

# Welcome to

## Dalbeattie Primary School Nursery



**2022/23 Handbook**



## Basic Information

Address:

Dalbeattie Primary School Nursery  
Dalbeattie Primary School

Craignair Road

Dalbeattie  
DG5 4LU

Telephone:  
01556 613130

Email:

[gw08officedalbeatti2@ea.dumgal.sch.uk](mailto:gw08officedalbeatti2@ea.dumgal.sch.uk)

We offer funded Early Learning and Childcare for your child, up to a total of approximately 30 hours per week. Nursery is open from 8am - 6pm and children can start/finish at any hour or half hour.

**Nursery Roll** – Nursery can have a roll of 53 children.

**Parental Involvement information:**

<http://www.dumgal.gov.uk>

<http://www.parentclub.scot/>

Parentzone Scotland;

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

School term dates can be found at:

<https://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates>

Care Inspectorate full contact details:

<https://www.careinspectorate.com/index.php/contact-us>

General enquiries 0345 600 9527

## Nursery Staff

Head Teacher:	Mrs Elizabeth Duncan
Nursery Manager:	Mrs Keri Robson
Nursery Nurses:	Mrs Jemma McAdam
	Mrs Denise McCormack
	Mrs Maree Martin
	Miss Gillian Gibson
	Miss Scarlett Bell
	Mrs Simone Leslie
	Miss Lauren McLellan
Early Years Assistant:	Mrs Marion Whitty
	Miss Kloe Young

Other Team Members:

Social Care Students  
HNC Students  
Child Care Students  
Modern Apprentice Student

Educational Visitor

School Nurse

Speech and Language Therapist

# Education Services Aims

Our Aim is to raise levels of attainment, achievement and participation in all our children and young people.

## Our Objectives

a. We will ensure that children and young people will be at the centre of our plans.

This means planning by schools and support from Education Services will be focused on delivering to all our children and young people the entitlements embedded in Curriculum for Excellence and Getting It Right for Every Child.

b. We will improve our partnership working.

This means an emphasis on Cluster working, training on Getting It Right for Every Child themes, parental involvement, multi-agency working, partnership with Community Learning and Development (CLD); Professional Learning Communities and collaboration with Education Scotland, the Care Inspectorate and Further Education colleges.

c. We will encourage innovation, creativity, collaboration and a culture of sharing and learning in all our staff.

This means a focus on transformational leadership, professional autonomy and local solutions and building capacity in all our staff.

d. We will streamline our business processes

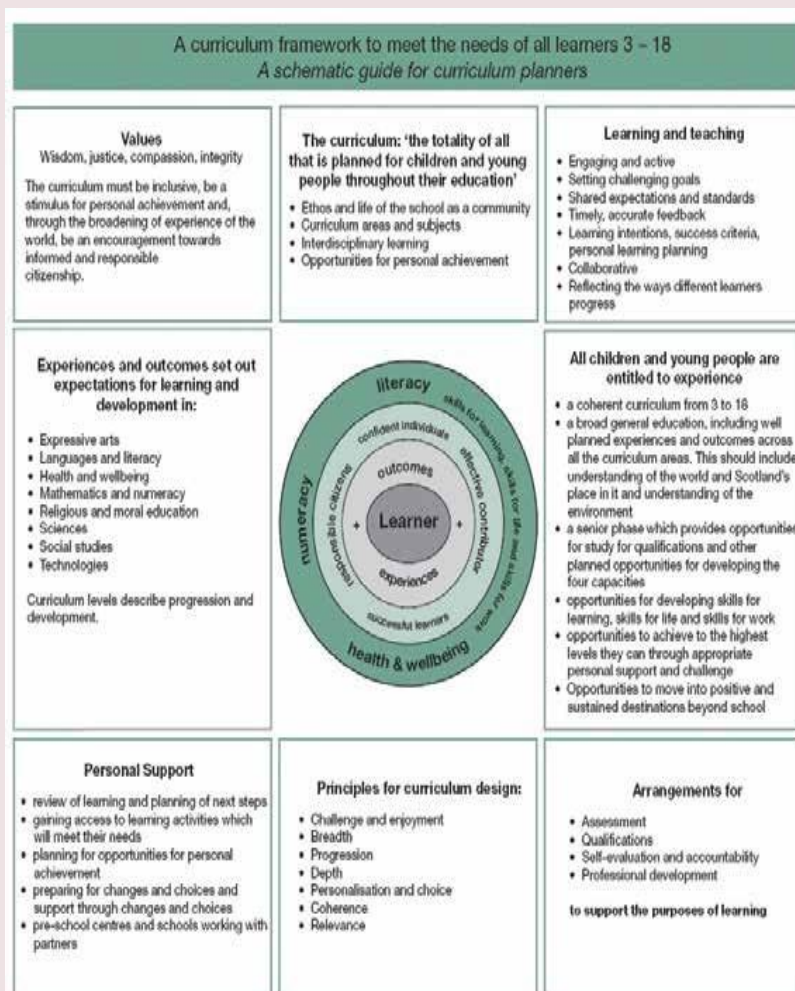
This means empowering our schools and staff to find better ways of working, with an emphasis on professional autonomy, local solutions, developing leadership, capacity building, effective Continuing Professional Development and implementing Getting It Right for Every Child processes.

# School Aims

In the spirit of the Curriculum for Excellence, we aim to enable our children to become: Successful Learners, Confident Individuals, Effective Contributors, and Responsible Citizens by providing quality learning and teaching experiences, and encouraging all children to achieve their potential. These are known as the 4 capacities.

The Mace in the Scottish Parliament represents the 4 values of a democratic Scottish society:

Wisdom | Justice | Compassion | Integrity



These values underpin the Curriculum for Excellence, as you will see in the diagram below:

You will note that our school values are similar, however, we would ask parents to note that the choices our children and young people make now, and in the future will be based on the values they hold. If we wish these values to reflect those of

our school and our country, we need to be clear about what they are. We need to put them into action at a personal level, and we need to give our children and young people opportunities to express them in school and in their wider lives.

Wisdom Justice Compassion Integrity

## School Ethos

Dalbeattie Primary School aspires to prepare every child to take his/her place in society by providing high quality, engaging, inspiring and motivating learning experiences in a caring and nurturing environment.

### VALUES

By working in partnership with parents and carers, the pupils and staff of Dalbeattie Primary School aspires to:

- Show kindness, respect, consideration, honesty and good manners to each other at all times

## Our Nursery

Our Nursery is situated within Dalbeattie Primary School. The Nursery consists of a large open plan playroom with two small group activity rooms, toilets, a utility room and a small kitchen area. The play room is arranged into zones, such as a role-play area and a construction area, to encourage different types of play and also to cater to the varied interests of the children. Each area is equipped with a wide range of toys and materials. Many of the areas are self-accessing so the children can choose the things they wish to use or play with. There is a large carpet space with an interactive whiteboard, which is used during play to access interactive learning and challenges. The space also allows for children to view and access information or videos of their interest to learn new things on their own or as part of a group, encouraging important talking and listening skills with their peers. This is an opportunity to be a part of a large group, learn new information and develop listening and talking skills. There is a secure, attractive outside play area, which is supervised carefully by members of staff. Children can enjoy play on large equipment, such as the climbing wall, and also have access to smaller play items, such as balls or hoops and loose parts. Loose part play involves using materials which can be moved around, carried, stacked, lined up and manoeuvred in multiple ways to enhance creativity when playing. We have been building a collection of crates, logs, pine cones, cable reels and such like to enhance the outdoor play experience for the children.

- Show commitment to learning and achievements in and out of school
- Show a sense of inclusion and equality by accepting that people are all different, unique and diverse but have equal rights
- Show a sense of social responsibility and respect to school, the wider community and globally to promote an ethos of sustainability in our care of the planet

## Our Expectations

We have worked in partnership with Dalbeattie Playgroup to develop a set of shared expectations. These are displayed in both settings and will hopefully provide us with consistency for the children who attend sessions in more than one place.

At Dalbeattie Nursery we are expected to...

- Share
- Co-operate
- Consider the feelings of others

...to keep our nursery a happy place for everyone.

## Starting Nursery

Before your child starts with us, they will have an opportunity to visit and play in the nursery. We will contact you near your child's start date to let you know when the inductions will be. They usually last around half an hour and you may be asked to complete permission slips and an information update. Staff will take this opportunity to get to know your child and address any questions or concerns you have about your child's pre-school experience. We operate an open-door policy in the Nursery and if you remember something afterwards which you wish you had asked then please give us a call or drop-in so that we can answer your questions and address any concerns.

### DROP-OFF AND COLLECTION OF CHILDREN

The main entrance to the nursery is on the right before you reach the main school office. Doors will be opened and manned but should there be nobody there then please ring the bell.

All Nursery children must be brought to and collected from a member of staff by an adult. Please let staff know if you have arranged for someone else to collect your child. Parents are requested to complete an information update every 6 months which provides us with the names of people you have authorised to collect your child. Please note that your child will not be handed over to anyone under the age of 16.

Where possible we ask that you park outwith the school car park and walk in. The spaces which are allocated to nursery for drop-off and collection are intended solely for those with children who have younger siblings. Disabled spaces are available for badge holders.

### CLOAKROOM AND CLOTHING

Every child has their own peg in the cloakroom which has their name on it and a picture badge. This picture is used on all of their name cards so that they can identify themselves. We provide a bag for you to keep spare clothes and underwear so your child does not need a school bag. This bag should be left in the cloakroom and checked regularly to ensure that all necessary items are there and that the clothes are seasonally appropriate and still fit. Please label all items of clothing and shoes CLEARLY to allow both staff and children to easily identify who items belong to. Children are encouraged to keep the cloakroom tidy and change independently.

Some key points...

- As Nursery can be a "messy" place at times, please do not dress your child in good clothes.
- Your child will need comfortable, well-fitting shoes with non-slip soles for inside wear.
- It is not always necessary for your child to change into 'indoor' shoes when they arrive, if the shoes they are wearing are acceptable for indoor wear too, but it is handy to keep a change of shoe in the cloakroom in case the weather is unfavourable and their outdoor shoes get wet.
- We go outside in all weather conditions so please dress your child for the weather and ensure they have a full change of clothes and underwear, including socks, in their cloakroom bag just in case.
- Please ensure that your child is wearing something they can take off easily and independently to go to the toilet.



# GIRFEC

## What is GIRFEC?

Getting it right for every child and young person is a national policy to help all children and young people grow, develop and reach their full potential. Its focus is to improve outcomes for children and their families based on a shared understanding of their wellbeing.

## What does GIRFEC mean for you and your children?

- You and your children will be fully involved in any processes and decisions which affect you.

It enables you to:

- understand your responsibilities and the responsibility of others in developing your child's well-being,
- be treated consistently as an individual in a language you understand,
- to access services more easily and be helped in the right way by the right people at the right time,
- experience positive relationships with practitioners and other adults

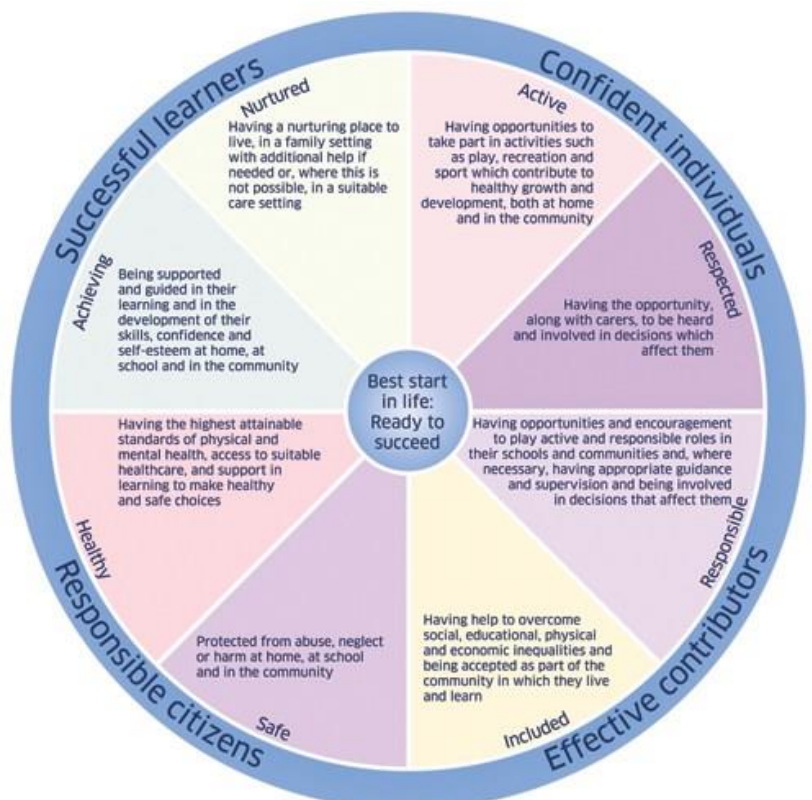
## How you will be supported

Getting it right for every child aims to have the right people in place so that children and young people get the help they need at the right time. This is known as the network of support and will always include family and/or carers and the universal services of health and education.

**Named Person:** This person will change as your child gets older, passing from midwife to public health nurse to primary school head teacher to secondary school pupil support teacher. If you have concerns about your child you should speak to the Named Person who will work with you to resolve any issues.

**Lead Professional:** When two or more agencies need to work together to help your child and family, a Lead Professional will co-ordinate that help.

**Informed Consent:** Information will not be passed on about you and your child to another agency without your informed consent. (The exception to this would be relating to a child protection matter).





## C.A.P.E.R.

We have a book lending scheme one day a week. Your child will be supplied with a book bag and letter explaining how the scheme works. We would appreciate parent volunteers to help administer the exchanging of books weekly throughout the year. This would involve chatting to the children about the book they are returning, helping them to select another and completing entries in the diaries. If you would be available to help, please speak to a member of staff.

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## Snack

Nursery staff provide a healthy snack for the children each session. We base our snack menu choices around the requests of the children and also on guidance from the NHS Scotland document entitled 'Setting the Table'. This document provides nutritional guidance and food standards for early years childcare providers in Scotland.

The Authority provides a small fund but to allow for extra treats for the children during special events etc we have a snack 'donation' tin at the entrance to the nursery.

## Lunch

With the introduction of 1140 hours, children attending all day have the entitlement to have lunch provided. This is a time where children will have the opportunity to develop and learn new skills. They will be able to choose their lunch, self-serve as well as having the opportunity to further develop their social skills between their friends and staff.

NaturallyD&Gwebsite [www.dumfriesandgalloway.scottishschoolmeals.co.uk/](http://www.dumfriesandgalloway.scottishschoolmeals.co.uk/) provides supplementary information.

### Special Dietary Requirements

Catering provide special dietary requirements for food allergy and intolerance; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin. Simply ask for a registration form to allow us to inform the catering team who will discuss your child's requirements in full.

## Photographs in Nursery

The nursery is very aware of how photographs and images of the children are used and we follow the regional policy carefully. We require you to give consent for us to be able to take and use photographs of your child in nursery, online and in the press.

## Absence

In line with Dumfries and Galloway Council recommendations, it is important that you let us know if your child is likely to be absent from Nursery. A good attendance is paramount in supporting your child to reach his or her full potential.

If you are in any doubt about your child's health and fitness for Nursery please keep your child at home until they are fit and well, even if your child is still keen to come. It is particularly important that they do not return to Nursery for 48 hours after sickness or diarrhea and other exclusion periods can be found in the table below. It is important that you inform us of any medical conditions your child may have - asthma, allergies etc. - and of any changes that might occur during the nursery year in order that we can update records as appropriate. In the event of illness occurring or an accident taking place during nursery hours, then parents will be informed as soon as possible.

You should also leave with us an emergency contact number which must be kept up to date. If we are unable to reach you or an emergency contact, then appropriate medical advice may be sought from your local GP.

## Infection Control

Good hygiene is crucial in controlling the spread of infection and children are encouraged to use disposable tissues to wipe their noses, wash hands before snack/lunch and after going to the toilet.

We are obliged to inform Care Inspectorate and Public Health when there is an outbreak of infectious diseases. The exclusion times for childhood infections are on display. Should a difference of opinion between the parent and Nursery Manager/Head Teacher arise about a child's fitness to attend, advice will be sought from the School Nurse. Generally, parents will be advised by their G.P. when a child remain at home.

### Periods of exclusion are normally as follows: -

DISEASE	PERIOD OF EXCLUSION
Scarlet Fever	Until Clinical Recovery
Measles	Until 7 days after appearance of rash
Whooping Cough	Until 21 days from onset of cough
Chicken Pox	Until 6 days after onset of rash
German Measles	Until 4 days from onset of rash
Mumps	Until swelling has subsided (7 days minimum)
Meningitis	Until medically certified fit to return
Impetigo, Ringworm and Scabies	Can attend Nursery if receiving medical treatment
Sickness and Diarrhea	48 hours from the last episode

## Administration of Medicine

Nursery staff will not administer medicine to your child unless the Parental Permission for Medication to be Administered form has been completed and signed by you and the Nursery Manager has agreed that a member of the Nursery staff, who is happy to do so, can administer the medicine. Updates to these forms will be carried out every 28 days.

## Head Lice

Children in the Nursery will not be checked for head lice by the School Nurse. We rely on parents informing us if they find their child has head lice and therefore we recommend that you check your child's hair regularly and obtain treatment when necessary. The Nursery Manager can provide contact details for the School Nurse if further advice is required.

## Health Visitor

We work very closely with the Health Visiting team in order to promote children's development. The Health Visitors are available to talk to parents arranged within the Nursery building. Please do let staff know if there is something you would like Health Visitors to help with. Please note the Health Visitor is your child's Named Person until he/she starts school.

## Other Outside Support

From time to time, we benefit from the support of other professionals, for example, speech therapists, and educational psychologists. They work with the Nursery as part of a team, but parents are always informed of their involvement and permission is always obtained before they see any child. Early detection and intervention are important as this can avoid greater problems developing later on.



## Your data protection rights

The current Data Protection Act 1998 regulates the way we handle and process your personal data that we hold. The General Data Protection Regulation has replaced this on 25 May 2018. The General Data Protection Regulation has been fully applied into the Data Protection Act (2018). The new data protection law emphasises protecting your personal data and provides you with more rights and control over how organisations such as the Council handle and process your personal data. Personal data is information, which relates to a living person who could be identified from the information itself, or by linking it with other information.

Processing personal data is the name given to anything the Council does with your personal data that they hold. The Council will comply with the six data protection principles to ensure the protection of your personal data. The Council will ensure your personal data is:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and for legitimate purposes
- Adequate, relevant and limited to what is necessary

- Accurate and where necessary, kept up to date
- Kept for no longer than is necessary for the purpose
- Protected by appropriate technical and organisational measures against unauthorised or unlawful processing, loss, damage or destruction

You have the right to access your personal information. You have the right to:

- Be informed of why and what we will do with your personal data
- Have access to your personal information
- Have your personal data deleted
- Restrict or object to processing of your personal data
- Have personal data corrected
- Have personal data moved from one IT environment to another securely and without hindrance

To exercise these rights contact the Council's Data Protection Officer: [dataprotection@dumgal.gov.uk](mailto:dataprotection@dumgal.gov.uk) or for more information, visit:

<http://www.dumgal.gov.uk/article/15129/Data-protection>



# DALBEATTIE PRIMARY SCHOOL NURSERY

## Experiences and Outcomes

The experiences and outcomes describe the expectations for learning and progression in all areas of the curriculum for Early Level

(Early Level - the pre-school years and P1 or later for some)

## CURRICULUM FOR EXCELLENCE EARLY STAGES

### What do we mean by a curriculum?

The curriculum is the totality of experiences which are planned for children and young people through their education, wherever they are being educated. A curriculum framework helps staff to plan activities and experiences, which promotes children's learning in the following 8 areas:

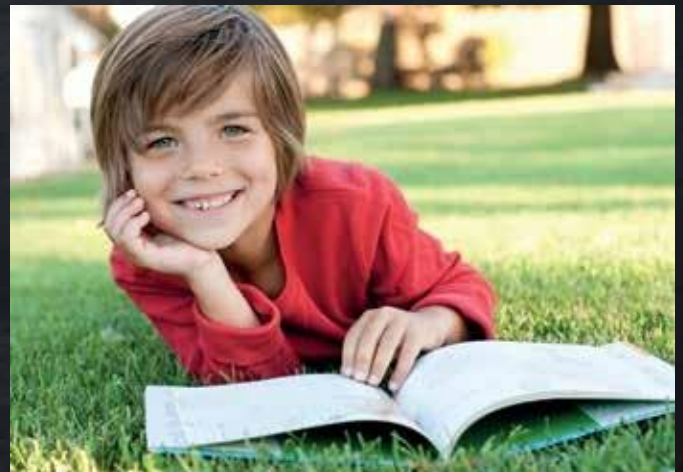
- Health and Wellbeing
- Expressive Arts
- Language and Literacy
- Mathematics
- Sciences
- Social Studies
- Technologies
- Religious and Moral Education

# Curriculum for Excellence

### The Principals

We ensure breadth, balance, progression and fun allowing our children to become:

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



# Outings

During the Nursery year we take the children on short walks around Dalbeattie e.g. to the Post Office, The bakers or the park. You will be asked to sign a consent form for this when your child starts Nursery. Depending on the weather we sometimes have to change our plans for these outings so it is important that children always have a coat and outdoor shoes with them.

## A Typical Nursery Session

Whilst there is actually no such thing as a typical nursery session, there are things that happen every day.

Free Play - when the children choose what they want to do.

The majority of the session is dedicated to free play where the children choose their own activities and follow their own interests, either inside or outdoors. We offer a variety of activities each day but most of our resources are stored where the children can access them allowing them a wide choice.

Adult Led Activities - where an adult has selected the activity.

Sometimes, in order to meet particular individual needs, target certain curricular areas or to create something specific, an adult may lead an activity. They may choose certain children whom they feel would benefit from participating or the children may opt to join in themselves if they are interested.

The adults will also provide support and resources to extend the children's learning during their free-play. This can take on many forms such as providing additional materials required for an idea a child has had, support to use the interactive whiteboards to find out more information about things they are interested in or finding and reading a story related to their interests, to provide the children with a wider knowledge or understanding of something.

Tidy Up Time - the children are always responsible for tidying up the nursery space.

## Tooth Brushing

We participate in the NHS Childsmile programme and your child will be involved in brushing their teeth each session unless you choose to opt out of this. An information letter is provided when your child starts nursery to provide more details on this.



## Parental Involvement

We aim to build positive relationships with all parents and are always keen that parents have opportunities to engage in nursery life and feel well informed about what is happening in nursery.

### METHODS OF ENGAGEMENT

- Facebook - The Nursery has a closed group for parents. You will get information about how to join the group when your child starts nursery. It is a great way to share photos of things we have been doing and to keep you informed about events.
- Care Plan meetings (See information earlier in this handbook)
- Informal chats. Often staff are able to chat with you informally about your child at the start or end of a session.
- Appointments/Phone Calls. If you wish to speak to the Nursery Manager in confidence she may be free to chat with you at the start or end of a session. You are welcome to make an appointment if she is not available or those times do not suit you. Likewise, if the staff wishes to talk to you about your child, they will make similar arrangements to get a mutually suitable time to chat. Sometimes a phone call may be sufficient and a more convenient method to share information.
- Open Sessions. Every term we try to provide an opportunity for family and friends to join in a nursery session. It may be a 'Stay and Play' session, a walk in the woods together or the Christmas activity but we enjoy these opportunities to get together.

## Care Inspectorate

The new Health and Social Care standards replace the National Care Standards, and are now relevant across all health and social care provision. They are no longer just focused on regulated care settings, but for use in social care, early learning and childcare, children's services, social work, health provision, and community justice. The Scottish Government published the Health and Social Care Standards: My Support, My Life in June 2017.

The new Standards set out what we should expect when using health, social care or social work services in Scotland. They seek to provide better outcomes for everyone; to ensure that individuals are treated with respect and dignity, and that the basic human rights we are all entitled to are upheld.

The Standards are underpinned by five principles; dignity and respect, compassion, be included, responsive care and support and wellbeing.

The Standards are based on five headline outcomes:

- I experience high quality care and support that is right for me.
- I am fully involved in all decisions about my care and support.
- I have confidence in the people who support and care for me.
- I have confidence in the organisation providing my care and support.
- I experience a high quality environment if the organisation provides the premises.

In addition to regular inspections from Her Majesty's Inspectorate of Education (HMIE), members of the Care Inspectorate will inspect all pre-school settings every two years, looking at certain, chosen care standards. Their reports are made public and can be accessed on their website -[www.careinspectorate.com](http://www.careinspectorate.com) as can full details of the care standards. We are given

advance notice of HMIE inspections but the visits of the Care Inspectorate are unannounced.

## Moving on to Primary 1

Children from Nursery normally move on into Dalbeattie Primary School or to other cluster primaries. We are very lucky to be so close to the P1 classes within the school - we even have windows so we can see what they are doing. Because of this, and because we regularly visit other areas of the school for gym time and other activities, the transition into P1 at Dalbeattie Primary really begins from the time the children begin Nursery. The majority of the children are familiar with the school setting and staff when it becomes time to move and the whole experience is very smooth for most. Extra enhanced transition can be arranged for those who we feel would benefit from it.

Throughout the year, the all of the children engage in different activities with the P1 classes and teachers, visiting the classrooms and the shared open area and joining in school events such as end of term church services. These activities are more frequent as the year progresses. The children join in playtimes and lunch time play and have a go at 'lining up' to come in when the bell goes. There are still the formal 'Moving Up' sessions in June for the children who are going to school, when classes and staff are confirmed.

### DEFERRED YEARS

If your child is born in January or February, you have the automatic right to defer their entry into school until the following year. If your child is born between September and December, deferral may be a possibility but has to be applied for and supported by Nursery staff and the application approved by the Local Authority. In special circumstances, a deferred entry may be allowed outside of these dates to meet individual needs. More information about deferral is available on request. Please speak to the Nursery Manager regarding the best option for your child.



# Regulations of Services and Complaints

## CARE INSPECTORATE

The Care Inspectorate are the national regulator for care services in Scotland and, as an Early Learning and Childcare Centre, we are required to register with them in order to operate. The Care Inspectorate inspect services and evaluate the quality of care they deliver. They support improvement in individual services and across the care sector nationally. We are inspected by them every two to three years normally and these inspections are unannounced. A copy of our latest inspection report can be found on the noticeboard in the cloakroom or you could look it up on the Care Inspectorate website.

## THE HEALTH AND SOCIAL CARE STANDARDS

The Care Inspectorate regulate daycare of children providers. The Health and Social Care standards are relevant across all health and social care provision and were published by the Scottish Government in June 2017.

The Standards set out what we should expect when using any health, social care or social work services in Scotland. They seek to provide better outcomes for everyone; to ensure that individuals are treated with respect and dignity, and that the basic human rights we are all entitled to are upheld.

The Standards are underpinned by five principles; dignity and respect, compassion, be included, responsive care and support and wellbeing.

The Standards are based on five headline outcomes:

- I experience high quality care and support that is right for me.
- I am fully involved in all decisions about my care and support.
- I have confidence in the people who support and care for me.
- I have confidence in the organisation providing my care and support.
- I experience a high quality environment if the organisation provides the premises.

## EDUCATION SCOTLAND

As part of the school, we are also inspected by Education Scotland. Education Scotland aims to promote improvement in schools and successful innovation that enhances learners' experiences. Their inspectors focus on the quality of children's and young people's learning and achievements and evaluate how well a school is performing in a range of key areas. Education Scotland inspections are less frequent and based on different criteria to the Health and Social Care Standards used by The Care Inspectorate. We are given notice a couple of weeks before an Education Scotland inspection takes place

## COMPLAINTS

If you are unhappy about any aspect of your child's pre-school education in Dalbeattie Primary School Nursery, please speak to the Nursery Manager in the first instance.

Nursery staff will do all they can to help, but if you are not satisfied, please speak to Mrs Duncan, 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.

If you are still dissatisfied, write to:

The Care Inspectorate  
Solway House  
Dumfries Enterprise Park  
Tinwald Downs Road  
Dumfries  
DG1 3SJ03456009527  
[www.careinspectorate.com](http://www.careinspectorate.com)





## Current School Year (2022/23)

### Term 1

Staff training - Thursday 18 and Friday 19 August 2022

First day - Monday 22 August 2022

HM Queen Elizabeth II's funeral - Monday 19 September 2022

Last day - Friday 14 October 2022

**Autumn holiday** - Monday 17 to Friday 28 October 2022

### Term 2

First day - Monday 31 October 2022

Last day - Friday 23 December 2022

**Christmas holiday** - Monday 26 December 2022 to Friday  
January 7 2023

(Pupils return Tuesday 10 January 2023)

### Term 3

Staff training - Monday 9 January 2023

First day - Tuesday 10 January 2023

**Mid-term holiday** - Wednesday 22 February to Friday 24  
February 2023

(Staff training - Wednesday 22 and Thursday 23 February  
2023)

Pupils return from mid-term holiday - Monday 27 February 2023

Last day - Friday 31 - March 2023

**Spring holiday** - Monday 3 April to Friday 14 April 2023

### Term 4

First day - Monday 17 April 2023

May Day holiday - Monday 1 May 2023

Last day - Friday 30 June 2023

**Summer holiday** - Monday 3 July to Thursday 17 August 2023  
(pupils return Tuesday 22 August 2023)

## Future school year (2023/24)

### Term 1

Staff training - Friday 18 and Monday 21 August 2023

First day - Tuesday 22 August 2023

Last day - Friday 13 October 2023

**Autumn holiday** - Monday 17 to Friday 28 October 2023

### Term 2

First day - Monday 30 October 2023

Last day - Friday 22 December 2023

**Christmas holiday** - Monday 25 December 2023 to Friday 5  
January 2024

(Pupils return Tuesday 9 January 2024)

### Term 3

Staff training - Monday 8 January 2024

First day - Tuesday 9 January 2024

**Mid-term holiday** - Monday 12 February to Wednesday 14  
February 2024

(Staff training - Tuesday 13 and Wednesday February 2024)

Pupils return from Mid-term holiday - Thursday 15 February 2024

Last day - Friday 22 March 2024

**Spring holiday** - Monday 25 March to Friday 5 April 2024

### Term 4

First day - Monday 8 April 2024

May Day holiday - Monday 6 May 2024

Last day - Monday 1 July 2024

**Summer holiday** - Tuesday 2 July to Friday 16 August 2024  
(Pupils return Wednesday 21 August 2024)