

# Kilchuimen Nursery



## Handbook



**2009/10**

## Welcome to Kilchuimen Nursery

Kilchuimen Primary School is delighted to welcome you and your child to our Nursery class. We strive to provide a safe, caring and stimulating environment in which children can feel happy and secure. The School Aims can be found in the whole school handbook, but in addition to these the Nursery Aims are:

- To have an open-door policy to provide a welcoming setting where parents and carers can feel involved in their child's development.
- To create an atmosphere which encourages confidence, self esteem, self expression and a sense of security for all our children.
- To continue to work in partnership with parents, carers and other people within our community.
- To encourage the children to find out how to care for themselves and their environment.
- To respect the equal rights of all children and promote tolerance by providing a broad range of experience and resources.
- To use the curriculum as laid down by the Scottish Executive to meet the needs of each individual child through play.
- To build the children's communication skills with both peers and adults.
- To encourage the children to be aware of health and fitness.
- To provide parents/carers with regular information about their child's progress and development.
- To encourage children to choose and plan their own activities and take control of their own learning.

Our aims will be achieved by allowing children to participate in a variety of play experiences.

## Nursery Team

The Nursery team includes:

Mrs Angela Pargeter	-	Nursery Assistant
Mrs Alison Bowcott	-	Nursery Auxiliary
Ms Wendy Scollay	-	Head Teacher/Support Teacher

We are also supported and assisted by Support for Learning staff.

On occasion we have secondary school and other students completing work experience and placements in the nursery.

We have strong links with the primary school and join in with various whole school activities. We also have regular access to the gym hall and playing fields. It is important that your child begins to feel comfortable as a pupil in our school and staff will involve nursery pupils in the wider life of the school.

## Some Essentials Your Child Will Need For Nursery

### Gym Shoes

It is essential to keep the nursery floor clean and dry as the children enjoy floor play. We also have regular access to the gym hall in the secondary school which requires us to wear gym shoes.

### Wellington Boots

These are necessary for outside play all year! We recommend that a labelled pair be left in nursery if possible.

### Spare Clothes

Please provide a labelled bag containing a complete change of labelled spare clothes to keep in nursery in case of any accidents.

### Jacket/Coat

We aim to go outside most days. It can be chilly in the playground whatever the season.

## Nursery Times

Nursery hours are currently a morning session running from 9am to 11.30am.

### School Calendar Session 2009/10

#### Term Dates

OPEN			CLOSE	
2009	Monday	17 August (staff only)		
	Tuesday	18 August (pupils)	Friday	09 October
	Monday	26 October (staff only)		
	Thursday	29 October (pupils)	Wednesday	23 December
2010	Monday	11 January	Friday	26 March
	Monday	12 April	Friday	02 July

**(NB HOLIDAYS** Good Friday (2 April 2010), Easter Monday (5 April 2010), May Day (Monday 3 May 2010)

#### In-Service Training Days

2009	Monday	17 August
	Monday	26 October
	Tuesday	27 October
	Wednesday	28 October
2010	Tuesday	16 February
	Wednesday	17 February

#### Casual Holidays

Friday 12 February and Monday 15 February 2010

## **Date of Entry**

Your child may start nursery in the term after his/her third birthday. If your child is three before 31 December, he/she may start after the Christmas break. If your child is three before the end of February, he/she may start after the Easter break. Any birthdays after 1 March can only be admitted in August.

## **Emergency Closures**

Should the nursery need to close earlier than normal you will be contacted by telephone. If there is no reply we will telephone your emergency contact to come and collect your child.

## **Illness**

If your child becomes ill or has an accident whilst attending nursery, we will contact you by telephone. If there is no reply we will telephone your emergency contact to come and collect your child.

## **Vaccinations**

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 the vaccinations due. It is never too late to have your child immunised. If they have missed one, you don't have to start the course from the beginning again. Contact your health visitor/GP for further advice.

## Nursery Day

Most of the children's learning is through free play and it is in this way they will learn to become:

- Responsible citizens
- Effective contributors
- Confident individuals
- Successful learners

Our nursery offers a wide variety of experiences for children, through structured and focussed play. As all parents know, there is no such thing as "just playing" for young learners. Play is how our children develop their skills and understanding of the world around them.

### Settling In

We recognise that every child has their own individual requirements for settling in. We do have a Settling-In Policy but we feel that this is a matter for you and nursery staff to discuss and decide upon together to ensure the best start for your child. Parents are always welcome to stay with their child during nursery until the child feels settled.

### Daily Life

Every day the children become more familiar with nursery routines and it helps to develop confidence.

They learn to recognise their names by seeing their names on their pegs and cubby holes and by posting their names on arrival.

A weekly plan is displayed on the notice board in the foyer at the start of each week. This provides information about snack, visitors, visits and on-going interests being developed for that week.

### Snack

The children will be given a snack every day. We aim to develop a range of social skills associated with eating and to develop a positive healthy attitude towards food.

Examples of the range of snacks given include:

Water

Milk

Hot chocolate

Toast and butter/honey/marmite

Pitta breads

Naan breads

Crackers and cheese

Various biscuits, cakes, rolls or scones made during the session

We always include fruit, such as:

Apples

Bananas

Grapes

Pears

Kiwi fruit

Oranges

Plums

Melon

The children are encouraged to take turns to prepare much of the snack themselves under adult supervision. They also take turns to be responsible to pour out milk/water for each child and collect in plates and cups afterwards.

Snack costs 50p per day. The money can be paid weekly, preferably on a Friday, but other arrangements can be made.

**Daily Activities**

Throughout their time at nursery, children will be given opportunities to:

- Listen to stories
- Sing and take part in a range of musical activities
- Learn about their local environment
- Care for animals and plants
- Take part in a range of physical activities

Daily activities offered to the children are:

- Sand and water play
- Playdough
- Painting
- Junk modelling
- Gluing
- Jigsaws
- Drawing
- Board games
- Construction toys e.g Lego
- Imaginative play e.g. home corner
- Role play e.g. dressing up
- Small world toys
- Computer and various ICT toys
- Listening centre
- Writing table
- Story corner
- Outdoor activities

Although your child may take home a painting, the great majority of play activities undertaken in nursery do not result in an 'end product'. The children get pleasure and experience from the process of 'doing'. The lack of tangible product to take home does not imply the lack of work or learning on the child's part. Staff welcome the opportunity to speak with parents/carers at the end of a session to explain how a child has spent their time.

### Physical Development and Movement

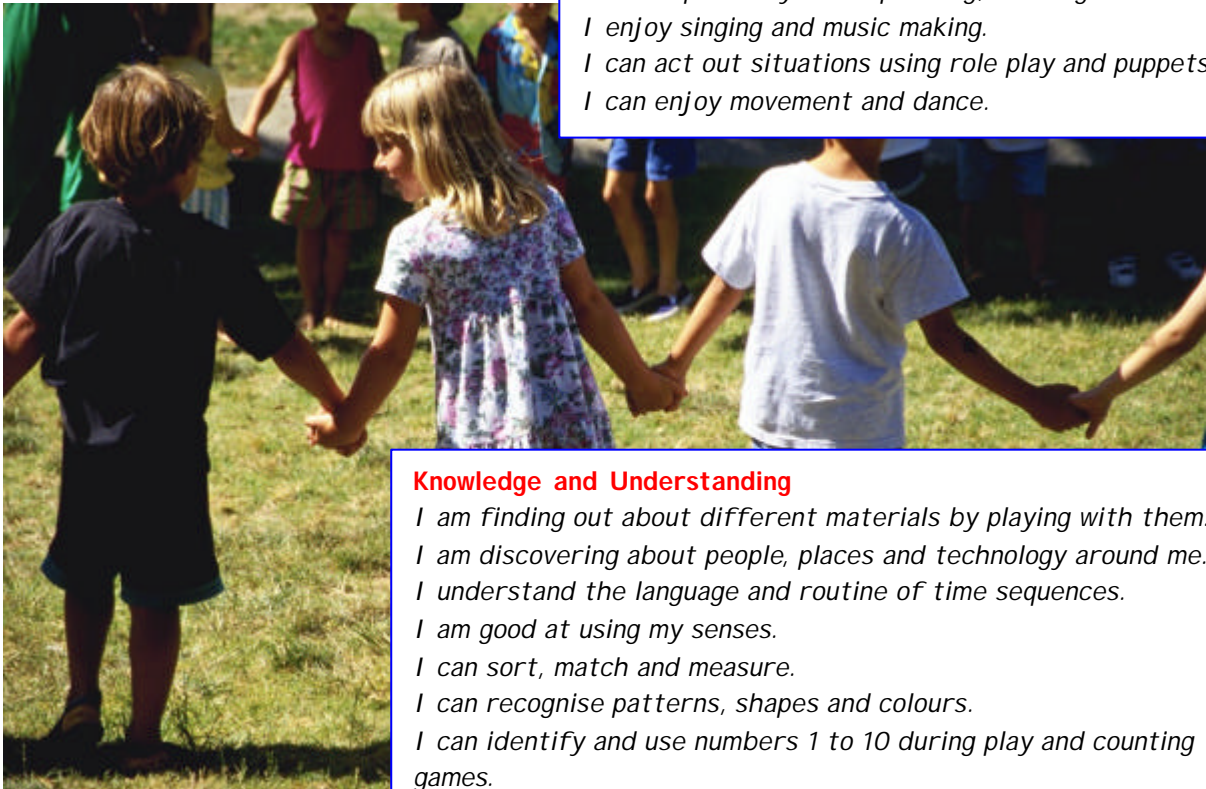
*I can enjoy active play indoors and out.*  
*I can explore different ways in which I can use my body.*  
*I am developing finer movements with my fingers and hands.*  
*I can co-operate with others in physical play and games.*  
*I can move my body expressively.*  
*I can run, jump, skip, balance, throw and catch.*  
*I understand the purpose of safety.*  
*I am aware of the importance of health and fitness.*

### Emotional, Personal and Social Development

*I can be confident in new situations.*  
*I can look after myself.*  
*I can follow rules and instructions.*  
*I can choose activities by myself.*  
*I can tell others how I feel and what I like best.*  
*I can co-operate, take turns and share.*  
*I like to play with others.*  
*I can work on a task until it is finished.*  
*I am learning respect for other people and to care for my surroundings.*

### Expressive and Aesthetic Development

*I can express myself in painting, drawing and modelling.*  
*I enjoy singing and music making.*  
*I can act out situations using role play and puppets.*  
*I can enjoy movement and dance.*



### Knowledge and Understanding

*I am finding out about different materials by playing with them.*  
*I am discovering about people, places and technology around me.*  
*I understand the language and routine of time sequences.*  
*I am good at using my senses.*  
*I can sort, match and measure.*  
*I can recognise patterns, shapes and colours.*  
*I can identify and use numbers 1 to 10 during play and counting games.*  
*I like designing and making things.*  
*I am finding out how to care for myself, animals and plants.*  
*I can understand and use mathematical language appropriately.*  
*I like to work out solutions to problems.*

### Communication and Language

*I can listen and respond appropriately.*  
*I can take part in conversations.*  
*I draw and make marks.*  
*I am having fun with words through stories, songs and rhymes.*  
*I can use language for a variety of purposes.*  
*I look at books for information.*  
*I can recognise the link between the spoken and written word.*  
*I can take part in more extended conversations.*  
*I can experiment with symbols, letters and words and writing.*  
*I can listen to stories and re-tell them.*  
*I am learning to recognise sounds and words.*

## **Visitors/Visits**

We believe that taking the children out on a variety of visits is a very important aspect of their development. A full risk assessment is carried out beforehand and there will also be a consent form for you to fill in for each visit. The children benefit greatly when visitors from the local community come to visit the nursery e.g. dentist, police, etc.

Most theories about learning stress the importance of communicating with others and consequently, we will encourage your child to co-operate and work with other children and the various adults with whom the child comes in contact.

## **Nursery Newsletters**

We regularly send home a Nursery Newsletter to keep you up to date on various activities and events in the Nursery. You will also receive copies of the whole school Newsletters.

## **Profiles**

Children are observed at play throughout the year. Information gathered helps to inform children's profiles. Parents are welcome to see these profiles at any time. Please contact a member of staff to access this.

## **Complaints Procedure**

If you have a complaint, then the first person to contact should be Mrs Pargeter, the Nursery Assistant. If you need to pursue the matter further then please contact Ms Scollay, the Head Teacher. Should you still require to take any matter further then you should contact:

Area Education Manager  
Area Education Office  
13 Ardross Street  
Inverness

Tel: 01463 663800

## **Care Commission**

The Care Commission is a national organisation set up under The Regulation of Care (Scotland) Act 2001. It has taken over the regulation of care services in Scotland and in our case, the provision of nursery classes. They operate from regional offices and our local office is:

Care Commission  
Unit 4  
39 - 41 Harbour Road  
Inverness

Tel: 01463 227630

A set of care standards has been drawn up and a representative of the Commission will visit the nursery every year to look at some of these on a three year cycle. 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.

## **Child Protection**

From time to time incidents can occur within the school setting which cause concern and could indicate that a pupil is suffering from some form of abuse.

In terms of Highland Council Protection Committee Inter-Agency Protection Guidelines, education staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

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.

More information about Child Protection procedures within Highland can be obtained from:

Child Protection Officer  
Child Protection Committee  
Kinmylies Building  
Leachkin Road  
Inverness  
IV3 8NN

Tel: 01463 703483  
Fax: 01463 713237

**And finally.....**

We hope your child has a happy and rewarding time at Nursery. We view parents as partners in working to achieve the best for the children. We want to stress that parents are always welcome to speak and liaise with staff. The best times for this are before or after a session.

We look forward to meeting you and your child.