

**Sgoil Araich Dhunbheagain**

Dunvegan Nursery School

**Information for Parents**

2016 - 2017  
2016 - 2017

## Failte gu Sgoil Araich Dhun Bheagain/Welcome to Dunvegan Primary School Nursery

We hope that you will all enjoy your time with us and make lots of new friends.

This is a very important stage in your child's development. It is now accepted that children learn more rapidly in the first seven years of life than at any other time. For this reason it is really important that children are given every opportunity to fulfil their potential.

Your role as a parent is very important and we would like to feel that we are partners with you, sharing this important stage of your child's development together.

We hope to play our part by treating your child as an individual and offering a variety of experiences and activities which are designed to further your child's development process.

Dunvegan Primary School Nursery promotes equal opportunities for all irrespective of colour, race, creed or gender.

This handbook is intended to give you information about Dunvegan Primary School Nursery but please feel free to get in contact with us if you have any questions about your child's education.

### Luchd obraich an Agoil Araich/Nursery Staff

Gaelic Early Years Practitioners: Mrs Norma MacPhie and Miss Emmajane MacAskill

Principal Teacher Gaelic Pre-school: Mrs Josie MacLeod

Head Teacher: Mrs Dolly McInnes

Dunvegan Primary School  
Dunvegan  
Isle of Skye  
IV55 8GU  
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Dunvegan Sgoil Araich  
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Dolly McInnes. Work Mobile: 07768032663

Bun Sgoil Dhun Bheagain and Sgoil Araich  
Dunvegan Nursery & Primary School Vision, Values & Aims

**Our Vision**

'Our children, parents, staff and community partners will work together to create a happy, positive and purposeful learning environment for all.'

**Our Values**

- ❖ Kindness
- ❖ Hard work
- ❖ Contribution
- ❖ Teamwork
- ❖ Health
- ❖ Respect

**Our Aims**

To help our children become Successful Learners; Effective Contributors; Confident Individuals and Responsible Citizens we will:

- Work in co-operation with parents, community partners and other agencies to provide enjoyable, fun and inclusive learning experiences and celebrate everyone's attainments, achievements and successes.
- Create a positive, happy, sustainable and attractive asset to our community where everyone's contribution is valued.
- Work effectively together as a team to maintain our eco-status and to make our school a place where respect, manners, helpfulness, hard work, kindness, equality and friendship are all important.

April 2015

### **An Lathair/Attendance**

Your child can attend nursery for five sessions per week. Each session lasts for three and ten minutes.

Regular and punctual attendance is desirable. If you know that your child will not be attending for any reason please inform the nursery staff or the school. The phone number is 01470 521307.

*If we do not hear from you then the nursery staff will contact the school and the school will make contact with you.*

Parents are asked to keep their child at home if they have any infection.

Parents should inform the nursery as to the nature of the infection so that staff can alert other parents. Parents are asked not to bring any child to the nursery who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

A register of attendance is completed daily.

### **Blasad Bidh/Snack**

Highland Council provides some funds towards purchasing fruit and vegetables for snack. Milk is also funded by Highland Council.

The snack varies from day to day and we try to promote healthy eating by offering children fruit and milk on a daily basis. Children will be given opportunities to prepare snacks e.g. sandwiches and soup.

Any additional costs arising from providing snack will be met by fundraising activities.

The Scottish Executive has produced 'Nutritional Guidance for Early Years' and we refer to this to ensure we are providing healthy, nutritious food to the children in our care.

### **Alarsaidhean/Allergies**

Please ensure that you inform nursery staff if your child is allergic to any particular food or substances.

### Aodach/Clothing

Nursery children are involved in a variety of activities, some of these can be 'messy' and therefore casual clothes are recommended. We do provide aprons and overalls for activities such as painting, gluing and baking. It is advisable that clothing should be easy to put on and take off and should be practical. We also ask for a change of indoor footwear to be provided.

### Modh/Behaviour

We apply some basic rules of conduct and behaviour in the nursery and all children will be expected to follow them e.g. We are gentle. We don't waste or damage things.

If a child displays unacceptable behaviour on a regular basis we will invite you in for a meeting to discuss strategies which can be put in place.

If it is necessary to use restraint to prevent a child from harming themselves or others this will be recorded and you will be informed.

### Teagasg Taigh Bheag/Toilet Training

Please discuss your child's toilet needs with the nursery staff.

We operate under Highland Council guidelines for changing a child:

1. Staff inform colleagues that they are going to change a child and where possible make sure that they are in sight and hearing of others.
2. Only nursery staff are involved in changing a child.
3. A parent who is visiting the nursery can only change his or her own child.

### Slainte/Health Visitor

#### **THE LINK HEALTH VISITOR**

Every pre-school education centre has a named Public Health Nurse with whom they can liaise - their '**Link Health Visitor**'. This relationship forms an important part of an integrated approach, where services work closely together to benefit children and families and offer early support where difficulties arise.

The role of the Link Health Officer is to contact pre-school education centres at least once a term and to offer advice and support to practitioners.

They may also offer health promotion information or arrange for NHS colleagues to do so. Where necessary they will also liaise with a child's Family Health Visitor.

Each centre and Link Health Visitor will develop their own relationship but as an example, the following can be valuable:

- Sharing information about children due to start sessions
- Working together to support families experiencing difficulties, such as sleep, behaviour problems, toilet training or other issues
- Sharing the 'Needs Identified' information
- Sharing assessments of need and how to address this
- Working together to raise parents' awareness of hand hygiene and dealing with head lice
- Joint liaison with the primary school staff and school nurse about children due to enter P1

Requests for specialist help, such as speech and language therapy or educational psychological services, may be made directly by the pre-school education centre or by the Link Health Visitor, whichever is most relevant in the circumstances.

### **Seirbheis Teagaisg fo Aois Sgoile/Pre-School Teaching Service**

If a child is having difficulties in coping with the tasks offered in the nursery or has difficulty in responding and behaving appropriately on a continual basis we will seek advice from the Link Health Visitor and from this service to determine if your child may have additional needs. This may lead to a Child's Plan being set up in line with Getting It Right For Every Child procedures. We will always consult with you first to determine a course of action.

### **Curaicealam agus Dealbhachadh/Curriculum and Planning**

Staff in the nursery plan programmes of work taking the children's interests into account. They cover curriculum areas which are detailed in the Early Level of Curriculum for Excellence. There are eight main areas of learning and some of the aspects we offer to your child are listed below:

### **Slainte/Health and Wellbeing**

- respect the feelings and needs of others
- learn to follow rules
- develop their own independence
- make and express choices, plans and decisions
- play cooperatively, take turns and share resources
- enjoying active play and becoming more confident in movement
- energetic activity indoors and outdoors
- developing skills like running, climbing, throwing and catching
- learning to make delicate movements with fingers and hands, for example by doing jigsaws, fastening zips or using small tools
- becoming aware of health and fitness

### **Conaltradh agus canan/Literacy and English/Literacy and Gaidhlig:**

- have fun with language and making stories
- listen with enjoyment and respond to stories, songs, music rhymes and other poetry
- take part in short and more extended conversations
- use language for a variety of purposes e.g. to describe, explain, predict, ask questions and develop ideas
- use their own drawings and written marks to express ideas and feelings

### **Matamataig/Numeracy and Mathematics**

- finding out about number, measurement, shape, money, time, patterns and relationships

### **Na h-Ealain/Expressive Arts**

Learning to express ideas and feelings through:

- painting, drawing and modelling
- acting out situations, for example in the house corner
- singing and making music
- movement and dance

### **Eolas Arainneachd/Social Studies**

- finding out about people and how they lived in the past
- finding out about people and places in the local area
- finding out about nature within different environments and how we can care for the environment
- finding out about journeys and the different ways we can travel
- finding out about the weather
- finding out about people who help us in the local community

### **Saidheans/Sciences**

- finding out about living things in the environment and how they depend on each other
- learning about plants and what they need to grow
- learning about how toys work and what makes them go
- learning about water and how it can change from one form to another
- finding out about the sky, sun, moon and stars and how they link to the daily patterns of life
- finding out about the importance of electricity in our daily lives and how to stay safe when using electricity
- exploring ways of making sounds
- learning about our bodies and the correct names for the different parts and how they work
- finding out about our similarities and differences and that we are all unique
- exploring different materials and selecting them for different purposes
- talking about science stories to develop our understanding of science and the world around us

### **Teicneolas/Technologies**

- exploring technologies to discuss what they can do and how they can help us
- learn to reduce, reuse, recycle to help care for the environment
- exploring software to solve problems and present ideas, thoughts or information
- exploring and using technologies to communicate with others within and beyond the nursery



- learning to take photographs and record sounds and images
- developing problem-solving strategies, navigation and co-ordination skills through using electronic games, remote controls and programmable toys
- learning about different foods and different ways in which eating and drinking help us to grow and keep healthy
- learning about where foods come from
- developing practical skills through working with a range of materials, tools and software
- constructing models
- representing ideas in imaginative ways

### **Foghlam Creideimh is Moraltachd/Religious and Moral Education**

- Finding out about celebrations, festivals, customs and stories in different religions and cultures
- Learning about values, respect and tolerance
- Learning about what is fair and unfair and the importance of caring for, sharing and co-operating with others

The following range of activities are examples of some that will be offered to your child:

- water play/sand play
- baking
- playdough
- painting
- junk modelling
- cutting and gluing
- jigsaws
- tracing
- board games
- construction kits e.g. Lego, Duplo
- imaginative play e.g. the house corner
- book corner
- writing area
- listening area
- music area

### **Mo Thuras Ionnsachaidh/My Learning Journey**

A record is kept of each child's progress based on assessments and observations which the nursery staff make and examples of work each child completes. A folder will be kept for each learner called 'My Learning Journey'. It will have an 'All About Me' section, 'Steps on my Learning Journey' and evidence of learning which will include observations across the eight curricular areas identified above.

Photographs can be used to record achievements - your consent is sought when you complete the enrolment paperwork so that photos can be used in the nursery environment and beyond. Nursery staff will support your child in identifying his/her next step in learning through a system of 'stepping stone' targets and as a parent/carer you will be involved in your child's 'Learning Journey' and discussions with nursery staff about your child's progress.

### **Gaidhlig/Gaelic**

In the nursery learners will hear Gaelic language as much as possible. Repetition will be used to help them understand key phrases and words. Visual clues, games, songs and stories will be used to support this. Nursery staff will speak to each other and to children in as natural a way as possible using simple Gaelic. The same expressions will be used consistently, spoken slowly and clearly. The four year olds in the nursery will be encouraged to begin using key words and phrases.

### **Parantan/Coinneamhan/Fiosrachadh-Parents/Meetings/Information**

Many of you will see nursery staff on a daily basis as you bring your child to nursery and can discuss any issues as they arise. During each nursery year there will be two formal, timetabled meetings for parents and nursery staff to discuss progress and the 'My Learning Journey' folder. 'Stay and Play' sessions give regular informal opportunities to discuss progress with your child and a staff member if desired. If you would like to see staff outwith this time then please make an appointment.

During the course of the year you will receive newsletters to keep you informed of nursery and primary school issues. Information will also be posted on the website [www.dunveganprimaryschool.co.uk](http://www.dunveganprimaryschool.co.uk)

We encourage you as parents to be involved in your child's learning and we rely on your help when we have parties, visits and outings. If you have any talents you can share we welcome your input.

### **Tadhail/Visits**

Pupils will be taken out on a variety of visits during the year. As parents you will be informed about the details beforehand whenever possible. However, there are times when children will be taken out 'spontaneously'. To allow this to happen we ask for your consent on the enrolment paperwork.

### **Sgoil Araich - Gluasad gu Priomh 1/Nursery - Primary 1 Transition**

Over the course of the year there will be increased liaison between nursery and primary one with activities set up to aid transition. Buddies visit the nursery during the summer term and engage in activities with the children to further their learning. The P1 teacher makes regular visits to the Nursery to work with the children and get to know them better. Nursery children join with the rest of the children in the primary school to celebrate success in 'Whole School Get-togethers.' Nursery children join in appropriate activities throughout the year e.g. Eco-Days, concert practice & sports. Nursery children will have two formal induction mornings in June when they will attend school. Parents are invited to an afternoon meeting where primary one issues will be discussed and resources can be viewed.

### **Dion - chloinne/Child Protection**

Highland Council imposes a duty on all schools and all staff to report any incidents which may point to a child being subjected to abuse in any of its forms. There are referral procedures but it may involve information being passed to other agencies without immediate reference to a child's parent or guardian. In terms of Highland Council Protection Committee Inter-Agency Protection guidelines, Education Service staff have to report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

The Head Teacher is the designated person in Dunvegan Primary and Nursery School who has responsibility for child protection. In the Head Teacher's absence any class teacher will take responsibility and contact the Head

Teacher. If nursery staff are concerned that a child has been, is being, or might be the subject of abuse of any form they must immediately inform the designated person. The designated person should state what action they propose to take. If following discussion any concerns remain, the designated person must immediately make a referral to the Senior Social Worker at the local Social Work office or the local Police.

### **Tinneas/Dunadh Trath -Illness/Early Closure**

If your child becomes ill or has an accident at nursery we will contact you by telephone. If for any reason we can't contact you we will ring your emergency contact number. This will also apply if the nursery has to close in the event of bad weather or power cuts.

The nursery and school have a telephone messaging service which will be updated on a daily basis in the event of severe weather. Please phone 0800 5642272 then key in the school's own PIN -041950.

### **Doigh - obrach airson Teine/Fire Procedures**

Fire drills will be practised at least once a term.

Fire drill procedures are displayed inside the entrance to the Nursery.

### **Poileasaidhean/Policies**

We have a range of policies and guidelines to ensure a consistent approach to nursery education. Please ask the nursery staff if you would like to read or get a copy of any of them. There is a list of policies on the Nursery Noticeboard.

### **Comhairl na Parant/Parent Council**

As a nursery parent you are eligible to stand for election to the Parent Council at the AGM in September. Minutes of meetings are displayed in the school corridor for all parents to see and a copy is placed on the nursery noticeboard.

### **Care Inspectorate**

From April 1<sup>st</sup> 2011 a new regulator and inspector of Care and Social Work services and Child Protection was formed in Scotland called Social Care and

Social Work Improvement Scotland. It will be more commonly known as the Care Inspectorate and will carry out inspections of nursery classes on a regular basis to ensure that National Care Standards are being met. The Care Inspectorate have a complaints procedure and deal with any complaints about our service or about themselves on an individual basis and can be contacted at the address below or visit: [www.scswis.com](http://www.scswis.com)

**Care Inspectorate**  
**First Floor, Castle House**  
**Fairways Business Park**  
**Inverness**  
**IV2 6AA**  
**Tel: 01463 227630**

### **Toothbrushing**

Our nursery classes are involved in a Dental Health and Tooth-brushing project. As part of this project children will be brushing their teeth after snack time.

Toothbrushes are labelled with children's names and brush holders and toothpaste are provided. The oral health educator (or hygienist) will show the children the best way to brush their teeth. Staff will encourage the children to make sure the toothbrushes are properly cleaned and safely stored. A well-balanced diet and a good dental hygiene routine are very important to the health of our youngsters and we hope that you will support this daily project.

A consent form will be issued annually and we would hope that you will agree and sign and return the permission slip.

### **Birth to Three**

The Scottish Executive in association with Learning and Teaching Scotland has produced a National Guideline called 'Birth to Three: Supporting our youngest children'. It recognises three key features of effective practice: Relationships, Responsive Care and Respect. Information is available on the following link

[http://www.educationscotland.gov.uk/Images/PreBirthtoThreeParentLeaflet\\_tcm4-674658.pdf](http://www.educationscotland.gov.uk/Images/PreBirthtoThreeParentLeaflet_tcm4-674658.pdf)

## Seisean Sgoil Araich/Nursery Sessions

### Gaidhlig - Aois 3&4/Gaelic 3 & 4 Year Olds:

Monday to Friday mornings 9.15am to 12.25pm

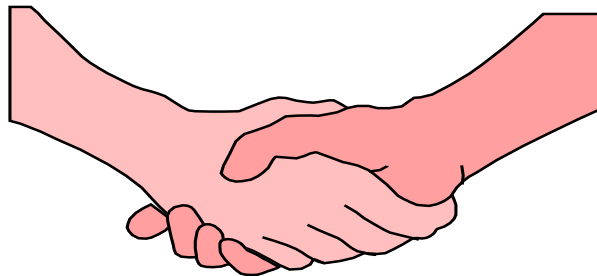
All children must be accompanied to and from the nursery by an adult known to the child. On enrolment we ask you to complete a form giving us the names of three designated people who could drop off or collect your child from nursery.

PLEASE be as punctual as possible when you are delivering and collecting your child from nursery.

**Tha sinn an dochas gun cord an uine aig an sgoil araich ruibh agus ri ar leanabh.**

We hope that you and your child will enjoy your time with us in the nursery.

D. MacInnes



## Mar a chuidicheas tu do leanabh/How you can help your child

You can help your child to learn by playing together at home and:

- encouraging them to be independent, for example in getting dressed and washing their hands before meals, and to share and join in with other children; encouraging them to develop healthy habits in diet, exercise and hygiene
- reading to them every day, talking about books with them and reading familiar words to them, for example the labels on their favourite foods
- talking with them and answering questions, and playing remembering games and guessing games like 'I Spy'
- helping them to match and sort things, for example putting together forks and knives or cups and saucers, pairing up socks, sorting out big tins and little tins, putting packets in order of size
- encouraging them to count and use numbers in everyday situations and in nursery rhymes
- encouraging them to listen to music, songs stories and rhymes
- encouraging them to express their ideas and feelings, for example using crayons, pens, pencils, paint, music and play
- giving them the chance to use their fingers and hands, for example building with bricks, cutting out with scissors, helping with baking and fastening zips and buttons

**Tapadh Leibh / Thank-you**