



Fairview School Nursery 2022-2023



All about us

Dear Parent/Carer,

Welcome to our nursery. Our aim is to provide your child with a happy, secure, supportive learning environment. We encourage children to be active and successful learners able to make choices and to be as independent as possible. We aim for children to be confident and responsible members of the nursery when and wherever possible. It is important to us for parents and Nursery staff to work together as a team.

Parents as Partners

We are always looking for ways in which we can improve our service to you and your child. Parents are always welcome to share opinions and suggest improvements through discussions, questionnaires and parent meetings which provide formal and informal opportunities to be involved in improving the service. We are also currently exploring ways of involving parents in on-going nursery activities.

Parents have the right to ask questions and make suggestions or complaints about any aspect of nursery life! Please do contact us through the home school diary or directly by phone. We love to hear from parents!

During your child's time here at the nursery we aim to encourage a two way flow of information. Home /school teamwork is essential in creating a partnership which is fully supportive of your child.

We are always looking for good ideas and ways to engage with your children. If you have any skills/hobbies that you could share with our children we would love to hear from you.

Should you wish to discuss any matter privately with a member of staff please do not hesitate to make an appointment. Likewise, if you should wish to speak with the Head Teacher, Depute Head Teacher or Prinipal teacher for the nursery please make an appointment by telephone or calling into the school office in person.

So how will we pass on and exchange information with you?

- Face to face and by telephone
- Our Handbook
- Our website
- Home school diary
- Seesaw
- Yearly report
- Individualised care and education programmes. You will be given opportunities to discuss these with Debbie Spiers and to give any advice or contribution.
- Yearly Child's Plan meetings. These are meetings where all the professionals who are involved with your child meet up to ensure that specific needs are being appropriately met and to agree next steps and priorities. You will be invited to these meetings and your input is valuable and essential!
- Parent and carer evenings.
- Invitations to whole school events eg Summer Fayre, Christmas concert, Sports day
- Suggestions letters
- Home achievement information sent in to school
- Stay and Play sessions
- Open events within nursery
- Opportunities to discuss progress through your child's My Learning

Staff

| | |
|------------------|-----------------------------------|
| Debbie Spiers | Early Childhood Practitioner |
| Dani Murdoch | Pupil Support Assistant |
| Eunice Philips | Pupil Support Assistant |
| Nancy Colville | Play Assistant |
| Leigh Verdoot | Head Teacher |
| Trudie Carstairs | Depute head teacher |
| Claire Beatson | Principle Teacher for Early Years |
| Lynn Melville | SSCO |

Nursery Day

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|------------------|-----------------------|
| Session run from | 9.00am – 3pm |
| Snack am is | approximately 10.15am |
| Lunch is | 12pm |

Curriculum

Educational experiences in the early years are developed through play. We use guidance from the Birth to Three and Building the Ambition documents, along with Curriculum for Excellence where appropriate, to provide a wide range of opportunities for your child to develop their skills and abilities.

We aim to keep you informed of current learning through home-nursery diaries as well as our regular newsletters.

Each Nursery child has a Learning Journal which tracks all the experiences and achievements that have been made through the year we take lots of photos and these are displayed as part of their journal. Parents have different opportunities to look at and discuss these. You will be invited into the Nursery to discuss your child's progress twice a year at parent contact appointments. Please feel free to contact school if you wish to speak to Nursery staff or to discuss anything that you are unsure of or are worried about. We can arrange a suitable time for you to come into school if you need to.

Children are given the opportunity to access the pool in Fairview and we also have a soft play and a sensory room which Nursery use on a regular basis.

Visitors to Nursery

The Nursery staff work closely with outside agencies who will visit regularly to discuss the progress of individual children.

Visitors to the Nursery may include:

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|-------------------------------|--------------------------------|
| Health Visitors/medical staff | Hearing Impairment staff |
| Social Workers | Visual Impairment staff |
| Dentists & Dental Nurses | Educational Psychologist |
| Staff from other nurseries | Music therapist |
| Physiotherapists | College Students |
| Speech Therapists | Peer tutors from local schools |
| Occupational Therapists | |

Snack

A snack is provided for the children each session. We aim to provide a wide selection of healthy snacks and we aim to take part in cook activities regularly. There is always water, milk and fruit on offer. We aim to involve the children in choosing snack if possible. We also aim for the children to be as independent as possible when eating snack. We sit down to snack together and make it a social time as well as an important learning experience.

Snack for the day will be written in the daily diary on seesaw.

IT IS IMPORTANT THAT STAFF ARE INFORMED, **IN WRITING**, OF ANY FOOD ALLERGIES OR DIETARY REQUIREMENTS.

Sometimes parents will choose to provide snack because of allergy or different dietary requirements eg. Gluten/dairy free. Snack from home must be sent in an insulated picnic bag.

No meat products please.

Morning snacks are funded by the Early years, and will be free of charge to families. We do sit down for a drink in the afternoon and parents can provide Afternoon snacks for their child if they wish do.

Special events

Please let us know about special events in your child's life. These are so that you can share special moments with Nursery. Eg: horse-riding for the first time/swimming certificate/bus for the first time/went on a train/went to the fair/slept through the night! We would like to celebrate achievement however small the step. We will stick them onto our new Home Achievement Wall. We do also like to celebrate each child's birthday in nursery .



Tooth brushing

All children are invited to take part in the Tayside Tooth Brushing Programme. This is to supplement tooth brushing at home. All children have their own brushes and clean their teeth after snack. If you do not wish your child to take part please tell the nursery teacher.

Outings

It is nursery policy to extend our children's knowledge by visiting local places of interest. You will be asked to sign a consent form for these outings when your child starts nursery.

We try to have regular community visits in the school minibus.

Parents have often met up with us on these trips out. If you would like to do this please let Nursery know.

Clothing

When dressing your child for nursery please remember that your child should:

- feel comfortable in order to enjoy and take part in nursery activities by wearing suitable clothing and footwear.
- be able to push up his/her sleeves easily in order to wash hands, take part in water, sand and paint play.
- be able to go to the toilet independently if they are able to do so.
- All clothing should have your **child's name on**. **A spare set (including socks, top and trousers) can be kept in your child's nursery bag or kept in school.**
- Please make sure that your child has a warm, waterproof jacket/coat suitable for outdoor play and activities. Outdoor play/walks are a daily routine! (with name in!)
- Please ensure that children bring in clean bibs for lunch and snack daily,
- A spare fleece or cardigan to be brought into Nursery daily for the colder days,
- Children are able to use the pool once a week when at Nursery, they will need a swimming costume, towel and swimming nappy as appropriate. These will be brought into school weekly and sent home again. Swimming nappies can be found at www.splashabout.com
- Parents will receive protocols for swimming/personal care at the start of the nursery session. We will ask parents to agree and sign these. These will be reviewed again whenever necessary.



SUN AWARE

During warmer weather (!) please ensure that your child is protected from the sun. It will help to protect your child from the sun if you:

- Use **sunscreen** and please apply before your child comes to nursery-SPF 30 or above. (or have suitable cream in their bag) you can also send in a suncream labeled with your child's name to bring in and keep in your child's tray.
- Choose clothes that protect and keep cool. Ideally clothing made of cotton, with collars to protect the neck, longer sleeves on tops, longer shorts and dresses.
- Provide a **hat** to be worn outside- with a neck protecting flap, a wide brim or a cap with a front shade.

EMERGENCY CONTACT

Should your child become ill or have an accident while at nursery it is most important that we have an address and telephone number of someone other than yourself. In all circumstances we would try to contact you first but another contact is essential should you be unavailable.

Change of Address

Please let us know of any change to your address, telephone number, doctor name, etc.

Health

Please inform us of any change in your child's health and of any infectious/contagious conditions.

In fairness to everyone please do not send your child to nursery if he/she is unwell.

If your child has sickness/ diarrhoea they **MUST NOT** come to Nursery for **48 hours** after illness has stopped.

If you are unsure please phone and chat to Debbie Spiers

HOLIDAYS AND IN SERVICE DATES

Holiday dates can be found on the Perth and Kinross council website and will be highlighted in school and nursery newsletter.

SCHOOL ADDRESS AND PHONE NUMBER

Fairview school

Oakbank Crescent

PERTH

PH1 1DF

Telephone: (01738 473050)

NURSERY COMPLAINTS PROCEDURE

If a problem arises you should raise this in the first instance with the Nursery staff.

If for any reason this is not possible then your complaint should be addressed to the Head Teacher. All complaints will be recorded, acknowledged and dealt with in a confidential and sensitive manner. Please refer to Fairview School Complaints Procedures for further information. These are available in the school handbook or on the school website

<https://blogs.glowscotland.org.uk/pk/FairviewSchool/>

If the problem is not resolved, the complaint should be put in writing to Perth and Kinross Council who will investigate the matter further. Further information is available in the **Information Sheet on Resolving Disagreements** available on the Council's website: www.pkc.gov.uk or by contacting **Tel No: 01738 476790**.

More information on the Council's Complaints Handling Procedure is available on the Council's website: <http://www.pkc.gov.uk/complaints>

The work of the Nursery is inspected independently on a biennial basis by the Care Inspectorate. Anyone can also seek further advice by contacting them at Compass House, 11 Riverside Drive, Dundee, DD1 4NY.

Telephone number 0845 6009527 or at enquires@careinspectorate.com

Please ask for further information or refer to the booklet: 'How to use the Care Inspectorate Complaints Procedure'. This can be downloaded from the Care Inspectorate website.

We hope that we are approachable and that any worries or problems can be resolved before an official complaint needs to be raised. Please feel free to contact us to discuss things or arrange a meeting at any time.

Once again, welcome to Fairview nursery! We look forward to working with you and getting to know you and your child.

