



KILCHUIMEN NURSERY HANDBOOK 26/27



We warmly welcome you to Kilchuimen Nursery. This is a big step for you and your child as they begin school life and, at Kilchuimen Nursery, we want to make these first steps as exciting and easy as possible.

This handbook aims to give a brief account of life here at the nursery.

The nursery, as part of a 3-18 campus, is always a hive of activity and the children learn so many skills through play, both academically and socially. Above all, we want your child to experience the wonders of the world, to investigate and explore, and have fun so that their learning can flourish. We encourage you to play a full part in your child's educational journey, so that together we can give your child the best educational experience possible. This handbook will help you to identify areas where you can do this, but we hope that you will also feel that you can become part of nursery life as well.

Should you at any time have questions about the nursery or any other aspects of your child's education, please contact the school at:

Kilchuimen.primary@highland.gov.uk

Alternatively, you can telephone [01320 366296](tel:01320366296) to arrange an appointment with the Early Years Practitioners (EYPs) or Mrs Rose, Acting Depute Head Teacher.

We look forward to getting to know both you and your child better and sharing in the exciting journey ahead.

Lynne Angus

Acting Head Teacher



SCHOOL VALUES
KINDNESS
ASPIRATION
RESPECT



CONTENTS

PAGE 3 - OUR NURSERY, ENROLMENT & STAFFING

PAGE 4 - OUR NURSERY VISIONS, VALUES AND AIMS

PAGE 5 - NURSERY DAY & ABSENCE AND ILLNESS

PAGE 6 - MEDICAL & CHILD PROTECTION

PAGE 7 - EMERGENCIES, ADVERSE WEATHER AND FIRST AID

PAGE 8 - DAILY ACTIVITIES

PAGE 9 - PUPIL PROFILES & PARENTAL INVOLVEMENT

PAGE 10 - PUPIL SUPPORT

PAGE 11 - CURRICULUM FOR EXCELLENCE

PAGE 12 - CARE INSPECTORATE

PAGE 13 - PHOTO GALLERY

PAGE 14 - CONTACT, TERM DATES & POLICIES



OUR NURSERY



We welcome children aged 3 and 4 to our nursery and now, as of the 25/26 academic year, also welcome children aged 2. The Kilchuimen 2-18 campus occupies an attractive position close to the centre of the village of Fort Augustus, with splendid views of the surrounding hills.



The school's Facebook page and website will enable you to keep up to date with all the exciting activities and opportunities for children in the nursery, as well as in the primary and academy.



The nursery was refurbished in 2011, and we benefit from a fresh, bright room. We have direct access to a fenced-off, outside area where the children can choose to play in all weathers and, thanks to being situated within a 2-18 campus, a large grass playing field and trim trail. Additionally, also have access to the school gym hall.

STAFFING

NURSERY SETTING

Early Years Practitioners (EYPs)

Mrs Daniela Vilardo

Mrs Anna MacKay

Miss Gemma Robertson

SUPPORT WORKERS

Mrs Seonaid Brady

Mrs Jane Brown

ACTING DEPUTE HEAD TEACHER

Mrs Kate Rose

ACTING HEAD TEACHER 3-18

Mrs Lynne Angus





ENROLMENT



Nursery enrolment takes place during February. You are entitled to a funded, part-time place for your child, broadly speaking, from the beginning of the school term, starting after their third birthday.

Your child may start nursery in the term after their third birthday i.e. if your child's birthday falls between 1st March and 31st August, they may start in August; if their birthday falls between 1st September and 31st December, they may start after the Christmas break; if your child is three between 1st January and the end of February, they may start after the Easter break. Any children with birthdays after 1st March will be admitted in August.

Priority will be given to children living within the school catchment area. However, where a parent has domestic or work arrangements which give reasonable grounds for granting a place in another centre, enrolment can be accepted if places are available.

We offer flexible hours within nursery. Each eligible child is entitled to up to 30 hours per week free. Nursery-aged children are entitled to 1140 hours of nursery time per year. Nursery opens at 8.55 Mon—Fri and closes at 15.30 on Mon—Thurs and 12.35 Fri.

For more information regarding enrolment, please check the Highland Council website: https://www.highland.gov.uk/info/878/schools/11/enrol_your_child_for_early_learning_and_childcare/2

NON-FUNDED PLACEMENTS/2-YEAR-OLDS

As of the 2025/26 academic session, Kilchuimen we are now accepting places for non-funded 2-year-olds. If you wish to enquire about enrolling your 2-year-old, please contact the school at either:

01320 366296

or email using:

kilchuimen.primary@highland.gov.uk.





VISION, VALUES AND AIMS



Vision

At Kilchuimen, we are keen to ensure that we have created a progressive curriculum which places our children and young people firmly at the centre of our planning. The curriculum takes account of the breadth and range of the Experiences and Outcomes presented by the Curriculum for Excellence documents.

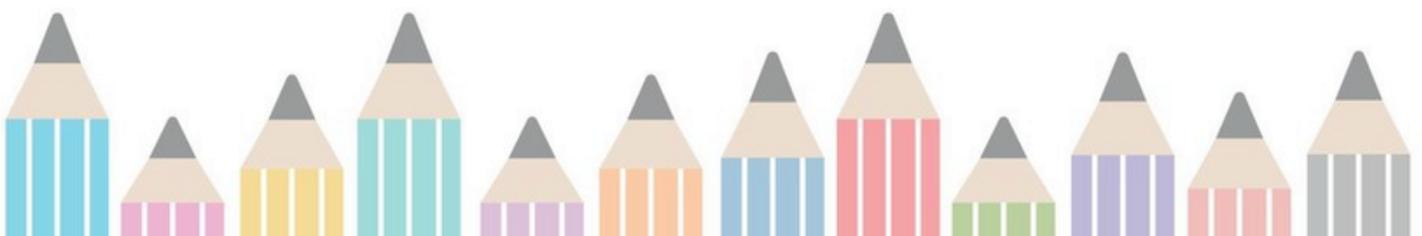
The school provides a welcoming learning environment where all members of the school community feel valued and are inspired to fulfil their potential. We ensure that, throughout their time at Kilchuimen Nursery, Primary School and Academy, opportunities are created for the children and young people to develop skills for learning, skills for life and skills for work so that they are well equipped for their future lives. Our school and nursery aims clearly link with the four capacities of Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens.

Values

The values we promote at Kilchuimen were carefully selected by staff and pupils in February 2020. They are: Kindness, Aspiration and Respect

Our Aims are:

- To create an ethos in which hard work is valued and possible, and where self-respect and respect for others are evident.
- To promote personal achievement and encourage individuals to reach their potential.
- To promote healthy lifestyles and wellbeing.
- To develop self-esteem and confidence through the involvement of children and young people in decision making.
- To ensure equality of opportunity and provision for all pupils, and so promote positive attitudes towards fairness.
- To develop awareness of real-life issues and economic development.
- To establish a spirit of partnership through working in collaboration with parents, other education providers and the local community.





THE NURSERY DAY



The nursery day begins at 8:55. You will be asked to sign your child into the nursery and, if necessary, inform the nursery staff if anyone other than you is collecting your child at the end of the session.

For the safety of your child, please ensure that these individuals are introduced to the nursery staff, so that they are aware of who they are.

Each morning, children will spend time together planning their day. From there, they will take part in a variety of free-play activities designed to benefit their development. Children partake in outdoor play sessions, taking advantage of the large, picturesque 3-18 campus.

Nursery closes at 15:30 Monday-Thursday and 12:35 Friday. Please do not be late in collecting your child and we ask that, in the event that you are going to be late picking up your child, you call the school on 01320 366296, or email using kilchuimen.primary@highland.gov.uk.

ABSENCE & ILLNESS

Please contact the school before 9:00am if your child is not going to be able to attend the nursery session. The school will contact you if you fail to contact the office. If there is no reply then we will call your emergency contact. Should we be unable to contact anyone, we may contact the police if concern is felt. This procedure has been put in place so that no child will be missing without anyone knowing.

If your child becomes ill or has an accident whilst attending nursery, we will contact you or your emergency contact by telephone. It is vital that you keep us informed of any changes to your emergency contacts and all medical requirement/conditions relating to your child.





HEALTH VISITOR & VACCINATIONS



Karen McInnes is our Health Visitor. She can be contacted via Cill Chuimein Medical Centre on: 01320 366216. From time to time, she will make informal visits to the nursery, getting to know pupils and their needs. If you need any advice, do not hesitate to contact her.

Is your child up-to-date with their vaccinations? Children receiving out-of-home care, including nursery and playgroup, have more opportunities to come into contact with infections, so it is especially important to make sure they have had all due vaccinations. It is never too late to have your child immunised.

MEDICAL

If your child has any medical conditions, or if there are any significant health changes to your child which might put them at risk or affect their educational progress, the confidential nature of this information will be respected.

Kilchuimen Primary and Nursery have a medical protocol in place for the handling of drugs and medicines. Should your child require any medication at school, a letter must be signed by the parent detailing the name of the medication, what the medication is for, dosage, times to be administered and the length of time the medication will be needed. All medication will be stored in a locked cupboard and a record of medicine administration is kept for each child.

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government. <https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/>

FIRST AID

Mrs MacKay and Mrs Vilaro have been trained as our paediatric First Aiders in nursery and, in the first instance, an injury will be assessed by them. For minor cuts and bruises, First Aid treatment will be administered. You or your emergency contact will be informed of any injuries.

In more serious cases, we might take the injured child directly to the Cill Chuimein Medical Centre and meet you there. In the event of a serious accident an ambulance would be called. We follow Highland Council's accident reporting procedures and ensure that all necessary risk assessments have been carried out.



CHILD PROTECTION



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 POLICY GUIDELINES are available online at: <https://hcpc.scot/wp-content/uploads/2024/09/Highland-Child-Protection-and-GIRFEC-Guidance-2024-FINAL.pdf>

It is everyone's responsibility to protect our children: staff, parents and also the wider community. From time to time, incidents can occur within the school setting that cause concern and could indicate that a pupil is suffering some form of abuse. In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation. Or from: Child Protection Officer, Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN Tel: 01463 703483.

Child Protection Officer in school is Mrs Lynne Angus, Acting Head Teacher.

EMERGENCIES

One of the main responsibilities for a school is the Health and Safety of everybody in the establishment. We have a series of fire drills throughout the session. These are very serious exercises and are practised regularly. The school has a contingency plan for further evacuation should there be a genuine emergency. If this were to occur, the school would be evacuated to the Church Hall. From there, local pupils would be sent home to parents or emergency contacts. Pupils from further afield would remain until appropriate transport arrangements were made with the bus contractors. A major emergency would be co-ordinated by the Education Authority.

ADVERSE WEATHER

It is the responsibility of parents/carers to decide if a pupil should attempt to travel to school, by transport or on foot in adverse weather conditions. The school will update the Facebook page as early as possible in the event of a school closure. In most cases, we aim to give you advanced warning of closures; however, in some circumstances this is impossible, e.g. power failure, extreme weather.

If you have any doubt about the opening status of the school, you can consult the school's Facebook, as well as the [Highland Council School Closures Webpage](#). Parents and carers will also receive an email from the school in the morning in the event that the school will not be opening.



NURSERY ESSENTIALS



Please make sure that everything your child wears or brings to the nursery has his or her name on it, otherwise we cannot guarantee your garments, toys and books etc., being returned. We ask that pupils please bring:

- A pair of gym shoes, as all the children must wear indoor shoes when in the nursery.
- Spare clothes in a bag on your child's peg - you never know when accidents will occur!
- Warm clothing - we go out in ALL weathers, so the children need to wrap up warmly.
- Welly boots - children really love splashing in the puddles and playing in the mud.

Nursery Sweatshirts

can be found on:

[Schoolwear Made Easy.](#)

Or call on:

0141 889 7206

DAILY ACTIVITIES

One of the most important ways that we learn is through play. Children in the nursery will spend a lot of time in active play situations encouraged by the staff, who will help extend the children's thinking by finding out what the children know, giving them resources, adding toys to the play and creating opportunities for language and numeracy development. We are always looking to extend our daily activities, inspired by the children's ideas, and help them develop the skills necessary to thrive on their educational journey. On a Monday, we have a show and tell, when the children are encouraged to talk to each other about their object.

Every day, pupils express themselves through art; there is always paint, glue and sticking, cutting and modelling. We also have construction toys to play with, as well as sand, water and playdough.

The children can take part in many of these activities in or outdoors if they choose. Outdoors, they are able to play with bicycles, trikes, scooters and cars in the playground, and they also play in the garden and the expansive playfield we have access to thanks to being part of a 3-18 campus.





SNACK



We have a snack every morning and afternoon. The children are fully involved in choosing, preparing, and tidying away after snack time. Alongside their snack, children will always have the choice of either water or milk and some fruit or veg. On occasion, we may have some other tasty treats which form part of our curriculum, such as Chinese New Year etc., or parties.

Children who are in over lunchtime can either bring a packed lunch with them or have a school lunch in the canteen. Please make sure you follow current guidance for packed lunches.

<https://hub.careinspectorate.com/media/5613/good-practice-guidance-prevention-and-management-of-choking-episodes-in-babies-and-children.pdf>

PUPIL PROFILES

Each child has their own folder which is known as “My Learning Journey”. This folder is updated by the nursery staff and will be completed during the course of your child’s time in the nursery and is something we encourage parents and carers to become involved in developing. This will contain the following sections:

- All about me
- Steps on my learning journey
- Evidence of learning

You will be asked to complete an “All about me” form, which will be updated when changes happen, such as the arrival of a new baby brother or sister.

The “Steps on my Learning Journey” section allows staff to work with the children and set short-term targets which are written in the children’s own words. Children will return to the targets and review them and set next steps.

The “Evidence of Learning” section is split into the curriculum areas and this part of the folder will be very colourful with lots of pictures, comments from the children, and observations from the staff on the children’s learning. This is continually updated during the year, so the developing picture of learning can be seen.

We also welcome input from parents and carers, e.g. telling us about your child’s achievements at home. Come in and look at these folders with your child. They will be very proud to show you how clever they are.



REPORTING TO PARENTS



In line with the rest of the school, we hold an annual Parents' Evening in February, where each parent/carer is given a ten-minute appointment to talk to the nursery staff about how their child is progressing through their time at nursery.

Open days are held throughout the year when you can see your child's classroom and work and have a chance to chat with the nursery staff. If you have any queries or worries at any other time, we are very happy to see you and talk to you about your child's progress. Arrange a meeting at the end of the nursery session, call the school on 01320 366296 to arrange an appointment or contact the Acting Depute Head Teacher at Kate.Rose@highland.gov.uk. We have an open-door policy in the nursery and you can have a look at your child's folder any time you wish.

GET INVOLVED

We believe that much of the strength of the school lies in the positive relationships between staff, pupils and their parents. These relationships must be nurtured by a healthy exchange of information between teachers and pupils, between home and school. We always welcome parental interest in the welfare of our pupils. Whatever the nature of the issue, you can be assured of our help.

The school works very hard to keep parents informed regarding their child's progress and any key decisions being made about their education.

The support of parents in their children's education is key to the success of young people. Taking time with them, discussing work, practising language, helping them manage their homework and encouraging responsibility are important ways of supporting children's learning.

A Parent Council is a group of parents selected to represent all parents of children at the school. Any parent who wishes to raise an issue for the Parent Council to consider can do so by contacting kilchuimen.primary@highlandpc.co.uk

Useful information for parents and how to get involved in your child's education, how to support the school, information on curriculum developments can all be found at Parentzone:

<https://education.gov.scot/parentzone/>



At Kilchuimen, we recognise that children may need additional support at any time during their school life and the foremost aim of Support for Learning is to meet the needs of all pupils by working collaboratively with pupils, parents/carers, subject teachers and outside agencies. The Support for Learning Department provides support for pupils throughout the school from nursery, all the way up to S6. Pupils are engaged in child-centered, active learning through the creation of an appropriate and relevant curriculum.

ASN staff are involved in assessing and supporting children and young people throughout the school. As an inclusive school, we work to identify pupil needs; pupils with additional support needs are supported, as appropriate, in the mainstream setting. Class teachers at Kilchuimen receive support, advice and guidance from the ASN teacher and Pupil Support Assistants. The team of specialist staff works throughout the school with an ASN Base beside the canteen. They support pupils in class and through planned programmes and interventions tailored to meet individual needs. Please do not hesitate to make contact with us at the school so that we can help you support your child.

The Highland Practice Model

Any number of different circumstances can affect an individual child's ability to learn. So support may need to come from health, social work or certain voluntary organisations, as well as from within education. The Support for Learning Department works with partner agencies to support pupils in Nursery, Primary and Secondary stages including Child's Plans as part of the Highland Practice Model. All staff use the Highland Practice Model Guidance (GIRFEC-Getting it Right for Every Child) and SHANARRI principles (safe, healthy, achieving, nurtured, active, respected, responsible, included) to identify and meet the needs of any child or young person with additional support needs. As part of this, the Support for Learning staff work in close partnership with parents/carers, other school staff and partner agencies to monitor and review the additional support needs of, and the progress of each child and young person with additional support needs

http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners

Further Information and Advice

Further information on Support for Pupils is available from the Support for Learning Department including information sheets and leaflets on various aspects of Additional Support for Learning including the Education (Additional Support for Learning) (Scotland) Act 2004 and Education (Additional Support for Learning) (Scotland) Act 2009. Please contact the school office asking for Mrs Rose or Mr Peers, ASN teachers for further information. Enquire – the Scottish advice service for additional support for learning (a charitable body registered in Scotland under registration number SC003527).

Enquire – the Scottish advice and information service for additional support for learning <http://enquire.org.uk/>

(b) My Rights, My Say – an advocacy and advice service for young people over 12 with additional support for learning

<http://enquire.org.uk/myrightsmysay/>

(c) Scottish Independent Advocacy Alliance, an advocacy service to support parents and children

(d) Scottish Child Law Centre, an organisation providing free legal advice to young people.

Scottish Child Law Centre

Thriving Families - offers information, support and advice to the families and carers of children and young people with additional support needs, and to professionals who work with them. Based in Inverness, Thriving Families offers a friendly, free and confidential service throughout Highland area. <https://www.thrivingfamilies.org.uk/>



TRANSITION



The time will fly by in nursery and it will soon be time to move on to the primary school. As part of a 3-18 campus, we are able to offer an enhanced transition for pupils into the start of their time at primary. We aim to begin to involve the children in the primary school as early on as possible. We achieve this through a multitude of ways including integrating with the P1-4 class for small class projects and play sessions. The Primary 1 teacher will also join the nursery for a number of sessions to help them transition and include primary school assemblies and church services.

As the time approaches for the move, the children will increase their time in the P1 class. Again, thanks to being a part of a 3-18 campus, nursery pupils, by the time they move to the P1 class, should be very familiar with the staff, the classroom and the school, making the transition as smooth as possible.

CARE INSPECTORATE

The Care Inspectorate is a national organisation that oversees the regulation of care services in Scotland and, in our case, the provision of the nursery classes.

They operate from regional offices and our local office is:

Care Inspectorate
SCSWIS
First Floor Castle House
Fairways Business Park
Inverness

Tel: 01463 227630

<https://www.careinspectorate.com/>

Inspection report

Detailed evaluations

How good is our care, play and learning?	4 - Good
1.1 Nurturing care and support	5 - Very Good
1.3 Play and learning	4 - Good
How good is our setting?	4 - Good
2.2 Children experience high quality facilities	4 - Good
How good is our leadership?	4 - Good
3.1 Quality assurance and improvement are led well	4 - Good
How good is our staff team?	5 - Very Good
4.3 Staff deployment	5 - Very Good

A set of care standards has been drawn up and a representative of the Inspectorate will visit the nursery to look at some of these. They have also set up a system for users and staff to express any concerns or complaints. Details of how to use this service are in a leaflet which is on the nursery notice board. Our last inspection took place in December 2022, with evaluation of 2 Very Good and 3 Good.



NURSERY NOTICE BOARD



Please check the notice board as it provides useful information about the nursery and provides contact details for a variety of agencies and will signpost you to advice and support for you child.

PHOTO GALLERY





CONTACT



If you wish to contact the school, please
contact:

Phone: 01320 366296

Email: Kilchuimen.primary@highland.gov.uk

Facebook

Campus Website

TERM DATES

School term dates for the 2026/27 academic year can be found using the following link:

https://www.highland.gov.uk/downloads/file/30252/highland_school_calendar_2026_to_2027

Highland School calendar 2026/27

Please note - Dates may be subject to change

August 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
32						1	2
33	3	4	5	6	7	8	9
34	10	11	12	13	14	15	16
35	17	18	19	20	21	22	23
36	24	25	26	27	28	29	30
37	31						

September 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
37		1	2	3	4	5	6
38	7	8	9	10	11	12	13
39	14	15	16	17	18	19	20
40	21	22	23	24	25	26	27
41	28	29	30				

October 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
41				1	2	3	4
42	5	6	7	8	9	10	11
43	12	13	14	15	16	17	18
44	19	20	21	22	23	24	25
45	26	27	28	29	30	31	

November 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
45							1
46	2	3	4	5	6	7	8
47	9	10	11	12	13	14	15
48	16	17	18	19	20	21	22
49	23	24	25	26	27	28	29
50	30						

December 2026							
wk	Mo	Tu	We	Th	Fr	Sa	Su
50		1	2	3	4	5	6
51	7	8	9	10	11	12	13
52	14	15	16	17	18	19	20
1	21	22	23	24	25	26	27
2	28	29	30	31			

January 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
2					1	2	3
3	4	5	6	7	8	9	10
4	11	12	13	14	15	16	17
5	18	19	20	21	22	23	24
6	25	26	27	28	29	30	31

February 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
7	1	2	3	4	5	6	7
8	8	9	10	11	12	13	14
9	15	16	17	18	19	20	21
10	22	23	24	25	26	27	28

March 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
11	1	2	3	4	5	6	7
12	8	9	10	11	12	13	14
13	15	16	17	18	19	20	21
14	22	23	24	25	26	27	28
15	29	30	31				

April 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
15				1	2	3	4
16	5	6	7	8	9	10	11
17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	25
19	26	27	28	29	30		

May 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
19						1	2
20	3	4	5	6	7	8	9
21	10	11	12	13	14	15	16
22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	30
24	31						

June 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
24							
25	1	2	3	4	5	6	
26	7	8	9	10	11	12	13
27	14	15	16	17	18	19	20
28	21	22	23	24	25	26	27
29	28	29	30				

July 2027							
wk	Mo	Tu	We	Th	Fr	Sa	Su
28				1	2	3	4
29	5	6	7	8	9	10	11
30	12	13	14	15	16	17	18
31	19	20	21	22	23	24	25
32	26	27	28	29	30	31	

School holidays
In-service days

School days





COMMUNICATION



Parents and carers will receive an electronic copy of our termly newsletter. These newsletters aim to give you a glimpse into life at Kilchuimen, detailing all of the exciting opportunities available to pupils across all ages. You can find copies of previous newsletters on our [website](#).

Our nursery staff are always approachable at the end of a nursery session if you need to chat with them regarding your child's progress or development. Should you require a more private or longer appointment, please arrange a mutually convenient time with them. Should you wish an appointment with the Head Teacher, please contact the school office.

Our current school policies are available on request, as well as on our [website](#).

Parents wishing to record concerns and gain info on how these concerns will be dealt with please see: Parentline: <https://www.children1st.org.uk/help-for-families/parentline-scotland>

POLICIES

We follow Highland Council policies and these can be found at: https://www.highland.gov.uk/info/893/schools_-_general_information/29/school_policies_procedures_and_guidelines

COMPLAINTS

Should you have a complaint pertaining to the nursery, please contact the school; you can do this by sending an email or phoning the school to make an appointment to see Mrs. Rose. We aim to deal with complaints as swiftly as we can, as it is important for us to have a good relationship with all our parents.

If you feel that your complaint is not being dealt with effectively by the Head Teacher, you can contact Kilchuimen 3-18's Area Quality Improvement Manager, Toni Macartney at:

Toni.Macartney@highland.gov.uk

