



Dunblane Primary School

Nursery Class

Handbook

Session 2021-22



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Dunblane
FK15 9AU

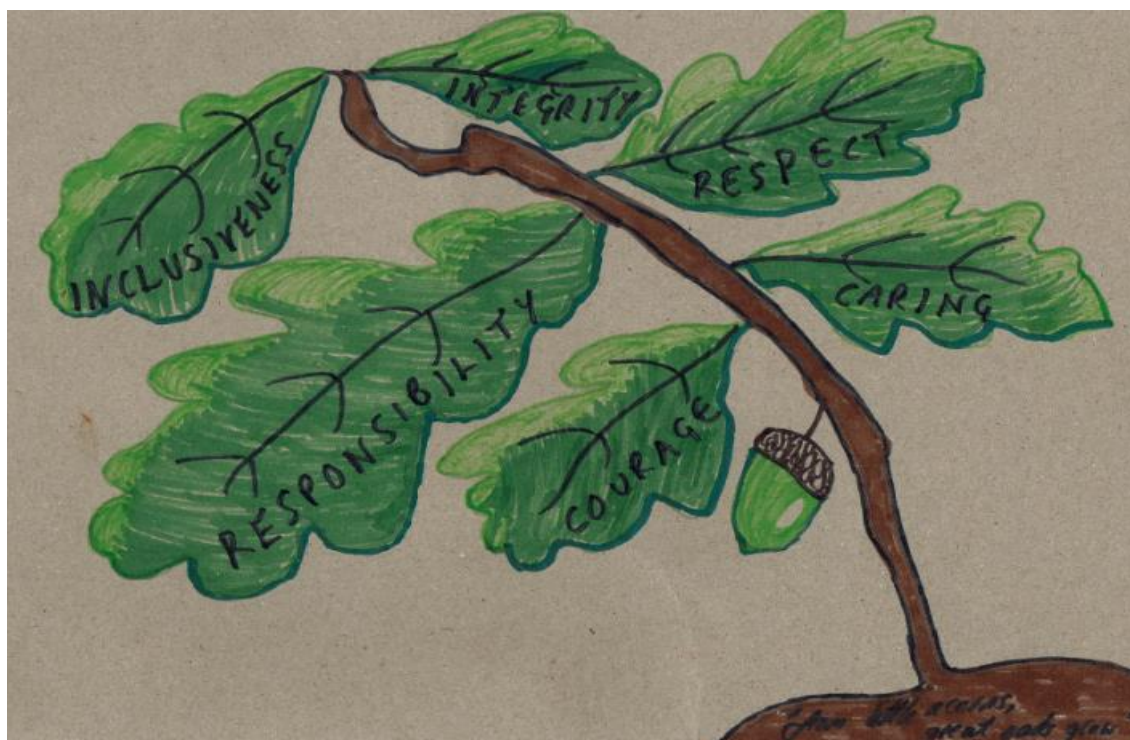
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Updated March 2021

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Dear Parent/carer

A warm welcome to Dunblane Primary Nursery School!

We look forward to meeting you and your child at the Nursery.



Joining our nursery is your child's first, important step in becoming part of our school community. We recognise that you are your child's first and most important educator and we look forward to working with you and sharing the extensive knowledge you have of your child. Sharing this knowledge with us will help us to build on your child's previous experience and enable us to plan for future development.

Our nursery offers high quality education with highly qualified, caring and motivated staff, whose primary concern is the well-being and development of your child. Great care is taken to ensure that our children experience exciting, motivating and appropriate experiences that will allow them to develop at a pace suited to their individual needs and interests. The main vehicle for learning is through play and fun.

As parents play a big part in the life of our nursery school, we would encourage your involvement and invite you to join us as often as possible.

This handbook will give you an idea of what goes on at Dunblane Primary School Nursery Class as well as providing information which you may need during the year.

We look forward to a long and happy association with you and your family.

Lorraine Slabbert
HEAD TEACHER

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Telephone Number	01786 822351
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Website	https://blogs.glowscotland.org.uk/st/dunblaneprimary/

THE NURSERY TEAM

Principle Early Childhood Educator	Mrs Vicki Porter
Senior Early Childhood Educator:	Miss Jackie Rae Miss Fiona Kerridge
Early Childhood Educators:	Miss Erin Rosendale
	Mrs Hazel Robin
	Miss Charlotte Tilly
	Mrs Alison McKeown
Support Worker Early Childhood Educator	Mrs Mairi Murru
Modern Apprentice	Miss Rachel Moran
Depute Head Teacher with responsibility for Early Years	Mrs Shirley Gallivan
Nursery Administrator	Mrs Kirsty Wilson

OUR AIMS:

As an educational establishment with trained and motivated staff we intend to implement the following aims.

- Encourage and empower children to be successful learners by providing a variety of high quality and challenging learning experiences.
- Offer a motivating and relevant curriculum that will provide our children with life skills and support independence, choice and responsibility.
- Promote and embed our values of Respect, Responsibility, Honesty, Care & Compassion and Fairness & Equality throughout all areas of nursery and school life.
- Develop and maintain positive and effective relationships with children, parents/carers, partner agencies and establishments and the wider community.
- Ensure continuous improvement and positive outcomes for all children which reflect the changing nature of the world around us.
- Foster a sense of pride in Dunblane Primary School and Nursery Class, representing them positively in the local community and beyond.

We feel that by following the above aims, each child in our care will have the opportunity to develop his/her skills and knowledge in a stimulating and challenging environment.

OUR SCHOOL VALUES AND VISION

"Learning Today, Shaping Tomorrow" (Our vision statement)

In Dunblane Primary School and Nursery Class we encourage each child to achieve his/her true potential in citizenship education through promoting a culture of shared values and offering a challenging curriculum which embraces the principles of **A Curriculum for Excellence**, **Determined to Succeed** and the **United Nations Convention for the Rights of the Child**.

OUR VALUES

A set of core values for Dunblane Primary School community was agreed following extensive consultation with children, staff and parents. We believe that the work and life of our school community should be underpinned by these values as they will provide a point of reference which informs our decision making.

Our values should be reflected in the behaviours, expectations and attitudes of everyone in Dunblane Primary School Community.

Our agreed shared values of Dunblane Primary School and Nursery Class are:

CARE - To actively show empathy and sensitivity towards each other and the world around us.

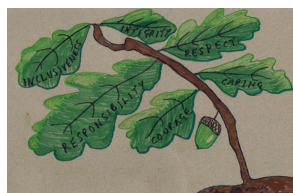
COURAGE - To be brave as they meet new experiences, difficult situations and/or dangerous encounters.

INTEGRITY - To have a strong sense of honesty and do the right things in all circumstances, even if no one is watching you.

INCLUSIVENESS - To ensure that all children are valued equally, treated with respect and provided with real life learning opportunities.

RESPECT - To care for ourselves and others by valuing all property, opinions and beliefs.

RESPONSIBILITY - To treat others as we would like to be treated and accept the outcomes of our actions.



NURSERY TIMES

The nursery is open 45.6 weeks a year and will be open 8.00 am to 6.00 pm

Morning Session

Monday - Friday : 8.00am - 1pm

Afternoon Session

Monday - Friday : 1pm - 6pm

Full Day (2 Sessions) Monday - Friday : 8am - 6pm

However, we do offer flexible start and finish times as follows:-

Morning session Parents and carers are welcome to drop their child off at nursery between 8:00am and 9:15am at a time that is most suitable for them. Pickup is from 12.45pm and no later than 1:00pm.

Afternoon Session Parents and carers are welcome to drop off between 1:00pm and 1:45pm and can collect their child from nursery from 3:15pm onwards but no later than 6.00pm.

PAYING FOR EXTRA SESSIONS

In August 2020 the nursery class increased entitlement to 1140 hours meaning that the session times were longer and the nursery operated over school holidays. Your child does not have to attend a full 10 hour or 5 hour session and you do not have to use all of your funded entitlement. It will be up to you to decide if you want to take less than 1140 hours. You can also choose when, within the session times, you drop off and pick up your child however, we would ask that children attending a full day or a morning session are in nursery by 9.15am. This is to ensure they are able to settle in at the same time as the rest of the group. Equally, you can pick up your child before 6.00pm, however, if you are planning to pick up before 3.15pm, please let the nursery know.

Attendance for a full day or a half day will be calculated as either a 10 hour or 5 hour block of funding even if you decide to use less than this. The cost of this is £19 per 5 hour block. Parents will be issued with a bill on a monthly basis. This can be paid through Parent Pay or with your childcare vouchers. Please ask at nursery for more information.

We ask that, as part of the induction process, families sign a contract outlining our terms and conditions (See Appendix A)

NURSERY CLOSURE DATES

The nursery is open for 45.6 weeks per year. Here is a list of the nursery closure dates for 21/22

In-Service (2 days)	Monday 16 August 2021 - Tuesday 17 August 2021
Children return	Wednesday 18 August 2021
Christmas/New Year (7 days)	Monday 27 December 2021 - Tuesday 4 January 2022
Children return	Wednesday 5 January 2022
In-Service (2 days)	Monday 14 February 2022 - Tuesday 15 February 2022
Children return	Wednesday 16 February 2022
Spring Holiday (4 days)	Monday 11 April 2022 - Thursday 14 April 2022
Local Holiday	Friday 15 April 2022 (Good Friday)
Local Holiday	Monday 18 April 2022 (Easter Monday)
Children return	Tuesday 19 April 2022
In-Service (1 day)	Friday 29 April 2022
Local Holiday	Monday 2 May 2022
Summer Holiday	Thursday 14 th of July - Monday 1 st of August (inclusive)

APPLYING FOR A PLACE

Application forms are available from the school office. Once a child turns three years old they are entitled to a place at a nursery. We follow the criteria to fit with the Scottish Government Guidance - Children who are 3 years of age between 1st March - 31st August become eligible for a funded place from the start of term in August. Children who are 3 years of age between 1st September - 31st December become eligible for the funded place from the start of term in January. Children who are 3 years of age between 1st January - 28th/29th February become eligible for the funded place from the start of term in April.

Parents are free to apply for a place at any time of the year, but it is important to note that the majority of nursery places are allocated annually in the late spring.

Applications received are then 'pointed' in relation to the Nursery Admissions Policy Guidelines and information contained within the application form. The Area Admissions Panel then considers the allocation of places.

The purpose of the panel is:

- to ensure that the needs of children and parents are met
- to facilitate the strategic allocation of nursery places in the designated area within the framework of the Nursery Admissions Policy

Any information regarding Stirling Council's Admission Policy or any information regarding the nursery, may be obtained from Mrs Shirley Gallivan, Depute Head teacher.

Please note that the length of time a child's name is on the register will not affect the child's priority for a place.

If your circumstances change, please let us know as it may affect the number of points you have.

2 YEAR OLDS

Dunblane Primary School Nursery Class has provision for 5, 2 year old places. There is a set criteria with which we allocate our places. This is based on the receipt of Universal Credits and other benefits. If you think you or someone you know may be eligible, please ask at the nursery. If your two-year-old meets the criteria for a funded place, then they will be entitled to the same number of hours as a three or four year old.

BRINGING YOUR CHILD TO NURSERY

When your child comes to nursery, he/she will be allocated a key worker. This member of staff will have a special responsibility for the care, education and development of your child at nursery. Your child's key worker will also be the person to whom you bring your child each day, and your main daily point of contact. However, ALL nursery staff are involved with all the children during the normal course of the day, and if your child's key worker is ill or otherwise unavailable, you can confidently leave your child in the care of another member of staff. The nursery staff are almost always available to parents. Please tell us if something is worrying you, or if you are unhappy about something that has happened, or if we can help in any way.

All children must be brought to nursery by a responsible adult. When your child begins nursery, you will be asked to name any person other than yourself who will normally be collecting her/him.

CHILDREN UNDER SIXTEEN YEARS OF AGE CANNOT BE ALLOWED TO COLLECT A CHILD FROM THE NURSERY.

EMERGENCY CONTACTS

In an emergency, we may need to get in touch with you, for example if your child is ill or has an accident. In case we are unable to contact a parent, we must have the name and address and telephone number of an emergency contact person. It is important to ask this person if they are willing to accept this responsibility before giving their name.

CLOAKROOM

We respectfully ask parents **NOT** to bring **primary school aged children** or **buggies/prams** into the nursery during drop off and pick up times. Our cloakroom can become very congested during these times and with regards to health and safety, we need to ensure as clear a pathway as possible. Buggies and prams can be left parked outside nursery and primary school aged children are welcome to wait in the nursery garden for parents. We appreciate your support with this.

SNACKS

In addition to lunch, all local authority nurseries will provide a morning snack and an afternoon snack. There will be no cost for this during a funded session. If you purchase additional unfunded sessions, the provision of snacks will be included in the session cost but you would still need to bring a packed lunch or purchase a lunch.

The morning and afternoon snack usually consists of 2 types of fruit or vegetable along with another healthy food choice such as a wholemeal cracker or cereal. Milk and water are available to drink during snack however water is available indoors and outdoors at all times. Children are encouraged to drink regularly throughout the day. The children help to plan and prepare snack daily and we follow 'Setting the Table Nutritional Guidance and Food Standards'.

If your child is remaining in nursery for the full afternoon session you may wish to provide an additional late afternoon snack. Parents and carers can provide a small healthy choice snack to fill the gap between afternoon snack and dinner if your child would benefit from this. Please label your snack 4pm with your child's name and our team will ensure it is offered to your child at this time.

If your child requires a special diet, is vegetarian or is allergic to any particular food, it is imperative that you inform us of this at induction. Staff will ensure that any special diets etc will be adhered to. A book is on display in the snack area of the nursery which shows which snacks are served, allergy advice and what they contain. Please feel free to look at this book, if required.

We celebrate every child's birthday at nursery by singing to them and we have a special birthday cake. Unfortunately, parents are not permitted to bring a birthday cake to nursery.

LUNCHES

Lunch will be offered to children attending a full day session or a morning session. From August 2020, all three and four year olds and eligible two year olds are entitled to a free lunch, if they are in nursery for more than 4 hours. However, you may still choose to provide a packed lunch if you prefer, we would encourage this to be as healthy as possible. Here is the link to the Stirling Council school lunches.

<https://www.stirling.gov.uk/learning-education/schools/school-meals-uniforms/school-meals-primary/>

The cost of the meal is £2.20 per child.

Nursery children attend the school dinner hall when having a school lunch supported by our nursery staff team.

In addition to the nursery menu you will receive for at home, the weekly menu will be available to view at nursery and we would encourage parents and carers to book your child's lunch for the week in advance if possible. Please ask a team member if you require support with the new booking system.

NO SMOKING POLICY

Please note there is no smoking allowed in the school or school grounds at any time.

MOBILE PHONES POLICY

We ask that all parents and carers ensure that they are not on their phones while in the school or nursery buildings.

ACCIDENTS OR INJURIES

A great deal of care is taken to provide a safe yet stimulating environment for the children. Occasionally accidents do occur and there is a nursery policy regarding accident procedures, which must be followed. Any accidents however small, are reported to parents and recorded within our accident book. If required relevant authorities would be informed. Understandably, accidents can happen at home too. If your child has injured themselves in any way please let your key worker or senior member of staff know, as some activities may not then be suitable for them e.g. outside play, sand/water etc.

STUDENTS

The staff are often involved in the training of students. During the session there may be students from Teacher and Early Childhood Educator training colleges, students on work experience or research students in the nursery. As part of their course, students are often required to study a child. This will not be done without parent's knowledge and consent.

HEALTH MATTERS

If you are in doubt about your child's health, please do not bring them to nursery. A child may want to come but home is best at this time. If your child has been unwell with sickness and/or diarrhoea they should not return to nursery until they have been clear for 48 hours.

Eye and some skin infections can be passed on easily to others in nursery. We would ask you to keep your child at home until the infection is clear. Your consideration towards others is appreciated.

Staff are required to cover any open wounds on a child's skin. Please tell us if your child is allergic to any type of plaster.

If your child has a problem which is worrying you, please discuss it with your child's key worker, who will discuss with you whether your child should be referred to one of the specialist services - e.g. speech therapy. The key worker may also approach you if she feels your child needs specialist help. **No child will ever be referred without the permission of the parent.**

If your child needs medication whilst at nursery, please speak to your child's key worker or a senior member of staff who will supply you with the appropriate medication administration form.

If your child is asthmatic you must inform your child's key worker and a senior member of staff if there are any activities or specific circumstances which may bring on an attack.

If your child suffers from epilepsy, you must inform your child's key worker and a senior member of staff what emergency treatment needs to be given.

NB No medication will be administered by staff to your child unless the appropriate forms are completed. Only prescribed medication which is in the original box, is clearly labelled with the name of child, date of birth and dosage will be administered by staff.

FIRE DRILLS

Fire notices are posted in the nursery and fire drills carried out regularly.

EMERGENCY CLOSURE

The nursery will be open during the times outlined previously. However, on some occasions circumstances arise which mean the nursery has to close. Establishments may be affected by, for example, severe weather, power failures or burst pipes. If this happens, we will do all we can to let you know about the details of closure and re-opening. The school now operates a text messaging service which allows us to alert parents of unexpected closures quickly.

TRANSPORT

We are very conscious of the safety of children at Dunblane Primary School Nursery. Cars should only be parked in the public car park located close to the nursery. Please do not park on the roundabout beside the car park. Please do not bring your car into the school grounds between the times of 8.30AM - 9.15AM, 12.15 - 1.15PM and 2.45 - 3.30PM, unless there is an emergency. This is the times of the day when the school is busy as parents are dropping off and collecting their school aged children.

PRACTICALITIES

A coat peg and a tray are provided for your child's belongings. To maximise space within the playroom, trays are shared by two children. Please ensure you take only what belongs to your child from their tray e.g. letters etc.

Please label all items which are likely to be left in the cloakroom area with your child's name, as jackets and sweatshirts are often very similar and can become mixed up.

Children are encouraged to wear old clothes at nursery, as they will get dirty!! We do have nursery sweatshirts, but these are not compulsory. Nursery sweatshirts are available to buy from Scotcrest - 01259 761827 or <https://scotcrestschoools.co.uk/> We also have nearly new jumpers available in the nursery, please ask a staff member. Aprons are provided for messy play.

In line with Stirling Council's policy 'Inside Out Outside In', we view the outdoors as a rich learning environment. Therefore, we spend a lot of time there. Please ensure your child comes to nursery dressed appropriately for the weather. The nursery have waterproof outfits and wellies for all children to wear when accessing the outdoors at nursery.

YOUR CHILD'S DAY AT NURSERY

The nursery day is divided into short sessions when the children come together in small or larger groups, and more extensive periods of free play, when they move around the various areas of the nursery, selecting activities for themselves. Young children are learning all the time - from adults, from one another and from the world around them. By providing a wide variety of experiences and activities in nursery, we offer the children opportunities to develop and extend their thinking and learning. You, the parent, are the first and most important educator of your child. By the time he/she comes to nursery he/she has already learned a great deal. We are here to support and extend that learning process, and to offer your child some of the opportunities and experiences that it may not be possible for you to offer at home.

As the children select and carry out various activities during the day, staff will be observing the children, talking to them, asking the kind of questions that encourage them to think and learn, and looking for opportunities to lead them on to the next step in that learning process. The children will be helped and encouraged to observe, to listen, to plan their tasks, to discuss and explain what they have done and to resolve problems. At the end of most sessions, the children will come together with their key worker and will be able to discuss what they have done that day. All the time, staff will be observing each child's progress and development in nursery, discussing it with parents and planning how best to support each child in further learning.

The nursery layout offers opportunities for imaginative play, creative and artistic play, construction and block play, physical play and outdoor activities. There are books, musical activities, games and puzzles, and opportunities for gardening. The children help in the preparation of the snack each day and are encouraged to select their snack independently and tidy away crockery after use.

As children take part in these activities, they become more skilled in talking and listening, in planning their tasks and concentrating on them, developing the language, mathematical skills and co-ordination to carry their learning forward to school.

As we are now offering extended days we have quiet rest or sleep areas in the nursery. This will be discussed with you when your child settles in nursery and as part of their care plan. At home, your child may have been on his/her own with you, or he/she may have brothers and sisters. At nursery he/she will meet and mix with many other children. He/she will learn how to make friends, how to share, how to ask for what he/she wants, how to be confident about joining in a game with others. By observing children nursery staff soon learn which children are shy and need some help in approaching others at first, until their confidence develops. They also notice which children need to be encouraged to wait for their turn, or to let another child speak. As they progress, the children will be able to put these social skills into practice in all sorts of situations.

THE CURRICULUM

The curriculum at Dunblane Primary School and Nursery follows local and national guidelines. Using Pre-birth to Three and in line with Curriculum for Excellence, we deliver a curriculum which is full of experiences and outcomes which we believe will enhance each one of our children's learning. We aim to ensure that every child should experience a broad education that develops skills for learning, for life, and work with a real focus on literacy and numeracy and promotes an active and healthy lifestyle.

The hope for all children and every young person is that they should become:

- Confident Individuals
- Successful Learners
- Responsible Citizens
- Effective Contributors to society and at work.

We don't just want children and young people to survive in this changing world, we want them to thrive in it.

OUTDOOR LEARNING

Forest School is an innovative educational approach to outdoor play and learning. The philosophy of Forest Schools is to encourage and inspire our children through positive outdoor experiences where children are taken beyond the boundaries of the nursery outdoor space on a regular basis.

Through its application of different learning techniques Forest Schools creates a unique learning vehicle that is used to encourage children to work collaboratively and build upon a set of skills giving children the emotional intelligence to cope with challenges and periods of transition and change in their lives.

Children need time to thoroughly explore their thoughts, feelings and relationships. Giving children the time and opportunity for reflective practice develops understanding of the world, the environment and everything within it through the use of emotions, imagination and senses.

What this looks like in Dunblane Nursery - A Forest Session

We have developed our approach to outdoor learning as appropriate to our setting and children and have adapted the principles of forest schools accordingly.

- Children will have the opportunity to spend one session each week in the forest area.
- Children will have introductory visits to the forest area in the first term as part of the settling in process.
- Children will 'sign up' and be committed to using the outside space as a learning environment, developing rules to support safe play.
- Sessions will follow / incorporate existing curriculum planning i.e. matching will be done with natural materials, language will be delivered through listening and storytelling, drama through role play etc. the only difference being that children are outdoors.
- Each session will have additional planning (directed by the children) and will involve 'forest skills'.
 - Transient art
 - Den building
 - Progressive use of tools - potato peeler, saw, knife
 - Making a fire

Learning will be documented for children's profiles, giving children the opportunity to explore, reflect on and share with peers and parents.

ENCOURAGING POSITIVE BEHAVIOUR

Children are helped and encouraged to develop confidence in themselves and to respect other people and their environment. They are helped to learn how to share, take turns and solve differences. They learn about our school values and how our behaviour should reflect these.

Respect for the environment is promoted and this begins with children learning to care for nursery resources, to use them appropriately and replace them after use. In order to help the children to learn about the values and associated, expected behaviours, the staff will model these consistently. If a child is behaving inappropriately - e.g. being disrespectful towards another child - the staff will kindly but firmly explain why this is not appropriate and what behaviour is expected. They may take the child away from that situation for a short time. Children are encouraged and supported however to find ways of solving disputes with other children through discussion and negotiation.

RESPECT AND CONFIDENCE.

This nursery believes in respecting children, listening to them, and helping them to understand that their opinions are valued. We will talk to them about what is happening in nursery, and consult them about issues which affect them. Children are encouraged to listen to the opinions of others, and to learn that everyone cannot always have what they want all the time, but that their opinions will be taken on board and will affect what we do. We will tell the children about the ways in which their opinions have affected the decisions that are made. In this way, we aim to build their confidence in themselves, as well as helping them to learn to respect one another.

CHILDREN'S JOURNAL'S & PROFILES

Children's journal's and profiles are a celebration of their learning and achievements, they record progress and development during his/her time at nursery. Information about each child's individual learning journey is collected over time and across many different curricular areas. We want our learners to lead their own goals and next steps are developed from their ideas and interests. Your child's voice will be visible throughout their journal and learning will be documented in a variety of ways.

We encourage our children to take their journals home and share learning. Please add your voice to their journal and any home learning or achievements.

You may discuss your child's progress at nursery at any time; either with his/her key worker or a senior member of staff. Nursery staff may often appear busy, and therefore parents can feel that the beginning and end of the day is not a good time to chat. However, we feel that dialogue between parents and staff is of prime importance and would gladly set time aside to meet with parents. If a member of staff is tied up at the time you approach them, they will suggest another time. More formal meetings between parents and nursery staff take place in November and February, and at the end of the year you will be given a written report.

As a school we have introduced the Seesaw app. This is a tool we are using share with you a glimpse of what your child is doing and learning about in nursery. Parents also have opportunities to comment on the posts and to upload pictures of their child at home and wider achievements. Staff members will give you a QR code so you can download the Seesaw Class app and starting using this tool.

TRANSITION TO PRIMARY SCHOOL

Children normally move onto Primary School between the ages of four and a half and five years. When children begin nursery we usually ask which school they will be likely to attend.

Children attending Dunblane Primary School begin to familiarise themselves with the school and staff from October onwards, so that close links will have already been established before transition to P1.

We also have close links with other local schools and nurseries and usually arrange liaison visits so that children moving on to other Primary Schools can also have opportunities to meet staff and peers.

PARENT PARTNERSHIPS

Parents are welcome in the nursery at all times. If you would like to become involved please speak to a member of our team.

Settling into nursery will be supported by your child's keyworker. Initially when children begin nursery, parents are normally asked to stay for a short time to help the child settle. Settling in can look different for each individual and we will work with you to get this right and ensure your child feels safe and happy to stay on their own. It may then be that your child will stay for a shorter session over the next few days. This can be planned with your Keyworker. Sometimes nursery staff may advise parents to make the initial break, gently but firmly.

Parent helpers in nursery are always welcome. There is a 'stay & play' calendar on display on the notice board and any parent wishing to spend time in nursery, should write their names against the date most suitable for them. We particularly welcome parents for outings and trips. Parents are also very welcome to come in simply to observe what is happening that day. We run a Family Connect Programme and will send out more information on this later in the term.

We have a Parents Curriculum Group who meet termly with members of the Senior Management Team to look at the Nursery Improvement Plan and other nursery developments.

To help us provide the best quality service to you, we welcome comments and suggestion from parents and carers. In the foyer you can contribute to our Question of the month and comments book or talk to a member of our team and share your ideas.

COMMUNICATION

We understand that communication is key to building good relationships and we offer several means of communication.

- Parent pay is our main method of communication, other than face to face. It allows newsletters, information and other communication from school and nursery to be sent home via email. This saves time and money and is more eco-friendly than sending out paper copies. The nursery send out a monthly newsletter.
- Notice boards in the cloakroom and outside entrance keep parents informed of nursery plans, news, work taking place in groups, and interests the children are following at that time as well as any trips, visits or visitors which have developed from that interest.
- Seesaw is also used as a form of communication (See above)

We regularly add posts to the School website This can be accessed by going to - <https://blogs.glowscotland.org.uk/st/dunblanprimary/>

- We intend to create a closed Facebook page.
- We have a Question of the Month, asking for your feedback.
- We have open days and 'Sharing the Learning' sessions for parents to learn more about aspects of learning in nursery. Information about forthcoming events will be issued in advance.
- You will be issued with a Nursery calendar detailing important events throughout the year at induction

WE AIM TO PROVIDE THE BEST SERVICE POSSIBLE - COMMENTS AND SUGGESTIONS ARE ALWAYS WELCOMED

Please feel free to add any comments to our comments book at the nursery entrance.

PARENT COUNCIL MEETINGS

The Parent Council is a group of parents who are committed to parental involvement in the school. They meet regularly throughout the year and liaise directly with teachers and management at the school.

All parents and carers of children who attend the school are eligible to join the Parent Council which is formed annually to represent parents. The Fundraising Group are part of the Parent Council structure and they organise a fundraising programme for the benefit of the children and the school. More information is available on the school website.

EQUAL OPPORTUNITIES AND INCLUSION

At our nursery we promote equality and help every pupil benefit from education, with particular regard paid to pupils with disabilities and additional support needs as part of our inclusion policy. All staff ensure equal opportunities are given regardless of race, religion, sex or ability.

All incidents of racism are treated seriously and reported to the education authority for follow up.

CHILD PROTECTION POLICY

These are the Aims and Procedures of the Dunblane Primary School Nursery Class Child Protection Policy.

AIM: To ensure the safety and well being of all children at all times in Dunblane Primary School Nursery Class.

PROCEDURES:

All staff will obtain the appropriate level of training.

Nursery staff - Level 2

Head teacher - Level 4

All staff will receive a yearly update on Child Protection issues at the August Staff Development Day.

All staff will receive a copy of Stirling Council's guidelines on Child Protection.

All staff will follow Stirling Council's guidelines.

All staff will be made aware of who the appointed Child Protection Co-ordinator is
Mrs Vicki Porter or Mrs Shirley Gallivan (Nursery)

Mrs Lorraine Slabbert (Head teacher)

These guidelines are on display on the Nursery Noticeboard, or alternatively can be accessed in school.

All other policies are available in Nursery. Please ask if you would like to see them.

COMPLAINTS PROCEDURE

If you are unhappy about anything in the nursery, please do not hesitate, in the first instance, to speak to -

Nursery Staff, **If not satisfied with the outcome please speak to -**

Principle Early Years Educator
Depute Head with responsibility
for Early Years -
Head teacher -

Mrs Vicki Porter

Mrs Shirley Gallivan
Mrs Lorraine Slabbert

If, however, your complaint is not satisfactorily dealt with, you should then contact -

Mr Kevin Kelman
Head of Education
Stirling Council
Teith House
Kerse Road
Stirling
FK7 7QA
Tel: 01786 233222

Social Care and Social Work Improvement Scotland (SCSWIS)
Compass House
11 Riverside Drive
Dundee
DD1 4NY
Tel: 0845 600 9527
Email : enquiries@scswis.com

Information regarding the complaints procedure is available on the nursery notice board.