

Teanassie Nursery Handbook



Session: 2019-2020



Teanassie Early Learning and Childcare

Welcome

It's an exciting step for your child (and you) as they begin school life at Teanassie; we hope this handbook helps to provide an easy transition into Nursery. Should you at any time have questions about the Nursery or any other aspects of your child's education, please contact the school. You can either speak to a member of staff at the beginning or end of session, arrange another suitable time, or

Email us at: teanassie.primary@highland.gov.uk

Alternatively, you can telephone 01463 782581 to arrange an appointment with Acting Head Teacher Sarah Wojtunik or speak with Nursery Staff - Early Years Practitioners (EYPs) - Margie Hemingway, Sheila Matheson.

To see what we get up to in Nursery and how we learn go to the Nursery page at teanassieprimary.wordpress.com

We welcome you as partners in your child's educational journey, so that together we can give your child the best learning experience.



We aim to provide:

- A friendly, welcoming Nursery with a caring, professionally trained team who see parents as partners in their child's learning journey. We see every child as an individual with their own interests, needs and learning styles.
- A stimulating, well resourced, enabling environment both outside and in where every child's wellbeing is our priority – to be Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Involved (SHANARRI).
- An atmosphere of encouragement, acceptance and respect for achievements in which all children can thrive and develop self-confidence and self-esteem
- Consistent boundaries, expectations and routines within which every child can feel safe and free to learn effectively.
- Space and time for energetic, explorative, inventive, creative and imaginative child-led play alongside quieter relaxing areas and opportunities for group together time. Children can independently find, use and return much of the materials they require, with an emphasis on loose parts, natural materials and open-ended resources. Staff use timely interactions with children to encourage them to direct, question, reflect, consolidate and deepen their own learning in line with 'A Curriculum for Excellence' Early Level.
- Learning opportunities for all the children based on their interests and needs and relating to the 8 'early level' areas of the curriculum, with a focus on the core areas; Health & Wellbeing, Literacy & Numeracy.



The children are encouraged to:

- Become independent, responsible, confident, problem solvers, decision makers and active participants in their own learning.
- Gain knowledge and skills in all the curriculum areas.
- Develop positive attitudes to self and others.
- Explore, appreciate and respect their environment

Each child is allocated a **'key worker'** who acts as the 1st point of contact for your child and you, who is responsible for collating your child's learning through observation.

Underpinning our practise and provision are the following documents: *'Health and Social Care Standards'*, *'How Good Is Our Early Learning Centre'* (HGIOELC), *'A Curriculum for Excellence'*, *'Building the Ambition'*, SSSC registration requirements, *'Getting it right for every child'* (GIRFEC), Highland Council and Teanassie policies and procedures (information on all of these can be viewed online).



If you'd like further information do please ask us – We can explain in more depth and point you to leaflets and websites with more information eg education.gov.scot/parentzone/learning-in-scotland (see Curriculum for Excellence Factfile – Overview of Key Terms and Features)

Bumps2bairns.com – lot of advice for parents



Enrolment and times

For 2019/20 we provide funded places available from August 2019 for up to 30 hours per week: Monday to Thursday 9am – 3:30pm & Friday 8.45am-12:45pm

Eligible children for free nursery provision	“Three Year Olds” Eligible Birth Dates	“Four Year Olds” Eligible Birth Dates
August 2019	01/03/2016 – 31/08/2016	01/03/2015 – 29/02/2016
January 2020	01/09/2016 – 31/12/2016	
April 2020	20 01/01/2017 – 28/02/2017	

We can provide a place in Nursery as soon as a child reaches their third birthday, you will however, have to pay until your child is eligible for their funded entitlement/place (see above). Hourly charge for full hours is currently £4.40 but this may be subject to change.



Free Lunch is provided (or own packed lunch) at 12:10pm for all children staying for 4 hours or over during the day.

A light, healthy, free snack is provided for all children about 10:45am. A list of the types of snack we provide is on the notice board. Children help prepare snack and set the table. (Local Authority Health and Safety Guidelines prevents home-made food from being eaten in the



Nursery.) A consent form concerning regular outings, intimate care, applying sunscreen, and taking of audio recordings, photographs or videos which may be uploaded to the school blog, should be completed at the time of enrolment. Further consent forms for special events will be requested as necessary.

Deferred entry – If a child has a January or February birthday, staff may suggest and parents may decide that they wish to defer their child’s entry to school, and in this instance, a further funded year is guaranteed.

Further information about enrolment is found at the Highland council website.

Transitions

Starting Nursery

Children are invited with their parent/carer to attend Nursery for one morning in June, or the month prior to starting as a 3-year-old, to meet with the staff and pupils and become familiar with the school environment.

We ask that you complete the 'All About Me' and My Health sheets and Personal Care Plan, which you will be given. These provide useful information to staff on how to best care for your child. These need to be reviewed by you termly.

The settling-in period can vary considerably for different children. Initially children may want you to stay for a short time, building up gradually to a separation.



Transition to P1

The Early Level of 'A curriculum for excellence' covers both the pre-school years and Primary 1 helps the transition into P1 as it is a continuation and progression of the active learning experiences, flexibility and child-centred focus they are experiencing in the Nursery.

The excellent relationship between the Nursery and main school makes the transition as smooth as possible. There are many opportunities for contact with the rest of the school and the Nursery children join in several whole school events over the year and get to meet the older children when they visit eg 'World book day', come and play in the garden or through regular buddy sessions.

Preschool children join P1/2 class for regular sessions in the summer term and have a buddy to ease the transition.



In June, each child's progress and any documentation relating to contact with another agency, is passed to the child's next teacher along with a verbal report.

How can you help your child?

Advice

Bumps2bairns.com has a wealth of resources and ideas to help parents and others to support young children's development from birth to when they go to school. Also, please don't hesitate to speak to the Nursery staff if you have any queries or concerns.

Practical Clothing

- Comfortable, easily washed clothes! Please ensure that your child's name is written on labels and inside shoes with biro – saves much confusion at home time! We ask children to change into soft shoes for indoors. Named shoe boxes and pegs are provided.
- a labelled bag of spare clothes which can be left on their peg.
- warm jackets (hat and gloves in very cold weather) and sturdy outdoor shoes – trainers, boots or wellies – as children have a choice of outdoor play every day. In summer, if necessary, please pack a sun hat and ensure your child is wearing sunscreen during sunny weather. We have sun cream for you to apply in the Nursery or we will apply it if you have given us written permission.



To encourage your child's independence, we ask if he/she could wear jackets and shoes that are easy to put on/take off, i.e. not laced shoes (unless of course your child can tie laces). Bring a bag as there are often notes or other things to take home.

If muddy, wet or snowy we encourage the children to wear the all in one red suits that are provided in Nursery.

Information sharing

The children are all given a communication book for information sharing between Nursery and home.

Please let staff know as soon as possible about any changes that may affect your child eg medical, home life – either verbally, by email or via the communication book.

Every child has '*all about me*' sheets and a *personal care plan* we which ask you to sign and review/update on a termly basis.

Inform the office if your child is unable to attend.

Interests, bringing in and showing

We value any objects, pictures or books brought in relating to your child's interests as these often prompt much discussion.

We're also pleased to see any 'special things/toys' that your child brings in but would be grateful if you are able to restrict the number of objects brought in! Each child has a special 'show and tell day' (see rota on the noticeboard). This is the day when your child can bring in their special toy or object e.g. photo, something they've found etc, and tell us about it and then the other children can then ask questions about it.

If your child has some exciting or special news to tell us, please encourage them to tell us or drop us a note/email to give us a prompt!

We welcome **your involvement** at eg:

- Contributing to your child's profile
- Ideas and suggestions
- Parents open days, share a day and workshops
- Helping on outings, walks and visits or eg helping out in the garden
- Sharing a particular interest or skill with children eg Talking about your work and, if appropriate, visiting your workplace
- Assemblies and performances
- whole school social activities eg fun run, Christmas sale



- Fund raising activities
- School board and parent council

How to find out about your child's learning and progress?

- Your child's profile or 'Learning journey' in which we encourage you to add your comments. This contains:
 - Your comments
 - All About Me' - your information from home,
 - Personal development overview (see p11 for more info)
 - Individual Targets/next steps, - (Current 'next steps target' and 'achievements' are displayed on the wall by the cloakroom door)
 - Learning and progression within the curricular areas which include staff observations, photos, drawings, children's comments,
 - Wider achievements including outwith school – **please do email/send in any WOWs** from home eg learning to ride bike, helping make a meal etc
 - Proud moments – examples of their work
- Our floor books – communal learning—again, do add your comments
- Our learning wall
- Talk to your child's keyworker—end of session or arrange a time.
- Come to our 'learning conversation' chats in November and May
- Come to our open mornings/afternoons
- Stay and play for a session
- Our notice displays a lot of information including a yearly summary of seasonal and other activities and visitors.
- Look at the Nursery page of the blog for regular updates



Safety & Health

Arrival and departure

All children must be accompanied into Nursery and collected from Nursery by a responsible adult. Nursery staff must be informed (by the collector's note by the door or by other communication) if anyone, other than the parent, is collecting your child.

We request that children are not brought into the Nursery Room until the official opening time of 9am each morning as staff need the time beforehand to prepare for the day; the cloakroom door is open shortly beforehand for your child to get changed ready for the coming day. Children must not be left unsupervised in the playground. If there is an occasional emergency when your child has to be dropped off earlier in the morning or you need to see us before 9am we are happy to help out. We would appreciate if you could pick up your child promptly at the agreed home time.

Early Closure

Should the Nursery need to close earlier than normal you will be contacted by phone if prior warning has not been given out. We will contact your emergency contact number if there is no reply from your own number.



To enquire about school closures in times of adverse weather please:

Telephone 0800 5642272

Pin Number 043130

Absences and Illnesses

Please inform the office or Nursery staff if your child is absent for any reason, as per the Highland Council's Absence Policy, and in the case of illness parents are recommended:

- to keep their children at home if they have any infection.
- to not bring into the Nursery any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

Children at Nursery have more opportunities to come into contact with infections, so it is especially important to make sure they have had all the vaccinations due, if possible. Contact your health visitor/GP for further advice.

Head lice are a common problem in school aged children. They can't be prevented, but regular checking ensures early detection and treatment if necessary. See [nhs.uk/conditions/head-lice-and-nits/](https://www.nhs.uk/conditions/head-lice-and-nits/)

Accidents & Incidents (including restraint for safety purposes)

Sheets are held in the Nursery to record any incident or accident.

Parents will be informed by telephone immediately should this be considered necessary. Otherwise parents/carers will be informed at the end of the Nursery session and a copy of the record is given to parent/carer for signing.



Working with other professionals

Every child's Wellbeing sits at the heart of the national 'Getting it right for every child' (GIRFEC) approach and reflects the need to tailor the support and help that children, young people and their parents are offered to support their wellbeing. Through GIRFEC and using the Highland Practice Model we work closely with NHS Highland and other agencies to ensure that there are the right resources, information and services for your child at the right time. (See leaflet on notice board for further information.)

We participate in interventions, such as the Childsmile Oral Health Programme child-smile.org.uk and the Pre-school Vision Screening Programme.

Louise Lee Tel.01463 644850 is our Link Health Visitor for Teanassie Nursery and she has regular contact with us.



Safe, Strong and Free run 3 excellent workshops on 'bullying', 'strangers' and 'not keeping touches a secret', during the summer term for the preschool children.

If your child would benefit from help from other agencies, we will ask your permission for relevant information to be shared. If your child's immediate safety or welfare is at risk, information may be legally shared without your consent.



Preschool development overview (PDO) programme

Through observation and discussion with parents, staff fill in each child's Highland Council Pre-school Development Overview in order to plan appropriate next steps in learning and development. Any concerns highlighted by this form will be shared with you at an early stage to ensure that your child gains maximum benefit from everyone working together in the Nursery, at home and, if necessary, other professionals. A copy of the completed PDO is emailed in the end of May to Highland preschool services for them to collate information which helps inform future provision.

Additional Support Needs

Nursery staff identify and plan for each child's individual learning steps and support each child to help them to make the best possible progress. Staff ensure that a staged approach to supporting children's learning is in place involving and valuing the views of parents.

Any existing additional support needs or health problems should be identified at enrolment. If a child with additional needs already has the support of a pre-school teacher for additional needs this service will continue to support and advise the family and Nursery staff. Staff:

- actively encourage children with additional support needs to fully participate in all the activities by providing additional support, adapting activities and environments and by using specialist equipment as appropriate.
- work together with staff from other agencies (e.g. speech therapists) to provide the best learning opportunities for each individual child.
- inform parents of the needs and progress of their child and to work in partnership with them.
- monitor each child's progress in the key areas of the curriculum and will regularly update the record of each child's development and achievements.

Child protection

From time to time incidents can occur within Nursery which raises concern about the well-being of a child. The Highland Council Child Protection Guidelines stipulate that all education staff must report such incidents to the Head Teacher, who is obliged to make the welfare of the child of paramount consideration when determining how the issue will be dealt with.

If you are concerned about a child or young person, it is important to speak to a professional as soon as possible. This might be a Head Teacher, Health Visitor, Youth Worker etc for advice and support. They will know how to respond to concerns about a child's wellbeing and should advise you of the next steps.

If you are worried that a child is at immediate risk of harm then phone the Police without delay. Further information at hcpc.scot

Confidentiality

Parents and children have a right to expect that confidentiality be maintained.

Parents have access to the files and records of their child.

Information given by parents/carers at the Nursery will not be passed to another adult without their permission.

If parents come in to help or share a day at the Nursery we expect that they respect the confidentiality of the other children in the Nursery.

Queries, Suggestions and complaints

We welcome any comments, suggestions, new ideas from parents that could help us improve our service.

We are aware that difficulties can occur from time to time and if parents feel they have reason to complain please follow the procedure outlined below. (See Highland Council Complaints Policy on notice board).

We operate an open door policy and Nursery staff are available to speak with either at the beginning or end of an Nursery session or an appointment can be made to speak at another time. If the matter needs to be taken further, the Head Teacher will be informed and a meeting arranged. An appointment with the Head Teacher can be made by telephoning or emailing the school office.

Parents/carers are also able to contact Care Inspectorate directly with a complaint, if they so wish. The Care Inspectorate is the national regulator for care services in Scotland. They inspect services and evaluate the quality of care they deliver against Scotland's 'Health and Social Care Standards'. They support improvement in individual services and across the care sector nationally. See careinspectorate.com for further details. Our latest care inspectorate report is on the notice board. Their local office is:

Scottish Natural Heritage

Great Glen House

Leachkin Road

INVERNESS

IV3 8NW

Tel: [0345 600 9527](tel:03456009527)

