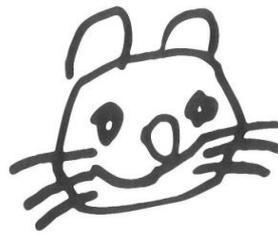


Kinellar Nursery



Kinellar
Nursery

Nursery Information for Parents

Kinellar Primary School
Fintray Road
Blackburn
AB21 0SR

Office Email: kinellar.sch@aberdeenshire.gov.uk

Website: www.kinellar.aberdeenshire.sch.uk

Aberdeenshire
COUNCIL



Education & Children's Services

Index

1. Staffing

- Welcome to Kinellar Nursery
- Staffing
- Emergency information Helpline

2. Our Nursery

- Opening times
- Routines and Procedures
- Health and Safety
- Fire Drills
- Storm Procedure
- Emergency Contact
- Attendance and Illness
- Medication
- Nursery Dress and Belongings
- Snack
- Tooth brushing

3. Transition into Nursery

- Nursery Expectations
- Practical Tips for Encouraging Independence
- Preparing Your Child for Nursery

4. Parents as Partners

- Parental Representation
- Home Nursery Links

5. Curriculum for Excellence

- Assessment and Reporting to Parents
- Vision, Values and Rationale
- Promoting Positive Behaviour
- Nursery Rules
- Eco Awareness

6. GIRFEC

- Health and Wellbeing Indicators
- Child Protection

7. Looking Ahead

- Primary One
- Deferred Entry

1. Staffing

Look who is in Kinellar Nursery

THE NURSERY TEAM

Mrs Carol Clark
LEAD EARLY YEARS PRACTITIONER

Mrs Suzanne Shiach
EARLY YEARS PRACTITIONER

Mrs Dorothy Benzie
EARLY YEARS PRACTITIONER

Mrs Lindsey Dasgupta
EARLY YEARS PRACTITIONER

Mrs Alison McKeown
EARLY YEARS PRACTITIONER

Welcome to Kinellar Nursery

There are lots of new friends to meet and stories to share. We hope that your child will be happy and benefit from their nursery experience.

We believe that communication is so important and hope this booklet will help you and your child start nursery feeling informed and ready for the journey ahead. We look forward to meeting your child during their induction period and answering any questions they or you may have.

This is the start of a very special time and we look forward to sharing the journey with you.

The Nursery Team

EMERGENCY INFORMATION HELPLINE

Information on school closures can be found by:

- Calling Aberdeenshire Council's access telephone number
 - **0870 054 4999** and entering the school's pin number 021990
- Checking the council website on **www.aberdeenshire.gov.uk/closures**
- Listening to local radio
- Becoming a friend of Kinellar Parent Council on Facebook

STAFF

Head Teacher Mrs Pamela Farquhar

Depute Head Teachers Mrs Ruth Stannard
Miss Katie Finch

Early Years Principal Teacher Mrs Denise Lorimer

Lead Early Years Practitioner Mrs Carol Clark

Early Years Practitioners Mrs Suzanne Shiach
Mrs Dorothy Benzie
Mrs Lindsey Dasgupta
Mrs Alison McKeown

School Administrators Mrs Karen Masson
Mrs Teresa Kaczmarek
Mrs Fiona MacDonald

Janitor Mr Keith Williams

We may also have students and other visitors during the school session.

2. Our Nursery

Kinellar Nursery endeavours to offer a high quality early years education in a happy and well-equipped environment.

Our aim is to provide an enjoyable, well-planned, stimulating and enriching climate in which children in their early years can develop and grow intellectually, physically, spiritually, emotionally and socially in the caring atmosphere of the nursery/school.

For your information the nursery day is as follows:

Morning Sessions-Yellow 8.45-9.00am drop off – 11.40-11.55am pick up
Afternoon Sessions-Blue 12.20pm–12.35pm drop off – 3.15pm-3.30pm pick up

- Please remember that bringing and collecting children promptly can help to minimise their anxiety.

- Please inform us of any change in the adult collecting your child on the daily signing in sheet.

HEALTH AND SAFETY

The Nursery door is locked at all times for security reasons. A member of staff will always be on hand to let your child in and out of nursery. Should you be late in arriving please ring the doorbell.

All staff are First Aid trained and there is a fully stocked First Aid box for dealing with minor accidents in the Nursery. If an emergency arises parents or emergency contacts will be informed and medical help sought.

Parents/Carers will be asked to give the relevant permission for changing clothes during Induction.

FIRE DRILLS

Regular fire drills are held throughout the session. There is a procedure notice next to the Nursery doors Room 1 and 2 in the Nursery. The Nursery evacuates to the Assembly Point A in the Car Park.

STORM PROCEDURE

Nursery children have short sessions and are brought by parents. However, the Head Teacher may have to close the school when conditions such as power failure, water failure or storm conditions may put children at risk. If the weather conditions are difficult before you set out for nursery, please check the likelihood of a closure.

EMERGENCY CONTACTS

It is important that you provide the nursery/ school with up to date Emergency Contact details of who could look after your child should he/she be sent home for any reason when you are not available.

ATTENDANCE AND ILLNESS

Regular attendance at nursery is important if your child is to benefit from all that nursery offers. If your child is not going to attend nursery for any reason e.g. illness or attending an appointment, please inform the nursery of this by telephoning Kinellar School c/o Midmill School Telephone: 01224 472888 as soon as possible. If your child is unwell during the night or in the morning before nursery please do not send them to nursery, even if they desperately want to come. They need that time at home to recover, nursery is not the place for that and it is not fair on the staff or the other children.

MEDICATION

In all cases where a child requires medication (Inhalers etc.) to be given in school, we must have precise written instructions from the parent or guardian on the amount and frequency of the dosage and the parents signed authorisation (Administer Medication and Care Plan Forms) to administer such medication.

If medication needs to be taken once, twice or three times a day it is expected that this can be administered at home, before the nursery session starts, after school and in the evening. In most cases however, it is unlikely that your child will be attending nursery if they require medication.

NURSERY DRESS and BELONGINGS

Children should be dressed in practical play clothes that are easy to wash. Trousers should be pull on and **not have tight buttons or belts**, which can be frustrating for small children trying to become independent. There is a Kinellar Nursery sweatshirt available to order from Nursery.

They will need:

- Lightweight inside shoes e.g. elasticated gym shoes or Velcro trainers for indoor wear. Children should change into these on arrival at nursery.
- No lacing shoes/trainers to be worn to nursery.
- A jacket every day.

Nursery has spare clothes in case of any accidents.

Please can you label all clothing, shoes etc.

Appropriate dress for the weather conditions, as we do go outside in all weathers.

Please can we ask that your child does not bring in toys from home as we have special sharing days throughout the Nursery year.

SNACK

Snack is a very important part of the nursery experience and is paid at the start of each term. The cost of snack is 50p per session.

The termly newsletter will advise how much and when it has to be paid by.

Please ensure money or cheques for snack are in a clearly named envelope.

All Cheques are made to:
Kinellar Nursery Snack Fund

The children will be provided with a varied and balanced diet of food that has been developed through using the 'Setting the Table' document.

During their time at nursery they will help to prepare snacks, serve and tidy up. A drink of milk or water will be provided daily. If the food is not to their liking, the children are never forced to eat it but encouraged to try.

If your child is allergic to any food **please let us know**.

The nursery class has a piggy bank and you are invited to donate money if you wish to. The money will be used to buy "extras" for the nursery children.

TOOTHBRUSHING

We regularly talk about the importance of looking after our teeth and are part of the "Childsmile" initiative.

3. Transition into Nursery

We hope that starting at Kinellar Primary School in the nursery will be a happy experience and that your child will soon feel secure and confident in our care. Through a flexible programme and free choice activities children will become familiar with the new environment and the range of equipment available to them. They will soon adjust to the new setting and make new friends.

Most children will adjust quickly to being independent and will be so involved in the busy and exciting atmosphere of the nursery that any anxieties will be quickly overcome. If, however, you have any worries please don't hesitate to discuss any concerns you may have.

Some children take longer to settle than others. In these cases we will ask for your support in ensuring that your child has a stress free transition into Kinellar Nursery. We will work in partnership with you to find the right solution for your child. Some of the strategies we may suggest to ease this transition include:

- Shorter daily sessions
- Reducing the number of sessions your child attends
- Stay with your child until they are settled

Each child is treated as an individual and their needs are unique. The nursery staff will discuss difficulties with transition with you. If you are concerned about your child's transition please talk to the nursery staff.

NURSERY EXPECTATIONS

In the nursery the children are encouraged to play amicably and are encouraged to foster positive relationships with each other.

Painting aprons/overalls are worn when involved in 'messy' activities such as; painting, gluing, clay modelling and water play.

Children are encouraged to look after the nursery equipment, returning it to where it was found so that others may then find it easily.

Children post their snack card and wash their hands before having snack.

We encourage the children to listen and participate in group time.

Children are encouraged to put on or try and put on their own shoes and coats for going outside (obviously help is given with buttons, zips etc. until your child has mastered this skill).

PRACTICAL THINGS YOU CAN DO TO HELP YOUR CHILD BECOME MORE INDEPENDENT

- Practise doing up buttons and fastening shoes.
- Practise putting on and taking off their own coat and hat.
- Visit friends with children and practice social skills and turn taking, following directions and making choices.
- Teach simple chores that may be useful in nursery e.g. packing away their own toys.
- Help your child to recognise their name - most children can't read or write yet, but they may be able to recognise the first letter of their name or even the whole thing.
- Point out the structure and routines of your day at home.
- Help your child with toileting, encourage them to clean themselves and wash their hands afterwards.
- Let your child help to serve food and tidy up after meals.
- During meal times encourage your child to sit at the table.
- Play with your child and encourage them to stay focused on an activity.
- When playing outside discuss risk with your child and talk about rules.

PREPARING YOUR CHILD FOR NURSERY

- Your child will be invited to attend Step up Day and also have an Induction/Settling in period where you will stay on the first day of Induction. You will be asked to complete an 'All About Me/ My favourite Things' form to assist staff to get to know your child.
- Walk past the school to see the children playing happily outside.
- Explain what will happen during the day.
- Read books together about children starting nursery or school.
- Point out any friends or cousins who have recently started nursery or school and talk about the fun they are having.
- Talk about the enjoyable activities he/she will be doing that build on things they already do at home e.g. painting, drawing, cutting and pasting.

4. Parents as Partners

We recognise the important role that parents have in their child's education and strive to work in partnership with them, as we believe continual involvement is crucial to successful learning.

We aim to keep parents informed about their child's progress and achievements, sharing any concerns or difficulties promptly as they arise.

We welcome any parents' support on special outings, any areas you can share with the children to enhance their learning.

We hope parents will always feel welcome in the nursery, and will take time to look around and give encouragement to their child's learning and can participate in our Stay and Play dates.

PARENTAL REPRESENTATION

Parent Councils are parent led and supported by the school with all parents automatically being members of the 'Parent Forum'

The Parent Council is tasked with representing the views of the Parent Forum.

- You can find out more about your Parent Council by contacting the Parent Council Chair - Mr Alastair Fleming or the Head Teacher.

HOME NURSERY LINKS

Nursery Staff, will be happy to discuss any queries or problems with parents.

Please be aware that setting up time between morning and afternoon sessions is extremely tight and staff will not be available at this point to discuss matters except those of an urgent nature but a suitable time can be arranged.

Other links are newsletters, outings, helping in the nursery and parents evenings. We want your child to be happy and to benefit from the nursery experience. Two-way communication is of paramount importance. Please let us know of any worries or changes of circumstances.

5. Curriculum for Excellence

Your child is working within the early level of Curriculum for Excellence.

In Kinellar Nursery we plan for:

- Opportunities for children to learn through purposeful, well-planned play.
- Quality, breadth and depth of learning experiences that children will encounter and how we can work together to ensure that every child can achieve and attain their potential.
- Active, experiential learning in natural and real contexts which are familiar to the children and appropriate to their interests and stages of development.
- Positive interaction with adults and other children through play and active exploration of their environment.
- Learning and teaching across curriculum subjects and areas are integrated to develop their understanding of, for example, science, language, communication, technology and mathematics from an everyday experience such as water or sand play.
- Smooth transitions and collaborative working with Primary 1.

ASSESSMENT AND REPORTING PROGRESS TO PARENTS

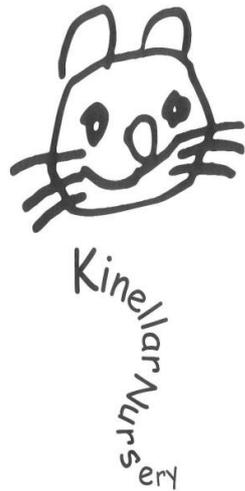
A Learning Journey is an individual record of children's learning, which integrates various forms of assessment. Your child's learning Journey is central to his/her learning experience in Nursery.

By observing and recording your child's achievements in their Learning Journey we can plan for your child's optimum development. We aim to foster a sense of children being involved in their own learning, have a sense of ownership over their achievements and the personal targets they set.

Parents can access Learning Journeys at any time. They will follow children through nursery and enhance the transition into Primary one.

The Learning Journey is sent home towards the end of each term for you to comment on but must be taken back to nursery as they are a working document

Kinellar Nursery



Vision: Our vision for Kinellar Nursery is to create a safe, happy and learning environment.

We value caring, happiness, achieving and politeness.

Rationale: At Kinellar Nursery, we recognise the vital role that parent/carers play and highly value the partnership between parent/carers, children and staff. Children do better and achieve more when their parents/carers are involved.

PROMOTING POSITIVE BEHAVIOUR

We start with the assumption that children want to behave well and do their best. To promote and foster this, we use genuine praise and recognition to encourage and acknowledge their efforts in a safe and caring environment where each child is respected as an individual and treated consistently and fairly.

If necessary, parents will be approached at the end of the session to discuss inappropriate behaviour so that it can be dealt with immediately and efficiently.

Parents are encouraged to tell nursery staff of anything that might affect the child at nursery so we can help and support them if required.

To support the rights and responsibilities of all in our nursery a set of rules has been agreed and shared with staff, and pupils.

NURSERY RULES

1. Use our walking feet and inside voices when in nursery
2. Play nicely and help to tidy up
3. Listen and speak nicely to everyone
4. Share, be fair and take turns

ECO AWARENESS

In Kinellar Nursery we fully support our Eco Code.

Children are encouraged to recycle as much as possible – paper, card, plastic milk cartons, by collecting these in the Nursery and taking them to our nearest Recycling Centre. (When Possible-due to recycling being relocated at the moment)

Environmental issues are discussed whilst developing positive attitudes towards caring for the world around us and a responsibility for protecting it.

6. Getting it Right for Every Child (GIRFEC)

We aim to ensure our nursery is a happy, secure place. A place where everyone's needs are met and everyone has the opportunity to succeed.

Our ethos reflects and corresponds to the Rights of the Child as stated by the UN Convention:

Article 28 – Children have the right to an education. Discipline in schools should respect children's human dignity.

Article 31 – All children have a right to relax and play and join in a wide range of activities.

Our practice follows the Scottish Government Model GIRFEC – Getting It Right For Every Child. Eight well-being indicators are used to identify specific areas which children and young people need to progress and develop and achieve their potential. These enable all those responsible for the care and support of the child to identify any needs/concerns and subsequently plan (with the child and family) any necessary action.

The eight wellbeing indicators are:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Responsible
- Respected
- Included

For more information about Aberdeenshire approach to GIRFEC go to:

<http://www.aberdeenshire.gov.uk/about/departments/girfec>

Child Protection

“All children and young people in Scotland have the right to be cared for and protected from harm and to grow up in a safe environment in which their rights and needs are respected. The welfare of children is paramount” (*Protecting Children and Young People: Framework for Standards, Scottish executive 2004.*)

It is everyone's job to ensure children are kept safe in accordance with UNRC – all children have the right to be protected from abuse and harm at all times and in all situations.

All staff and volunteers are required to follow guidelines set out in our Child Protection Policy.

For further information go to North East Scotland Child Protection Committee Website on www.nescpc.org.uk.

The National Guidelines for child protection in Scotland, May 2014.

www.scotland.gov.uk/Resource/0045/00450733.pdf

7. Looking Ahead

PRIMARY ONE

Please be aware that children who are zoned for Kinellar Primary will be allocated a place in Primary 1.

Those who live out with our catchment will be allocated a place in their local school. [Attending our nursery will not guarantee a place in our school, nor will having a sibling already in school.](#)

In such situations a 'placing request' must be made and a decision will be taken near the end of the last term, as to whether it is possible to accommodate such children in the Primary 1 class / classes. Such requests have major implications to the staffing of all our schools.

DEFERRING ENTRY INTO PRIMARY ONE

In a small number of cases it is felt that children who are of the age to attend school, e.g. 4 years old before the end of February would benefit from an additional year in Nursery.

Parents/Carers of children wishing to defer the entry of their child into primary school must apply for deferral. Parents should apply for Nursery [and](#) Primary 1 in order to ensure a place is allocated to them in the event that the request for deferral is unsuccessful.

If your child's date of birth is during **January or February** a delayed entry request form will be required to be completed by the Parent/Carer.

If your child's birthday is **between 1 August and 31 December** requests for deferral need to be supported by [at least one](#) other agency which is associated with the child e.g. doctor, educational psychologist or health visitor. Such requests for a deferral are then presented to an Admissions Panel who make the decision as to whether or not they will be allocated another year in the nursery.