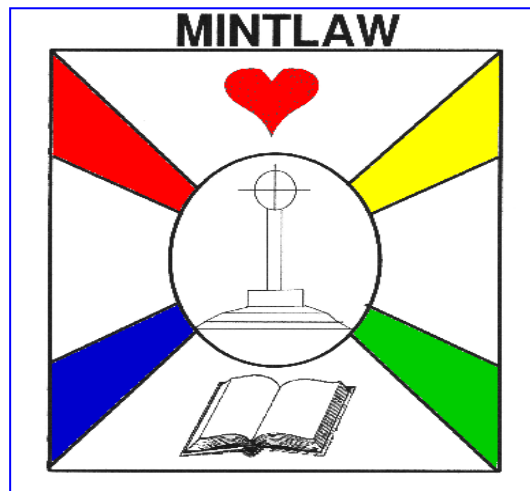


MINTLAW PRIMARY SCHOOL



NURSERY HANDBOOK

CONTENTS

PART ONE: OUR NURSERY

Welcome

Useful Information

PART TWO: THE NURSERY ROUTINE

Nursery Sessions

Arrival at nursery

Clothing

Snack

Security

Absence

PART THREE: WHAT WE AIM TO DO

Nursery Aims

Nursery is about play

A Curriculum for Excellence

Outdoor Play

Assessment

Concerns and Complaints

PART FOUR: GENERAL INFORMATION

Health and safety

Aberdeenshire Insurance Information

Aberdeenshire Education aims and values

Child Protection

2009 ASL Act

Information on Head Lice

School Closure Information

PART ONE: OUR NURSERY

WELCOME TO MINTLAW NURSERY

A warm welcome to our nursery, we look forward to getting to know you and your child.

We hope that you will find this booklet interesting and informative. If you would like any more information please get in touch with the nursery team or the school and we will try to answer any questions or queries.

The nursery is an integral part of the school building, located in the early years area which has direct access to an outside play area.

We hope that by working together we can provide a happy learning experience for your child.

Sarah Forrest
Head Teacher

June 2014

USEFUL INFORMATION

Nursery Staff:	Mrs Paula Donnelly (Teacher) Mrs Rose Macphail (Nursery Nurse) Mrs Delia Watt (Nursery Nurse) Mrs Caroline Galloway (Nursery Nurse)
Office Staff:	Mrs Katherine Hyman Mrs Fiona Fraser
Telephone Number:	01771 623549
E-mail:	mintlaw.sch@aberdeenshire.gov.uk

PART TWO: NURSERY ROUTINE

NURSERY SESSIONS

Mornings: 8.45am - 11.55am

Children can be brought between **8.45am and 9.00am** and collected between **11.40am and 11.55am**.

Afternoons: 12.20pm - 3.30pm

Children can be brought between **12.20pm and 12.35pm** and collected between **3.15pm and 3.30pm**.

You are very welcome to come in and see how your child is settling in or have a look around the nursery and we allow the 15 minutes at the beginning and the end of the session for this.

Session Times: Frogs – Monday to Friday mornings

Tadpoles - Monday to Friday afternoons

ARRIVAL AT NURSERY

It is important children know the safest route to nursery and school. There are two entrances to school:

Front path on Longside road – follow the path along the front of the school and round to the back playground. Please do not cut through the car park as this is not a safe route for you and your child.

South Street entrance - This is the safer and more direct entrance for accessing the nursery as the path leads straight into the back playground.

The car park is for staff cars and delivery lorries only, **parents are not permitted to park here**.

Please use the Nursery Entrance into the nursery. It would be helpful if pushchairs were left out side.

At the start of the session please bring your child into the nursery and help them with their coat and change into their indoor shoes. Please sign your child in and write down who will be collecting your child at the end of the session. Your child should always be brought to nursery and collected by a responsible adult. At this point please share any relevant information about your child with the nursery team.

CHILDREN'S TRAYS

As an eco-friendly school we try where possible to keep the consumption of paper to a minimum by emailing where possible. At times there will be paper letters which will be put in your child's tray during the session. To encourage independence your child will also be encouraged to put pictures they make in their tray to take home. Please check and empty your child's tray at the end of every session.

CLOTHING

A Nursery sweatshirt can be ordered from the school if wished.

We aim to make the children as independent as possible. Please help by dressing your child in clothes which are easy to manage. Whenever possible, please dress your child in clothes which encourage his/her independent use of the toilet. It is very difficult for young children to deal with belts, dungarees and stiff buttons in a hurry!

For messy activities children will be given an apron to wear but please do not send your child to Nursery dressed in their best clothing as they will be using paint, glue, clay etc. Although these are washable they may sometimes leave a faint stain.

All children are encouraged to spend some time outdoors, therefore appropriate outdoor clothing for the time of year is essential e.g. wellies and coats in the winter and wet weather.

Staff would be grateful if parents/carers could discourage children from bringing their own toys and wearing jewelry in the Nursery. We cannot take any responsibility for loss or damage.

Please label all your child's clothing including shoes.

SNACK

Each day in nursery an important part of the routine is snack time. Children have regular opportunities to choose the snack menu for their class.

There will be a selection of fruit, milk or water as well as the snack of the day. Snacks are as varied as possible offering children opportunities to taste new foods and be involved with baking activities to prepare snack for their class. Regular snacks include: smoothies, freshly squeezed fruit juices, breadsticks and dip, cheese and crackers, yoghurts and baking items such as pancakes and muffins.

Across all Aberdeenshire nurseries snack is charged at 50p per day and is payable either weekly on the first day your child attends or termly.

If your child attends 3 sessions the weekly charge will be £1.50.

If your child attends 4 sessions the weekly charge will be £2.00.

If your child attends 5 sessions the weekly charge will be £2.50.

SECURITY

For security reasons the nursery door will be locked during school hours. The door will **only** be open during the entry and collection times. A member of the nursery staff will be at the nursery door during these times. If the outside door is locked when you arrive you should make your way to the **main entrance** and enter through the security entry system there.

ABSENCE FROM NURSERY

If your child is to be absent from the nursery, due to illness or any other reason, we would ask you to contact the school office **before** your child would be due to start their session. If your child is absent and we have not been informed as to why they are absent we will contact you.

PART THREE: WHAT WE AIM TO DO

NURSERY AIMS

The following aims are designed to support self-evaluation in the early years based on the Performance Indicators contained in “The Child at the Centre”.

- Provide a well-planned, broad and balanced range of relevant, challenging experiences and opportunities that are responsive to the children’s individual needs and help them to learn through play. We aim to provide as safe and healthy an environment as is possible for all adults and children within the centre.
- Promote progressively the children’s understanding and skills in the key aspects of emotional, personal, creative, physical and intellectual development so that they all achieve their best.
- Create a stimulating and motivating learning environment in which:
 - learning opportunities are well matched and paced to the needs of individual children. Children interact effectively with staff and with one another.
 - learning and teaching approaches take full account of children’s individual experiences and interests.
- Ensure that childcare and learning are effectively integrated by promoting constructive, practical partnerships involving staff, the children and their families and other professionals and agencies.
- Foster a community based upon caring relationships, mutual respect, trust & confidence in which:
 - all children and adults are treated equally and fairly, there are high realistic expectations of all and praise is used constructively to create a positive atmosphere.
- Make best use of all available resources including personnel to provide a safe, welcoming, bright and stimulating environment.
- Evaluate regularly the quality of what we do and what we provide, and plan carefully for improvement.
- Ensure a team approach with all staff feeling valued, to provide support to individuals, and respond to their needs through
 - effective leadership and quality assurance
 - consulting with staff and producing and implementing a development plan.

NURSERY IS ABOUT PLAY

Your child brings with them their own character and personality into our nursery. Each child's experience is unique. He/she has their own abilities, gifts and potential. Your child is special.

In our Nursery we work to provide an environment that is warm, stable and caring so that your child can feel emotionally and socially secure. A place where your child will be accepted and valued for himself/herself at all times, a place where he/she is free to explore, experiment, discover and learn.

Our Nursery is a rich environment which allows time for each child to think and learn at his/her own pace.

The staff sensitively direct each session in these stimulating surroundings. Here your child can enjoy self-selected activities which enable him/her to experiment with and discover aspects of his/her world. With this approach to your child's learning we can take what each child offers in their play, enjoy it, reinforce it and build on it to help them find fulfillment and a sense of achievement.

When you come into the Nursery it might appear that your child is 'just playing'. He/she is not – they are learning!

Your child is working as hard as any adult ever does. Play is the natural way in which your child learns. Well-planned, well thought out play activities enable your child to have the experiences in Nursery that will lay the foundations for success in his/her future efforts to learn.

A varied selection of healthy snacks will be on offer each day and every child will be encouraged to independently select their choice of food from the selection. The weekly menu is selected by two different children each week and is available for parent information in the nursery corridor.

In the nursery parents are most welcome and are invited in to see the Nursery at work. Your help and expertise will be greatly appreciated by staff and children as well as fostering a warm and friendly atmosphere for all concerned.

If you visit the nursery you will often find more adults working in there than you might expect. We currently have a Nursery Teacher, and 2 full-time Nursery Nurses.

From time to time we have students in the Nursery from the North East Scotland College on work placements. Volunteer parents are also welcome.

If you have any questions or concerns or simply want to share information about your child, please speak to any member of the nursery team. The Rainbow room adjacent to the nursery can be used to provide a private area for any sensitive matters.

A CURRICULUM FOR EXCELLENCE

The Curriculum for Excellence is the curriculum Scotland has been developing over the last few years. It aims to provide:

- More freedom for teachers to follow the needs and interests of the pupils
- Greater choice and opportunity for pupils
- A single coherent curriculum for all young people aged 3-18.

Curriculum for Excellence challenges us to think differently about the curriculum. It encourages those working in education to plan and act in new ways. It also poses challenges for learning and teaching.

The new curriculum is grouped under a set of curricular headings and staff confidently use the outcomes and incorporate these into the learning and teaching. The headings for the curricular areas are as follows:

- Expressive Arts
- Health and Wellbeing
- Literacy / Modern Languages
- Numeracy / Mathematics
- Religious & Moral Education
- Sciences
- Social Studies
- Technologies

The overarching aims of the Curriculum for Excellence are to develop the following four capacities within the children which will help them to make the best possible progress through their school life and beyond.

All children should be encouraged to become:

- Successful Learners
- Confident Individuals
- Effective Contributors
- Responsible Citizens

At Mintlaw Nursery we have a weekly plan which makes clear the links between the children's learning and the Curriculum for Excellence. Children are involved in this weekly planning and evaluation process through children's choice. Both children's choice and the weekly plan is available for parent information in the notice board at the nursery door.

OUTDOOR PLAY

Curriculum for Excellence offers opportunities for all children and young people to enjoy first-hand experience outdoors, whether within the school grounds, in urban green spaces, in Scotland's countryside or in wilder environments.

Such experiences inspire passion, motivating our children and young people to become successful learners and to develop as healthy, confident, enterprising and responsible citizens.

We regularly take part in outdoor activities, so you should always ensure that your child brings a jacket to nursery and has appropriate outdoor clothing for the time of year. You will be asked to sign a consent form for outdoor activities when your child starts nursery.

A dedicated outdoor play area enhances our nursery provision. This area has a fence round the play area and has a soft surface which will allow the children access to a secure outdoor play on a regular basis. Children will be supervised while playing outside by nursery staff. The staff will encourage the children to play outside on a regular basis, even in inclement or cold weather. However we also use the rest of the school grounds and the wider community for learning opportunities. Therefore it is important that the children have suitable clothing that will allow them to participate in outdoor play.

ASSESSMENT

All children are provided with a 'pupil profile'. This is found in the trays immediately outside the Nursery and parents are encouraged to dip in to their child's profile regularly. Please share your child's home achievements with us and leave parent comments too, we welcome your input and sharing your child's learning. At the end of the session your child's profile will be made into a yearbook for you to keep and cherish.

The pupil profile contains pictures of your child which are clearly linked to outcomes and experiences from the eight curricular areas as outlined in the Curriculum for Excellence section.

With the agreement of the children, staff keep a selection of work, e.g. a piece of emergent writing or art work. The children are keen to take home their pictures each day, therefore most work does go home at the end of nursery sessions.

If we are to make the correct provision for your child throughout the Nursery year, it will be necessary to assess progress. There will be no formal tests and your child will not be aware that they are taking place. Staff will use continuous assessment and record keeping throughout the year; this will be through observation during the normal activities in the Nursery. This will enable us to form a written report which you will receive in May.

DEALING WITH CONCERNS OR COMPLAINTS

Concerns

We understand that parents may have concerns about their child from time to time. We are accustomed to supporting parental concerns regarding issues such as friendships, eating habits, behaviour, health issues (including toileting), learning difficulties etc.

Where parents have concerns regarding their child, the nursery team should be contacted in the first instance, as they will be the adults in school who knows your child best. Quite often your concern can be addressed quickly and easily at drop off/pick up times. At times, another professional colleague may be called upon to support you with concerns e.g. health visitor or additional support needs teacher. You will always be consulted prior to any information being shared with other professionals.

If you feel that the teacher has been unable to support you in dealing with your concern, you should contact the head teacher for further advice.

Whilst we understand that there may be times where parents may be upset or angry regarding their concerns, please be reminded that Aberdeenshire Council expects all staff to be treated respectfully and has a zero tolerance policy towards aggression or humiliation of staff.

For further information e mail hrpolicyteam@aberdeenshire.gov.uk

Complaints

Where a concern remains unresolved in the eyes of parents, parents have the right to make a formal complaint. This complaint can be put in writing, e mailed or communicated verbally to the school. The school will make every effort to respond to and resolve your complaint as soon as practically possible, within 5 working days.

Where complaints remain unresolved by the school, these will be escalated to stage 2 (investigation stage) of the complaints process. In these circumstances the Quality Improvement Officer with line management responsibility for the school or the area Head of Service will investigate the complaint and make a response to the complainant.

Where complainants continue to be dissatisfied with a stage 2 response, complaints can be referred to the Scottish Public Services Ombudsman. Further information and guidance can be found at – www.aberdeenshire.gov.uk/haveyoursay/index.asp

The Care Inspectorate can also be contacted to make a complaint. On their website www.scswis.com you can fill in a complaints form online or contact them on 0845 600 9527 or write to the local office: Care Inspectorate, Johnstone House, Rose Street, Aberdeen, AB10 1UD Tel: 01224 793870

PART FOUR: GENERAL INFORMATION

HEALTH AND SAFETY

Children's safety is always a priority and procedures are regularly reviewed and items of concern noted and acted upon through our risk assessment procedures. Fire Drills are practiced regularly. Also a member of the school staff with First Aid training is available to deal with minor injuries.

Parents will be advised of any accidents, however minor, by nursery staff and parents are asked to sign the accident book to record this.

Please do not hesitate to contact the Nursery or Head Teacher if you have any concerns about the health and safety of your child.

A copy of the Health and Safety Policy is available at the school office.

ABERDEENSHIRE INSURANCE INFORMATION

"No Insurance cover is held by Aberdeenshire Council to provide automatic compensation to pupils in the event of a personal accident or death. It is your responsibility as a parent to insure your child for personal accident or death if you feel this is appropriate.

Aberdeenshire Council does hold third party liability insurance which indemnifies the council from third parties (e.g. parents of pupil) who have suffered injury, illness, loss or damage arising from the negligence of the council or one of its employees.

However if there were no negligence no claim would be accepted by the council"

This information is brought to your attention so that you can take whatever action you feel appropriate. The council is particularly anxious to avoid the potentially distressing situation of parents becoming aware of the insurance position after an accident has occurred, however remote the possibility.

At all times the safety of children will be the key priority.

ABERDEENSHIRE EDUCATION AIMS AND VALUES

The Aberdeenshire Education, Learning and Leisure Service aims to:

➤ **Opportunity and Inclusion**

Ensure that there is opportunity for everyone in Aberdeenshire to gain access to education and recreation services and that as far as possible the full range of needs is met within local communities.

➤ **Community Involvement and Partnership**

Involve and empower local communities in the development and delivery of education and recreation services to meet local needs and aspirations and develop effective partnerships with others to achieve their aims.

➤ **Participation, Lifelong Learning and Achievement**

Provide lifelong education and recreation services for the people of Aberdeenshire promoting the highest standards of achievement and the widest possible participation in the opportunities available.

➤ **Support and Early Intervention**

Intervene early in addressing the needs of vulnerable people ensuring that their entitlement to effective support from all relevant partners is met.

➤ **Continuous Improvement and Quality**

Deliver the highest possible standard of education and recreation services ensuring that best value is achieved through continuous improvement in the services provided.

➤ **General**

Information for Parents and Carers about Aberdeenshire education can be found at www.aberdeenshire.gov.uk/parentscarers/index.

CHILD PROTECTION

Everyone has a responsibility to protect children from harm. School staff are in a unique position to contribute to the protection of children and must share concerns with appropriate colleagues and agencies.

Every school has a Designated Officer who has been specially trained to listen to concerns and act on them as necessary.

Unless satisfied that a child has not been harmed or is not at risk of being harmed, the school must relay their concerns immediately to the social work service and/or the police. Social work and the police will determine when and how the child's parents / carers and other services are to be informed of the concerns.

The local Social Work office for our area is located at:

Central Buchan Children and Families Team
Baird Road
Strichen
AB43 6SU

Tel: 01771 638200

We work very closely with other agencies and it is our priority to make sure that everyone from the relevant agencies are working together to help provide the best service for children and families who may need extra support or help.

2009 ASL ACT

Information about the 2009 Additional Support for Learning Act

Legal information

The Education (Additional Support for Learning) (Scotland) Act 2004 came into force in November 2005. In June 2009, the Act was amended. These amendments form the Education (Additional Support for Learning) (Scotland) Act 2009 and it comes into force on 14 November 2010.

What does this mean for pupils and parents?

The new Act doesn't change the basic purpose of the 2004 Act – it aims to strengthen some duties under the Act and clarify parts that have been confusing.

Here are some of the main changes:

- Under the 2004 Act 'additional support' means support that is provided in a classroom or a school. The 2009 Act changes this to include support that is given out of school but that helps a child get the most out of their school education. This could include a social worker helping a child who refuses to go to school or a mental health nurse supporting a child to cope with issues affecting their school life.
- Children who are looked after by a local authority will automatically be assumed to have additional support needs. For looked after children who don't need extra help this will have little impact. For those who do need help it will make sure their needs are considered as they move through school or if they change school. Local authorities will also be expected to check whether these children require a Co-ordinated Support Plan (CSP) or not.
- The 2009 Act allows parents to ask their local authority for a specific type of assessment at any time. Under the 2004 Act parents had this right only when asking the education authority to identify whether their child had additional support needs or when asking the education authority whether their child required a CSP.
- The duties that local authorities have towards young disabled children have been strengthened. Under the new Act local authorities have a duty to assess disabled children aged between 0 and 3 and provide them with additional support, if required, in agreement with their parents.

- Local authorities will have to publish information on where parents and carers can find help, information and advice, including contact details for Enquire. Local authorities will have to make sure that a summary of this information (including details of dispute resolution and mediation services) is available from all schools (and other sites that provide education). They also need to make sure this information is included in school handbooks and on their website.
- There is a section about placing requests that states that parents of children with additional support needs, (including those that have CSPs) can make placing requests to any school in Scotland including schools outside of the local authority area they live in.
- All appeals about placing requests to special schools (whether the child has a CSP or not) will be referred to the Additional Support Needs Tribunal. Some of the changes made in the 2009 Act deal specifically with children who have, or may require a CSP, and in particular to disagreements between local authorities and parents about the CSP.
- The Act extends the reasons that a parent or young person can make a referral (called a reference) to the Additional Support Needs Tribunal. Parents can make a referral when a local authority decides that a child does not need a CSP but also when local authorities have: failed to provide the additional support set out in the CSP; not responded to a parent's request to find out whether their child needs a CSP within a given time; or, after having said they will consider whether a CSP is required have not made a decision (within a given time) on whether the child needs a CSP or not.
- The Act also gives the Additional Support Needs Tribunal extra powers to force local authorities to provide, or make arrangements providing additional support that is set out in a CSP if they have not done so.
- The new Act includes a duty for the Scottish Government to fund a national independent advocacy service (on request and free of charge) to support parents and young people in Additional Support Needs Tribunal proceedings.

The above points do not include all the changes resulting from the 2009 Act but simply cover the main points. Throughout the summer Enquire will be changing all their guides and fact sheets to take account of the 2009 Act.

If you have any questions about the 2009 Act

Please contact the Enquire Helpline on 0845 123 2303 or by email on info@enquire.org.uk

INFORMATION ON HEAD LICE

A broadsheet containing the latest research and the region's policy for the elimination of headlice from schools is below. Parents are asked for written consent before a nurse examines children. If your child does contract headlice please contact school in order that procedures may be followed. In extreme and reoccurring cases a parent will be asked to collect their child and only return them to school after treatment. Social services may be contacted. The school does keep a record of cases of head lice infection.

PARENT INFORMATION LEAFLET

What are Head Lice?

Head Lice are small insects, either grey or brown in colour and smaller than the size of a match head when fully grown. They live on, or close to the scalp and lay eggs which stick to the hair shaft close to the head. It takes around a week for the eggs to hatch leaving empty eggshells, which are pearly white in colour and are called nits. Head lice feed from the tiny blood vessels on the head.

How do they get passed on?

Head lice need to live close to the scalp in order to stay warm and be close to their food supply. In the main the method of spread is by direct prolonged head to head contact and so this problem is a community responsibility and not confined to **schools. Lice do not jump or fly.**

Can they be removed?

Anti-lice treatments do not prevent infection. Thorough daily hair brushing or combing may help to prevent an infection becoming established, but early diagnosis and treatment is the only way to prevent the spread of head lice.

Check pillows and collars for little black specks as they may be lice droppings

Check your child's hair at least once a week using a fine toothed detection comb. Combing is easier if the hair is wet and has conditioner on it. Detection combs are available from your local pharmacist (chemist). Comb the hair in sections from the roots to ends, over a light coloured towel or sheet of paper. You should be able to hook out live lice and they will be more noticeable this way.

Unhatched eggs are small dull and very hard to identify. Nits (empty eggshells) are white and found a little further away from the scalp. The presence of nits does not always mean that live lice are still present.

Remember, itching does not necessarily mean that headlice are present

How are they treated?

If you do find live lice—check the whole household and close family contacts using the detector comb so that those with lice are all treated at the same time. Those who do not have live lice should NOT be treated.

Use the lotion (not shampoo) recommended by your pharmacist/Health Visitor/School Nurse/GP. Be sure to follow the application instructions carefully, and to repeat the treatment after 7 days, in order to kill any lice that hatch after the first application. Remember to repeat after 7 days, as 2 applications are necessary.

If you are sure you have found living lice after proper treatment, don't keep putting more lotion on, ask advice from the pharmacist or Health Visitor

Remember that when you have got rid of all the lice, the nits (empty egg cases stuck on the hairs) will still be there. This doesn't mean you still have lice. **Do not treat again if you can't find a living louse.**

If the infected person has been swimming within the last 72 hours, ensure hair has been thoroughly washed and dried before the lotion is applied. Lotions are less effective in the presence of chlorine. Some lotions are not suitable for asthmatics or people with certain skin conditions. Please check with your local pharmacist (chemist).

Think about who you have contact with

Parents
Partners
Brothers & Sisters
Household members

Grandparents
Close Family
Friends

Tell them and get them to check their heads with a detection comb as well

Who can help?

In the community
Health Centres/Clinics
General Practitioners & Practice
Nurses
Health Visitors
School Nurses

Pharmacists
Schools
Health Promotion Shops
In the Hospitals: Infection Control
Nurses

SCHOOL CLOSURE INFORMATION

When the school is to be closed for in-service or other purposes advance notice will be given in the school newsletter.

In an emergency the decision to close the school is taken by the Head Teacher usually on advice from the authority.

Up to date emergency contact numbers are vital in these situations. Please keep the school office informed if you have to make changes.

*If closure takes place during the school day parents or emergency contact will be notified and arrangements will be made to collect children. Children should only be collected by an appropriate adult.

*If closure takes place before school opens Parents are issued with the Aberdeenshire Emergency Information Service Hotline number for Mintlaw Primary School and Nursery so that they can access up to date information about school closure.

That number is 0870 054 4999 and our PIN number is 022260

Please be reminded that Bus pupils should not wait any longer than 15 minutes to be picked up.

If you are in any doubt remember the safety of the child is paramount. Do not send your child to school if you are unsure. Telephone the school for confirmation and clarification.