

St. Andrews Primary School

Nursery and Pre-School Information Booklet 2018-19



We look forward to seeing you soon!

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

Organisation and Management.

Whilst the Head Teacher/Nursery Manager has overall responsibility of the school, the Nursery is staffed by a Teacher, who has responsibility for the management of the Nursery supported by two Early Years Practitioners. In addition to the staff we regularly welcome students into the setting who are studying child-care courses at Orkney College.

At present, nursery aged children are entitled to 600 hours (6 sessions) of Early Education and Child-care. At St. Andrew's we offer up to six 2.5 hour sessions per week (term-time only).

If two sessions are taken in one day, a free school lunch will be provided. Initially, you may choose not to use your full entitlement, but we would strongly recommend a minimum of 3 sessions a week in order for your child to get used to the routines which are in place.

At present, St. Andrew's does not offer 2 year old places. 2 year old places are available in some of the settings in Kirkwall. If you require further information please contact the Education Department at the Council offices in Kirkwall.

Key Worker Groups

We work a key group system which allows us to get to know your child better as an individual. Your appointed Key Worker will be your first point of contact for day to day issues concerning your child. You can however speak to the Class Teacher or the Head Teacher at any time. If you require a more detailed discussion, please make an appointment to speak to your child's Key Worker.

Before Starting Nursery

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 will become familiar with the setting. Moving to Nursery is an important step in child development and we want your child to feel safe, secure and comfortable. Home visits can also be arranged at limited times.

Your child's first day at nursery

It is important that your child feels safe and secure in their new environment, so we strongly recommend that parents/carers stay for their first day at Nursery.

A Typical Session:

Nursery session times are:

9.20 am -11.40-11.50 am

12.50 pm -3.10-3.20pm

At the end of the session there is a ten minute period when parents or carers can chat informally with staff.

On arrival, children hang up their coats and bags and go to their Key Group to register their name. They also register their snack name in the snack area. At the beginning and end of the session we will share together-time and/or small/large group times. During activity/choosing time the children decide where and what they want to play with. This can take place indoors or outdoors and will include a choice of activities which the children can explore freely, such as literacy games, role-play, sand and water, experimenting, building and construction, counting, riding bikes.

Earlybird Sessions

We offer 'Earlybird' sessions from 8.40-9.20am. During these sessions the children have a gentle start to the day such as playing games, doing puzzles or visiting the library. These sessions can be used as part of your child's 18 hours entitlement. If you require extra sessions above your entitlement, they can be booked and paid for in advance via the Education Department at the Orkney Council Offices.

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 can bring/collect my child to Nursery?

Children must be brought/collected by someone aged 16 or over (unless they have parental responsibility).

Please inform the Nursery staff if someone who does not normally take your child will be collecting them, providing them with name of the person and the relationship to the child. This helps to keep the children safe and helps us get to know the important people in your child's life.

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 and make new friends. Support them 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. We also

recommend encouraging your child to recognise and take care of their own belongings e.g. keeping shoes together. Experiences like this build your child's understanding of how to help themselves and work with others.

Toileting:

If your child is still in nappies or pull-ups or needs help to use the toilet, we will help your child with their personal hygiene needs until they are able to be independent. We will also work closely with you to encourage this independence.

Parking

For the safety of your children and others, if you arrive or collect by car, please use the individual parking bays. Do not park in the bus lanes or behind cars already on the carpark.

What does my child need to bring to Nursery?

- A bag with a change of clothes and large enough to carry letters, drawings, etc.
- Clothing/shoes which are weather appropriate. Elastic waistbands e.g. joggers, zips and Velcro fastenings also encourage independence and self-help skills
- A pair of welly boots which can be left at school if necessary

Important:- PLEASE LABEL/NAME ALL YOUR CHILDREN'S BELONGINGS

Snack

Nursery snack is 40p per session and paid termly within the first two weeks of term. Payments can be made either by cash, cheque or on-line directly into the school bank account. Please speak to the office staff for further details.

The snack is provided and prepared alongside the children. It will normally consist of a varied selection of either fruit and/or vegetables, ham, cheese plus a portion of carbohydrates including crackers, bread, cereal or rice-cakes. We also include food from other cultures as well as traditional Orkney fare such as bannocks. Milk and water are also provided.

At snack-time, whilst the children are encouraged to be as independent as possible such as selecting their own snack, we also encourage the children to try new foods. Once finished, the children put any scraps in the 'piggy bin' to be fed to the pigs. This emphasises the importance of not wasting food. Lastly, they place their cups and plates in the dishwasher.

Lunch Time

If your child stays all day, they will be entitled to a free lunch which is eaten in the main school hall. You will be given a copy of the lunch menu when your child starts Nursery. When you come into school, there will be a board in the foyer where you can fill in the meal choice you have chosen for your child.

If your child has any allergies or specific dietary requirements it is important that you inform the Nursery staff and the Dinner staff. During the lunch hour, the children will be supported by the Early Years team throughout. The children will also have the opportunity to join in some relaxing/quiet-time activities such as resting, listening to stories or table-top activities.

Teeth cleaning

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

What if my child is upset on arrival?

Some children may need more time than others to settle happily into Nursery. We will advise and support you if this is the case. Experience has shown that it is best for you keep your goodbyes as short as possible. If you delay in leaving the room it can be more upsetting for you and your child as well as the other children in the setting.

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.

What happens if my child becomes unwell?

If your child 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 AND MEDICAL 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 the medical 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 regularly talk about what is acceptable behaviour and how we should treat others.

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 develop new skills.

How do we meet the needs of all our Learners?

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, and a Speech and Language Therapist.

If we feel that there are any concerns we would discuss this with you, the parents/carers and then contact the relevant professional. This would then be

followed up by an assessment which would determine whether your child needs further help or support. If you would like to find out more about the services any of our professional colleagues 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, fussy eaters, phobias etc.

Support within the school:

We have help and support, if necessary from Mrs. Angela Hancock the Support for Learning Teacher and her team.

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. Whilst we do not currently cater for 2 year olds, 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.

In the Foyer:

- 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 to be 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. We also share information on the app Seesaw, which is a digital portfolio with simple parent communication

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 board 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 Parents 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 on the Parents notice board, 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 Teacher 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 Board.

Our service is inspected and regulated by a Care Inspectorate Officer from the North Region. Ms Marion Sutherland can be contacted on 01856 870535. More information about the Care Inspectorate and the National Care Standards can be found on www.carecommision.com

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.

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.

The e-mail address for the school is

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. There is a copy of the plans on the Parents notice board in the Nursery. Please add any comments and ask questions if there is anything you would like to know.

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