

# Evie Community

# School



EVERYONE **V**ALUED **I**NSPIRED & **E**MPowered

Early Learning and Childcare  
Evie Nursery Handbook

2025/2026

# Contents

Vision, Values and Aims	3
Nursery Staff and Contacts	4
Session Times	5
Drop off & Pick up	5
Clothing	6
Snack	6
Learning Journey Folders	7
Parental Involvement	7
Learning Experiences	8
A Typical Day	9
Meeting Learners Needs	10
Health & Safety	10
Concerns & Complaints	11

# Vision, Values and Aims

Welcome to our Early Learning and Childcare setting where we look forward to having you and your children as part of our school community, where **Everyone is Valued, Inspired and Empowered**.

## VISION

**Everyone's** contribution is **Valued**. We greatly appreciate parental engagement in the learning and life of Evie Nursery. We encourage our parents to be part of our Parent Council and be **Empowered** to affect change for their children's future. We embrace partnerships with our school community and the wider world to **Inspire** a generation of enquiring minds.

## VALUES

We are part of a school community which values **Kindness, Respect, Equality, Acceptance, Responsibility** and **Honesty**. These values run through everything we do and also support us to make decisions about how we develop and improve.

## AIMS

In Evie Nursery we aim to be **Ready** for learning to achieve our full potential from an early age by developing our knowledge, skills and abilities in inspiring spaces; We aim to be **Respectful** of ourselves and others and the environment we are in, through a broad range of real life experiences; and we aim to keep ourselves **Safe** whilst we learn through well planned and nurturing experiences which follow our interests.

# Nursery Staff

## Nursery Staff 2025 - 2026

Head Teacher & Nursery Manager	Emma Jane Rendall
Lead Early Years Practitioner	Sherrie Savage
Lead Early Years Practitioner	Tracy Sabiston
Lead Early Years Practitioner	Lorraine Aim



**Headteacher: Emma Jane Rendall**  
**Clerical Assistant: tbc**

**Evie Community School**  
**Evie**  
**Orkney**  
**KW17 2PE**  
**Phone: 01856 751 237**

**Admin email: [admin.evie@glow.orkneyschools.org.uk](mailto:admin.evie@glow.orkneyschools.org.uk)**  
**HT email: [emmajane.rendall@orkney.gov.uk](mailto:emmajane.rendall@orkney.gov.uk)**  
**Local Authority email: [catherine.diamond@orkney.gov.uk](mailto:catherine.diamond@orkney.gov.uk)**

**website: <https://blogs.glowscotland.org.uk/or/evie/>**

# Session Times

In Scotland, all children aged 3-5 are entitled to 1140 hours of free early learning and childcare each year. At Evie Community School this is offered as ten x 3 hour sessions, during term time.



Sessions run from 0915-1215 each day or a full day from 0915-1515. A full day counts as two sessions, and children can have a lunch from school or a packed lunch from home.

Parents can send their child for up to 10 sessions per week. Parents are asked how many sessions they would like when they register with the setting. You can then alter this at the beginning of a new term.

**Drop off 9:15am**  
**Before Lunch Pick Up 12:15pm**  
**After Lunch Pick Up 1:15pm**  
**End of Day Pick Up 3:15pm**

# Drop Off & Pick Up



To enter the nursery, please take your children in through the gate at the school's main entrance and come around to the nursery door. Here you can pass your child to the Early Years Practitioner, making sure they know your child is there. The practitioners are happy to catch a moment at this time, if you have any information you need to pass on.

# Clothing

A few things to bring to nursery so that we are ready for anything:



- A bag with a full change of clothes, in case of spills and toilet accidents
- An outdoor coat suitable for the weather
- A pair of welly boots

Remember to label everything including footwear with your child's name. It is also wise to wear clothes that are suitable for messy play as this will inevitably happen.

We like to be outside in all weathers, so the nursery provides a full set of waterproofs for each child.



# Snack



Healthy snacks are funded by the Scottish Government each day for children at nursery following the National Guidelines 'Setting the Table'.

Children will be offered milk or water to drink and a selection of fruit, vegetables and other foods to try.

# Learning Journey Folders

Our Curriculum is the totality of what happens in the nursery. Our Curriculum Rationale is based on a simple concept – **Believing in Great Experience**

All the children in the nursery have a Learning Journey Folder which documents their learning experiences and progress. These folders contain photographs, examples of work, learning stories, notes about learning and next steps.



The folders are available for children, parents and staff to look at. We will also send the folders home each term for you to look at in more detail with your child. We value your feedback on what has gone well and what you would like to see happen next.

## Parental Involvement

Parents and carers are a child's most important educator. We value parental input and working in partnership to develop children's knowledge, skills and abilities in a broad range of real life experiences. If you have an interest or skill you'd like to share, such as woodworking, baking or gardening, it would be great if you could come along and join us.



Throughout the year there will be several opportunities to speak about your child and their learning. These will include parent meetings, open days, curriculum events and transition meetings, as your child prepares for Primary One.

The nursery staff are available before and after each session and parents are welcome to use this time to share any interests and ideas for getting involved.

# Learning Experiences

We Believe in Great Experiences for our children in Evie Nursery, and apply the principles of Realising the Ambition, the National Practice guidance for Early Learning and Childcare. This helps us create quality interactions, experiences, and spaces to help our young children to develop and grow.



In doing this we provide a child-centred and caring environment with adults who encourage children to achieve their full potential. They do this by developing children's knowledge, skills and abilities in inspiring spaces and through a broad range of real life experiences.

The children learn through well planned and nurturing play which follows their interests and develops their present and future self.

Curriculum for Excellence is the National Curriculum for children aged 3-18. It provides a Broad General Education and clearly defines what we anticipate children will learn and achieve whilst in the nursery environment.



# A Typical Day

## Welcome

When the children come into nursery they explore and choose what they might want to do that day. The nursery staff are available to chat with parents and children.

## Together Time

When all the children have arrived we gather in the check in area and speak about 'What's happening today?' During this time, we greet each other and have a quick chat about what we will be doing during the session. Children can refer to the board throughout the day which has a pictorial timetable.

## Work Time / Choosing Time

The main part of the session is made up of child-lead free flow play that takes place both inside and out. Children choose where they want to learn in the nursery and this is facilitated by well resourced areas and supported by the nursery staff. The nursery environment will change and adapt depending on the children's needs and interests.

Children may choose from the writing table, reading/story area, small world play, role play, music area, numeracy area, sand and water or arts and crafts.

When learning outdoors the children will make use of the school playground and outdoor resources as well as the wild area behind the school.

## Snack

In the middle of the session, we will have our snack together.

## Group Times

The whole group takes part in drama, music, dancing, circle games, PE type activities in the hall, walks, sharing stories or telling rhymes. We will also have small group activities to focus on a particular area of learning during each session and the children can choose to participate in these.

## Review, Stories, Rhymes and Music

At the end of the session we all gather together to review learning and to share stories and songs before home time.

# Meeting Learners' Needs



In the nursery we follow our children's interests, and this includes providing resources or interventions to help children meet their full potential.

Our Support for Learning Teacher visits Evie one day a week and works with children across the school and the nursery. This may be to give some extra help or advice in the first instance.

If we recognise a barrier to learning, we also have strong partnerships with Health Visitors, the Early Years Team in Kirkwall, our Educational Psychologist, Speech and Language Therapist and NHS Paediatric Children's Services - who all work with us to plan for a nurturing and supportive experience. If you think your child may benefit from the support of these agencies, please speak with the nursery staff.



## Health & Safety



When your child starts at nursery you will be given a form to complete which should detail any medical needs, allergies and emergency contacts.

Please make sure the school receives any updates to this information throughout the year.

If your child isn't going to be at nursery on a day we are expecting them, please let the school office know in the morning. If a child has been absent due to illness, please keep them home until they are better.

If children have been off ill with sickness or diarrhoea, they should not return until they have been clear of symptoms for 48 hours.

# Concerns and Complaints

We believe it is important to follow up any concerns or complaints as soon as possible.

In the first instance please discuss any concerns or complaints with the Lead Practitioner, who will report issues to the Head Teacher. If you need more time or privacy to discuss anything, we can arrange a mutually convenient time. You can also make an appointment to speak with the Lead Practitioner or Head Teacher at the office or by phoning the school.



If you are not satisfied with the outcome of discussions with staff, then you can contact the Head of Education – Orkney Islands Council or The Care Inspectorate, using details provided on the nursery parent noticeboard.