

Wellington School Outdoor Nursery Ayr



Handbook 2011-2012



What is the Outdoor Nursery?

The outdoor nursery is a natural space that children visit regularly to experience the seasonal changes. Children will be able to move around the different areas within the site safely experiencing all the wonder of nature. Children will make a connection with their local environment, developing an understanding of the environment in which they live. The children will develop skills for life as they learn in this ever changing environment. Making decisions about the possible challenges they may meet as they explore the outdoor environment.

Introduction by Head of Junior School

Dear Parent

Welcome to Wellington School Outdoor 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



The Outdoor Nursery is.....

a place where a child can.....

Observe nature

Make friends

Lead their own learning

Become a risk assessor

Be a designer

where a child can.....

Run

Jump

Climb

Sing

Watch wildlife

Make mud pies

Use tools

Experience fire

Build a den

a place where a child can develop.....

Confidence

Independence

Self esteem

Coping mechanisms

Problem solving skills

A respect for danger

.....and most importantly have fun!

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 K. Smith

Early Years Practitioner Vacancy

Early Years Practitioner Vacancy

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
15. Tool protocol
16. Using fire

Arrival and Collection of Children

Outdoor Nursery Opening Hours

The outdoor nursery opens for education and care between 8.15 am and 3.00 pm. Children can make use of the wrap around service offered by Wellington school nursery and attend until 5.30pm. Children wishing to do this will be transported to Wellington School Nursery by the school's mini bus.

Children must be brought and collected by a responsible adult. Who must sign their child in and out. Please inform staff if someone else is collecting your child. They will also need to sign your child out.



Security Measures

The outdoor nursery is situated on privately owned land with permitted use for Wellington School Pupils and Staff. The grounds are secured by various styles of fencing. The site is accessed by entering along a drive way opening out into a car park and pavilion building. The Outdoor nursery will use the pavilion building as a meeting point. The pavilion building will also be used in extreme weather conditions. From the surrounding site the driveway and car park area can be seen so that staff members can see anyone coming onto the site.

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

For children attending the outdoor nursery clothing is going to be extremely important. Children need to be warm and comfortable, layering your child's clothes will help them to keep warm in the winter and cool in the summer. Suitable footwear which is sturdy and waterproof is recommended. The outdoor nursery will provide the outer waterproof layer for the children to wear. These are all in one suits and dungarees to protect the children against the wind and rain. Fleece hoodies and wellie boot socks, will be carried by each child in a rucksack to be worn as required. During the colder winter weather ski style hats and gloves will be provided for the children's use. All these items of clothing will remain the property of the outdoor nursery and will be laundered regularly. Children should bring a change of clothes with them just in case.

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

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

A choice of milk or water will be provided free of charge and fresh fruit will always be available. The children will carry their own snack in the rucksacks provided.

Children staying after 12pm are required to bring their own packed lunch. Children staying for the extended day will have an afternoon snack provided.

Hand washing and toilet arrangements

Children will be encouraged to wash their hands as required and before eating and after using the toilet. In the outdoor nursery hand washing will be facilitated by staff carrying water and soap. This will be set up at the base camp for the children to access. Children will wash their hands under running water meeting the NHS guidelines.

A camping toilet will be set up at the base camp area of the outdoor nursery for the children's use. A designated 'Pee Tree' may also be used.

Children will be able to make use of the hand washing and toilet facilities inside the pavilion.

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

Children's learning at the outdoor nursery will take place in the same way as nursery, except the children will be making use of the natural environment and natural resources available to them. The children will lead their own learning by exploring the outdoor site experiencing all areas of the Curriculum for Excellence.

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.