

**St. Andrews Primary School  
Nursery Information Booklet  
2019-2020**



**We look forward to seeing you soon!**



Miss Helen Corbett  
Nursery manager

Miss Lisa Rutherford  
Early year's  
practitioner

Mrs Susan Wilson  
Early year's  
practitioner



Miss Rebecca Tait  
Early year's  
practitioner

Mrs Kasia Moloney  
Trainee Early year's  
practitioner

Mr Mark Taylor  
Head Teacher

Staff pictured above are permanent staff - dependent on numbers we may have other staff joining us for the year or possibly on a permanent basis.

In addition to the staff above we sometimes welcome students studying NC and HNC childcare studies at Orkney College.

**St Andrews Early Learning and Child Care**  
**'An Excellent Education for all'**

Here at St Andrews we work with our children, families, staff, partners and wider community to provide an inclusive, fair and stimulating learning environment for all.

**We are proud of our learning community and it is our aim to:**

- Create a comfortable and stimulating learning environment both inside and out.
- Create a sense of security and belonging for all within our school and wider community.
- Enable all families and care givers to feel included and part of the setting.
- Uphold the rights of the child and ensure all children feel valued, respected and included
- Respect the uniqueness of each child and develop their independence and self-confidence as active learners.
- Develop the self-confidence and resilience our children need to manage change.
- Provide rich learning experiences through play to encourage and develop skills including literacy, numeracy and communication.
- Develop the children's awareness of diversity in the community and respect for each other's values, beliefs and customs.
- Self-evaluate to improve our learning community

### Number of sessions:

The nursery can cater for groups of up to 30 children aged between 3 and 5. At present children are entitled to a maximum of 24 hours per week of early education and childcare.

This setting offers: a 7-8 session model for 3 to 5 year olds. You can choose up to 8 2.5 hour sessions each week during the school term. If two sessions are taken in one day, children can have a school meal or bring in a packed lunch. You can use up to 4 full days each week.

You may choose not to take the full 8 sessions but we would strongly recommend a minimum of 3 sessions per week. We have found that this gives children the best chance to settle and get used to the routine.

At present St Andrews does not have the space to offer 2 year old places. 2 year old places are available in some of the settings in Kirkwall. Contact the Education Department at the Council if you would like more information.

### Key Worker Groups:

The manager has overall responsibility for the management of the nursery. We work with a key group system where both the manager and the early years practitioners have day to day responsibility for a key group of up to 18 children (numbers will be smaller than this in any 1 session.) This allows us to get to know your child better as an individual each key group has a key worker who will be your first point of contact for all day to day issues concerning your child. You can however speak to the manager at any time.

Nursery session times are:

9.20 - 11.40-50 a.m. - morning session

12.50 - 3.10-20 p.m. - afternoon session

9.20a.m. - 3.10-20 p.m. - full day

Session times include a ten minute period at the end of the session when parents and carers are welcome to come in and consult with staff.

### What are Earlybird Sessions?

We offer "Earlybird Sessions" from 8.30a.m - 9.20a.m.

During these sessions the children have a gentle start to the day playing games, doing puzzles or visiting the library to look at books. These sessions offer the chance for Parents and Carers who have to be at work for 9.00 a.m. to leave their child in a safe and secure environment before the nursery day starts.

These sessions need to be booked and paid for four weeks in advance through the education department at the council.

### **What if my child is off sick?**

Attendance registers are kept for each session. Please call the school office or notify us by e-mail as soon as you can to let us know if your child is absent.

### **Who should bring my child to nursery?**

Children must be brought to and from nursery by an adult (someone over 16 years old.) Please let nursery staff know if someone who does not normally take your child plans to bring or collect them. This helps to keep the children safe and helps us get to know the important people in your child's life.

### **How do we get into the nursery?**

To get to the nursery you park in the parents car park and follow the arrows up the pavement to the main door of the school. Come along the corridor into the nursery. The doors open from 9.20a.m. and from 12.50p.m. When you come in you help your child to hang up their coat and bag then go with them to their key group. If you have any questions or information to pass on to your key worker you can do this between 9.20 a.m. to 9.30 a.m. and 12.50p.m. to 1.00 p.m. or in the 10 minutes at the end of the session.

If you arrive a little early you are welcome to wait and chat with other parents and carers in the foyer.

### **How can I prepare my child for nursery?**

Talk about nursery and the fun that they will have there. Discuss how they will get to play with friends and make new friends. Let them help to tidy up their rooms and organise their toys. Talk about what you are doing. Encourage your child to start building self-help skills by putting on their own coat and shoes. Experiences like this build your child's understanding of how to help themselves and work with others. It will help with their knowledge of words. All this helps them to feel more confident about coming to nursery.

### **How independent and responsible should they be?**

Encourage your child to dress, put on shoes and do fastenings. We don't expect the children to be able to tie laces - this will come later - but velcro fastenings are a great help! Encourage your child to recognise and take care of their own belongings. Put names on all personal belongings and encourage your child to look for the first letter of their own name. Show your child any special markings or pictures on their own clothing or footwear as this helps them to identify their belongings. This is especially important in St Andrews as we have a limited amount of cloakroom space.

### **What if my child is still in nappies or pull ups?**

If your child requires help, support or encouragement to use the toilet please discuss this with the staff. We can help your child with personal hygiene needs until they are able to be independent and we will work closely with you to encourage this independence.

### **How do we get to know the place and staff before we start?**

You will have the opportunity to see the setting on registration day if you are able to visit the school.

This will give you and your child the opportunity to look around the setting, ask any questions and meet the staff.

At the end of the term before your child is due to start you and your child will be invited to visit the nursery during a session so that they can play and get to know the setting before they start. Home visits can be arranged at limited times. Moving to nursery is an important step in child development. We want your child to feel safe, secure and comfortable with the staff and the environment.

**Please talk with the nursery team to help us understand the needs of your child and family. Let us know of any anxieties, dietary requirements etc.**

### **Should mum or dad stay on the first day?**

It is important that your child feels safe and secure in their new environment so we welcome parents to stay as long as you feel it is necessary to see your child settled. Every child is different and some benefit from parents staying where others would find it more distressing. We can work with you to help your child and you in the first few weeks.

### **What does my child need to take?**

- A bag with a change of clothes and room for letters, A4 pictures and drawings, art work etc.
- A pair of black slip on or velcro fastening gym-shoes for wearing to the hall - some children prefer to wear these in the nursery as well - we have underfloor heating which can make it uncomfortable wearing heavy outdoor shoes.
- Clothing which is suitable for the weather and which is easy for me to put on and take off by myself. Elastic waistbands and zips rather than buttons make my life easier.
- Welly boots - we will be out most days and waterproof footwear is essential.

**Please label everything including shoes, coats and bags as children can get upset if they have the wrong clothes.**

### **What will I have for snack and how much does it cost?**

Nursery Snack is 40p per session and is paid termly at the start of each term. Our healthy snack is provided by the nursery staff. It will normally consist of 2 portions of fruit or vegetable plus a portion of crackers, bread, non-sugary spread or cheese. We include snacks from other cultures as well as good Orkney fare - bannocks, cheese, vegetables, strawberries, etc.

**Nursery snack may contain some common allergens - if your child is allergic to any of these please inform nursery staff immediately:**

Celery, cereals containing gluten, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, nuts, peanuts, sesame seeds, soya, sulphur dioxide.

### **How might a typical session look?**

**Arrival: 9.20-9.30 a.m. or 12.50-1.00 p.m.:**

Children arrive with their parents and carers. Children should hang up their own coats and bags in the cloak area and go to their keygroup area to sign in. Parents can pass on any information, concerns or queries to the Key worker. The key worker will support and help the children in separating from their parents.

**Together-Time:** In our our key worker groups we share news, ideas and make our plans for the day. We set out our timetable together and take time to plan our individual activities.

**Small Group Time:** The children focus on adult directed activity, this might be sharing a discussion, book, rhymes, puppet play, language and maths games, exploring a new material, musical activity etc...

#### **Activity time/ choosing time**

The children decide which activities they will do for the day. It is important that the children are involved in planning their activities so that they feel involved in their own learning. Children learn through play and exploring their setting inside and out.

They will have a choice of activities such as making models and painting, building and construction, dough and clay, sand and water, playing games, literacy games and activities, counting and sorting, role-play, exploring and experimenting....

Children will be outside for some time every day - we are lucky to have excellent grounds in the school which allow the children to climb, run, balance, explore and use their imaginations to challenge them and encourage self-confidence and the ability to assess risk and challenge themselves.

#### **Healthy Snack Time:**

The children are encouraged to help make and select their own snack. They fetch plates and cups and pour their own water or milk from a jug. Once

finished the children put away their plates and put any scraps in the "piggy bin" to be fed to the pigs. We emphasise the importance of not wasting food.

This gives the children a sense of independence and control over what they eat. We encourage children to try the different vegetables and fruit. Children often try things with their peers at nursery which they might not take at home.

**Tidy-Up Time:**

Staff help and encourage the children to put away all the toys, games and equipment which has been used during the session.

**Toothbrushing:**

During the session we have a visit from our "Tooth-brushing lady" who is part of the Childsmile team and comes to help children with brushing their teeth.

**Review time:**

Key groups discuss what has happened during the session, sharing who they played with, experiences and ideas, and deciding what they might like to do next.

**Large Group Time:**

The children share an activity as a whole group - e.g. singing, dancing, drama, games, making music, or have a story time with poems, rhymes and songs.

**Parent liaison time:**

We ask parents to arrive between 11.40 and 11.50 a.m. in the morning and between 3.10 and 3.20p.m. in the afternoon. Collect your child from their key worker group. The key workers can tell you about your child's time in the nursery.

**How are full days run?**

Children attending for full days meet in their usual key worker groups in the morning. They participate in the same activities as the rest of the children until parents come to collect the morning children.

At this time one of the early year's practitioners will take them to wash their hands and get ready for lunch. The children go down to the hall and have lunch with the primary 1-3 children. They enjoy being with the older children and especially enjoy seeing older brothers and sisters or friends.

After lunch they come back up to the nursery when they will have some quiet activities e.g. stories, puzzles, visits to the library. This quiet time allows the children a good opportunity for rest.

In the afternoon the full day children will go with one of the early year's practitioners to do a different activity while the other children have their time in the key worker groups so that they are having a different range of activities in the afternoon.



Pick up time is from 3.10-3.20p.m. to allow time for you to discuss the day and speak to the staff.

### **How do I order my child's lunch?**

You will be given a copy of the lunch menu so that you can discuss the lunch choice with your child. When you come into school you sign up in the foyer for what your child wants from the menu each day. School lunches are free.

Lunch options are:

Possible Lunch Combinations
Soup Sandwich or baked tattie Pudding or fruit/ yogurt
Soup Main meal
Main Meal Pudding

If your child has any allergies or specific dietary requirements it is important that you inform both the nursery staff and the dinner ladies.

### **What if my child is unsettled?**

Children normally settle well and love nursery, but occasionally children decide they want to stay home (even children who have settled well can suddenly decide they want to stay at home) Please don't worry, bring your child to nursery as usual and try to settle them by looking together at something interesting or finding a special friend. If you let the staff know we will support you and your child.

Experience has shown that it is best for you keep your goodbyes as short as possible. If you delay in leaving the room it is upsetting for you and the other children as well as your child.

You are welcome to wait in the foyer until we send word that your child is settled. We have found that if parents come back up to check before a child is completely settled it can upset them again. Children usually settle quite soon after the parent leaves - it is just the moment of parting which causes upset. If we have any concerns or if your child is not settling we will contact you by mobile or by phone so be sure to leave both numbers with the school.

### **What happens if my child becomes unwell?**

If your child is upset or becomes unwell we will contact you, or the person you named as an emergency contact. It is important to inform the staff if your child

suffers from a specific medical complaint e.g. asthma, epilepsy... Please ensure that we always have up to date emergency contact information.

### **What happens if my child needs medicine?**

Your child might require medication during the session. Please talk to a member of staff who will make sure that the medicine is stored in a safe place and given to your child. You will be asked to fill out and sign a form with the information to ensure that medicine is given correctly. It will be given by one member of staff and signed by another so that you can be sure your instructions were followed.

### **First aid and medical care**

Children are busy and active during our sessions. Occasionally there might be an accident e.g. a bump to the body or head, a scraped knee... All our staff have basic first aid training. We will attend to your child and make sure that you are informed about the accident and any treatment given.

In the event of a more serious accident parents, carers or the designated emergency contact will be contacted at once and we will follow guidelines to make sure that your child receives appropriate medical care.

### **How do we deal with children's conflicts?**

We aim to promote positive behaviour by providing a well ordered environment and a familiar routine with adult support and encouragement. We encourage children to be active learners throughout the day and support their choices and feelings. Staff and children talk about what is acceptable behaviour and how we would like to be friends with each other to establish guidelines.

As parents and carers you play an important part by letting us know if your child is experiencing extra stress such as moving house, new siblings, illness etc.

Even within the best ordered environments there will still be moments of conflict and squabbles. In St Andrews we use the "Problem Solving Approach to Conflict."

Staff will support children to talk through problems and conflicts and develop solutions together. By working and sharing with the nursery staff you can help offer support and acknowledgement when children cope with difficult situations, achieve goals and master new skills.

### **How do we meet the needs of all our children?**

We work with fellow professionals to recognise and meet the needs of all our children. These professionals include the Early Years Collaborative Team, Educational Psychologist, Language Unit Staff, Health Visitor, Physiotherapist,

Occupational therapist, Speech and Language Therapist and the Childsmile team who provide daily toothbrushing as well as dental support.

If we feel that there are any concerns e.g. with your child's speech we would discuss this with you the parents and then contact the Speech and Language Therapist who would arrange an assessment and then contact you and the nursery team to arrange any further help or support. If you would like to find out more about the services any of our fellow professionals offer please speak to a member of staff.

We can also put you in touch with people who can provide advice and support with challenges at home such as sleep, behaviour, picky eaters, phobias etc.

### **Support within the school:**

We have help and support from Mrs. Angela Hancock the Support for Learning Teacher and her team. We may have additional early years practitioners and support for learning assistants to give additional support or to help staff work with smaller groups or individuals at key times for the children.

### **What does my child learn?**

"Early Years Practitioners value how young children play and, if asked almost always link play and learning together. Some theorists emphasise that children try out ideas and come to a better understanding of thoughts and concepts as they play; others see play as a means of children coping with reality through using their imagination; and others see play as a means to practice new skills. All of which are valid." (Building the Ambition 2014)

The "Pre-birth to Three National Guidance" and "Building the Ambition" are the documents designed for planning stimulating experiences for younger children to grow their curiosity and learn through play. We cannot currently cater for 2 year olds, but we are aware of these documents and how they inform and work with "a Curriculum for Excellence" which is designed for children from 3-18.

### **Health and Wellbeing**

Children learn to plan for choices and change. They develop independence, self-care skills and begin to develop friendships. They experience tasting and handling of food. They discover and learn what the body needs to keep us healthy as well as participating in daily physical activity both indoors and out.



### **Numeracy and Mathematics**

Children learn through playing with number, shape, money, time and measure. They learn and develop problem solving skills, trying out new things and discovering what works as they play and explore. They enjoy playing turn-taking games.



### **Literacy and English**

Children play and develop their skills in Reading, Writing, Listening and Talking. They enjoy listening to stories, songs and rhymes. They talk and listen to other children and adults. They enjoy experimenting with a variety of mark-making materials.



### **Technologies**

Children play and explore technologies discovering what they can do. Children creatively design and make models using various materials and construction toys.



### **Sciences**

Children use their senses to find out about the world. They make discoveries about the properties of materials as they play and explore.



### **Social Studies**

Children develop an awareness of the world around them as they explore nature and the environment.



### **Expressive Arts**

Children experience a variety of opportunities in music, drama, arts and crafts. They learn to express their ideas in a variety of ways.



### **Religious and Moral Education**

Children learn about the Christian faith and other world religions. Children learn to care for others and share resources.



**The eight areas of the Curriculum for Excellence**

The Curriculum for Excellence is broken into 8 different areas and defines what we expect children to learn as they grow and develop.

We hope that by learning in these areas our children will develop into:

Confident Individuals  
Successful Learners  
Effective Contributors  
Responsible Citizens

### **How can I be involved in my child's learning?**

Parents are children's first educators and the role of parents and carers is important in every aspect of their time in early learning and childcare. We respect your knowledge of your child and hope to work in partnership together with you and your family to develop your child's wellbeing, health and development. We want to share the steps in your child's learning while they are with us in nursery and to find out about the exciting progress they are making at home as well.

### **How can I contact the staff?**

Please feel free to approach the teacher or a member of the nursery team to share information or ask questions at any time. If we are not free to speak at that moment we will arrange another time. There is a 10 minute period at the drop off and pick-up times each session to give parents a chance to speak informally with the nursery team. If you wish a more private meeting we will arrange to speak to you at a mutually suitable time. You can also phone the school or use e-mail to contact us.

Helen Corbett - nursery manager - can be contacted at

[helen.corbett@glow.orkneyschools.org.uk](mailto:helen.corbett@glow.orkneyschools.org.uk)

The e-mail address for the school is

[Admin.standrews@glow.orkneyschools.org.uk](mailto:Admin.standrews@glow.orkneyschools.org.uk)

Parents evenings are held at pre-arranged times each year. You will be notified in advance of the dates so that you can arrange a suitable time for you and your family. Your child is welcome to come with you to parents evening.

### **Planning:**

Planning in nursery is designed to be as flexible and responsive as possible to the child's interests. We have a planning board to record all our exciting plans which focuses on what the children are doing and what they want to do. Please add any comments and ask questions if there is anything you would like to know.

### **In the Foyer:**

- There is a parent's notice board with useful information.
- We have a small number of books which parents are welcome to borrow. We appreciate suggestions for books which you have found useful or that could be added to our list.
- You will find a box of toys plus some paper and pencils for the use of younger brothers and sisters. Please let us know if these need refreshed.

### **Photographs, displays and information:**

- Look out for information on the Parents Notice Boards. These are located one in the foyer and one to the left in the nursery. We will share information about up and coming events there as well as in newsletters.
- You will get regular letters and notes from the nursery. Sometimes parents find that these get left in bags or in your child's tray. If you would prefer to get these by e-mail please let us know.
- There is a school Facebook page where we will post any pictures of special events.

Please come in and look at the displays and notice boards on the walls in the nursery. The children love showing their work to you and you are welcome to ask questions and make suggestions.

### **Progress Folders:**

Each child will have their own folder with examples of their own work, stories about your child's learning, observations and other information. You are welcome to take this folder home, share it, talk about it and add to it!

### **Join a session:**

Come and join us! Parents and carers are very welcome in the nursery. Please add your name to the rota on the parents notice wall in the nursery for a session which suits you and your family.

### **Parent volunteers and helpers:**

The St Andrews Parents Council is keen to have a parent representative from the nursery each year.

We welcome any offers of help. If you play an instrument, enjoy gardening, sewing, reading and or telling stories, woodwork, or any other crafts and activities and would like to come and share this with the children please let us know.

We sometimes ask for volunteers for specific planned activities such as helping with the book-packs or helping on an outing. If it is for a specific activity we will notify you by letter, the parent's notice board and the school Facebook page.

### **Continuous Improvement:**

In St Andrews nursery we use "How Good is our Early Learning and Childcare Setting?" plus "Child at the Centre" and the "National Care Standards" to assess and evaluate our setting in accordance with quality assurance guidelines. We want our children to experience dignity, privacy, choice, safety equality and diversity and to realise their full potential.

We are regulated and inspected by the Care Inspectorate, HMIe and the Education Department of Orkney Islands Council. You can get links to our inspection reports on the school website.

### **Comments, compliments and complaints:**

In St Andrews nursery we are committed to delivering a high standard of care for all our pupils. We welcome all your comments and feedback.

You can talk to any member of the nursery team at the start or end of a session (or you can arrange a more private time) You can use the comments box in the main foyer, phone or e-mail.

Your comments and feedback help us to know where we are doing well, and where we need to do a little better. If you have a problem or a query, please speak to the nursery manager Helen Corbett or the head teacher Mr. Mark Taylor. All comments are taken seriously and we will let you know our response and action. If you are still not satisfied you can take it to the Education Department or the Care Inspectorate. Full details are displayed on the parents notice wall.

This booklet is designed to offer some useful information and answer some common questions - please get in touch if there is anything else you would like to tell us, or like to know. Your child's welfare is important to us and we want to know if we can help.