any comments or suggestions.

GOOGLE CLASSROOM

You will be invited to join the Nursery's Google Classroom on behalf of your child. This provides you with valuable updates on what your child has been doing in Nursery as well as giving you any updates or events that are taking place.

NEWSLETTERS AND NOTICES

We work very hard to keep you informed of all the exciting opportunities available for the children and any changes that take place. We keep the notice board (and the Google Classroom) up to date and hand out letters/ send emails to inform you of forthcoming events and topics which will be covered in the nursery. We also contribute to the school's newsletter and hand out copies when it is published every month.

WHAT'S HAPPENING AROUND AND ABOUT

There is information on local events and clubs and groups on our notice board. We will also hand out leaflets about community education classes as they become available.

HOW CAN YOU HELP?

Parents and carers can help to make the nursery run smoothly by providing the nursery staff with some information and some material goods:

1. Please provide us with an emergency contact should your child become ill during nursery and our being unable to contact you.
2. Please provide us with your child's medical/dietary information
3. Please provide your child with a change of clothes - accidents do happen, and we wish to make as little fuss as possible when they do. Please put one complete change of clothing in a bag marked with the child's name. On occasion you will be asked to provide your child with shorts and a t-shirt for activities in the gym (or perhaps outdoors in the summer months). Please, also make sure children have suitable outdoor clothing e.g. hats, gloves, and scarves.
4. Please provide your child with a good fitting pair of slippers or gym shoes. Please make sure your child's name is clearly marked on them and please try to avoid footwear with laces - it can be a very time consuming task to tie 15 or so sets of laces!
5. Please try to mark all your children's clothes with their name. The school often gets very hot and inevitably jumpers get discarded. The nursery staff's job will be much easier if there is a name on each item of clothing, particularly jumpers.

Learning doesn't stop in the nursery. To continue learning at home, you can help your child by:

1. Read to your child every day, talk about the books, read familiar words to them, e.g. labels on food, on signs around them, titles of TV programmes etc.
2. Encourage your child to listen to songs, music, stories and rhymes and retell or sing them back to you.
3. Talk with your child, answer questions and play remembering games and guessing games such as "I Spy".
4. Encourage them to ask questions.
5. Encourage them to count and use numbers in everyday situations and in nursery rhymes.
6. Help them to match and sort things e.g. pairing knives and forks, sorting big and little toys.
7. Give them the chance to use their fingers and hands e.g. building with bricks, using scissors, helping with baking and food preparation, fastening zips and buttons.
8. Encourage them to express their own ideas and feelings through using crayons, pens, pencils, paint, music and play.
9. Encourage them to explore their own environment.
10. Encourage your child to become more independent by e.g. put on/take off coat, fasten zips and buttons, putting on shoes, dressing and undressing, washing hands before meals.

A FINAL WORD



I hope that you find the information in this handbook useful. Please don't hesitate to contact us if you have any questions or suggestions. I hope that we all have a very successful year together in which we can establish a good working relationship - one which the children will truly enjoy!

Miriam Mackay
Head Teacher