

Happyhansel Early Years Welcome Pack



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All About Me Form - to be returned please

Contact Details

Happyhansel Early Years

Happyhansel School

Walls

Shetland

ZE2 9PG

Tel: 01595 807458

School Office Tel: 01595 807458

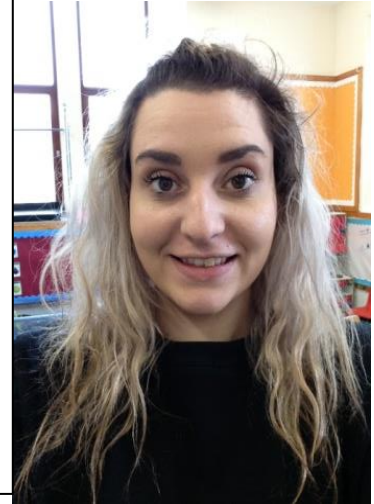
Email: happyhansel@shetland.gov.uk

Staff

Mrs Geddes is our Early Years Teacher and is in the setting on Thursdays and Fridays. She also teaches in the P123 class on a Wednesday and a few extra days a term if she is needed.



Miss Handley is our Early Years Worker. She is in every day.



Miss Simpson is our Early Years Assistant. She is in on Monday, Tuesday and Wednesday.



Mrs King is our Headteacher and therefore the Nursery Manager. She is always around for guidance and pops over to see everyone in the nursery often, as well as leading the weekly assembly.



Norma works in the office in the school and is who we speak to about forms and paperwork and anything else which we are stuck with!



Mrs Thomson is the school Principal Teacher and teaches in P123 so the bairns get to know her well in the term before they go up to Primary 1. She also stands in for Mrs King if she is ever unavailable.



The Nursery Session

Our nursery session starts at 9.00, finishes at 12.10 and runs five days a week from Monday to Friday. Please be here at 9.15 at the latest for our morning Together Time.

If you are early then please wait in the porch as the staff will still be getting everything ready in the nursery for the day's activities. Please use the time to look at the noticeboards, posters and in your child's tray where you will find their Learning Story.

Please be punctual for pick up as young children who are left can easily become upset. If someone different is picking up your child, or if you require an earlier pick-up for appointments, lessons or social engagements please let us know so we can note it for all staff.

Your child does not need to come every day but staff and parents usually have a chat at the beginning of each term to agree what days each child is planning to attend. Some parents like to take their full five days but try just a few days attendance a week to begin with, gradually working up to five days a week as their child gets older, but other parents know their child is ready for five days straight away.

Attendance days are not set in stone for the term and if there is room in the nursery then staff will be delighted to welcome your child for five days even if you thought much less would be enough to begin with!

If your bairn is not coming in on their usual day please let us know in advance or phone on the morning if they are ill.

Your child gets a healthy snack and drink every day and we share details of the menu in the porch every day. We welcome suggestions!

We have a short Together Time every morning to talk about different topics, share news and discuss rules, as well as another short talk before story time at the end of every day.

Timetable

Monday - No timetabled activities

Tuesday - PE

Wednesday - Library

Thursday - PE/drama

Friday - Assembly

2018-19 Term Dates

Term 1	Wednesday 22 August to Friday 12 October (inclusive)
October Holidays	Monday 15 October to Tuesday 30 October
Term 2	Wednesday 31 October to Friday 21 December (inclusive)
Christmas Holidays	Monday 24 December 2018 to Friday 04 January 2019
Term 3	Tuesday 08 January to Friday 29 March (inclusive)
Spring Holidays	Monday 01 April to Friday 12 April 2019 <i>(Spring Holiday Dates do not include Good Friday or Easter Monday)</i>
Term 4	Monday 15 April to Friday 05 July (inclusive)
Occasional Holiday Dates	Wednesday 30 January 2019 Friday 22 February 2019 Monday 25 February 2019 Monday 22 April 2019 Monday 27 May 2019

If the school is closed for adverse weather conditions a staff member will phone to let you know.

All school closures are shared via local media and we will also put a blog post up as soon as a decision has been made.

What Does My Bairn Need to Take to Nursery?

WEAR : Comfortable clothes which you don't mind them getting wet or messy.

TAKE IN: A full change of clothes, outdoor clothes suitable for the season, welly boots, smucks or cosy socks for inside play, and snack money (snack is 50p a day). Please label all clothes. We also welcome any junk modelling materials, loose play parts (bottle tops, beads, pine cones, basically anything which you are chucking out which a child would probably put in their pockets!)

TAKE HOME: Please look in your child's tray for notes, art work and your copy of the weekly plan.

In our nursery children learn through play so please do not dress your child in their best clothes. We supply aprons for painting and water play but accidents do happen! We have spare clothes but we ask parents to please take in a change of clothes with name tags on to stay at the nursery. Clothes which can be easily removed for visits to the toilet are also advisable.

We spend a lot of time outside and can get muddy and wet - providing appropriate outdoor clothes for the time of the year means that bairns feel comfortable to take part in all outdoor activities and do not ruin their inside clothes while doing so.

Please put suncream on your child before they come on sunny days - we have suncream in the nursery which we will use at your request if you forget, so please have a look at it to make sure it is suitable for your child.

We have recently started a trial for staff and bairns to wear smucks/slippers or cosy socks in the nursery. All of this year's pupils seem to like to take their shoes off as soon as they come in the door so after talking to both bairns and parents we decided to give it a go. If you have something cosy for your child's feet please take it in and if not we are starting to build up our own supply - we welcome any wellies or smucks which are too small for your child but which might fit another bairn.

Teddies and comforters - if your child has a favourite toy which they need to have close at hand when they first start nursery then staff are very supportive of this. Other toys and trinkets from home can be taken in but should be left in your child's tray or in our toy box just inside the nursery door to make sure it is safe.

Sickness & Medication

If your child is required to have medication administered within the setting you will need to fill out an administration form.

Children who have had sickness or diarrhoea should not return until forty-eight hours after the last bout.

Please refer to:

http://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf for extra information.

Childsmile and Teethbrushing

Childsmile experts visit to introduce a teethbrushing programme and afterwards bairns brush their teeth daily with supervision. Letters detailing this and the application of fluoride varnish are sent home periodically. Non-fluoride toothpaste is available on request.

Planning

Each week we will have our weekly plan displayed out in the porch for you to see as well as putting a copy into your child's own personal tray.

We have a very loose idea of what we are going to do each term based on events and seasons but our plans are done weekly and are based on what the children have been doing and are showing interest in.

We try to do most of what is on the plan but sometimes the children have found something much more exciting they want to play with or find out about, so of course we go with that.

We also do not ONLY do what is on the plan - there are teaching moments all the time in the Early Years and we have to follow the child's interest and encourage and praise them every step of the way.

On the bottom of the plan is a "things you could do at home" section. These are activities or discussions relating to our weekly plan which you may want to engage in with your child at home. These can be used to expand their learning but also as a way to help you find out what has been happening at Early Years. Despite what they say, we promise they have not been doing "nothing" all morning!

Communication and Links with Home

Happyhansel Early Years have an open-door policy and though a lot of communication is done informally at drop off and pick up, we are happy to have more formal meetings and are keen for feedback of any description too.

We have regular Stay and Play Sessions and have also recently started Parents' Evenings. The Parents' Evenings are useful for a more in-depth chat about your child's learning and development and are optional. If we have any concerns to discuss or celebrations to share we will let you know about them as soon as possible and encourage you to do the same.

Stay and Play Sessions are also optional, but are a fun way for you to explore the setting, watch your child interact with others and of course play with them. We often have brilliant ideas for new activities, trips or fun from parents when we chat to them at these sessions so we do encourage attendance!

We have created an Early Years Blog that enables us to share your child's learning through pictures and posts. We can also use it to share information with parents/carers about what's coming up or any reminders. This is something fairly new to us so we would appreciate any feedback from home.

The URL for the blog is:

<https://blogs.glowscotland.org.uk/sh/happyhanselearlyyears/>

We also have a 'Things I Like' Board in the porch with a section for each child - we add to it and change it throughout the year as we get to know the children and as their interests change, but we find the best information comes from parents and carers - please use the whiteboard pen provided to add to and amend your bairn's section. We find it a really useful resource for any new members of staff, supply staff or visitors who are not in very often, and we incorporate it into our planning.

We have started a Nursery Newsletter which goes out every term and the School also does newsletters which you will receive.

We have a Suggestion and Comment Box just as you come in the door of the porch and use the porch walls to share documents and posters which you may find useful, as well as a Dry-Wipe Whiteboard which we use to share information and ask for feedback.

Learning Stories

We have been working hard the past few terms to revamp and improve our planning and tracking and the Learning Story folder that each child keeps in their tray is a big part of that. These folders will go up to the school with your child so we have been liaising with the school to ensure they streamline with their current documentation and that we are providing the most useful information to help make transition go well for every child.

We are still working out the finer details but we hope you will soon see positive changes to the folders and will also see a big difference in the way we keep track of your child and plan next steps for them in collaboration with home. Keep an eye out for further information about Play Plans and how we want to encourage you to share your expertise about your child with us.

We will 'go live' with the new paperwork and processes before the end of 2018 but wanted to get the first draft of the Handbook out before then.

Floor Book

We take lots of photos during each day and add these to a scrap book with the children as a way to encourage them to talk about their play, reflect on their learning and speak to us about what they would like to learn or find out about next. The book is then put out in the porch for parents to see at pick up time. We aim to have the book filled in at least three times a week - we'd like to do this daily but the logistics of having our printer over in the school can make this difficult on busy days.

Parent/Family Helpers

We require helpers on trips out-with the nursery but also welcome visitors from home any time during the year. If you want to help or introduce an art activity, do some sports coaching during PE, help when we start our woodwork again, bake or cook with us, come in and read a favourite story or share some skill with nursery staff and pupils we would love to have you. Please just let us know.

Extra Information

Building Work

There is currently building work going on in the school grounds to allow the Early Years to be part of the main school. We still have access to both the school and the majority of the outdoor areas but there are some restrictions on parking and access to the school. These will change as the build progresses so please keep an eye out for the latest information which will be shared with parents through several channels. It is hoped the build will finish on schedule and we will be able to move across to the school in the new year.

Policies and Documents

We have reams of documents, guidelines, policies and paperwork which all inform and help us make Happyhansel Early Years a happy, safe and nurturing environment for your child. We are happy to provide parents with online links or hard copies of any of these if you would like further information and will provide details of some of the main ones in further drafts of the handbook. The Information Area in the porch has details of many of these already.

Risky Play and Risk Benefits

We are gradually introducing more risky play into Happyhansel Early Years as children who are supported to test their boundaries and 'flirt with uncertainty' gain better social skills, physical strength and balance, risk management skills, resilience, and confidence. This play includes everything from lots of outdoor play, fun on the climbing frame and gymnastic and balance skills in PE, to using sharp knives when helping prepare snack, making fires and roasting marshmallows and simple woodwork. Children are supported and supervised at all times and risk assessments are always carried out, but we also look at doing a risk benefit assessment too, which really helps remind us why we are introducing this type of play and helps us make sure the children are getting maximum benefit out of the activities we introduce. Watch this space for more information in the future.