

Wellington School Nursery Ayr



Handbook 2011-2012



What is a Nursery?

A Nursery is.....

a place where a child can

make friends

learn to share

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

and have fun!

All of which is vital for future development.

In Wellington School Nursery it is our vision to provide a happy, safe and stimulating environment to meet the needs of every child.

Introduction

by Head of Junior School

Dear Parent

Welcome to Wellington School Nursery.

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

I hope that your child's time at Nursery is very happy and look forward to getting to know you and your child. This handbook will give you an idea of what goes on at Wellington School Nursery as well as providing information which you may need during the year. The staff and I are always available and willing to answer any questions or help with any problems you may have.

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

Nancy Allan

Head of Junior School



Our nursery values wisdom, justice, compassion and integrity and we aim to:

- Provide a coherent pre school learning experience, based within a play context, for children in their pre school and ante pre school years which will enable them to progress to Primary 1 with confidence and ease.
- Seek to develop the individual potential of each pupil working carefully with parents.
- Provide a stimulating, supportive, secure and well resourced learning environment.
- Promote at all times the self-confidence and self-esteem of the child.
- Assist children to become more independent and to think for themselves.
- Teach children to care for their environment and to be aware of the needs of others.

Staff Responsible for the Nursery

| | |
|------------------------------|--------------------|
| Headmaster | Mr R.M.Parlour |
| Head of Junior School | Mrs. A. H. Allan |
| Depute Head of Junior School | Mrs. S. Lomas |
| Early Years Practitioner | Mrs. L. Fleming |
| Early Years Practitioner | Mrs. C. Gibson |
| Early Years Practitioner | Mrs. A. Hamilton |
| Early Years Practitioner | Mrs. A. Jamieson |
| Early Years Practitioner | Mrs. K. Smith |
| Early Years Practitioner | Miss H. Walkinshaw |
| Early Years Practitioner | Miss A. McLean |
| Early Years Practitioner | Mrs. S. Thomson |
| Early Years Practitioner | Miss D. Mancini |
| Early Years Practitioner | Vacancy |
| Nurse Assistant | Mrs. C. Wallis |

Parents can be confident that all our staff are appropriately qualified, registered with either GTC or SSSC and have undergone rigorous selection procedures.

Nursery Policies

The nursery has an extensive range of policies and procedures to ensure that the highest level of care and education is provided. The following policies are currently in place in the Nursery. Please speak to Mrs Allan should you wish a copy of any of these policies.

Please note, policies may also be accessed on the website: www.wellingtonschool.org

Policies and Procedures

1. Curricular Policies
2. Behaviour Management
3. Child Protection
4. Policy for Equal Opportunities
5. Medication Policy and Guidance
6. Gifts Policy
7. Staff Recruitment Policy
8. Smoke-Free Policy
9. Complaints Procedure
10. Student Placement Policy
11. Communicable Disease Control
12. Healthy Eating Policy
13. Policy for Induction of New Children
14. Procedures for Emergency Closure



Arrival and Collection of Children

Nursery Opening Hours

The Nursery opens for Education and Care between 8.45 am and 1.00 pm, with wrap around care available from 8.15 am - 8.45 am and from 1.00 pm - 5.30 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.

Security Measures

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

Outdoor Nursery

Our new Outdoor Nursery Facility at Doonside, Alloway, opens in August 2011. Children can opt to spend time at Doonside and Parents are asked to specify days required.

Working Together to Support Learning

The school recognises the role of parents as the child's first educator.

We encourage you to become actively involved in your child's education during their time in Nursery.

If you have a special knowledge or interest in any subject which might interest the children please inform Mrs. Allan.

Please take time to share experiences as you bring and collect your child.

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 are 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, Teachers for the visually and hearing impaired.

Attendance

Regular attendance at the Nursery is encouraged.

If your child is absent from Nursery for any reason we respectfully request that you telephone the School before 9.00 a.m. to inform us of the absence.

There is an answering service available outwith school hours.

If we have not received a call by 9.30 we will telephone you.

I am sure you appreciate the need to protect and keep our youngest pupils safe at all times.

It is imperative that this procedure is followed if your child travels to Nursery on a School bus.

Notices are always posted to inform Parents of any infectious illnesses.

Please note: If your child has suffered from vomiting or diarrhoea he/she must not return to Nursery until **48 hours** after the last episode of vomiting or diarrhoea.

Suitable Clothing

Children learn and enjoy themselves 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)

- To be comfortable
- To prevent spoiling 'good' clothes
- To 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 during movement to music.

These should be named and left in a small bag on your child's cloakroom peg.

Outdoor shoes and clothing

The children will learn outdoors every day and we ask that you supply a pair of wellington boots for Nursery use.

Outings and Parental Consent Forms

You will be asked to complete consent forms when your child starts for outings involving the school minibus or on foot in the immediate area. These should be returned as soon as possible.

Separate consent forms are issued for outings that require coach transport as the need arises.

Please note that children can only take part in outings when the necessary consent forms have been received by the Nursery.

Toys from Home

We do not encourage the children to bring toys from home however if a small familiar toy offers some feeling of security for your child, then bring it along.

However, please understand that we cannot be responsible for lost or damaged toys.

Please note that toys, which would be considered as weapons (e.g. guns, swords), are strictly forbidden in school.

Healthy Eating

Our snacktime in Nursery is ongoing between 9.30 a.m. and 11.30 a.m.

We encourage healthy eating in Nursery and children are provided with a healthy snack for a small charge.

A choice of milk or water is provided free of charge and fresh fruit is always available.

Should your child have particular dietary requirements please speak directly to Mrs Allan.

Children staying for the extended care facility can either have a school lunch or bring a packed lunch from home. An afternoon snack is also provided.

Birthdays

At birthday time we celebrate each child's birthday by singing "Happy Birthday".

If you wish you may send a small, shop bought cake to share with your child's group.

Equality

We are committed to ensuring that no-one 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.



Fire Drills

Fire procedure notices are displayed throughout the nursery.

Regular fire drills are carried out throughout the school year and we ensure that children evacuate the building as quickly and calmly as possible.

Emergency Closure Contingency Arrangements

The school has in place arrangements in the event of an emergency closure.

Quality Assurance

The school has a well-established management structure and systems to internally monitor and evaluate all areas of its work.

As a registered centre our nursery will also be inspected annually by SCISWIS and be included in a joint SCISWIS / HMIE programme and you will be fully informed as to the outcome of these inspections.

Complaints Procedure

The school aims to ensure that complaints are considered in a fair and timely manner.

A leaflet explaining the school's complaints procedure is issued separately to parents.

Child Protection

Nursery staff provide support to children in their daily work and have a vital role to help protect them from harm.

Nursery staff help keep children safe and well by:

- Helping them learn about their personal safety
- Being a trusted adult who children may turn to for help, and who will take them seriously
- Identifying when children may need help
- Understanding the steps that must be taken when there are concerns for children's safety and well-being.

The school has a designated Child Protection co-ordinator, Mrs. Natalie O'Connell, who will co-ordinate the school's response to concerns for children's safety and well-being.

If you have any concerns about the safety and well-being of a child in Nursery, including a "gut feeling", talk to Mrs. Allan.

All Nursery Staff undergo regular Child Protection Training.



Medical Information

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

If your child requires medication during his/her time at nursery please inform Mrs. Allan.

It is essential for you to keep us up to date with relevant medical information.

If your Child is Unwell

Please telephone the nursery before 9.00 a.m. if your child is 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.

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 in the "bump folder" 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.

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 child'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.

The curriculum used in Nursery and School in Scotland has undergone some development to form the new and exciting "Curriculum for Excellence 3-18".

This new curriculum is being fully embraced in Wellington School Nursery and implementation is well under way.

There are 4 capacities for children to work towards being:

- Successful Learners
- Confident Individuals
- Effective Contributors
- Responsible Citizens

There are 8 curriculum areas with a strong emphasis placed upon Early Literacy, Early Numeracy and Health and Well-Being.

- Expressive arts
- Language and Literacy
- Health and wellbeing
- Mathematics and numeracy
- Religious and moral education
- Sciences
- Social studies
- Technologies

Outdoors Learning

Outdoors learning is extremely important in Wellington School Nursery and we see the indoors and outdoors as one integrated learning environment. The children learn in the outdoors every day.

Planning and Consulting with Children

We use information gained from parents, children and staff, to plan and provide interesting, challenging and achievable learning experiences within the context of "A Curriculum for Excellence 3-18".

At all times staff take account of the individual needs, stage of development and interests of each child.

At Wellington Nursery we use "Talking and Thinking Floor Books" as a method of consulting with the children about their learning.

Assessment

Sharing of information between parents and staff is very important. 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 the termly calendar.

Parents' individual meetings are held in June each year and you will be given more information about these by Mrs. Allan in the summer term.

Profiles and Display

Each child has a profile containing photographs and examples of work and you may look at your own child's profile in Nursery. Please ask a member of staff if you wish to do so.

Information about the activities your child is involved in during the time he/she is in the Nursery is displayed in the cloakroom area and is updated on a regular basis.

If you have any concerns at all about your child in the Nursery, please feel free to come along and talk about them. Working together, we can usually sort them out very quickly.

Next Steps

Staff from the primary one classes and nursery will work together throughout the year to ensure a smooth transition from Nursery to primary.

Staff will also liaise closely with other nursery establishments and primary schools to provide a smooth transition for children, and information and continuity for parents.

Several Parents meetings/workshops take place in the summer term to provide information about the transfer of children into Primary 1. Dates of these events are to be found in the termly calendar.

How can I Help as a Parent?

Please:

- Keep us up to date with any changes to address or telephone number
- Inform school if emergency contact number changes
- Clearly name your child's clothing / footwear
- Inform Nursery if child is being collected by another adult
- Let 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 pupils
- Encourage your child to move carefully within the nursery, to use toilets properly and to respect other people's belongings
- Enjoy your child's time at Nursery

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 with in it, either before your child's placement begins or during the course of their placement. The Headmaster will tell you of any important changes to the information.