

Happiness - **Achievement** - **Nurture** - **Kindness**



Information for Parents and Carers

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Aberdeenshire
COUNCIL



Welcome to Kinellar Nursery

We hope that your child will be happy and that you will enjoy seeing them grow and develop during their time at Kinellar Nursery.

We 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 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.

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1. Staff

THE NURSERY TEAM

Miss Bekah Parker

Early Years Senior Practitioner

Miss Lucy Burgess

Early Years Lead Practitioner

Mrs Suzanne Shiach

Early Years Practitioner

Miss Nicole Burnett

Early Years Practitioner

Miss Erika Milligan

Early Years Practitioner

Mrs Donna Gillies

Early Years Practitioner

Mrs Alison McKeown

Early Years Practitioner

Mrs Wendy Genus

Graduate Apprentice

Mrs Vanessa Raeper

Early Years Principle Teacher

We usually have various students in our nursery throughout the session

Kinellar School Team

Head Teacher Mrs Pamela Farquhar

Depute Head Teachers Mrs Ruth Stannard
Miss Cara Morrison
Mrs Amelia Davies

School Administrators Mrs Karen Masson
Mrs Teresa Kaczmarek
Mrs Fiona MacDonald

EMERGENCY INFORMATION HELPLINE

Information on school closures can be found by:

- Calling Aberdeenshire Council's access telephone number
- **0370 054 4999** and entering the school's pin number 021990
- Checking the council website on www.aberdeenshire.gov.uk/closures
- Listening to local radio

- Following Kinellar School Parent Council on Facebook

2. Our Nursery

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



Our vision for Kinellar Nursery is to create an environment which is a safe and happy place to learn. Our nursery mascot is Hank the Badger - you will see him lots around the nursery and on our T-Shirts. His name stands for each of our nursery values - **happiness, achievement, nurture and kindness.**

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	8:00 - 9:00am drop off	and	12:45 - 1:00pm pick up
Afternoon Sessions	1:00 - 1:15pm drop off	and	5:00 - 6:00pm 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.

3. Curriculum for Excellence

At Kinellar Nursery, our learning is focussed within the Early Level of Curriculum for Excellence.

The curriculum is organised into eight areas:

- Languages
- Mathematics
- Health and Wellbeing
- Religious and Moral Education
- Social Studies
- Sciences
- Expressive Arts
- Technologies



Literacy and Languages

Literacy is fundamental to all areas of learning, as it unlocks access to the wider curriculum. Being literate increases opportunities for the individual in all aspects of life and lays the foundations for lifelong learning and work.

At Kinellar Nursery, children experience an environment which is rich in language and which sets high expectations for literacy. Children are

encouraged to spend time with stories and other texts as well as engaging with literacy

during focus groups and 'together time'. The promotion of expressive language and discussion permeates all we do. Children are provided with opportunities to engage with literacy in every part of the nursery and we aim to ensure that individuals are supported and challenged to reach their



potential.



Numeracy and Mathematics

Numeracy is a fundamental life skill. Being numerate involves developing a confidence and competence in calculating, problem solving, accessing and interpreting information and weighing up different options. Mathematics is a creative subject. Having good mathematical skills allows us to spot patterns, use knowledge and skills in new contexts, ask good questions, make

connections, solve problems, and analyse information to make sense of the world around us.



At Kinellar Nursery, Numeracy and Maths are found throughout the setting where we plan explicit teaching of concepts in focus groups alongside providing opportunities for children to explore maths through a curiosity approach. Our main focus is to provide support and challenge, ensuring that all children have access to resources which are matched to their level of understanding.

Health and Wellbeing



Learning in Health and Wellbeing ensures that children develop the knowledge and understanding they need for mental, emotional, social and physical wellbeing now and in the future. At Kinellar Nursery, the Health and Wellbeing of our children is of utmost importance and is at the heart of all we do. Much of the learning in Health and Wellbeing is embedded within the different contexts in nursery, however opportunities for explicit teaching are also available during 'together times' and focus groups. We also value the Health and Wellbeing of our wider families and aim to maintain positive relationships through engagement with parents and family learning opportunities.

Religious and Moral Education

At Kinellar Nursery, we are aware that beliefs and values are at the core of families, communities and society. We ensure that children and families from within any faith are treated with sensitivity.

We look for opportunities to develop children's understanding of beliefs, values and traditions within Christianity and World Religions through suggestions from the children themselves or well-known holidays. We encourage children to explore their values through situations which arise in nursery such as discussions around fairness and equality.



Social Studies



Through social studies, children develop their understanding of the world by learning about other people and their values, in different times, places and circumstances; they also develop their understanding of their environment and of how it has been shaped.

At Kinellar Nursery, most of our learning in social studies takes place in relation to the immediate locality of Blackburn. We take weekly 'Community Explorer' walks to learn about our local area and take these experiences back to the nursery setting to inspire further learning.

Sciences

Through learning in the sciences, children develop their understanding of the living, material and physical world. They engage in a wide range of collaborative investigative tasks, which allows them to develop important skills to become creative, inventive and enterprising adults. At Kinellar Nursery, we encourage curiosity and investigation and have a focus on using natural resources and exploring nature. Alongside this, science related topics are developed from childrens' interests.



Expressive Arts



The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

The early years setting provides an ideal environment for learning in the expressive arts and these are seen throughout all elements of our free-flow play. Art, crafts, music and drama opportunities are always available for children and we also plan specific programs of learning which children can choose to participate in.

Technologies

Learning in the technologies provides opportunities to continually develop, use and extend skills that are essential components for life, work and learning, now and in the future, including planning and organisational skills.

At Kinellar Nursery, we encourage the use of ICT to enhance learning through iPads, Clevertouch board and programable devices. We provide daily opportunities for children to engage with craft and design and also working with different foods and textiles. In addition to this, we plan specific programs of work which allow children to experience the use of technologies which require further assistance.

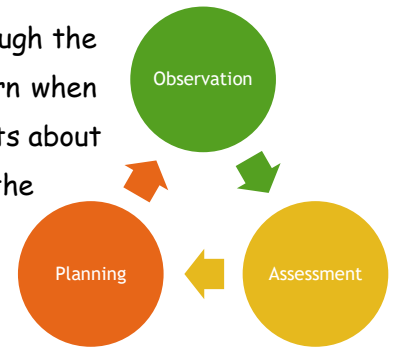


Overall, we plan for:

- 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.

4. Assessment and Reporting to Parents

At Kinellar Nursery the vast majority of our assessment is carried out through the observation of children's play. We use our knowledge of how children learn when making observations and use this for future planning and to make judgements about children's progress in order to ensure that learning opportunities meet the needs of individuals. This takes place naturally during everyday activities and interactions and directly informs the learning cycle of **Observation**, **Assessment** and **Planning**.



Your child will have an individual record of their learning and achievement through the Interactive Learning Diary. This is central to your child's experience in nursery and we encourage parents to engage with this as much as possible and contribute where appropriate. We hope that your child will enjoy taking an active role in their learning and sharing their progress with you at home. We aim for children to have a sense of ownership over their achievements and personal targets.

All staff in nursery will contribute to your child's learning, however, each child will also have an assigned Key Worker. This practitioner will spend additional time getting to know your child, supporting you as a family and assessing your child's progress.

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. Two-way communication is of paramount importance. Please let us know of any worries or changes of circumstances.

We operate an open-door policy and you are welcome to discuss your child's progress with our staff at any time. You will be offered more 'formal' appointments twice yearly in addition to this. Informal reporting to parents is part of our everyday practice and includes frequently updated displays in the cloak-room, newsletters, SWAY and during stay and play sessions and other special occasions for you to join us in nursery.

At Kinellar school we have a fantastic Parent Council, led by parents and supported by the school. The Parent Council is tasked with representing the views of the parent body and fundraising for the school. They are given an active role in contributing to school improvement planning. You can find out more about your Parent Council by contacting the Parent Council Chair or the Head Teacher, Pamela Farquhar. KSPC have a Facebook Page which is the best place to keep up to date with their contributions to the school community.



5. Promoting Positive Relationships

At Kinellar Nursery, we believe that **Better Relationships = Better Learning = Better Behaviour**, and in conjunction with Kinellar School, use a Restorative Approach to helping children manage their behaviour and relationships. We base discussions with children around our 4 values and ensure that each individual is listened to and treated fairly. We use genuine praise and recognition to encourage and acknowledge their efforts in a safe and caring environment where each child is respected. At Nursery we have our logo badger HANK, he helps us to remember our nursery values. We aim to have Happy, Achieving, Nurtured and Kind Children.

Values:

Happiness - Happiness comes from our children feeling safe, secure and well engaged in the learning environment.

Achieving - Within the nursery we have our SHANARRI board, we like to display the childrens' home achievements here and celebrate their success.

Nurture - We want all families to feel nurtured and cared for. Both children and carers should feel comfortable and able to approach all staff members with any queries.

Kindness - We promote kindness by modelling positive behaviours with both children and staff. We encourage children to treat others the way they would want to be treated.



Our aim is to work in partnership with parents to ensure that all children are happy and included in the nursery setting, if there is something which you think might affect your child's behaviour at nursery, please let us know so that we can help and support appropriately. If we have concerns about your child's behaviour during a particular session, we will discuss this with you when you arrive to collect them.

6. Getting it Right for Every Child (GIRFEC)

At Kinellar Nursery, we follow the GIRFEC approach to ensure that every child's needs are met and everyone has the opportunity to succeed. 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 any necessary action.



The GIRFEC approach:

- **is child-focused** - it ensures the child or young person - and their family - is at the centre of decision-making and the support available to them.
- **is based on an understanding of the wellbeing of a child in their current situation** - it takes into consideration the wider influences on a child or young person and their developmental needs when thinking about their wellbeing, so that the right support can be offered
- **is based on tackling needs early** - it aims to ensure needs are identified as early as possible to avoid bigger concerns or problems developing
- **requires joined-up working** - it is about children, young people, parents, and the services they need working together in a coordinated way to meet the specific needs and improve their wellbeing

For more information about Aberdeenshire approach to GIRFEC go to: www.girfec-aberdeenshire.org/

Our GIRFEC approach is very closely linked to Child Protection. At Kinellar Nursery, we believe that it is everyone's job to ensure children are kept safe in accordance with the United Nations Convention on the Rights of the Child - "all children have the right to be protected from abuse and harm at all times and in all situations."

"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.)

We take all aspects of Child Protection very seriously and all staff maintain up to date training on Child Protection Awareness. Relief staff and students are required to follow the guidelines set out in our Child Protection Policy and volunteers are required to follow our confidentiality policy.

If you have any concerns about a child in our setting, please do not hesitate to discuss this with a member of staff and we will ensure it is dealt with in a professional and confidential manner.

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

7. Health and Safety

Your child's safety at nursery is our top priority. The main door to nursery is locked during core hours and opened for drop-off and collection times. During these hours, the inside door to the playroom is closed and accessible by swipe card only. A member of staff will always be on hand to let your child in and out of nursery. If you are coming to nursery out with the drop-off and pick-up times, please ring the doorbell.

We operate free-flow play during our core hours meaning that our outdoor space is open. We ensure that staff ratios are appropriate to the number of children using the outdoor space in order to ensure safety and security.

All staff are First Aid trained and we have a fully stocked First Aid for dealing with minor incidents in nursery. If your child receives minor first aid treatment in nursery you will receive a slip outlining this. For more serious or urgent medical concerns, parents will be informed as soon as possible, and further medical assistance sought. In all cases where a child requires medication to be given in nursery, we must have precise written instructions from the parent or guardian on the amount and frequency of the dosage along with signed authorisation to administer such medication. Children who have ongoing medical needs will have a Care Plan which all nursery staff will be familiar with and will be reviewed termly with parents.



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



Regular fire drills are held throughout the session. The procedure is displayed in the nursery clock-room. We evacuate nursery to our designated Assembly point in the playground.

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.

8. Nursery Dress and Belongings



At Nursery, we like to do lots of fun and exciting activities, we do painting, mark making, play in the grass and soil, we even practise using our cutlery so your child might come home with messy clothes. We advise that your child comes to nursery in clothing that is easy to wash and that you don't mind getting a little bit dirty. We try to encourage independence at nursery so if possible, your child should come to nursery in clothing that they can easily put on themselves, e.g. Leggings/joggers. There are Kinellar nursery jumpers and t-shirts with our nursery logo on that you can order from:

<https://www.abovealldesigns.com/kinellar-nursery-6-c.asp>

Things your child might need at nursery:

- Indoor shoes, black gym shoes, velcro trainers, hard sole slippers (please no laces)
- Wellie Boots - We love going to the woods and out in the community so it is helpful to have your own wellie boots, but don't worry if you don't have any, we have some spare ones at nursery.
- Cosy Waterproof Jacket - We love to go outside whatever the weather
- Gloves, Hat and scarf
- Sun hat



Please make sure your child's belongings are labelled with their full name

If your child has an accident or gets wet, we do have a small selection of spare clothes within the setting.

9. Snack and Lunch

At nursery, depending on the hours you do, your child will be offered a morning and afternoon high tea and a hot lunch.

All children's snacks and lunches are funded by the Scottish Government free school meals and healthy snack fund.

Our snack menus are developed using the 'Setting the Table' document and offer a varied and balanced diet.

All snacks and lunches are provided by the schools catering team. Morning snack will be a piece of fruit or vegetable. These will be cut and prepared by staff and some child snack helpers.



Lunch is prepared by the dinner ladies and served in the school canteen. A two or three course meal consisting of soup, main meal and pudding. Children are encouraged to clear their own trays away at lunchtime. Staff will sit at each table to encourage children to try different foods.

In the afternoon we offer another snack. Again, this is prepared by staff within the setting and child snack helpers. Afternoon snack, or high tea, will be a more substantial snack later on in the afternoon. This will usually be a hot meal and a pudding.



Milk is served with morning and afternoon snack, and water at lunch time. There is always water on offer over on the snack table.

If your child has any allergies, you will be asked to provide details at your child's induction, and a Care Plan will be made up for this. Care Plans are updated termly, and you will be asked to review and sign them to confirm changes. If your child develops an allergy, please speak to a member of staff

and they will get a Care Plan made up.

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.

10. Toothbrushing



At Kinellar Nursery we are part of the Child Smile Initiative. Childsmile is a national programme designed to improve the oral health of children in Scotland. We regularly have visits from our Child Smile dental nurse who comes into nursery to speak to the children about the benefits of cleaning our teeth and how to clean our teeth properly.

Children all have their own toothbrush with a little picture and are encouraged to independently brush their teeth with support from staff.



As part of the initiative children are given a toothbrush and toothpaste pack to help encourage toothbrushing at least twice a day.

11. 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. 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 family 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.

Practical things you can do to help you child become more independent

- Practise doing up buttons and fastening shoes.
- Practise putting on and taking off their own coat and hat.
- 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.
- 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 mealtimes encourage your child to sit at the table and engage in conversation.
- 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.



12. Transition into Nursery

We hope that starting at Kinellar School Nursery will be a happy experience for both you and your child. We try to break the transitions down over 3/4 days:

Day 1 - You will be invited to the setting and your child will get the chance to interact with others and meet new friends and play with lots of new toys. Parents will then be invited to sit down with a staff member to go through how the nursery day works and fill in some paperwork. This visit will normally last up to 1 hour.

Day 2 - Today your child will be invited to the setting to stay and play alone. Your child will get a chance to play outside and again meet new friends and get to know their teachers. This visit normally lasts up to 2 hours.

Day 3 - A bit like day 2, your child will be invited to nursery alone and today will get the chance to have some snack with new friends. The garden will be open again and you will get to play with lots of different toys.

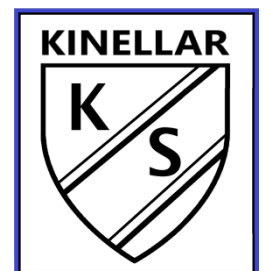
Day 4 - Ideally your child will stay at nursery alone for a full session.

Each child's induction may be very different and if your child is struggling to settle, this induction process can be tailored to fit your child's needs. The nursery staff will always be on hand to discuss difficulties with transitions, if you are at all concerned about your child's transition please talk to any nursery staff member.

13. Looking Ahead to Primary 1

We have strong relationships with the Primary 1 Team and work closely with them in order to ensure our children have a positive experience when transitioning to school. Throughout the session we engage in school events and interact with staff and pupils, however, during Term 4, we have a more specific focus on preparing our pre-school children for P1.

Children who live in the Kinellar School 'zone' will be automatically guaranteed 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. If you live out with the Kinellar School zone and would like your child to remain here for Primary 1, a 'placing request' must be made and a decision will be made by a dedicated team within Aberdeenshire Council.



Deferring Entry into Primary 1

In Scotland, children who turn 4 before 1 March usually start Primary 1 in the coming August. In a small number of cases, it is felt that children who are of the age to attend school would benefit from an additional year in nursery. If your child's date of birth is during January or February, you may choose for your child to remain in nursery for an additional year. However, if your child's birthday is December or earlier, a Delayed Entry Request Form will be required to be completed. This is then considered by an admissions panel within Aberdeenshire Council. Parents requesting a delayed entry to Primary 1 must ensure that they submit an application to both nursery and Primary 1 in order to ensure their space.