



Nursery Handbook

2019-20

Oakbank Primary School Nursery

Learning through Play



Welcome

We hope that both you and your child will enjoy your time with us. If you are returning for another year.....welcome back!

Our Nursery is an integral part of Oakbank Primary School and has places for 55 children in each session. This includes options of morning, afternoon or identified full day sessions.

Oakbank Values

Our Vision at Oakbank Primary School and Nursery

'Mighty Oaks from Little Acorns Grow'

Ambition Community Opportunity Respect Nurture



The Aims of our nursery are:

Ethos

- To create a welcoming and safe nursery environment based upon caring, trust and a developing partnership with parents/carers
- To have high expectations of children's behaviour and encourage this in all children with praise and positive behaviour strategies
- To acknowledge parents/carers as their child's first educators and value their knowledge of their child

Children's Development and Progress

- To ensure Oakbank Nursery is a stimulating, interesting and challenging learning environment for all children, both indoors and out
- To provide opportunities for children to make choices about their activities, creating a balance between free-play and adult-directed activities

Development and Learning through Play

- To provide opportunities for learning through play which are developed through staff interaction and knowledge of individual children's developmental level and interests
- To record assessment information within individual children's profiles to provide up-to-date reports about progress for discussion with parents/carers and other professionals who may be involved with an individual child's development

Support for children and families

- To be responsive to the needs of children and families and be sensitive to individual circumstances
- To plan and organise appropriate support making good use of support agencies where appropriate

Resources

- To plan a stimulating, safe and secure learning environment, where interest and motivation are encouraged through the variety of high quality resources available both indoors and out

Management, Leadership and Quality Assurance

- To implement strategies to monitor and evaluate systematically the quality and effectiveness of the nursery's provision and practice, in line with national and local authority advice



At Oakbank Nursery, as in school, we follow the guidance of **Curriculum for Excellence** to plan learning experiences for children in the following areas:

Health and Wellbeing

Literacy

Numeracy

Expressive Arts

Technologies

Religious and Moral Education

Sciences

Social Studies

Staff also take into account Perth and Kinross Developmental Milestones and the children's own interests and ideas when setting up and planning activities. All learning at Oakbank is approached through play, as research has shown the positive impacts play has on children's progress and development. Our planning demonstrates a mix of considered and responsive learning.

For our 2 year old children, planning and activities are very responsive in their nature and cater for the individual needs of the children. Schema is used to identify children's progress and achievements.

Parental Links

Parent contact can take many forms:-

- We have Nursery noticeboards which are designed to show our planning, details of current events and general information.
- Our Nursery policies are available on Perth and Kinross website and as they come under review, we actively seek parental opinion and input.
- Key workers are available at the start and end of each session for the exchange of information.
- If requested, staff will hold appointments at mutually agreed times to discuss any queries you may have. These meetings can be arranged in confidential surroundings if required.
- Parent consultations are held twice a year. At these timetabled interviews, your child's development and progress will be discussed with your child's key worker.
- Parent volunteers in the Nursery are **very welcome**. If you have any free time or skills that you would like to share with us, please speak to a member of staff.
- Nursery newsletters will be sent home regularly.
- Parents are invited to sign up for 'Stay and Play' sessions throughout the year. This gives you the opportunity to come in and share your child's learning experiences with them.
- Shared Learning events are held once a term where all parents are invited into the nursery to share in your child's learning, find out what they have been doing and take some time to play and enjoy the nursery environment.
- All parents are invited to get involved in the Oakbank School Council.

At Oakbank, we would like to encourage all of our parents to get involved in some way. Your help and support is always greatly appreciated.

Daily Routines and Procedures

Oakbank Nursery has a maximum of 50 part time children (3-5 years) in the morning session and 50 part time children in the afternoon session (3-5 year olds). Some parents have chosen to combine the morning and afternoon sessions and have selected the full day option for their child. We also have 8 full-time 'Support for Children and Families' places and 5 'Strong Start' places for 2-3 year olds.

Nursery hours are:

Morning session:	9.00 - 12.12pm (doors open at 12p.m.)
Afternoon session:	12.50 - 4.02pm (doors open at 3.50p.m.)
Full day:	9.00 - 3.24pm (doors open at 3.20p.m.)
SCF place	9.00 - 3.48pm (doors open at 3.48p.m.)

The nursery term dates are the same as for Oakbank Primary School, including In-Service Training days.

On starting Nursery

We would appreciate your support in discussing and completing the "All About Me" booklet to help us gain a more rounded picture of your child, valuing his/her experiences and interests from home. This is very much a part of the partnership that we wish to create with you in order to build upon your child's learning experiences. This will be given out when starting the nursery.

Settling in

We are very much aware of children's individual differences, needs and previous experiences. This may influence how your child settles into nursery life. To help with this:

- We make arrangements for the child and parents or carers to visit the nursery so that they can familiarise themselves with the setting.
- We offer a warm, welcoming environment and ensure each child feels included, secure and valued.
- We deal sensitively with the child's readiness to leave the parent/carer and the parent/carers readiness to leave the child.
- If a child is having difficulty settling, staff will be happy to discuss options such as reducing the number of sessions or shortening the session as required. Parents of children who will be attending for a full day may want to consider gradually increasing the hours your child attends nursery, if being a full day away from home is something they are not used to.
- We provide a 'settling in sheet' to give feedback to parents/carers about how their child is coping in the nursery. Each child has a Learning Journal containing examples and evidence of what they have been learning in nursery and these are shared regularly with parents/carers.

The Nursery Team

We have a variety of full time and part time staff this year. Staff photos will be displayed in the Information Area to help parents familiarise themselves with the nursery team.

Nursery Teacher	Early Childhood Practitioners - 2018-2019
Mrs S. Stewart	<u>Full time</u> Mrs L. Baker Mrs C. McCallum Mrs N. Herd (currently on maternity leave) Miss E. McPherson Mrs D. Chan Mrs K. Griffin (covering Mrs. Herd's maternity leave)
Play Assistants	
Miss C. MacDonald (Wed, Thurs, Frid) Mrs J. Neilson (Mon, Tues) Mrs. S. Fleming	<u>Part-time</u> Mrs S. Pettigrew (Mon-Wed) Mrs J. Neilson (Wed, Thur, Fri) Miss C. MacDonald (Mon, Tues) Ms. Watt (Wed, Thurs, Frid) Miss L. Deveaux (currently on maternity leave)

Colour Groups

Each child in the nursery is placed in a colour group and matched with a key worker from our nursery team, Your child's coat peg name label will match the colour of the group they are in. The children also have name cards in their group colour. Each day they must collect their card from their key worker and take it to the board in the snack area. This will soon become a familiar routine for your child and is a first introduction to following nursery routines independently.

Key Worker

Each colour group has been allocated a key person, however your child will have the opportunity to work with and get to know all of the nursery staff. The groups have a group time during each session with their key person and they will also have the opportunity to spend time on a one-to-one basis completing their Learning Journals. You will be given the opportunity to meet with your child's key worker on different occasions throughout the year. Parent information appointments for children are held in November and March and the children's Learning Journals are shared regularly. However, please do not hesitate to ask the nursery teacher, key worker or any of the nursery team about any concerns on a day-to-day basis.

Here is a note of the key worker for each group:

Blue: Mrs Herd (Mrs. Griffin covering)

Purple: Mrs Pettigrew and Mrs Neilson

Orange: Miss MacPherson

Pink: Ms Watt and Miss MacDonald

Red: Mrs Baker

Yellow: Mrs McCallum

Green: Mrs Chan

Communication

Communication between home and school is very important. In addition to our newsletters we have a variety of ways of sharing information with parents. Our Information Area in the cloakroom is split into different sections:



- A display where we share the nursery events and activities, plans, Stay and Play information and snack information, including the daily snack menu and allergy information.
- A display with information about our Nursery Improvement Plan.
- A display of staff photos.
- A display where we have our 'Achievers'.
- A display with community information.
- A folder with our newsletters.
- A folder about Parental Involvement.

As an Eco school we aim to email most of our letters to parents. Some information may require a paper copy be sent and in this instance the paper copies will be handed to the child at the end of the session. (Notes from school usually go to the oldest in the family so if your child has an older brother or sister in school they may not get that note.) We also have our school app, which you received information about in your 'Welcome Pack'.

We also post information on Twitter @OakbankNursery.

It is also important that you, as parents and carers, are able to share information with us. To help with this we have created a **Message Board** in the cloakroom where any messages of a non-urgent nature can be placed using a 'post-it' e.g. *Gran picking up today, won't be in tomorrow as at dentist, etc.* This board is checked when all children have arrived and information is shared with the appropriate staff. Any messages of a sensitive/urgent/confidential nature should, of course, be shared directly with the nursery teacher or your child's key worker. There is also a **suggestion board** which you are all welcome to use.

What your child will need



Comfortable, **named** clothing which can withstand the painting, model making, climbing and planting activities within a busy nursery environment. Expensive clothing is not advised for obvious reasons!! Aprons are readily available at all 'messy' or wet activities for the children to put on to protect their clothing.

Outdoor clothing that will keep the children warm and dry on cold and wet days is essential as we have outdoor play in all weathers.

As shoes can become messy with outdoor activities, we ask that children change into soft, easily fastened shoes such as gym shoes or trainers (**no laces please**) when in the nursery. It would be helpful if the children's names are written inside the shoes to help staff identify who they belong to. To encourage children's independence and self-help skills, 'child-friendly' fastenings on clothes would also be very much appreciated. The children may have to change their shoes and coats when going outside to play and are encouraged at all times to try to do this by themselves although help and support are given when required.

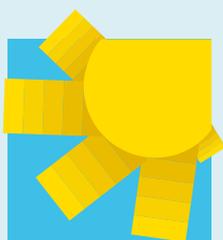


P.E

The children are given the opportunity to visit the gym hall for PE. They can wear their indoor shoes for this activity but we would advise that 'crocs' and slippers are not suitable in this situation. The children do not need to change into any special clothing for P.E. but it is helpful if girls wear shorts, trousers or leggings on our P.E. day. You will be informed of our P.E day at the start of the new term.

Toileting

Toileting accidents can occur and therefore we ask that you allow your child to bring a named bag of clothing. Please note that the bag will need to be taken home at the end of the session as pegs may be shared with other children who attend different sessions. Staff are available to help your child should they have a toileting accident. A note is given at the end of the session so that parents are aware that it has happened. Please refer to the information on the consent form.



Sun Awareness

Children love to play outside in the sun and at Oakbank we provide the opportunity for lots of outdoor play. We are very keen to ensure your child is protected from sunburn and skin damage and would ask that you help us do this by following the advice below:

- Ensure your child wears appropriate clothing such as longer sleeved t-shirts and longer shorts.
- Provide a suitable hat that covers the ears and neck.
- Apply sunscreen to any exposed parts of your child's body **before** your child comes to nursery. We will reapply, if necessary, using the sunscreen provided by nursery or by the parent/carer. Please advise staff if your child has an allergy to sunscreen and must use their own brand.
- If a child has their own sunscreen, we are required for the bottle to have your child's name on it along with the date you opened the bottle.

Advice issued by Perth and Kinross Council

Nursery Funds

We kindly request all parents pay a daily contribution of 40p. The amount you pay is split between two funds - 20p for healthy snacks which is compulsory and 20p for the nursery fund which is a donation. Examples of what the nursery fund is used for are:

- birthday gifts and cards
- seasonal events - e.g. Christmas party, Easter Egg Hunt, Summer Fun Day.
- seasonal art and craft materials
- special curriculum events - e.g. Zoolab visits, drama workshops

An envelope will be sent home each term advising you of monies due.

The Nursery Day

Session begins

Children are welcomed at the front door and go to the cloakroom to remove outdoor clothing and change their shoes. Each child has a shoe box under their peg to store their outdoor footwear. Their shoe boxes will have their photograph on it. Children will enter the nursery room with their grown-up and go to their key worker to be signed in. Children will say good-bye to their grown-up once they have been signed in.



Group Time

Children remain in their group with their key worker for a short group time involving stories, songs and various learning activities. They will be told of any special events they may be participating in that day, such as P.E or Assembly. They will then go to play at an activity of their choice or they may be involved in an adult led activity.

Outside play

We have a secure outdoor area at Oakbank Nursery which is used for many planned activities. The outdoor area is available for the children to choose to play in at all times. (Staff regularly risk assess the weather conditions.) Please ensure that your child comes to nursery prepared for the weather and dressed accordingly.

The Daily Mile

We aim to have a walk around the school grounds every day. Our walk is perhaps a little short of a mile but it is a good opportunity to get out and enjoy the fresh air and work on our fitness. Studies show it improves learning as well! If we are unable to go on our walk, there are lots of other physical activities which take place in Nursery, e.g. outdoor play, gym activities.

Snack

During the session the children are encouraged to eat a healthy snack. The preparation of snack is planned as an important learning experience within the nursery which involves, for example, learning about hygiene, hand-to-eye co-ordination in cutting/spreading, measuring and counting. If your child has any special dietary needs or allergies please inform the nursery staff immediately on starting nursery. Milk and water are always available. Please note the milk is provided free of charge by the Scottish Government.

Lunch

If your child attends nursery for a full-day session, they will visit the school dinner hall for lunch at 12pm. You can either send in a healthy packed lunch or choose a school meal. The cost for a school meal is £2.15 and children have a choice of three options. School meal choices should be written up on the 'Lunch' board in Nursery when dropping your child off in the morning. The Office staff can set up a ParentPay account which is used to pay for the school meals.

End of Session

Approximately half an hour before the session ends, the children are encouraged to help tidy up. They have a short time together in the big group and then go to their pick-up area with their colour group. We open the doors 10 mins before the end of session to help avoid the cloakroom

being too busy. Afternoon children are given the option of an earlier pick-up time to link with school times and those children can be collected at 3.20pm. (Doors will open at 3.20pm).

For your child's safety

- It is important that he/she is accompanied to and from nursery by an adult over 16 years of age who is known to the nursery staff. We would very much appreciate if you would keep us informed of any changing childcare arrangements. We are unable to let a child leave nursery with a person we do not know and we may have to contact you to check the arrangements. Please understand that this is done to ensure your child is safe.
- To allow free movement and access to the door in the cloakroom we cannot, unfortunately, have pushchairs and baby buggies in the cloakroom area. We kindly ask that they are left outside.
- Many children like to come to nursery on a scooter or a bike. There is a covered bike shelter and a scooter rack where you can leave the bike or scooter until home time, if you wish. These items are left at your own risk and you may want to secure them.



Absence and Illness

Please inform nursery if your child is going to be absent e.g. appointments, holidays, family celebrations ahead of the event. It is best if this is done by letter or by leaving a post-it in the message area. If your child is ill please call the Nursery absence line on 477578 and leave a message. We ask that you give the reason for the absence so that we are aware of any 'bugs' that may be in nursery and can take steps to ensure that the infection is not spread.

If we do not hear from you regarding absence it is our policy that we contact you to establish a reason for absence. If we are unable to get in touch with you we then we will contact all numbers on your emergency contact forms to enquire about your child.

It is important that you do not bring your child to nursery if he/she is not well or has something infectious.

**There should be a gap of at least
48 hours between the last bout of sickness and diarrhoea.**



If your child falls ill during the session, every effort will be made to contact you.

It is important that we have an up to date contact number for you (and your emergency contact should you not be available) so please remember to inform us of any changes in your emergency contacts/mobile numbers.

Child Protection

The Child Protection Officers for Oakbank Nursery classes are Mrs S. Stewart, Nursery Teacher and Miss J. Smith, Depute Headteacher (Mrs. P. Morrison HT in Miss Smith's absence).

Perth and Kinross Education and Children's Services have issued Child Protection Guidelines to all school and nursery classes. The School's Council Protection Policy operates within these guidelines. If you wish to discuss any Child Protection issue, please contact one of the Child Protection Officers.

At the Nursery, in accordance with the UN Convention of the Child and the Children's Act (Scotland) 1995, we recognise the right of children to:

- be treated with dignity and respect.
- be encouraged to realise their potential through information and choice.
- be cared for safely without being overprotected.
- be allowed to take risks.
- be encouraged to be independent.
- be encouraged through diversity to express their own beliefs while respecting others.
- be allowed to make their own friends and build their own relationships.

We also adopt a positive behaviour approach and aim

- to build self-esteem among all pupils and staff, thereby creating a calm, caring, positive ethos within the nursery.
- to support and guide all pupils towards an increase in self-discipline and self-awareness.
- to ensure that each person within the school knows they are valued, thereby increasing self-confidence and self-respect.
- to ensure that each person within the school feels secure by consistency and continuity of good practice.
- to work in partnership with parents, outside agencies and the wider community in order to achieve empathic relationships.



We introduce our positive behaviour approach by introducing our Golden Rules. As we build up our rules the children will be encouraged to try to keep them all.

This is obviously a learning experience for children and some of our expectations may be different from what they are used to at home. If a child has difficulty following any of the rules an adult will take time to sit with them in a quiet area and talk with them about their behaviour in a restorative way. They may be asked to apologise if appropriate. Incidents of children hurting other children will be discussed with parents and a copy of the incident will be given home at the end of the session.

Over the course of the year children may be awarded with a very special 'achievers' award' wrist band. This can be for a variety of things such as following the Golden Rules or for trying really hard at an activity. Their names will be displayed in the nursery cloakroom for all to see and they will receive a round of applause when their achievement is shared with others.

And finally...

We aim to provide a welcoming, safe, secure and happy environment where children learn and develop in a fun way.

We look forward to meeting you all.

