



DUNBARNEY NURSERY

HONESTY

AMBITION

RESPECT

KINDNESS

HANDBOOK



Welcome to Dunbarney Nursery

Dunbarney Nursery Class opened in 1996 and is an integral part of Dunbarney Primary School. It provides children with their first contact with school and is seen as a key stepping stone towards a successful education. The Nursery serves the Early Years “South Perth Community” with all day sessions during term time (9.00am – 3.00pm).

It is well recognised that the earliest years of life are crucial to a child’s development and also that family life clearly forms the child. We therefore seek to provide experiences that nurture and support children’s learning whilst supporting parents and carers through sharing and receiving information.

General Information

Address Dunbarney Primary School
Main Street
Bridge of Earn
PERTH
PH2 9DY

Telephone No. Perth (01738) 474175

School Email dunbarney@pkc.gov.uk

Nursery Hours 09.00 – 15.00
Drop Off Time 9.00am
Additional Pick Up / Drop Off Time 11.30 * See The Nursey Day
Additional Pick Up / Drop Off Time 12.30 *See The Nursery Day
Pick Up Time: 15.00

STAFF		
Headteacher	Ms L Kelly	Primary 1 –7 Overall Responsibility
Depute Headteacher (Nursery Manager)	Miss A Dow	Nursery Overall Responsibility
Nursery Staff	Early Years Practitioners (ECP)	Mrs G Hamilton
		Mrs L Simpson
		Mrs C Allison
	Early Years Play Assistant (EYPA) Early Years Support Teacher (EYST)	Mrs K Cruickshank Mrs Rachel Dawson
Nursery & School Chaplain		Rev A Wilson



IMPORTANT NOTE!! Please help us to keep all children safe when they are attending nursery, by **always remembering to close the gate** behind you at drop-off and pick-up times. The nursery children even completed their own Risk Assessment on this essential safety precaution! Please also remember to close the main school gate behind you, as you enter and leave the school playground, to keep school children safe too. *Thank you everyone!*

Aims of the Nursery

It is during their early years that children start to learn to function as members of a larger social group outside the family. They start to develop the resilience and resources they need to cope with the emotional, physical and intellectual challenges they will meet as they grow. The aims of the nursery are as follows:

- provide a safe and stimulating environment in which children can feel happy and secure
- encourage the emotional, social, physical, creative and intellectual development of children through a broad and balanced curriculum
- promote the welfare of children by creating an environment of trust in which children and their families feel valued and supported
- encourage positive attitudes to self and others, and develop confidence and self esteem in partnership with families and the community
- create opportunities for play with well managed and maintained resources
- encourage independence and foster an enthusiasm for learning.
- provide continuity between children's pre-school and P1 experiences through learning and teaching structures.

Starting Nursery

Some children may take longer to settle than others so please be prepared to stay with your child until he/she is happy for you to leave.

The Nursery Day

Dunbarney offers all day sessions during term time only

Nursery Start Time: 09.00 Nursery Finish Time: 15.00

If you do not want your child to attend for the whole day, we have 2 additional drop off/pick up times.
(Please Note: Lunches in Nursery are provided free of charge)

11.30

Pick up for children who do not require lunch.

Drop Off for children who require lunch and will stay until 15.00.

12.30

Pick up children who have arrived at 9.00 and have had lunch.

Drop Off for children who do not require lunch and will stay until 15.00

Patterns of attendance (other than 09.00 – 15.00) should be agreed in advance with Nursery Staff to avoid the school chasing up unexplained absence. These can be changed periodically.

Please drop off / collect your child promptly. **Staff must be notified in advance if anyone other than the regular parent/carer is collecting a child.**

Attendance – Self-Registration for Children

As you enter the Nursery classroom you will see a board with children's names attached. Please ensure that your child transfers his/her name to the **IN** position. This board is used for registration and as a check in the event of a fire drill. Likewise, when you are taking your child home, please ensure he/she returns their name to the **OUT** position.

Absence from Nursery

Please inform the school office **before 9.15am** (01738) 474175 if your child is ill or unable to attend. Please let us know if your child's illness is infectious or contagious. If your child has been sick or had diarrhoea, you must allow 48 hours to pass between the last bout of either before your child can return. If you are taking your child on holiday, please notify the office by note or email dunbarney@pkc.gov.uk.

If children become ill whilst at Nursery, we will contact parents/carers immediately. We ask that parents/carers contact the school immediately to inform them of any changes to their phone numbers/address. If parents/carers are unavailable, we will telephone the child's emergency contact – please ensure their details are consistently kept up to date also.

Medicines

Please let your child's key worker know if your child requires medication whilst at nursery. We can only administer medicine which has been prescribed by a Doctor and still has the prescription on the medicine or packaging. We ask that you fill in medication administration forms which will ask for detailed information regarding dosage and frequency. Only the Centre Leader or Principal Teacher can sign the consent form giving authorisation for the medication to be administered. If your child is taking any medication at home, please your child's key worker as it can affect their behaviour or cause some discomfort e.g. a sore tummy, tiredness etc.

Snack, Lunch and Staying Hydrated!

Snack is free for all children and is provided mid morning and children are offered a range of healthy foods throughout the nursery week and a choice of milk or water is offered.

Water is continuously available throughout the day and easily accessible to children. We will do our best to encourage children to drink regularly. Children should not bring their own water bottles to Nursery with them to reduce the risk of cross contamination through children drinking from each other's bottles. When children are playing outside for most of the day, we will ensure that children go into Nursery often to get a drink and keep themselves hydrated.

Lunch is provided by Tayside Contracts Lunch and is served in the nursery building.

Clothing & Footwear

Please send your child to nursery in practical clothes suitable for activities such as painting, playing with water and sand and other types of 'messy play' - although we do our best to provide suitable aprons, accidents can happen. Children will also be involved in a great deal of outdoor play involving physical activities such as running, climbing, pedalling, gardening etc. Children should keep a spare set of clothes in their 'school bag'.

We would also ask that children have a pair of slip-on plimsolls for indoor use on particularly wet days as well as for gym. Lace up shoes, ballet pumps, flip flops etc are not appropriate. We also ask that children keep a pair of suitable outdoor shoes in nursery, preferably Velcro trainers, for outdoor play and for taking part in the 'Dunbarney Dash', which involves children running round the school garden perimeter three times (this is linked to the 'Daily Mile' initiative that is currently being encouraged in nurseries and schools throughout Scotland). Clothing items kept in nursery should be clearly labelled with your child's name. Shoes should be clearly labelled with your child's name. A nursery sweatshirt is available online from border embroideries.

Notice Board

The notice board in the entrance hall provides parents/carers with current information including weekly plans, snack menus, community information, our current Care Inspectorate report, nursery news and newsletters. Please try to check the notice board as often as you can so as not to miss information and opportunities to assist your child. Your views, comments and suggestions may also be posted here.

The Nursery Curriculum

Every child in Scotland is entitled to experience a broad general education. This broad education takes place from the early years to the end of S3. To enable this to happen a 'framework for learning and teaching' has been created and this is known as ***A Curriculum for Excellence***.

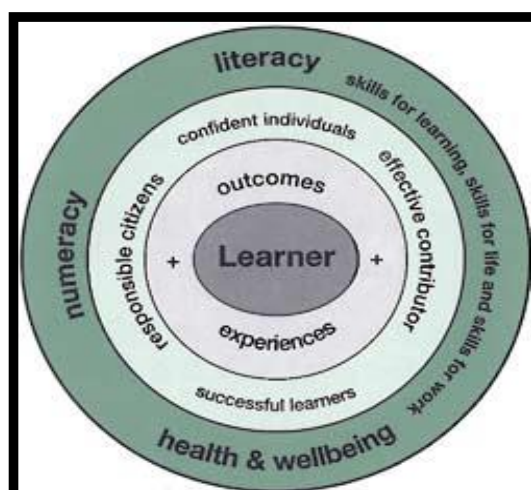
Throughout your child's time in Nursery he/she will be working at the ***Early Level*** of this curriculum and this will continue into Primary1.

There are 8 Curriculum Areas...

Languages & Literacy
Mathematics & Numeracy
Health and Wellbeing
Expressive Arts
Sciences
Social Studies
Technologies
Religious & Moral Education

'A Curriculum for Excellence'

The learner is at the heart of all that is planned within the Nursery. Children are, even at this early age, encouraged to be confident individuals, effective contributors, successful learners and responsible citizens – qualities that are referred to as ***'The 4 Capacities for Learning'***.



Children demonstrate these capacities by:

being confident in their choices and in their growing friendships

'Confident Individuals'

participating in activities and sharing their news, interests, and knowledge with others

'Effective Contributors'

presenting their work in displays, showing development over time

'Successful Learners'

participating in the school's Eco activities,

by caring for the Nursery environment and respecting others

'Responsible Citizens'



By Olivia

Learning Activity Areas in Our Nursery

The nursery is arranged into carefully planned areas, each of which offers a variety of structured play and learning experiences. The children are given a combination of exploratory and directed activities. Children further pursue their own interests through having access to a wide variety of resources.

Through careful observation, staff members identify and encourage children to make full use of the experiences and resources available. After careful observation, staff reflect upon the children's developing skills and interests and this influences planning and management of 'areas of interest' in order to respond to their needs.

Story Corner

Encourages the development of early literacy through fostering an interest in books, stories, poetry and rhymes. The provision and rotation of good quality books is given high priority.

This area is also used to talk to children about the day ahead and share learning intentions.

Languages & Literacy Area

An area where children can practise 'mark-making' and writing – full of interesting resources that encourage them to put pen to paper, often changing in relation to current interests in nursery.

Mathematics & Numeracy Area

An area where children can have fun with numbers – full of interesting resources that encourage children to identify, say, write, count and order numbers.

Other resources may include measuring items, pattern making equipment, 2D and 3D shapes etc.

Resources available in this area again often change in relation to current interests in nursery

Art and Craft

Encourages creativity and self-expression through painting, model making, drawing, cutting, sticking, writing and early technological skills.

Construction

Large and small construction kits/technical materials develop fine motor skills, problem solving and provide design opportunities.

Creative Play Area

Stimulates creative play through use of domestic equipment, dressing up, dolls etc.

Areas are changed to follow the children's interests
e.g. shoe shop, office, café, hairdressers, doctors or home area.

Sand and Water

Early science concepts will be developed through use of natural materials and specific equipment for investigative and creative play.

Tabletop Games

A variety of games to encourage early reading and mathematical skills
e.g. memory games, lotto, snap, positions etc.

These help to develop language, general knowledge,
an awareness of early mathematical skills such as colour, shape, sorting etc. and turn taking.

Music and Drama

There are percussion instruments to play and facilities for listening to music.

Regular listening, rhyming and singing games take place.

Children are encouraged to take part in informal drama activities.

ICT

IPads and Ipad software help develop skills and knowledge. ICT activities are planned to support many experiences and outcomes of curriculum for Excellence.

Small World

Provision of play material such as a doll's house, garage, airport, castle and farm allows adequate opportunity for children to develop imagination and language skills.

Display Tables

These are arranged to inspire and build on existing interests.

Children are encouraged to bring in any items that would enhance or develop a display.

Displays also provide opportunities for you to help your child contribute to class topics.

Snack Area

Early maths, reading and social skills are developed at this informal area.

Encouragement is given to sample a variety of foods often from other countries
but with an emphasis on healthy eating and hygiene.

Outdoor Environment

Children are outdoors every day where much of the curriculum is integrated into activities.

As well as a fenced tarmac area, we have a nursery garden where children plant seeds, observe bird and insect life etc. There is access to the school garden, adventure trail and football pitch.

Children use a wide range of outdoor equipment. We have weekly use of the school hall to further develop gross motor skills.

Communication with Parents/Carers

We endeavour to communicate effectively with parents/carers at all times and below are a number of ways in which we share information and communicate with parents/carers about nursery development work and children's experiences, progress, needs and achievements:

SeeSaw An online resource (joining information will be provided when your child begins at nursery).	
Handbook	Newsletters
Photographs on Display with Pupil Quotes	Website Information - Relevant & Up To Date
Stay & Play Sessions for Parents	Notice Boards – General Information
Parents Invited to Lead Story Time Sessions etc	Display Boards on Curriculum Planning
Nursery Nativity / Christmas Sing Song	Care Inspectorate Report
Nursery Sports	Nursery Natter (Parent Focus Group) Minutes
Nursery Graduation Celebration	Parent Council Meeting Minutes
Formal Pupil Reports – once a year	Verbal Dialogue and Discussions
Formal Parent Contact Meetings – twice a year.	Consultation on Aspects of the Service
Transition Events & Meetings <i>Home to starting ante pre-school & pre-school to starting Pr 1</i>	Care Inspectorate Report

Share Your Ideas With Us... Have Your Say!

Although we pride ourselves in how positive our relationships with parents are, we are always striving for continuous improvement and are open to trying out new ideas and suggestions. Do you think we could be doing more, with regards to communicating effectively with parents. Please list any ideas in the empty slots above and then please do hand your completed table into Miss Dow for consideration with the nursery team and/or at a Nursery Natter meeting... *thanking you in anticipation!*

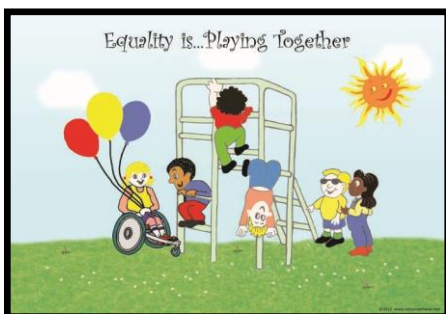
Community Links

A wide range of visitors are welcomed into nursery. These may include the dental nurse, the minister, crossing patrollers, firemen, the librarian and Brig in Bloom members etc. Children may visit the Brig in Bloom poly tunnels to plant and then help care for a selection of fruit and vegetables. Small groups of children take it in turns to visit the local shop, post office etc when the opportunity arises. Outings are linked to the children's interests. We like to make use of Victory Park too!

Equal Opportunities

Perth & Kinross Council is committed to equality of opportunity in all establishments and services. We have a duty to promote and develop the practice of equality of opportunity for all members of our community regardless of:

- Race
- Gender
- Marital/Family Status
- Disability
- Religion
- Sexual Orientation
- Age
- Language
- Place of Residence
- Socio-economic Status



At Dunbarney Nursery we are committed to the incorporation of equal opportunities into all aspects of our work and thus aim to ensure that no-one suffers discrimination, abuse or harassment on the grounds of any of the above areas.

Discriminatory remarks and behaviour from anybody be they working, attending or visiting the nursery are unacceptable. It is the responsibility of all staff to support a climate conducive to providing equal opportunities for all.

At all times we endeavour to:

- Recognise, value and encourage EVERY child's individuality and potential.
- Avoid stereotyping and give children opportunities to explore, understand and value similarities and differences.
- Provide positive images and resources that reflect a rich diversity of societies.



Child Protection

In recent years there has been increased public concern and changes in the law regarding child protection. The Government has made it clear that child protection is everyone's responsibility and that of all workers, including those in school must report concerns about child abuse to a senior member of staff and /or the Social Work Department.

As part of ongoing training all members of staff are aware of the policy guidelines and procedures.

Each school has a trained Child Protection Officer appointed to be responsible for Child Protection matters. In Dunbarney that person is Miss Dow. Should you wish to talk further about Child Protection and the safety of children please do not hesitate to contact Miss Dow directly or through a member of the nursery staff.

We have contact with School Health Nurse and Health Visitors, Doctors, Social Workers and Police, any of whom may become involved if Child Protection concerns are suspected.

If child protection issues arise, the school will ensure that you are informed and participate as appropriate in any action that may be taken regarding your child.

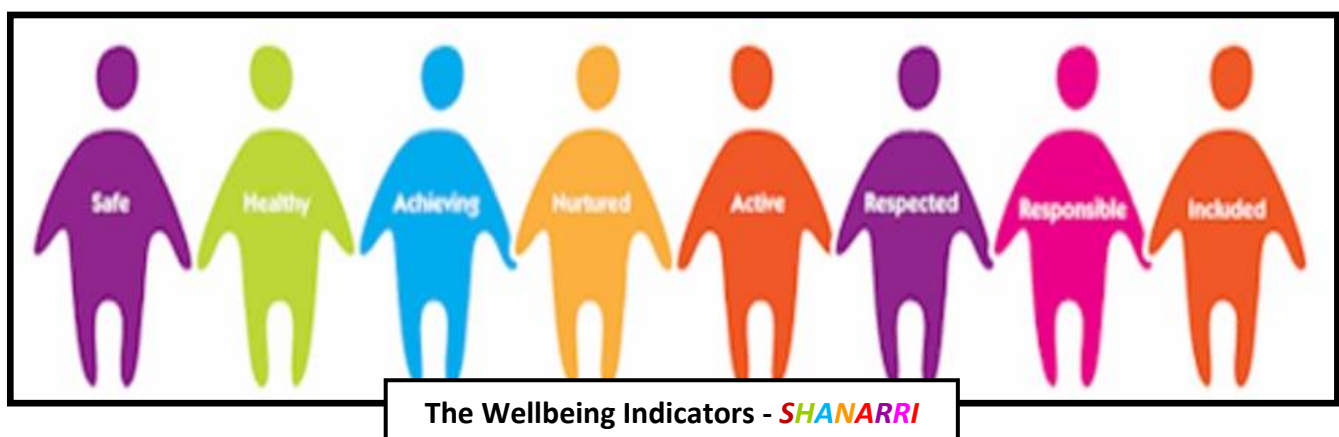


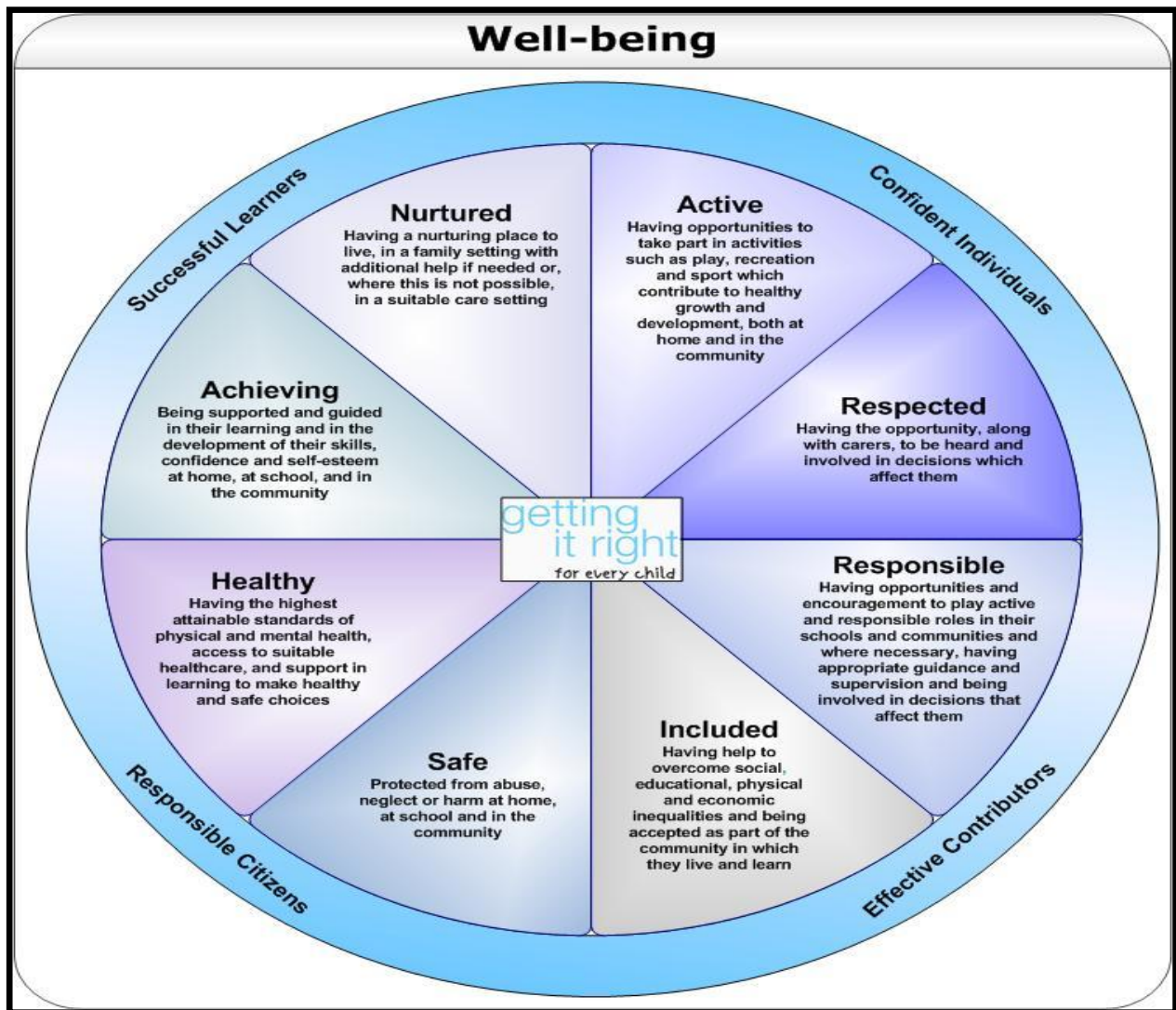
GIRFEC
'Getting It Right For Every Child'



GIRFEC is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people and keeping the focus on the child at the centre. It supports them and their parent(s) to work in partnership with the services that can help them. All agencies – social work, education, health and voluntary organisations use the same **Integrated Assessment Framework (IAF)** based on:-

The 'Wellbeing indicators' - SHANARRI





See our helpful and interactive SHANARRI display in the Nursery foyer – you can add your own comments, ideas and/or questions to this 😊

The Care Inspectorate

All pre-school centres are regularly inspected by the Care Inspectorate. As we are a low risk Nursery we are inspected only every two years. Our latest report is available to all parents and can also be viewed on the HMIE website. We are extremely proud of the reports that we have received over the years.

Any parental concerns, queries or complaints will be addressed by a member of staff in the school. Please feel free to contact the nursery staff or a member of the management team at any time. In the unlikely event of a matter not being resolved to your satisfaction you may contact the Care Inspectorate directly. They can be contacted at: -



The Care Inspectorate
Compass House
11 Riverside Drive
Dundee
Tel: 01382 207200



Food Hygiene

As we provide snacks for the children we are regularly inspected by a Food Safety Officer in line with the Council's Food Safety Policy.

Transition to Primary School

The transition to primary school from nursery is one of the greatest challenges of early childhood – it is a critical time of change for children and their parents, which is full of opportunity and potential. When done well, it can set children into a virtuous cycle of learning and achievement. At Dunbarney Primary School, we want to *'get it right'* and to ensure that we do, we plan an effective and supportive transition experience for *all* of our young and eager learners! It is important for us to forge strong links with other nurseries throughout the pre-school year, hence why we often get together with Doodlebugs Nursery and Bridge of Earn Playgroup and Pre-School and enjoy learning experiences together.



Nursery staff liaise closely with the infant department. Information in the form of a Pre-school Report is passed to the school. The information in this record provides the receiving teacher, with details of your child and helps establish their starting point in primary.

Before starting school children have opportunities to visit the Primary 1 classroom, be in the big playground and meet people who will work with them in the Primary Department. Children transferring to other schools have similar arrangements.

Add examples of what we do for transition activities (example programme appendix at end? Invite ments /ideas from parents?



Below is a helpful tick list to help parents remember important information for an easy, informed and organised start to Nursery Life!

Information / Task	✓
Tooth-brushing is done daily	
Complete relevant information forms and hand into school office.	
Ensure nursery are aware of any medical issues and/or allergies that your child has (complete medical form if necessary).	
Ensure nursery are informed if anyone other than parents or regular carer is collecting your child from nursery.	
If you wish, you can store the school phone number (474175) in your mobile/home phone so that you can contact us easily and promptly, whenever you need to do so. Please call before 9:15am, if your child is going to be absent.	
Let us know if you'd like to join us in Nursery as a Parent Helper at any time! We love visitors and children really enjoy having a new face read a story to them or do a wee activity with them! <i>We are very friendly and will look after you!</i>	
Please provide your child with the items below, to keep in nursery at all times. Each item should be labelled clearly and securely with their name.	
Pair of slip-on plimsolls/gym shoes for indoor use. <i>Lace up shoes, ballet pumps, flip flops etc are not appropriate. Please add your child's name to shoes to ensure all shoes go back to their rightful owner!</i>	
Pair of suitable outdoor shoes, preferably velcro trainers, for outdoor play.	
Spare set of named clothes	
Sun Cream (Spring/Summer) - please help by putting sun cream on your child before they arrive at nursery.	
Sun Hat (Spring/Summer) named	

***We hope you have found this booklet useful.
Please do not hesitate to contact the nursery or the school
with any questions or concerns you may have.***

***We look forward to welcoming you and your child
to Dunbarney School Nursery.***
