

Welcome to
Insch Nursery School!



Parents' and Carers'
Information Handbook
2018/2019



Insch School Nursery Parents' and Carers' Information Handbook 2018/2019

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Insch School Nursery Parents' and Carers' Information Handbook Session 2018 – 2019

Insch is a growing community and for the past few years a considerable number of houses have been built in the area.

Due to the increased demand, approval for an additional nursery class was granted a few years ago. We now have 120 half day pupil places available

There are 2 nursery classes; one morning class and one afternoon class and although there are two separate classrooms, these classrooms will be working as **one** nursery with **all 60 children**.

Within the nursery the children will be encouraged to participate in free-flow play between the two rooms and this therefore will enable all children to freely access the outdoor play area from the nursery corridor.

Each practitioner (6 full-time staff and 3 part-time staff) will take responsibility for different learning areas on a weekly rota basis.

All children will be offered snack in the Bumblebee room only, this will continue to be a rolling programme to allow all the children to make the choice as to when they come for snack.

Within the classes there will be ante pre-school (3 and 4 year olds) and pre-school (4 and 5 year olds) children in each class. This is in keeping with current practice.

Key Worker System

Each child will be assigned a member of nursery staff and this will be their identified adult throughout the year. All members of staff are responsible for the welfare and academic needs of each child, but your child's keyworker will be the person who they will have to sign in and sign out with, giving the parents and staff opportunities to share information at the beginning and end of the session. The key worker is also the adult responsible for reporting your child's progress to you via the ILD (Interactive Learning Diary). Other members of staff will also contribute to this during the sessions.

All the nursery staff work with each other, planning together to ensure consistent and engaging activities are offered to the nursery pupils. The staff practice 'Responsive Planning' which you can see on the whiteboard in the nursery corridor. Everyone can contribute to these to ensure the children (including parents) getting the best experience that they can from Insch Nursery.





Each nursery classroom has its own cloakroom area, the children will have an identified room to sign in and out (either Bumblebee or Butterfly). Their labelled peg will be adjacent to their registration classroom. Daily information will be shared on the white boards in the cloakroom areas for parents and visitors to look at.

Insch Nursery also have a fantastic Facebook page which will keep you up-to-date with your child's learning. As well as monthly newsletters which will be emailed out to all parents/carers.

Our main aim is to offer the children and parents of the Insch community high quality early years' learning and we all look forward to working closely with you in the coming months and years.

Mhairi Stirling

Depute Head Teacher

On behalf of the Nursery Team.



Welcome to Insch Primary School's Nursery Class

We welcome you and your family to Insch school and nursery.

The aim of this booklet is to supply you with information regarding nursery times and routines and other important things, which will hopefully alleviate any worries that you may have about your child taking the next step in his/her learning. We will try to offer practical suggestions to support you through the first few weeks so that starting nursery is a happy time for you and your child.



We hope you will find this information helpful and that your association with Insch School starts happily here. Please always remember to get in touch if you have any queries – we are only a phone call away.



Meet the Nursery Team

We would like to introduce you to our committed and hardworking nursery team.

 <p>Mrs Mhairi Stirling Depute Head Teacher (Full-time)</p>	 <p>Mrs Caroline Brunton Principal Teacher of Early Years - Huntly Cluster (Regular visits)</p>	 <p>Miss Laura Burr Early Years Senior/Lead Practitioner (Full-time)</p>	 <p>Mrs Kat Douglas (Miss Rennie until July) Early Years Senior/Lead Practitioner (Full-time)</p>
 <p>Mrs Leslie Buchanan Early Years Lead Practitioner (Full-time)</p>	 <p>Mrs Erika Mair Early Years Practitioner (Full-time)</p>	 <p>Ms Anette Grytten Early Years Practitioner (Full-time)</p>	 <p>Miss Samantha Horne Early Years Practitioner (Full-Time)</p>
 <p>Mrs Nicola Morgan Early Years Practitioner (Part-time)</p>	 <p>Mrs Julie McDonough Early Years Practitioner (Part-time)</p>	 <p>Mrs Sinead Lawrie Early Years Practitioner (Part-time)</p>	



Insch Nursery School

Our Vision: Reach for the stars!

At Insch School we celebrate diversity and inspire all our young learners to reach for the stars and achieve their very best. We strive to create an inclusive and nurturing learning community. Quality learning and teaching is at the heart of all that we do.

Our Values



Bob the Bear says

- Try your best

Bob the Bear says

- Listen and share
 - Be kind
 - Be responsible

Bob the Bear says

- Choose it
 - Use it
- Tidy it away

Bob the Bear says

- Be safe



Insch School

Curriculum Rationale and Framework

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Values:

- Showing Respect
- Valuing our Community
- Aiming High
- Being Safe

Our vision is based on shared values from our parents, pupils and staff in October 2014 to provide an environment that:

- Develops Successful Learners, Responsible Citizens, Confident Individuals and Effective Contributors
- Is child centred
- Is respectful
- Celebrates success inside and outside of school
- Is collaborative
- Is caring, safe and supportive
- Is challenging, stimulating and enjoyable
- Is progressive and innovative

At every level, an ethos of high aspirations and ambition for all our learners is encouraged. We encourage all our young learners to reach for the stars and achieve their very best. We refer to our new values regularly throughout school and will be developing a set of behaviours with pupils to ensure they know what is expected of them. Achievement, attainment and participation are recognised and celebrated.



Aims:

- To achieve the best outcome for each child through partnership between pupils, parents, staff and the wider community.
- To ensure that everyone feels a sense of achievement in all that they do.
- To celebrate cultural and social diversity so that everyone feels valued and respected.
- To develop enquiring minds and skills to embrace lifelong learning.
- To promote children to take responsibility and to make informed choices about their future.
- To ensure the school community observes the rights of children, as set out in the UNCRC, and the rights respecting behaviour.
- To foster an ethos of distributive leadership at all levels.

“Development takes place through interactions with others, being active and involved and learning through exploration and discovery.”

<http://www.educationscotland.gov.uk/earlyyears/prebirthtothree/index.asp>



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Aiming High

with

- ▶ Trying no matter what
- ▶ Being the best I can be
- ▶ Believing in myself
- ▶ Being proud of my work
- ▶ Trying new things



Showing Respect

- ▶ Including and taking care of others
- ▶ Treating people fairly
- ▶ Listening to others and acting in a responsible way
- ▶ Taking care of my own property, the school's property and other people's property



Valuing our Community

with

- ▶ Accepting and valuing everyone in our community for who they are because everyone is different
- ▶ Looking after the nature around me
- ▶ Valuing everyone who helps me learn
- ▶ Being honest and kind
- ▶ Being responsible and
- ▶ Co-operating and supporting others

Being Safe

with

- ▶ Thinking safe, living safely and acting safely
- ▶ Making sensible choices inside and outside of school
- ▶ Acting in a calm and safe way in and around school





Flourishing Inch by Inch

The staff at Inch Nursery are committed to providing a nurturing and inclusive environment which means that they work in partnership with parents, additional services and the wider community.

Throughout the year there will be opportunities for our partners to work collaboratively within our setting and outwith into the community. We want to be able to provide the whole family with somewhere they can feel confident, and learn together to provide their children the best learning opportunities available.

Examples of these are –

- Working collaboratively with Drumdarroch Nursing home through singing events, play and craft activities and intergenerational *Bookbug* sessions.
- Stay and Play (every second term) – where parents can join their children for the first hour of the session and are invited to chat to staff about their child's progress within the setting.
- Family *Bookbug* sessions – events held for nursery families within the school and outwith to explore interaction and literacy together.
- Attending local groups – staff are now joining local groups such as toddler and adult learning groups to create relationships and collaborative bonds with all in the local community.
- Key Worker System – where each child is assigned a member of staff who will be the first point of call for parents to discuss their child and they will be able to signpost you to any community event or make recommendations for your child.
- The nursery also has a Community Board where display information and signpost events which you and/or your children can attend. It also includes information for support services and local learning groups. At nursery we have a strong relationship with our health providers.

This is not an exhaustive list of activities and as the year goes on this can change, develop and grow to suit the needs of our families and children.

If you have any particular talents or interests that you would like to offer the nursery then we are always more than happy to set a date for you to come in and share when it suits you best.

At Inch Nursery, we want the very best for the children and families – '**Flourishing Inch by Inch**'.



The Nursery Curriculum

Our nursery is a friendly and welcoming place where your child can enjoy a broad and balanced range of experiences. The nursery staff work together as a team to create a caring and stimulating environment that encourages each child to develop as an individual.

The aim of nursery education is to develop and extend the range of children's learning experiences. We encourage all children to become independent, confident, eager and enthusiastic learners who feel that their contributions are valued and respected.

We are developing the foundation skills, attitudes and expectations that are necessary for them to do well in later life. A careful emphasis is placed upon the nurturing of your child's social and emotional well-being.

The nursery curriculum aims to build upon your child's knowledge and understanding of the world, including the development of your child's literacy and numeracy skills and offers experiences that help to promote their creative and physical abilities.

In nursery, children learn through play and active learning. Active learning does not mean that children are actively running around, it is learning that engages them and challenges their thinking. When your child is actively engaged with tasks that have a clear purpose, they learn more.

Right from the start, your child will be a partner in the learning process: by taking part in the planning process and shaping and directing their own learning.

With support from the nursery team, your child will learn how to make informed choices, and to take responsibility for their own learning.

“Play encompasses children’s behaviour which is freely chosen, personally directed and intrinsically motivated. It is performed for no external goal or reward and is a fundamental and integral part of healthy development which seeks to improve play experiences for all children.”

National Strategy for Play 2013

Curriculum for Excellence



In order to achieve this, we follow “Curriculum for Excellence” and “How Good is Our School, Early Learning and Childcare”

These guidelines help our staff develop the four core capacities within our pupils, encouraging them to become Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens.

Curriculum for Excellence is organised into eight areas:

Languages
Mathematics
Health and Wellbeing
Religious and Moral Education
Social Studies
Sciences
Expressive Arts
Technologies



We promote learning by:

- Planning clear goals – to match the needs and achievements of all our pupils.
Observing the children at play – to become aware of how and what they are learning.
- Keeping records – to take account of the children’s needs and developments when planning.
- Reporting to parents. We share information about your child’s progress and work in partnership with you so that your child can fulfil his/her potential.
- Assessing the children’s development and progress. We take account of all of your child’s needs, emotional, social, physical, aesthetic, and educational development. Our assessment is continuous and based on your child’s own progress rather than his/her progress in relation to other children.

Other key documents which we use are:

- Building the Ambition
- UNCRC – Rights of the Child
- Setting the Table (information for organising snack)
- National Care Standards
- GIRFEC – Getting it Right for Every Child
- Pre-birth to Three National Guidance,

All of the documents mentioned can be accessed online.



Literacy and Language

Our ability to use language lies at the centre of the development and expression of our emotions, our thinking, our learning and personal identity. Being literate helps us to access all other areas of the curriculum. In the nursery, your child will experience an environment which is rich in language. Through play, our team will begin to help develop your child's listening and talking, reading and writing skills and their personal, and interpersonal and team working skills.

How can you help your child:

By helping them to develop literacy skills by reading to them every day. Learning nursery rhymes together and reading familiar words to them.

Numeracy and Mathematics

Numeracy is a skill for life, learning and work. It supports all areas of the curriculum.

Mathematics is important in our everyday lives, allowing us to make sense of the world around us and to manage our lives. In nursery, your child will begin to experience success in mathematics and develop the confidence to take risks, ask questions and explore alternative solutions without fear of being wrong. Because mathematics is rich and stimulating, it engages the youngest of learners.

How you can help your child:

You can help to develop their number skills by encouraging them to count and use numbers e.g. counting up and down the stairs, pairing up socks, or collecting stones and putting them in order of size.





Health and Wellbeing

Your child will be supported to experience personal achievement and to build resilience and confidence. Through a range of activities, our team will develop their physical, mental and spiritual wellbeing and they will participate in a wide range of activities which promote a healthy lifestyle. Your child will also be helped to assess and manage risk, to meet challenges, manage change and build relationships.



Religious and Moral Education

Through Religious and Moral Education we develop a respect for others and an understanding of beliefs and practices which are different from our own.

We develop an understanding of what is fair and unfair and explore Christian stories and stories from other cultures.



Social Sciences

Through social sciences, our pupils will develop their understanding of the culture of Scotland and of their national heritage within the world. They will also engage in activities which encourage enterprising attitudes.

Expressive Arts

Expressive arts are rich and stimulating with the capacity to engage even the youngest of learners. We are eager to help your child develop their creative talents and artistic skills, and to express themselves in different ways. The children will also have the opportunity to contribute to other people's enjoyment through creative and expressive performance.





Technologies

Learning through technologies enables children to become informed, skilled, thoughtful, adaptable and enterprising citizens. Children will also have the opportunity to make comment or take photos for their Interactive Learning Diary. Parents, staff and children can access this tool to see the development of the learner throughout the year.



Outdoor play and walks

The children will have daily access to the outdoor classroom where the nursery team have set up learning experiences for your children. They will be encouraged to find out about the world outside and play with more natural toys such as wooden logs or stones (Loose parts). This is an important part of the nursery curriculum and therefore we need to ensure that the children have opportunities to do this every day in all weathers. Please can you ensure that your child has suitable outdoor clothing (such as an all-weather suit) and footwear everyday.

It is also helpful for your child to have a pair of named Wellington boots which can be kept in nursery.

When we go out of the school grounds we may ask extra adults to accompany us.





Aims and Policies

Copies of all nursery aims and policies can be found in the pink folder labelled 'Aims and Policies' in the corridor leading to the classrooms and cloakrooms. They are also available on the school website should you wish to access them electronically.

When will my child come to nursery?

As in Primary 1, the children start nursery in small groups at different times. As the children settle, these groups are merged until, within a short time, the whole class is coming in together. This is the only way that every child can have an equal chance at the 'Getting to know you' stage. You may feel that this is a slow process but this time has been found to be absolutely vital to the children and the nursery staff, in ensuring a happy start to nursery.





Nursery Sessions 2018 – 2019

Each nursery session is **3 hours 10minutes**.

The sessions have been planned to work closely with the school start and finish times.



The morning session starts at **8.35am (8.35 – 8.50am drop off)** and finishes at **11.45 am (11.30- 11.45am pick-up)**.

The afternoon nursery session starts at **12.25pm (12.25 – 12.40pm drop off)** and finishes at **3.35pm (3.20 - 3.35pm pick-up)**.

Please note that there is a **15 minute flexibility** for drop off and pick up but as there is a **brief** turnaround between the morning and afternoon classes, could you please ensure that you are picking up within this 15 minute window to allow staff to have their lunch and prepare for the afternoon session.

Nursery Snack

The children are involved in planning and preparing snack as it helps them understand a healthy diet. Snack costs 50p per day and you should receive an invoice from the school sometime during the term. The nursery staff use 'Setting the Table' as a guide to help plan and organise a range of snacks for the children to enjoy as well as children's choice. If your child has any dietary requirements or allergens, it is important to let the nursery staff know so alternative arrangements can be made.



Allergen Advice

Our snacks may contain known allergens from the list below.

Gluten	Eggs	Peanuts	Fish
Soybeans	Milk	Celery	Mustard
Celery	Sulphur dioxide/sulphites	Lupin	Molluscs
Crustaceans	Nuts (we will not serve these directly however some of the food provided may have been produced in a factory that handles nuts.)		



Attendance

Attendance should be regular. That means attending all the sessions that you have signed up to unless, of course, your child is unwell. Please advise us of absences – a phone call will suffice. (If you don't call us we are obliged to call you.)

Please be punctual and please let us know who will be collecting your child if it is an adult unknown to us or if the arrangement is different to normal. Children must always be collected by an adult.

Entrance to Nursery

Please do not use the school car park either for your car or on foot. Pupils are told not to use the car park entrance. Please use the entrances provided on Alexander Street or George Street. The entrance on George Street is often the most convenient but we would ask that you take great care when parking to consider the safety of everyone who uses this area..

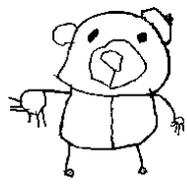
Please note, entrance to the nursery out-with the 15 minute window will be through the main school entrance, through the school reception due to the nursery door being alarmed when the outdoor play area is not being used. Please remember to sign in if you are entering through the school and out again when leaving.

Prams

We aim to provide a calm, safe environment for all users. Our Nursery Reception is restricted in space and we must consider all aspects of Health and Safety in order to comply with regulations.

To this end, we ask that the Nursery Reception space is kept free from buggies. Parents are required to make every effort to leave buggies outside. An area has been created at the bottom of the ramp for buggies and we will be investigating the option of a creating a covered buggy area.

If for some reason this is not possible, a buggy may be brought inside, **only if safe to do so** when the space is quiet i.e.no other buggy/crowds in the small space and **access to the fire door is clear**. Please utilise the flexibility drop off arrangement for this. Particular care should be taken when entering and exiting the door with a buggy. This arrangement should only be used as a last resort as it is important health and safety regulations are adhered to. We thank you for your cooperation.



What should my child wear to nursery?

We have 'Bob the Bear' T-shirts and sweatshirts as part of the nursery uniform, shoe bags available to purchase from school, this is not a compulsory uniform but we do recommend this as it will help keep nursery clothes separate from 'good' clothes.

T-shirts are £5, Sweatshirts £8.50 and shoe bags £4.50

We recommend:

- Comfortable play clothes such as 'joggers' or leggings are ideal.
- Short sleeved tops prevent wet cuffs from water play. Clothes should be as simple as possible please; belts and braces can be tricky!
- Soft gym shoes are best inside the nursery and essential for P.E.; those with elasticised fronts or Velcro fastening are much easier, slippers and crocs are not suitable for gym.

What else will my child need?

We will provide aprons for painting, gluing, water play and baking.

Can you please provide?

- A named draw string shoe bag.
- Indoor shoes.
- A jacket suitable for outdoor play
- A sun hat for outdoor play (sun cream applied at home on warm days is a good idea)
- A pair of wellies which can stay in nursery for outdoor play.
- A box of tissues would be welcome.
- Money for snack - It is very helpful if this can be paid termly, but if this is not possible, the office would find it most convenient to collect the snack money for the week when your child comes for their first session each week.
- And, optional, if you wish your child to wear one, a safety helmet for our wheeled toys.

Please name everything.



What can I do?

Please support us to encourage your child to:

- find and change his/her own shoes and coat and recognise his/her own peg.
- use the toilet as independently as possible
- wash and dry hands thoroughly
- use cutlery correctly
- wipe his/her own nose
- look after toys and games
- share and take turns
- be proud of their efforts
- learn the staff names

Partnership between you as parents and the nursery staff is key to a happy and fulfilling time for you and your child at nursery. This will be just as important when your child moves into Primary 1.

We offer the opportunity for parents/carers to stay and play in the nursery, normally once a term in terms 2, 3 and 4. If you have a particular interest or skill and would like to share it with us please let us know.

Please let us know at admission of any worries or queries you may have and we will do the same. There will be opportunity to speak to staff on a daily basis and you will be kept informed of your child's progress throughout the year.

In the cloakroom there is a whiteboard which will tell you what is happening, who is visiting and any special requests; please read it.

You will receive newsletters regularly. Many of our families choose to have their newsletter emailed to them. You will find your child's work in the artwork files located in the Butterfly room.

We have a nursery money box and any contributions will be most welcome and used to buy extras such as bulbs, seeds to plant etc.

You are also welcome to become involved with our Parent Council or our PTA.

Other agencies

We have good working relationships with many agencies. By the time your child starts with us we will, for example, have had contact with playgroup if appropriate and with the health visitor.



We are not experts in everything that crops up and sometimes we need advice/guidance/materials/input from elsewhere. We work as a team with, for example, the speech therapist and the educational psychologist to give your child the best possible start at school.

What happens if my child is ill?

Children can become distressed if they are unwell at nursery. This can put added pressure on staff and the other children. Please do not send your child to nursery if they are unwell in any way. If your child has had sickness and/or diarrhoea, **you must allow a clear symptom free 48 hours** before sending them back to nursery. This is standard Aberdeenshire policy. Hopefully this will stop the spread of such illnesses.

If your child is ill please 'phone us to let us know why they are not at nursery – we are obliged to call you if you do not.

If your child should become ill at nursery we will phone without delay. If you are not available we will phone the emergency number you will be asked to give us.

Please make sure you tell us of any medical complaint or allergy, including food allergies that your child has that might endanger his/her safety.

The gate entering the playground via George St. is for use by Nursery parents only at the beginning and end of a session. It is not to be used to access the school's main playground. If you wish to access the playground then please use the gate via Alexander St. This is to ensure the safety of all our pupils if they are outside.

Emergency Closure

In the event of adverse weather school will remain open as far as possible. Information will be communicated to parents using these services.

Aberdeenshire Council Online Schools Closure Service

To view the school status:

<https://online.aberdeenshire.gov.uk/Apps/schools-closures/>

Telephone Line

To listen to message left by Head Teacher

Tel. 0870 054 4999

Unique School Pin: 021880



School Text Service

Please note a text from school will only be sent from the school office computer.

General Points consider

1. If the weather should be stormy or driving conditions are doubtful, please stay at home.
2. If you are unsure about whether the nursery will be open, please telephone before you set off.
3. If your child is at nursery and the weather threatens to close in, please come and collect your child.
4. If we have to close the nursery, parents or emergency contacts will be informed.
5. If we cannot contact you or the appointed person, we will keep the child at the nursery until we can get them to a safe contact.

Health and Safety

There will be first aid in nursery. Please impress on the children that they must tell staff of any accident, however slight it is. If there is any doubt about any injury we will take the child to the Health Centre nearby and inform you as soon as possible. Please make sure we have all the information we need.

You will be informed of any accident or incident involving your child in writing.

Insurance

No insurance is held by the Council to compensate pupils for personal accidents. This type of insurance is clearly seen as a parental responsibility. The Council holds third party insurance which indemnifies them from claims from third parties, who have suffered injury, illness, loss or damage arising from negligence of the Council or its employees.

Complaints

It is your right to complain if you are not happy with any part of the services provided by Aberdeenshire Council. Please approach any of the nursery team or the head teacher in the first instance if at all possible. Alternatively refer to the complaints policy in the 'Aims and policies' folder in the nursery cloakroom.

Child Protection Statement

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.

Insch School's Designated Officer is the Head Teacher, Mrs Conner.

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

Local Social Work Office: Huntly Family Centre
Deveron Road
Huntly
AB54 8DU
01466 405959

Quality Assurance

Our policy and practice is regularly monitored and reviewed by school management. In addition, we are registered with, and inspected regularly by, the Care Inspectorate and by HMIE. Staff are employed and work according to codes of practice issued by SSSC (Scottish Social Services Council). Our Early Years Practitioners are registered with SSSC. The latest inspection report is always available in the cloakroom.

From Nursery to School

Going into Primary 1 is another big event in your child's life. We aim to make it a smooth transition. The nursery is very much part of the school. Later on in the year, the nursery pupils who are enrolled for our school, will visit the Primary 1 classes and meet their teachers, who will also visit them in the nursery. They will also meet the other school staff. Teachers from other schools will be invited to visit the nursery to see and to share information about pupils transferring to their Primary 1 classes.

We use the hall for P.E. and other spaces in school, as available, for varied activities.

We have a buddy system with P7 children to support playground time and transition to school. (This process will begin in Nursery during Term 4 where the P6 children are interviewed and allocated a buddy)

Pupils who attend our nursery are not automatically admitted to our Primary



department. If you live out with our school zone, the 1980 Education Act allows you to apply for a place.

(Please note that school transport is not automatically available to out- of- zone pupils, through privilege transport can be granted by the head teacher in certain circumstances.

**We look forward to meeting our new children and families
over the next school session!**