

Eastriggs Primary School



Nursery Handbook
2014

School Information

Eastriggs Primary School
Nursery Class
Annan Road
Eastriggs
Annan
DG12 6PZ

Tel: 01461 40301
Fax: 01461 40016
Email: eoffice549@ea.dumgal.sch.uk

Staff

Head Teacher	Miss M. G. Leopold
Nursery Teacher	Mrs. S. Glendinning
Nursery Nurse	Mrs. A. Hewitt

Nursery Hours

Normal attendance is for five sessions per week.
This may consist of five morning or five afternoon sessions.
It may also be a mixture of mornings and afternoons, depending on numbers.

A nursery session lasts for two and a half hours and the times are:

Mornings	9.00 - 11.30 a.m.
Afternoons	12.30 - 3.00 p.m.

Regular attendance is beneficial for your child and it would be helpful if you would inform the school if your child is likely to be absent over a long period.

Aims of our Nursery

During your child's Nursery year, he/she will meet with many new experiences and acquire new skills. We wish to encourage your child to become an enthusiastic learner, thus setting up positive attitudes for school.

Your child will learn to:

- form positive relationships with peers and adults.
- share resources fairly, to play safely and to understand simple rules.
- express themselves through use of language, movement, art and music.
- listen carefully on an individual, group and class basis.

- observe carefully and be able to indicate similarities and differences.
- explore new resources and be able to deal with new experiences.
- care for plants and living things and understand how they grow.

Curriculum for Excellence - Early Level

At nursery we encourage the children to become Confident Individuals, Successful Learners, Responsible Citizens, and Effective Contributors.

In our nursery child centred planning helps the children to develop their enthusiasm, creativity and ideas and involves them in the shaping and directing of their own learning.

Health and Wellbeing

- Develop confidence and a sense of security.
- Care for themselves and their personal safety and be able to make their own choices and decisions.
- Develop independence, for example in dressing and personal hygiene.
- Make friends and get on with other children and adults.
- Co-operate with others during play activities and share resources.
- Persevere in tasks that may at first present some difficulty.
- Become aware of and respect the needs and feelings of others and develop positive attitudes.
- Become aware of the importance of health and fitness.
- Show an awareness of space and safety.
- Enjoy energetic activity both indoors and out.
- Develop running, jumping, skipping and hopping skills.
- Develop confidence with climbing and balancing and throwing and catching skills.
- Develop increasing control of fine movement of their fingers and hands.

Literacy

- Listen to other children and adults during social activities and at play.
- Enjoy, listen and respond to stories, songs, rhymes and music.
- Pay attention to information and follow simple instructions.
- Use language to express their own needs, thoughts, feelings and to give explanations and descriptions.
- Talk to each other and adults about themselves and their experiences.
- Use talk during role play and re-tell a story or rhyme.
- Enjoy books and use these to find interesting information.
- Develop an awareness of letter names during play experiences.
- Use their own drawings and writing marks in play situations.
- Recognise their own written name and begin to write this.

Numeracy

- Develop a sense of size and amount by observing and exploring things in the world around them.
- Recognise colours, shapes and patterns in the environment.
- Identify and use numbers during play.
- Develop an understanding of mathematical processes, such as matching, sorting, counting and grouping.
- Become aware of daily routines, times and seasonal changes in the environment.

Expressive Arts

- Make music by singing, clapping and playing instruments.
- Listen and respond to a variety of music and imaginative ideas.
- Move rhythmically and expressively to music.
- Participate in simple dances and singing games.
- Investigate and experience a variety of art and craft activities and discuss their pictures and models.
- Express thoughts and feelings in drawings, painting and models.
- Use role play to recreate and invent situations.

Social Studies, Technologies, Sciences, Religious & Moral Education

- Ask questions, experiment design and make things and solve problems.
- Find out about the properties of materials by playing with them.
- Use everyday technology appropriately.
- Become familiar with the nursery environment and places in the local area.
- Become familiar with the different roles of people in the local community.
- Develop an awareness of the past by exploring images, events or items of interest.
- Find out about plants and living things and develop an understanding of how they grow.
- Identify and use their senses to observe and explore the world around them.
- Develop an awareness of celebrations, festivals and customs in the world around them.

Timetable of a Typical Nursery Morning

9.00 a.m.	Registration and a brief talk about what is happening in Nursery today.
9.15 a.m.	Free play *
9.55 a.m.	Gym time/movement and music.
10.15 a.m.	Large group time.

10.30 a.m. Free play and snack *
11.10 a.m. Singing/rhymes/story.
11.20 a.m. Getting ready for home.

The afternoon session follows a similar pattern to the morning.

* During 'play' staff are involved in observing, helping, encouraging and assessing your child. Please send plimsolls for your child to change into for nursery activities.

It would be helpful if your child could have a change of clothes in their bag in the event of any minor mishaps.

Absence

Should your child be absent, we would appreciate a telephone call, on the day, to let us know the reason.

Snack

The cost of snack is 50p per session or £2.50 weekly. This provides a healthy snack and allows us to buy ingredients when we do a baking activity. We offer a variety of snacks, trying to vary the menu to cater for all tastes, and milk or water to drink. Some examples of snack are:

Fresh fruit & vegetables	Sandwich	Toast	Crackers	
Cereal	Crisps	Yogurts	Cheese	Breadsticks

We eat snack in the kitchen area at Nursery and at snack time we try to promote self-help skills and good manners.

School Resources

We visit and make use of the Gym Hall and Quiet Room situated within the school. The Gym Hall allows us to explore lots of different equipment and provides a time for energetic activity that all children benefit from and enjoy.

In the Quiet Room we have access to lots of musical instruments that the children are able to experiment with. We sometimes take part in some movement and dance activities in here too.

We enjoy viewing an educational television programme once a week in Nursery.

Links with Home and School

Parents' Meetings

We usually have two per session, an informal one held in November to discuss how your child has settled into Nursery and a more formal one in May with the Head Teacher present. We also

encourage you to voice any concerns or share any information that you think would be helpful for us. A good time for this would be at the end of the Nursery session.

Report Sheets

In May we will send home a written report giving information on your child's development and the next steps for learning.

Notice Board and Newsletters

We try to keep you up to date with what is happening via our notice board in the corridor and by sending out a newsletter each term.

Special Books

We gather samples of work and photographic evidence of your child at play to provide a record of their achievements throughout the nursery year.

Displays

We enjoy creating displays both in the Nursery and the corridor, of work the children have produced. We hope you enjoy viewing their craft work.

Behaviour

Each child has the right to his/her own tastes, talents and interests and is encouraged to follow his/her natural inclinations. We encourage positive behaviour, but if there is a problem we handle it in a relaxed and friendly manner. Any particular problem will be discussed with the child's parents.

Intimate Care

From time to time 'accidents' involving soiling or wetting do happen. When your child begins Nursery you will be asked to complete a form stating if you wish to be called in to deal with such a situation yourself or if you will allow our staff to do so.

Parent Helpers in the Class

We sometimes require helpers in the Nursery and if you would like to help you will be made most welcome. We regularly need helpers to accompany us on trips around the local area and to help with our Caper Book Scheme.

Links with Primary 1

We are fortunate to be situated within the school and the children are given the opportunity to get to know the building, meet many of the other members of staff and join with the primary children at regular intervals. During the final term we make several visits to the Primary 1 classroom. Our Primary 1 teacher also makes regular visits to Nursery. In addition, we make time to visit the playground several times, to familiarise the children with the routine of playtime.

How you can help Your Child at Home

- Read to your child every day, talk about books and read familiar words to him/her
- Talk to your child and answer any questions he/she may have
- Help your child to match and sort objects and to pair up things that go together. Talk about sizes of objects.
- Encourage your child to count and to use numbers in everyday situations.
- Encourage your child to listen to music and sing songs and action rhymes together.
- Create the opportunity for your child to use crayons, pens, pencils, paint and scissors.
- Encourage your child to be independent - in dressing in his/her own clothes and washing hands at appropriate times.
- Teach your child to recognise his/her own belongings.
- Practice putting on shoes on the correct feet and give your child lots of practise with zips and buttons.
- Your child will need to get used to making choices at school. Give him/her lots of experience of making everyday decisions at home.
- Your child should have the confidence to ask for help when he/she needs it. Encourage them to speak up for themselves.
- When friends come to play encourage taking turns and sharing.

Medicines

Medicines are only administered where life threatening illnesses are involved, i.e., inhalers for asthma etc. These are kept in the Nursery in a locked cupboard marked "first aid and asthma inhalers" and will be given as instructed by parent who must complete a medication form. A medication record is kept in the file marked Medical Information.

Photographs

From time to time we have visits from newspaper reporters, students etc., who ask if they may take photos/videos of children in our classes. We also take photos ourselves for the children's Special Books. If you would prefer that your child does not have a photo taken please let us know, otherwise we will assume we have your permission to do so.

Complaints

If, at any time, you feel you have cause for complaint we would like to assure you that this will be dealt with and resolved as quickly as possible. Hopefully, most concerns can be dealt with in a satisfactory manner by talking with a member of Nursery staff at the beginning or end of a session. Staff will listen to your concerns and after discussion an agreement should be reached as to whether the complaint has been dealt with satisfactorily, or whether a formal written complaint is required. (See Appendix 1). This should be made in writing in the first instance to the Head Teacher, who will acknowledge receipt of your letter.

Working Together

We wish to work together with you to ensure that your child has a busy, happy and productive year at Eastriggs Nursery.

Child Protection

The vision for all children and young people in Dumfries and Galloway is that they should be safe, nurtured, healthy, achieving, active, respected and responsible and included.

All children have the right to be protected and kept safe from harm (European Convention on the Rights of the Child).

We all have a part to play in this and in making sure that children and young people get the help they need when they need it.

Dumfries and Galloway Council recognise that staff within schools have a key role to play in keeping your child safe.

To assist schools with this role, a Child Protection Procedure has been developed for all schools and nurseries in our area.

This tells all school staff:

- How to recognise signs that a child or young person may be in need of protection.
- What to do if they do have a concern about a child or young person.
- What training is available for all staff to help them know what action to take when they do have concerns.

All staff within our schools have been trained to be able to recognise when a child may be suffering from, or at risk of, harm and to listen to children if they want to talk to them about anything which might be worrying them.

Each school in Dumfries and Galloway has a senior member of staff who has overall responsibility for ensuring the protection of children within their school. They are called the School Child Protection Co-ordinator (SCPC).

If a member of staff does have a concern about any child he/she will discuss this with the School Child Protection Co-ordinator, the Head Teacher, Miss Leopold, who will decide what action needs to be taken to keep that child safe. (See nursery notice board)

This may involve talking to the child, other members of staff or other professionals who may be working with the child.

What will happen next?

Parents or carers will be involved with and told of any decisions that are taken about what should happen next.

Action that may be taken in response to concerns raised about a child might include:

- Immediate action to keep the child safe.
- Support, help or advice for the family.
- Referral to another agency which may be able to offer support and advice.
- Criminal proceedings.
- The concern being recorded but no further action taken.

Whatever happens next, the school will continue to support the child and his/her family.

EASTRIGGS PRIMARY SCHOOL P.T.A.

Chairperson Samantha Bryden

Vice- Chairperson Anne Johnstone

Secretary Samantha Bryden

Treasurer Micky Morrison

Committee Donna Thompson
Gayle Conaghan
Mary Sherry
Amanda Douglas
Samantha Cairnie

Teacher Representatives Linsey Loughran
Neil Heath

Head Teacher Grace Leopold

EASTRIGGS PRIMARY PARENT COUNCIL MEMBERS

Chairperson *George Jamieson*

Vice Chairperson *Angela Hoyle*

Secretary *Frances Glendinning*

Treasurer *Ashley Graham*

Members
Samantha Bryden
Micky Morrison
Gayle Conaghan
Jennifer Alexander
Anthony Barber

Staff Member *Jeanette Wilson*

Head Teacher *Grace Leopold*

SESSION 2013-2014

Pupils return Monday 19th August 2013

Term 1

Monday 19th August – Friday 11th October 2013

Autumn Holiday

Monday 14th October – Friday 25th October 2013 inclusive

Term 2

Monday 28th October – Friday 20th December 2013

St. Andrew's Day Holiday

INSET – Thursday 28th November 2013

Mid Term Holiday - Friday 29th November 2013

Christmas Holiday

Monday 23rd December – Friday 3rd January 2014 inclusive

Term 3

Monday 6th January 2014 – Friday 4th April 2014

Staff/Pupils return – Monday 6th January 2014

Mid Term Holiday

Monday 17th February 2014

Staff In Service Training (pupil holidays)

Tuesday 18th & Wednesday 19th February 2014

Spring Holiday

Monday 7th April – Monday 21st April 2014 inclusive

Term 4

Tuesday 22nd April 2014 – Wednesday 2nd July 2014

May Day Holiday

Monday 5th May 2014

Staff In Service Training (pupil holidays)

Friday 6th June 2014

Summer Holiday

Thursday 3rd July – Monday 18th August 2014 inclusive

SESSION 2014-2015

Staff Return - Monday 18th August 2014
- Tuesday 19th August 2014

Pupils Return - Wednesday 20th August 2014

Term 1

Wednesday 20th August – Friday 10th October 2014

Autumn Holiday

Monday 13th October – Friday 24th October 2014 inclusive

Term 2

Monday 27th October – Friday 19th December 2014

St. Andrew's Day Holiday

Friday 28th November 2014

Christmas Holiday

Monday 22nd December 2014 – Friday 2nd January 2015 inclusive

Term 3

Monday 5th January 2015 – Thursday 2nd April 2015

Mid Term Holiday

Monday 16th February 2015

Staff In Service Training (pupil holidays)

Tuesday 17th & Wednesday 18th February 2015

Spring Holiday

Friday 3rd April – Friday 17th April 2015 inclusive

Term 4

Monday 20th April 2015 – Thursday 2nd July 2015

May Day Holiday

Monday 4th May 2015

Staff In Service Training (pupil holidays)

Friday 29th May 2015

Summer Holiday

Friday 3rd July – Tuesday 18th August 2015

Staff return – Tuesday 18th August 2015
– Wednesday 19th August 2015

– Pupils return – Thursday 20th August 2015

Formal Complaints Procedure

If you feel that talking with staff did not address your concerns, you may wish to make a formal complaint.

- This should be made in writing, in the first instance, to the Head Teacher who will acknowledge receipt of your letter as soon as possible and, normally, within five working days.
- The Head Teacher will investigate the complaint and arrange a meeting with the complainant and, if appropriate, members of staff.
- The meeting will, normally, take place within ten working days of the complaint being made. If there is a delay which is unavoidable, the complainant will be informed of the reason for this and given a time for a meeting with the Head Teacher.
- A written report of points discussed and the agreement reached will be provided by the Head Teacher to the complainant within 28 days of the action (if any) that is to be taken.

Appeals Procedure

In the event that it is felt that the matter has not been satisfactorily resolved then the complaint may be taken to the education authority via the Education Officer who will help to define the problem

- Review the actions which have been taken.
- Suggest other ways in which the problem might be resolved.
- Take further action as considered necessary if the matter is still unresolved.
- Further action should be directed to:

Colin Grant, Service Director – Schools,
Woodbank,
30 Edinburgh Road,
Dumfries.
DG1 1NW Telephone: 01387 260439

Complaints about service provision can be made directly to The Care Inspectorate at the following address:

Solway House,
Dumfries Enterprise Park,
Tinwald Downs Road,
Dumfries.
DG1 3SJ Telephone: 01387 734780

In certain circumstances it will be necessary to involve the local authority and or Care Inspectorate if:

- A child appears to be at risk of any kind.
- There appears to be a possible breach of registration requirements.

In these cases the Head Teacher will inform parents, carers and the local authority.