

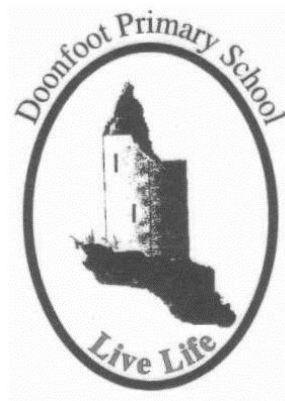
Doonfoot Primary School

Nursery

Handbook



Session 2015-16



Educational Services



Douglas Hutchison
Director

Doonfoot Primary School
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Date: August 2015

Dear Parent

On behalf of everyone at Doonfoot Primary, welcome to our Nursery Class. I hope you will find this handbook interesting and helpful. It is intended as a short introduction to our Nursery for parents of new children in session 2015-16.

Throughout this booklet we have tried to give you an impression of life in our Nursery Class and the ways we will cater for the individual needs of each child. If the answers to your questions are not here, please do not hesitate to contact me.

Parental involvement and working in partnership with parents is an important feature in our school life and we actively encourage close parent/staff liaison in a number of ways. You will find the nursery staff extremely approachable and only too willing to address any parental concerns.

I look forward to meeting you and your child and hope that you will soon feel a welcomed and valued member of our school community.

Yours sincerely

Mrs. Caroline Connell
Head Teacher

ARRIVING AT NURSERY

Parents must use the Main Entrance to the Nursery at all times. School pupils must also enter by their designated doors.

The Nursery is non-denominational and co-educational and provides nursery education for children between the ages of three and five. It has a capacity for 30 children morning and afternoon. The Nursery Class comes under the management, supervision and direction of the Depute Head Teacher, Mrs Liz Candlish.

WHAT IS A NURSERY CLASS?

A Nursery Class is:

A place where a child can:

- Make friends
- Learn to share
- Feel happy and secure
- Follow rules and routines

A place where a child can:

- Run
- Jump
- Climb
- Sing
- Make a mess

A place where a child can develop, through play, the concentration and ability to use language effectively by:

- Observing
- Creating
- Experimenting
- Questioning
- Discussing
- Exploring

Above all, Doonfoot Nursery Class is a place where each and every child has the opportunity to become a successful learner, confident individual, effective contributor and a responsible citizen.

ALL OF WHICH IS VITAL FOR FUTURE DEVELOPMENT



AIMS FOR DOONFOOT NURSERY CLASS

We aim to provide an environment that ensures all children are:
SAFE, HAPPY and LEARNING.

By doing this we will create Successful Learners, Responsible Citizens, Effective Contributors and Confident Individuals.

Successful Learners

- To create an environment where each individual is enthusiastic and motivated to learn and is encouraged to be enterprising, in attitude and behaviour.
- To provide a range of active learning opportunities appropriate to the interests and abilities of each child, and thereby to promote choice and independence, enabling each individual to maximise their potential.
- To focus on outcomes and maximise successes for each child through effective planning, observations, assessing and recording, reflecting and reporting procedures.
- To reflect and evaluate the quality of our educational provision to ensure that Doonfoot Nursery strives to improve continuously the service it provides.

Effective Contributors

- To encourage continuously the children to build positive relationships, within a learning, caring and inclusive environment.
- To provide a range of opportunities for children to develop communications skills with other children and adults, in school and the wider community.

Confident Individuals

- To provide a happy, safe and caring environment, that promotes a sense of physical, mental and emotional wellbeing.
- To support each child in becoming a well integrated, motivated, self-disciplined and independent individual.
- To provide opportunities for children to achieve and share successes, in different areas of activity.
- To ensure that our induction programmes at the transition stages support the children and their families in their next stages of learning and development.

Responsible Citizens

- To develop meaningful partnerships with parents and the wider community and encourage each individual to participate responsibly in wider global issues.
- To respect and value the opinions and beliefs of others, promoting equal opportunities and social justice.

SOUTH AYRSHIRE COUNCIL AIMS AND VALUES

'It is the intention of the department that the aims for the service will be delivered within an open and rigorous climate of continuous improvement'

- 1. Improve Attainment & Achievement by Promoting Effective Learning and Teaching**
 - Raise standards of educational attainment in our schools
 - Maximise achievement for all learners
 - Develop an integrated programme for ICT to support learning
 - Establish an effective measuring, monitoring and evaluation performance system
 - Provide access to high quality specialist services to support learning and teaching

- 2. Secure Best Value Consistent with High Quality Educational Provision**
 - Improve the fabric of and access to our buildings to meet the needs of lifelong learning
 - Develop all personnel to reflect the changing needs of the service
 - Provide modern equipment and resources to address the needs of all learners
 - Strategically deploy resources to secure best value for the service
 - Embed rigorous quality assurance and quality management systems across the service

- 3. Build Community Capacity and Advance Active Citizenship**
 - Form partnerships to facilitate and support learning
 - Strengthen links among families, school and the community
 - Support the development of skills and confidence in community activists and organisations
 - Promote broad-based participation in community affairs

- 4. Ensure Lifelong Learning is Inclusive and Promotes Equality and Fairness**
 - Develop equality of opportunity for all learners
 - Create an ethos of support for learning for every individual
 - Provide a full range of learning opportunities
 - Encourage individual personal development

- 5. Promote the Development of Cultural Activities**
 - Develop positive links with Arts' organisations throughout South Ayrshire in order to maximise the impact of cultural activities in the area
 - Increase access to and encourage participation in cultural activity
 - Enrich learning through the experience of cultural activities
 - Widen opportunities for participation in cultural activities in local communities and among disadvantaged groups
 - Develop a strategic approach to the delivery of cultural services which takes account of the National Cultural Strategy and local priorities

EARLY YEARS SERVICE PRIORITIES

Directorate Objective: Our children and young people are confident and successful learners who have the necessary skills for learning work and life.

- Embed the principles of Curriculum for Excellence
- Implement effective assessment, recording and reporting procedures
- Improve Eco School approaches
- Improve approaches to learning outdoors

Directorate Objective: Our children and young people have opportunities to participate and enjoy a range of healthy and cultural activities.

- Promote a range of Healthy, Active and Cultural experiences

Directorate Objective: Our Children and young people are respected, responsible and included.

- Support the Implementation of Staged Intervention in all partner providers
- Raise awareness of GIRFEC
- Implement Early Years Framework

Directorate Objective: Our children and young people are safe, nurtured and protected from harm.

- Promote and improve Child Protection
- Develop partnerships and promote joint working with other agencies and services

Directorate Objective: Our children and young people are listened to and benefit from high quality services that are responsive and meet their needs.

- Review 0-3 Provision
- Develop ways to engage parents and take account of their views
- Continue to support improvement and self evaluation in early years provision
- Raise awareness of new inspection and regulation service SCISWIS
- Review and evaluate the 3 hour 10 minutes nursery session.
- Implement Cross Boundary arrangements with neighbouring authorities

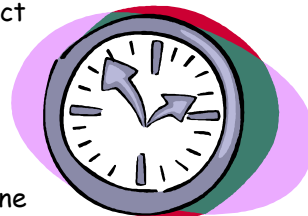


GENERAL NURSERY INFORMATION

ARRIVAL AND COLLECTION OF CHILDREN

Morning session 08:40 am - 11:50 am
Afternoon session 12:30 pm - 3:40 pm

For morning placements please bring your child into nursery at 08:40 am and collect him / her at 11:50 am. For children who attend in the afternoon, please bring your child at 12:30 pm and collect him / her at 3:40 pm.



Your child must be brought and collected by a responsible adult. In the interests of your child's safety, it is essential that you make a point of telling staff if someone else will be collecting your child. This avoids difficult situations arising when a child cannot be allowed to leave with an adult who is a 'stranger' to staff. The signing in and out procedures provides the opportunity for you to write down who is collecting your child each day. It is also essential to let the adult picking up your child know what his / her pin number is.

SECURITY MEASURES

All entrances to the school are security controlled for the safety of children and staff.

APPLYING FOR A NURSERY PLACE

We offer places to 3 and 4 year old children with enrolment taking place each year in January. All places are allocated according to South Ayrshire Council's Pre-5 Admissions Policy - a copy of which is available from the nursery or school office.

Admission for three year old children (ante-pre school) is as follows:

- If your child turns three between enrolment and the start of term they will start nursery on the first day of the new session in August.
- If your child turns three after the first day of term they will officially start nursery the Monday (or the next day nursery is open if it is closed on a Monday) after their third birthday.

Following enrolment children and parents will be invited to visit the nursery and meet the staff.

STARTING NURSERY

Each child is given time to settle happily into nursery through a visit with their parent followed by a shortened first day. Initially each child will be encouraged to stay on his/her own for a spell, reassured that his/her parent is nearby.

Please note that pre school children who have attended our nursery as an ante pre school child will start back as normal after the holidays.

STAFF RESPONSIBLE FOR THE NURSERY CLASS

Head Teacher - Mrs Caroline Connell
Depute Head Teacher - Mrs Liz Candlish
Principal/Nursery Teacher - Mr Des Hughes
Nursery Nurse - Mrs Vivienne Gibson
Nursery Nurse - Miss Ainsley Little
Nursery Nurse - Mrs Louise MacLauchlan



Parents can be reassured that all our nursery staff are suitably qualified, competent and have gone through careful selection procedures.

FIRE DRILLS

Fire procedure notices are displayed throughout the nursery. There will be four morning and four afternoon fire drills throughout the school year. The first morning and afternoon drills will be 'announced'. That means that it will be explained to the children what will happen and what they are to do. The rest are "unannounced" with the children and staff actively encouraged to evacuate the building as quickly and calmly as possible. Returns for these fire drills are completed and sent to the Council Offices annually.

EMERGENCY CLOSURE ARRANGEMENTS - Contingency Arrangements

Should the nursery experience difficulties with severe weather, power failures, fuel supplies, etc. it will obviously be necessary to close the building.

In the event of an emergency during the school day where the children and staff are unable to re-enter the school building the children will be taken to IFE Wing within the school grounds and may be collected by parents and carers from there. Please be reassured that your child's safety and well being is our prime concern and we will endeavour to keep you closely informed via telephone, website, press or radio releases.

QUALITY ASSURANCE

As a registered centre our nursery will be inspected by the Care Inspectorate and Education Scotland. Education Scotland will inspect the nursery class when they carry out a whole school inspection. In addition South Ayrshire Council has its own system for promoting quality in Council and Partnership Centres. The Head Teacher, Senior Management Team and all staff contribute to the on-going quality assurance systems that are in place for Doonfoot Primary School and Nursery Class.

WORKING TOGETHER TO SUPPORT LEARNING

The school and nursery recognises the role of parents as the child's first educator. When your child starts we will ask you to complete a leaflet 'All About Me' which will give the staff background information about your child's likes, dislikes, and special interests. We operate a key worker system in which each staff member is responsible for a small group of children. Please take time to share experiences daily as you bring and collect your child. We set aside a time for you to visit and join in the activities but feel free to join us at any time. Doonfoot Primary school has a 'Participation Statement', which can be

accessed via our school web site. A copy of the Participation Statement can also be requested from the nursery or school office.

If you have any problems or concerns please come and discuss them.

ADDITIONAL SUPPORT NEEDS

At all times we try to ensure that each child progresses as an individual. A range of support services is available to assist children with additional support needs. Advice may be sought with parental agreement from professionals such as: - Psychologists, Speech Therapists, Physiotherapists, Occupational Therapists, Dieticians and Teachers for the visually and hearing impaired.

ATTENDANCE

Regular attendance at the nursery is encouraged. We would appreciate a phone call if your child is absent. Parents will receive a text message if a child is absent without our knowledge. Notices are always posted to inform parents of any infectious illnesses.

SUITABLE CLOTHING

Children learn and enjoy themselves by having fun and taking part in a variety of activities including messy ones! We provide aprons to protect clothing but would encourage you to dress your child in play clothes (e.g. tracksuits, sweatshirts, t- shirts). This allows them to:

- be comfortable
- prevent spoiling 'good' clothes
- encourage independent dressing and undressing

Indoor, soft shoes

You are asked to provide indoor soft shoes (e.g. slip-on plimsolls) for your child to use at gym time. These should be named and will be stored on your child's nursery coat peg.



Outdoor shoes and clothing

Please always provide appropriate outdoor clothing, as they are needed for outdoor play or for visits. Leave named clothing on child's peg.

OUTINGS AND PARENTAL CONSENT FORMS

When outings are planned you will be asked to complete a consent form giving your permission for your child's participation. Please note that children can only take part in outings when the necessary consent forms have been received by the Nursery.

TRANSPORT

Transport is not normally provided for children attending pre-five establishments. The Council may, however, provide transport to and from nursery for children with additional needs who may require to travel some distance to take up their placement.

TOYS FROM HOME

If a small familiar toy offers some feeling of security for your child, then certainly bring it along in the initial few weeks. We do try to reduce gradually the amount of toys coming to nursery as they can get damaged or even lost. Children are allowed to bring in a special toy received as a gift or a birthday present. However, please understand that we cannot be responsible for lost or damaged toys.

HEALTHY EATING

Your child will not need a play piece since healthy snacks are provided each day. Parents are invited to donate £1.50 each week, payable on Mondays, towards the cost of snacks. Please let us know if your child has any food allergies. Children practise washing their hands, preparing and tidying up after their snack and become more independent.

You are also invited to donate a box of tissues and a kitchen roll at the beginning of term.

BIRTHDAYS

At birthday time we celebrate each child's birthday by singing "Happy Birthday" and sharing a cake. Please note that while some parents choose to send in a cake the nursery can only serve shop bought cakes.



EQUALITY

We are committed to ensuring that no service user will be subject to discrimination

All children are encouraged to develop positive attitudes towards others whose gender, language, religion or culture for example is different from their own.

Parents from Ethnic Minorities who celebrate particular religious festivals may wish their children to be absent in order to attend religious events. Such occasions will be supported by the establishment.

PLANNING

We use information gained from parents, children and staff, to plan and provide interesting, challenging and achievable learning experiences within the context of the national guidance. Staff are familiar with national and local guidelines, and use these to support them in the planning process. At all times staff take account of the individual needs, stage of development and interests of each child.

NURSERY CURRICULUM

We aim to provide a well-balanced, planned programme of activities tailored to each individual child by providing suitable equipment in safe, nurturing surroundings. This will encourage the children's natural curiosity and allow them the valuable opportunity to progress at their own pace in an educationally stimulating environment enabling them to achieve their full potential.

How we promote learning

The first five years of a child's life encompass a complex period of rapid growth and development. The experiences which children have during these early years exert a powerful influence on their long-term development and, more immediately, on their future learning.

♦ Literacy and English

- Extending language through books and stories
- Development of conversation and listening skills
- Further speech and listening through more complex activities
- Asking and answering questions
- Exploring sounds and letters and how they work together
- Use language to find useful or interesting information
- Exploring different materials for writing and ways of recording experiences
- Exploring the richness and breadth of Scottish literacy and heritage



♦ Health and Well Being

- Help the very young become aware of others and begin to encourage independence
- Enable children to share equipment with friends and adults.
- Encourage the development of friendships with others
- Encourage the children to express their feelings and opinions and to make decisions
- Prepare for future experiences in school and out
- Explore different ways to keep safe and healthy
- Develop running, climbing, riding bikes, feeding and dressing skills
- Master scissors, buttons, zips, hopping, skipping, catching

♦ Expressive Arts

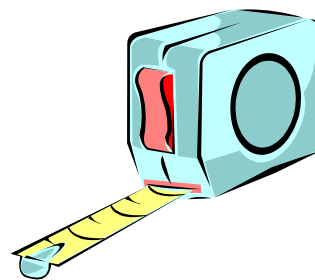
- Introduce new experiences e.g. sand, water, and "gloop" to help with further activities
- New textures and ways of creating pictures
- Develop drawing, painting skills and colour knowledge
- Pre-writing skills and more detailed activities
- Explore movement and role play
- Explore ways to move rhythmically by using and controlling the body
- Have opportunities to present to different audiences

♦ Science

- Allow children to experience changes in their world
- Develop and stretch this knowledge further e.g. water-ice / ice-water
- More science activities e.g. growing, baking, mixing colours
- Looking at life cycles e.g. caterpillar - butterfly. Talk about seasons.
- Use senses

◆ Numeracy and Mathematics

- Matching, sorting and counting
- Exploring numbers
- Patterns in the environment
- Using signs and charts
- Using media
- Exploring and recognising different coins
- Time and seasons
- Collect, gather, sort objects
- Ask and answer questions, share ideas
- Solve patterns
- Explore 2d and 3d shapes in the environment



◆ Social Subjects

- To explore, investigate, experience
- The past - celebrations / special events
- The past - people
- The local environment and the world around
- Caring for the environment
- Journeys and travel
- The community - people and places, shops and services
- Making decisions and choices

◆ Technologies

- Exploring different kinds and what they can do
- Take part in Eco schools projects
- Explore ways to construct models and solve problems
- To communicate with others in nursery and beyond
- Use technology to help solve problems
- Gain confidence and develop skills in ICT.

ASSESSMENT

Sharing of information between parents and staff is very important. Staff observe the children and keep notes of their progress which parents are welcome to access. Please feel free to discuss with staff your child's progress and any concerns you may have. Parents' Open Days will be held and information about these will be sent out in Newsletters. Individual appointment times will be sent to you by letter.

A written report is completed for children in their pre school year.

Transition from nursery into Primary One is a crucial stage and profiles are used to track each child's individual progress and development throughout the session.

TRANSITION TO PRIMARY ONE

Most of the children who attend the nursery will progress to P1 at Doonfoot Primary School, with a few attending other local primary schools. Staff from the primary class and nursery will work together throughout the year to ensure a smooth transition from pre-5 to primary for all children.

PARENTAL PARTNERSHIP

The nursery has an 'Open Door' policy which means parents are welcome to visit. We encourage you to become actively involved in your child's education during their time in Nursery. There will be number of opportunities to spend time within the Nursery observing your child and helping with activities. If you have a special knowledge or interest in any subject e.g. art and craft, nature, music or are involved in something which might interest the children e.g. fire service, police, please inform the Nursery Staff. As mentioned previously, we also have a copy of our Participation Statement, which is available from the nursery or school office.

Information about the activities your child is involved in during the time he/she is in the Nursery is displayed in the cloakroom area outside and is updated on a regular basis. If you have any concerns at all about your child in the Nursery Class, please feel free to come along and talk about them. Working together, we can usually sort them out very quickly.

Parents are invited to attend informal coffee mornings held in the school staffroom and join the Nursery Parents' Committee who assist with the organisation of events and fundraising.

We have been issuing Newsletters from Doonfoot Primary for many years and these also contain Nursery News. We also send out a special Nursery Newsletter.

We share your goal - to provide the best for your child.

HOW CAN I HELP AS A PARENT?

Please:

- Keep us up to date with any changes to address or telephone number
- Inform the nursery if emergency contact number changes
- Inform the nursery if child is being collected by another adult
- Let the nursery know if your child may be upset by something which has happened at home e.g. death of a pet or illness of a family member
- Encourage your child to talk about his experiences at nursery
- Use designated entrances for Nursery and School pupils
- Encourage your child to move carefully within the nursery and school, to use toilets properly and to respect other people's belongings
- Clearly name your child's clothing / footwear
- Support the Parent Council and Parent Teachers Association, which raise funds for the whole school including Nursery. Details of fundraising events are included in Newsletters
- Volunteer when help is required for outings, parties, etc.
- Enjoy your child's time at Nursery



MEDICAL INFORMATION

If your child has any medical problems, it is very important that staff are informed and made aware of any difficulties.

MEDICATION

If your child requires medication during his/her time at nursery, please contact the staff. It is essential for you to keep us up to date with relevant medical information and it may be necessary for us to draw up a health plan.

IF YOUR CHILD IS UNWELL

The nursery staff would appreciate a telephone call if your child were not able to attend nursery on a particular day.

If your child becomes ill while at nursery we will try to contact you or the emergency contact, which you give us on your child's admission to nursery.

If your child has an infectious disease such as chickenpox, please inform the nursery as this will help to contain outbreaks and protect any vulnerable children in our care.



ACCIDENTS

These will be dealt with within the nursery. We will always inform you about any minor accidents when you collect your child. If your child is seriously injured we will make every effort to contact you immediately. All accidents are recorded with a note of action taken.

VISITS BY MEDICAL STAFF

All children in their pre-school year will be seen by the orthoptist. Parents are invited to be present during this visit.

DATA PROTECTION ACT

PERSONAL INFORMATION ON CHILDREN, THEIR PARENTS OR GUARDIANS MAY BE PROCESSED FOR TEACHING, REGISTRATION, ASSESSMENT AND OTHER ADMINISTRATION DUTIES. THE INFORMATION IS PROTECTED BY THE DATA PROTECTION ACT 1998 AND WILL ONLY BE DISCLOSED IN ACCORDANCE WITH THE APPROPRIATE CODE OF PRACTICE

FURTHER INFORMATION/COMMENTS

Suggestions and Complaints

We are always anxious to maintain and improve our service. If you have any suggestions to make about the service, please contact the head of the establishment in the first instance. Similarly, if you have a complaint about any aspect of the service you should contact the establishment's head. If you feel your complaint has not been satisfactorily resolved with the establishment head, please contact:

South Ayrshire Council
Educational Services
DOUGLAS HUTCHISON
Director
South Ayrshire Council
County Buildings
Wellington Square
AYR KA7 1DR
☎0300 123 0900

South Ayrshire Council
Quality Improvement Office - Early Years
AILEEN VALENTI
South Ayrshire Council
County Buildings
Wellington Square
AYR KA7 1DR
☎0300 123 0900

South Ayrshire Council
Elected Members
Councillors:

- KIRSTY DARWENT
- ALLAN HOPKINS DORANS
- BILL GRANT
- ROBIN REID

South Ayrshire Council
County Buildings
Wellington Square
AYR KA7 1DR
☎0300 123 0900

Care Inspectorate
Compass House
Discovery Quay
Riverside Drive
DUNDEE
DD1 4NY
☎ 0845 600 9527

PLEASE NOTE

Although the information in this handbook is correct at the time of printing there could be changes affecting any of the matters dealt within it, either before your child's placement begins or during the course of their placement. The Head of the Establishment will tell you of any important changes to the information.