

# Welcome to Mortlach Nursery

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Updated August 2023





Dear Parent/ Carer

Selecting an Early Learning and Childcare (ELC) setting for your child is a very important decision. We hope that after reading this information you will feel reassured that your child's first stepping stone in their educational journey is at Mortlach Nursery.

Mortlach Nursery is a lovely little nursery which has a warm, welcoming and real community ethos to it. We promote a family atmosphere encouraging the children to care for and protect each other. We value our relationships with our parents and carers and provide numerous opportunities throughout the year for everyone to become involved within our nursery community.

We are situated within the building of Mortlach Primary School but have our own outdoor play area and entrance. We maintain excellent links with the school which not only enhances relationships but also supports a smooth transition for children when moving on to Primary 1. We are registered and inspected regularly by the Care Inspectorate. Additionally, we are inspected periodically by HMIE.

The first 5 years of a child's life are proven to be the most important. This is the time when children are becoming interested in the world around them and building pathways within their brains to make sense of their surroundings. Surveys have shown that children who are given opportunities to mix with others benefit from the interaction in many ways via, communication skills, turn taking, sharing etc. along with opportunities to build on social skills, self-confidence and self-esteem. At Mortlach Nursery we are committed to making these early years as pleasant and worry free as possible for children and parents alike.

Each child has their own individual learning journal which can be accessed on line. They will also have their own tracking and progressions folder which ensures that their learning and progress is monitored and next steps are recognised supporting each child to achieve their maximum potential. Children learn through play and children are supported by staff to explore and discover new and exciting opportunities that meet their needs. .




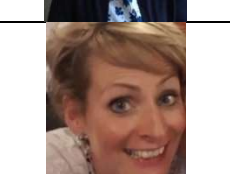
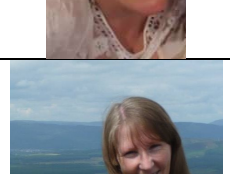

We hope that any questions you may have are answered within this booklet. If not, please do not hesitate to talk with myself or a member of the team.

Kind Regards

Mitch Fraser (Nursery Manager) and the Nursery Team

# The Mortlach Nursery Team

We are very fortunate to have a highly dedicated and experienced staff team who are all registered with the Scottish Social Services Council (SSSC) and have a PVG certificate allowing them to work with children. All staff are fully qualified or are working towards the relevant qualification for their post. Additionally, the team have regular opportunities to participate in various training courses during in-service days and regular staff meetings, supporting their continuous professional development. The staff team are always on hand to discuss any queries/concerns that you or your child may have, so please do not hesitate to approach them at any time.

			<p><b>Mitch Fraser</b> Nursery Manager</p>
			<p><b>Christine Anderson</b> Senior Early Years Practitioner</p>
			<p><b>Michelle Darroch</b> Early Years Practitioner</p>
			<p><b>Laura McConnachie</b> Early Years Practitioner/Early Years Support Worker</p>
			<p><b>Kristine Milne</b> Early Years Support Worker</p>
			<p><b>Maria Jagosz-Dunion</b> Catering Assistant</p>
			<p><b>Moira Milne</b> Early Intervention</p>

# Visions, Values and Aims

## Our Vision



## Values

Our Nursery values are:

- ☺ Supporting
- ☺ Motivated
- ☺ Including
- ☺ Learning for Life
- ☺ Enjoyment

## Our Aims

We aim

- To work together as a team to develop a welcoming and inclusive environment where everyone can reach their full potential.  
**Effective Contributors**
- To support and motivate all children to be independent in their learning, experiencing a range of challenging learning experiences which provide skills for life.  
**Responsible Citizens**
- To achieve across the SHANARRI Well Being Indicators  
**Confident Individuals**
- To have challenging, purposeful and fun learning experiences where children engage with enjoyment.  
**Successful Learners**

## **Policies and Procedures**

You will receive a brief explanation of all Nursery Policies in the format of a leaflet when your child starts nursery. In addition to this, we have a policies and procedures manual which is stored in our office. Please just ask a member of the team if you would like to view any of our policies in detail.

## **Risk Assessments**

Risk assessments are carried out for all of the activities/play areas at the nursery. This helps us decide on improvements, repairs and adult/child ratios.

## **Legal Requirements**

Our current Care Inspectorate report and registration certificate can be viewed in our welcome notice board. A copy of our nursery Improvement Plan is shared with you once we have sought your views and completed the document. A copy of our insurance documents is displayed in the welcome notice board.

**Our Care Inspectorate number is: CS2003016012**

## **Compliments/Complaints**

We aim to provide the highest quality of care and support to all of our service users. We have a comment box in our welcome room and invite you to use this at any time if you wish to provide feedback on our service. All concerns and complaints are treated seriously and confidentially. If you feel unsatisfied with our service at any time and wish to make a complaint please do so by contacting the Nursery Manager, Mitch Fraser in the first instance (Mobile: 07800 678541 Email: [Mitch.Fraser@moray.gov.uk](mailto:Mitch.Fraser@moray.gov.uk)).

Hopefully your concerns will be satisfactorily addressed at this point but if you still feel unhappy, you can contact:

The Moray Council Educational Services on: 01343 563374 or by emailing:  
[education@moray.gov.uk](mailto:education@moray.gov.uk)

You can also contact The Care Inspectorate on: 0345 600 9527 or by emailing:  
[concerns@careinspectorate.gov.uk](mailto:concerns@careinspectorate.gov.uk)

## **Suggestion Box**

During Covid 19, we cannot display our suggestion box, but please feel free to discuss any ideas you have with staff or email into nursery, all ideas welcome.

**What will my child do at nursery?**

Children learn through play. Staff will ensure that children enjoy fun, challenging and purposeful experiences that support the Curriculum for Excellence. The Curricular areas are:

### **Health & Well Being**

This area includes topics such as friendships, relationships, physical health & wellbeing (exercise & healthy diet), mental health & wellbeing, global citizenship, positive attitudes and self-belief etc. We use the Wellbeing Indicators - **Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included (SHANARRI)** - on a daily basis as a self-reflection tool.

### **Literacy and English**

Children are encouraged to be confident talkers, good listeners and be aware of the uses of text in our environment. For children, writing is a skill requiring time, practice and encouragement. In nursery the children will start this process with lots of opportunities for mark making, gradually coming to understand that these marks can represent words, stories and music.

### **Mathematics and Numeracy**

Children's number skills are developed through games and everyday activities. Good mathematical language is encouraged and activities are planned to build on children's prior knowledge.

### **RME**

Children are encouraged to consider the needs, thoughts and feelings of others in their local and global environment.

### **Social Studies**

We study our families, homes, local environment, our past and how we can become responsible citizens.

### **Science**

We explore how we grow, how plants and animals grow and how we are all affected by our environment.

### **Technology**

We discover how everyday technology helps us in our daily lives.

### **Expressive arts**

We learn through being creative in dance, music, art and drama.

## **An Enabling Environment**

We will have a **workshop style environment** indoors and outdoors. Children will be free to independently select and engage with resources and materials across the nursery environment. The principal is that resources are accessible to the children and they are varied, open-ended and high quality, this encourages children to explore and extend their learning in an environment which provides challenge and enjoyment.

## **The Role of the Adult**

The adults are there to support and encourage learning. They do this through high quality observations and interactions with children on a daily basis.

Our adults know the children very well and have a sound understanding of child development. This ensures that the adults enhance and extend the learning at the appropriate level for each individual child.

We value the knowledge and understanding you have of your child and would really appreciate it if you would share this with us. So together we can plan activities to meet your child's next steps. This will help us to plan for their future learning and development and ensure they reach their full potential.

## **Session Times**

The session times we will be offering at Mortlach Nursery from August are as follows:

- 8.50am - 2.50pm - Term Time Only

We will be offering flexibility between 8.50am - 9.00am for children arriving in nursery and between 2:40pm - 2.50pm for children leaving nursery.

## **Family Learning**

Family learning encourages family members to learn together as and within a family, with a focus on intergenerational learning. Family learning is a powerful method of engagement and learning which can foster positive attitudes towards life-long learning. At Mortlach Nursery we value our partnerships with parents/carers and encourage active participation within our nursery community. Once a term we invite family members into the nursery to join us for a family learning session. (Unfortunately NOT during Covid 19 restrictions).

## **Class Learning Journal**

Every week your child's learning journal will be updated by your child and staff. You will be provided with photographs and information about what has happened in nursery during the week. Snack meals will also be posted. Please feel free to comment on the learning journal, we would love to hear your thoughts. Learning Journals are compliant with the GDPR and parents give permission for the nursery to process their child's data on the system when they complete the data processing consent form.

***Learning Journals are only available to parents and children registered at the nursery. Parents/carers are reminded that they should not take images from Learning Journals and post them elsewhere online, what is posted in Learning Journals stays in Learning Journals.***

***Breaching this requirement will lead to account suspension.***

## Absences

In line with our Child Protection policy, we ask that you email the manager or telephone the nursery if your child is going to be absent. Should your child be absent without us being informed we are obliged to telephone the parent/carer to confirm reason for absence.

## Illness/Medication

The best place for an unwell child is at home in the care of their loved ones. **Please do not bring an ill child to nursery.** If a child becomes unwell while they are at nursery they will be sent home. We will contact yourself or the emergency contacts you have given to ask someone to collect your child as soon as possible. Please ensure that your emergency contacts are kept up to date in case of emergencies. We are only able to administer prescribed medication to any child using our service. If a child requires prescribed medication during their session times with us, you will need to complete an "Administration of Medication" form prior to this being administered. The medication must be in its original packing with the pharmacy label visible and the first dose must be given at home at least 24 hours prior to their nursery session.

## Car Parking

Unfortunately, we do not have a nursery carpark and cars are **not** permitted to park in the school carpark for drop off and collection of your child. We also ask, for your own safety, that you **do not** walk through the car park to get to nursery.

## Outdoor Learning

It is essential that all children have daily access to the world outdoors as this not only promotes a positive mind-set and overall health and well-being but also supports learning and development across all curricular areas. At Mortlach Nursery we encourage our children to freely explore the natural outdoor environment daily and provide each child with an all-weather puddle suit. We ask that you provide a pair of wellies for your child which can be left at the setting. We also ask that your child comes to nursery prepared for all weather each day. For example, a cosy jacket, hat, scarf and gloves in winter and a sun hat and sun cream in the summer.



## Footwear

It would be beneficial if the 3-5 year olds were able to leave their soft shoes in their trays. This helps to encourage self-help skills and allows the children to access and put on their own footwear independently at the start of the session and when changing footwear after being outdoors. Additionally, we ask that you please provide a pair for wellies for your child to be left at nursery for outdoor learning. Please ensure that children wear appropriate footwear for the time of year, eg. Trainers, wellies or shoes, **velcro fastenings are preferred**, to ensure that the children are given the maximum amount of outdoor play instead of lengthy periods waiting for assistance to tie shoes.



## Bags/Change of clothing

It is essential that each child brings a clearly named bag to the nursery every day containing an appropriate change of clothes in case of toilet accidents or snack/drink spillages. Soiled clothing will be double bagged and sent home. On some occasions, if underwear is badly soiled it will be disposed of. If your child is toilet training please provide plenty of spare clothing in case of accidents. If your child is still in nappies/pull ups please ensure that their bag is always stocked with wipes, nappy sacks and spare nappies/pull ups.



## Toothbrushing

All children attending the nursery are required to brush their teeth daily in line with NHS Grampians 'Child Smile' initiative unless you do not wish them to participate. If you do not wish your child to participate in this initiative, you will have to opt out in writing. Please ask a staff member for further information.



## Snack and Lunches

We follow the Scottish Government "Setting the Table" guidelines and promote healthy eating at Mortlach Nursery. Children are offered fruit/vegetables daily along with a small healthy snack such as; rice cakes, crackers, cheese cubes, oatcakes, breadsticks and bagels. Nursery lunches are prepared and provided by the school canteen. The weekly menu is always available to view on the Learning Journal. Milk/water is offered daily during snack time. Additionally, water is provided at lunchtime and is always available for children to access themselves throughout the day. **Please remember to inform the nursery of any allergies your child may have** and we will ensure that all staff are aware of any 'forbidden foods'.



## Fees

All children are entitled to a free Scottish Government funded ELC placement from the beginning of the term following their 3<sup>rd</sup> Birthday, whether in August, January or April.



## Snack Fees

There will be a small charge to help towards the cost of the children's snack. At Mortlach Nursery the charge is **50p per day**, this will cover the cost of a morning snack. This is payable at the start of each new term and will be billed accordingly. You will be informed via a letter when your child's fees are due; this should be paid as soon as possible upon receipt of letter. Please note, if required snack fees can be paid in instalments, please speak to the nursery manager for further details. If there is any leftover money in our snack budget it will be used towards to cost of our family learning sessions and additional activities/events with our nursery children.

*Please note payment is still required during any absences.*

## Nursery Closure/Severe Weather

If the nursery has to close due to severe weather or for any other reason you will be notified via email. This information will also be posted on Class Dojo, the School Information Line, The Moray Council website and Moray Firth Radio.

School Information Line:

- Dial: 0870 054 9999
- Enter PIN number: **031360**
- You will hear 'Selected Mortlach Primary School'
- Select 'Severe Weather Warning' option.

The school information line will be updated by 8am.

**Getting It Right For Every Child (GIRFEC)** is Scotland's approach to supporting their young people. It aims to improve outcomes for all children and their families based on a shared understanding of their wellbeing. Most children will receive all the support they need from their own families and community. As part of the GIRFEC approach each child or young person is allocated a Named Person. In Nursery the child's Health Visitor will be their Named Person until he or she starts Primary 1. On transition to Primary 1, the Head Teacher of the school becomes the Named Person.

To help make sure everyone has a shared understanding of what wellbeing means it is defined through the **8 SHANARRI** wellbeing indicators -

- ✓ Safe
- ✓ Healthy
- ✓ Achieving
- ✓ Nurtured
- ✓ Active
- ✓ Respectful
- ✓ Responsible
- ✓ Included





# Holiday Dates - 2023/2024



*In-service Closure*

*Monday 14<sup>th</sup> August 2023*

**Autumn Term begins**

**Tuesday 16<sup>th</sup> August 2023**

**Autumn term ends**

**Friday 6<sup>th</sup> October 2023**

**Winter Term begins**

**Monday 23<sup>rd</sup> October 2023**

*In-service Closures*

**Monday 13<sup>th</sup> November 2023**

**Tuesday 14<sup>th</sup> November 2023**

**Winter Term ends**

**Friday 22<sup>nd</sup> December 2023**

**Spring Term begins**

**Monday 8<sup>th</sup> January 2024**

**Mid Term Holiday**

**Friday 9<sup>th</sup> February 2024**

**Monday 12<sup>th</sup> February 2024**

**Spring Term ends**

**Friday 29<sup>th</sup> March 2024**

**Summer Term begins**

**Monday 15<sup>th</sup> April 2024**

**May Day Holiday**

**Monday 6<sup>th</sup> May 2024**

**In-Service Closures**

**Thursday 16<sup>th</sup> May 2024**

**Friday 17<sup>th</sup> May 2024**

**Occasional Day**

**Monday 3<sup>rd</sup> June 2024**

**Summer Term ends**

**Friday 28<sup>th</sup> June 2024**

**We look forward to welcoming you to our nursery.**

