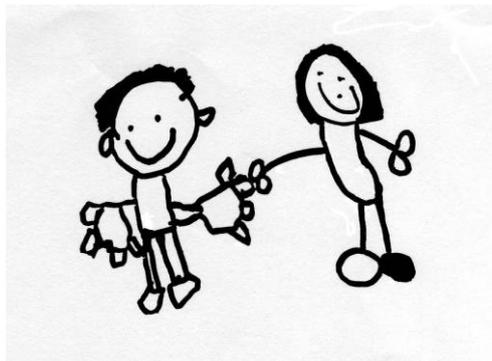


WELCOME TO TARLAND NURSERY



'Young children come to early years settings as active, experienced learners with a natural curiosity. They are unique individuals eager to make sense of their world, to develop relationships and to extend their skills.'

SESSION 2014-2015

Welcome to Tarland Nursery

We are delighted to be able to offer nursery provision within Tarland Primary School. The nursery has its own role to play when it comes to the early education of the children. Having the nursery here 'on-site', is not only of huge benefit to those children who will ultimately attend Tarland Primary School, but also to staff who can see continuity, growth and development of the children in their care.

Being part of the building offers many informal opportunities to become acquainted with the school layout, staff members and general routines. All this will stand them in good stead when the 'big day' arrives and they go into primary one. We hope that with the transition procedure we have in place for coming into primary one means that everything will go smoothly.

The aim of this booklet is to supply you with information regarding our times, nursery routines and other important information. All of this is to help to alleviate any worries you may have about your child taking this new step in his/her learning career. Our nursery aims, policies and procedures are available in nursery if you wish to see them.

The members of staff in nursery are very aware that the settling in period can appear daunting to begin with so will try where possible to offer practical suggestions to help you through those first weeks.

With all of this in mind, we hope that you find this booklet helpful and will appreciate any suggestions you have for next session regarding things we have missed out or points you feel should have been included.

We hope that your association with the school starts happily here and lasts meaningfully through to primary seven. Please, always remember to get in touch if you have any queries - we are only a phone call away.

We look forward to seeing you soon.

Regards,

Miss J Rogers
Head Teacher

Tarland School and Nursery Vision

Tarland is a safe and happy school
where everyone is treated fairly.
We feel valued and motivated to achieve.

Up dated by Pupil Council 2014

Tarland School and Nursery Aims.

Tarland School Aims communicate our philosophy and beliefs for Tarland School Community.

They are:

To enable us to give children in Tarland School and Nursery their entitled experiences in Literacy, Numeracy, Health and Wellbeing and in learning through and caring for the environment, we will provide and deliver a balanced curriculum which gives breadth and progression for all children..

- *We will evaluate regularly the quality of what we do and what we provide, and plan carefully for improvement.*
- *We will consult regularly with our stakeholders*
- *We will encourage distributive leadership at all levels of school life.*
- *We will make use of ICT to keep our stakeholders informed.*

At all times the safety of our children will be paramount so we will provide a healthy and safe environment and will adhere to the principles of GIRFEC (Getting It Right For Every Child).

We will encourage our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

To enable them to become Successful Learners we will:

- encourage children to reach their full potential by giving them the opportunity to take part in creative and challenging experiences which stimulate and motivate them. E.g.
 - Themed days such as Burns day, St Andrew's Day, Come As You Please Day.
 - School concerts, Choir, netball and football, swimming etc
- provide opportunities and resources for quality learning that meet pupils' needs at an appropriate pace. This will be achieved through:
 - Careful monitoring and use of the School Budget
 - Support from parents
 - Support from local organisations and businesses.
- ensure pupils maximize their levels of achievement through a system of baseline assessment, early intervention, target setting and pupil tracking.

To enable them to become Confident Individuals we will:

- instil in the pupils and staff a sense of identity and pride by creating a welcoming ethos where each person understands what is expected of them and by involving our parent partners and the wider community.
- provide for the emotional, physical and social needs of individual pupils by encouraging positive attitudes in a caring and supportive environment. We will:
 - treat all children and adults equally and fairly
 - have high realistic expectations of all
 - use praise constructively to create a positive atmosphere.
 - encourage children to be 'buddies' and to take part in initiatives such as Young Leaders
 - enable all to take part in Outdoor Activity Weeks at least once in their time here.
 - encourage children to take part in the school concert, talent show and choir.

To enable them to become Responsible Citizens we will:

- encourage the children to think of others and how we can improve peoples' lives through caring for health and the environment. This will be achieved through
 - eco Group
 - health Group
 - visiting in the community
 - open days
 - contributing to Community future developments
 - fundraising for charities chosen by the children, both at home and overseas,

To enable them to become Effective Contributors we will:

- give children experience in Enterprise activities and encourage their involvement in school affairs through the School Council.
- support children in planning their own learning.

Produced by the Head Teacher and Parent Policy Group March 2009.
Consultation: Pupil Council, Parents, Staff.

Staff

Head Teacher	Miss J Rogers
Nursery Teacher	Mrs C Griffiths
Nursery Nurse	Mrs Irene Trayner Mrs Patricia Hitchen
School Administrator	Mrs L Smith

Nursery Sessions

Monday to Friday, 9.00am - 12.10pm

- Arrival Time: from 9.00 until 9.05
- Collecting Time: from 12.00 until 12.10

This allows for a relaxed entry and exit, leaving time to chat informally with nursery staff, and avoids any crush in the cloakroom.

All enquiries regarding Nursery procedure should be addressed to:

**Miss J Rogers
Head Teacher
Tarland School
School Road
Tarland
Aberdeenshire
AB34 4UU**

013398 81204

When will my child start nursery?

Children will be invited to visit the nursery with their parent/carer during the summer term prior to starting. This will familiarise the children with the building and help to build up the excitement of this new experience.

When the term begins the children will come into nursery in small groups. You will be given a time in advance.

Initially, nursery sessions are shorter and parents are welcome to stay and play alongside their child, or wait in a room close by. When the children are settled, parents can then go with an easy mind, knowing that their child has had a happy start to nursery.

Please remember **children must always be brought and collected by a known adult.** You must always inform nursery staff of any changes with this routine. Try to make sure that your child knows who is picking them up. Help the staff by writing the name of the person on the nursery notice board.

What will my child need for starting nursery?

As we want children to make full use of all of the activities, we suggest that they come in comfy clothes e.g. joggers/leggings. Doing this also makes it easier when the children need to go to the toilet. It allows them to become independent more quickly. May we also encourage you to leave a bag with spare clothes in it, just in case of 'accidents'? This will avoid any upset at having to borrow someone else's clothes.

Shoes: Children should have soft indoor shoes which can be kept in nursery. The children will wear these shoes when we are inside.

Jackets: As we go outside often in nursery, can children have a cosy jacket with them every day.

PLEASE REMEMBER TO PUT YOUR CHILD'S NAME ON EVERYTHING!!!

Snack Money

Snack is a very important part of the daily nursery routine. There is a daily charge of 50p to cover costs i.e. £2.50 per week. This can be paid in advance per term. If it's a particularly long term, you may split the payments e.g. pay 6 weeks, then pay 7 weeks later in the term.

Some other considerations

- We will be offering sweatshirts and tee shirts with the Tarland School logo on them. These may be purchased/ordered through the school office. It is not a uniform, nor is it compulsory, but some people like it as a memento. Also it helps for quick identification for school trips etc.
- A box of tissues at the start of the year would be much appreciated.

In nursery, we will provide:

- ✓ Aprons for painting, gluing, water and baking
- ✓ Food and drink for snack
- ✓ A tray for 'precious things' that may be brought into nursery

What happens if my child is ill?

If your child is ill and will be attending nursery, please let the school office know. Do not send your child if they are unwell at home, as they can become very distressed. We would also appreciate a letter when your child comes back to nursery to let us know why they were off (for our records).

If your child has sickness or diarrhea, please allow 48 hours to pass since the last episode, before returning to nursery. Hopefully this will stop the spread of such illness.

Should your child become ill at nursery, we will phone you. If we cannot contact reach you at your contact number, we will use they emergency number that you provide.

In the event of your child being injured at nursery, however minor it may appear, the child must let staff know. There will be first aid provision within the nursery, but if members of staff are in any doubt about the child's health, we will contact you and/or the doctor as soon as possible.

You will be given written notification of any incident/accident at the end of the nursery session to keep you up to date with what has happened.

Please make sure that nursery staff are aware of any relevant medical complaint or allergy.

What happens if my child has a 'toilet accident'?

We all know that accidents can happen when children are engrossed in activities - so don't worry! As you have already been asked to leave spare clothes in nursery, and sign a permission slip, we should be able to deal with this situation easily.

Members of staff always try to deal sensitively and discretely with such accidents in order to preserve the child's dignity. Children will be changed in the toilet area, and we will send the soiled or wet clothes home in a sealed bag. A member of staff will always let you know if this has happened.

If, by chance, your child still occasionally needs the security of a nappy, then we would talk this through with you on an individual basis.

Nowadays, we have to make sure that staff use disposable aprons, gloves, wipes nappy sacks etc. This is for reasons of health and hygiene when changing children. Don't be upset if you see someone dressed this way.

By having all of these things in place, it should ensure that everyone knows what is going on and is comfortable with the situation. It also means that no child is left uncomfortable or upset for any length of time.

If you have any questions about anything, please don't hesitate to talk to staff.

Positive Behaviour Policy

We have a behaviour management policy which aims to promote positive behaviour in the nursery. Rules are in place to ensure that all children enjoy a safe and stimulating environment where positive behaviour is promoted, and children are encouraged to think of others as well as themselves.

Children will be treated as individuals, and be made aware of the effect their behaviour has on themselves and others.

Adverse Weather/Emergency Closure

Please check the Aberdeenshire Council website for school closures. These will usually be posted by 8am. You can also listen to **Northsound 1** for news of school closures.

Please refer to the document on the school's website;
www.tarland.aberdeenshire.sch.uk

In the event that you are unsure if the nursery will be open, please phone before you set off. There is a system in place whereby you can phone and get a pre-recorded message regarding the closure status of the school/nursery. The number for this is **0870 054 4999** followed by the Tarland School **Code no. 022670**.

If your child is already in the nursery and the weather deteriorates, please come and collect your child.

If we have to close the nursery because of storm conditions or any other emergency, then parents or 'emergency contacts' will be informed.

If we cannot contact you or the appointed person, we will keep the child at nursery until we can get them to a safe contact.

Other Procedures

You will be asked to complete a permission slip on entry:

- Allowing nursery staff to wash and change your child in the event of 'accidents'
- Enabling your child to go on visits to the village
- With regard to the taking of video/photographs

We would appreciate your cooperation in this regard, but if you have any problems with this, please discuss it with any of the staff who will be happy to help and reassure you.

What does my child get to do at nursery?

Children learn best through play, and so we aim to provide a range of carefully structured activities to encourage your child's development. We do this through our Early Level Curriculum. The purpose of the curriculum at this early stage is to support children in all aspects of their emotional, social, cognitive and physical development, and to provide a framework for their work in pre-school years and Primary 1. We build upon the children's enthusiasm and creativity to plan learning activities which enable them to become increasingly independent, responsible and eager to learn.

Health and Wellbeing

We encourage everybody to take part actively in all aspects of the nursery. By being positive and enthusiastic, we try to enable the children to be more independent and self-confident in their interactions with others. Through play with large blocks, PE equipment, outside toys and energetic outdoor activity, we aim to develop fitness and coordination. Small construction materials, jigsaws etc. are used to develop fine motor skills.

Communication and Language

By offering opportunities for talking, listening, singing, pre-reading and pre-writing activities, we encourage the children to express themselves clearly and confidently.

Expressive and Aesthetic Develop

Areas, including the role play corner, snack corner, music, art and craft areas are designed to help build self-confidence. In these areas, children are encouraged to express ideas and feelings, and use their imagination.

Knowledge and Understanding of the World

Regular hands-on displays are used to encourage discovery of the uses of the properties of materials and living things around them e.g. mini-beasts and plants. Children are challenged to categorise, name, sort, and identify patterns and sequences in order to become more familiar with the world around them. This early exploration will help develop skills, knowledge understanding in maths, science, technologies, social subjects, and religious and moral education.

Attendance

Just as children come to school, they are expected to have regular attendance, the same applies to nursery. This means they should attend all their sessions in a week, unless they are ill or have other necessary appointments. It does mean the same commitment on your part. By doing this the children will have the continuity and security they need.

If a nursery pupil does not attend a session, and we have not been informed, then the administrator will follow up with a phone call. This is a safety procedure which is part of our Child Protection Policy.

Are parents involved in nursery?

Yes - in a variety of ways. We feel that it is important for children to see good relationships between home and nursery. They need to feel secure and happy in the knowledge that a partnership exists between those people they consider most important. By letting us know of any worries you have, and by us doing the same, we should be able to build up a good rapport. To this end, we hope to involve parent helpers in the life of the nursery during the year. We will also invite every parent/carer to share a nursery session with us in the course of the year to see how a nursery day unfolds. In order for you to take part in this you will be required to hold a PVG for the school. Application forms are available at the school office

Nursery/Primary Liaison

As we are part of the primary school, nursery parents are included in all functions which take place, such as parent nights, open evenings, social events and Parents Council meetings. Every nursery parent/carer is automatically a member of Tarland's School Parent Association (SPA).

We hope that you will see the importance of nursery as the first step in your child's formal education, and support us in whatever way possible.

How will I know what is going on in nursery?

Children can often be reluctant to tell their parents what goes on in nursery. This is not unusual. Outside the nursery classroom, you will find our notice board. This will inform you about:

- The weekly snack menu
- Forthcoming events
- Holiday and in-service dates
- Parent helpers rota
- Requests for junk materials
- What is happening in nursery that week
- Any visitors or students coming into nursery that week
- Nursery topic for the next few weeks.

Any letters coming from nursery/school for your child will be given to them at the end of the session. For that reason we would encourage you to come into the nursery room at that time to collect your child.

Children's work will be named, and can be collected from, the children's trays on a daily basis.

Please keep an eye on the board as a general means of communication.

Security

In line with our Child Protection procedures, the school has a strict security policy and parents who wish to enter the building for any reason should do so through the school entrance, signing in and picking up a visitors' badge. You will have to sign out again on the way out. All parents should familiarise themselves with the Child Protection statement displayed outside the Nursery class.

Reporting

During your child's time in nursery, their progress will be monitored by staff. These records are accessible to parents. In September you will be offered the opportunity to discuss your child's progress at a parent interview. In the third term you will receive a written report and a follow up interview as part of the ongoing dialogue between nursery and home.

Child Protection

In all matters pertaining to children's welfare, safety and protection, we adhere to the guidelines issued by Aberdeenshire Council. Given on-going public concern on the subject of child abuse, and changes in the law, schools are now required to report if we think any child has come to harm as a consequence of possible abuse.

Each school now has a Designated Officer appointed to be responsible for Child Protection matters and especially trained for the task. Should you wish to talk further about Child Protection and the safety of children please feel free to contact Miss Rogers, the Head Teacher.

Where there is the possibility that a child could be at risk of abuse or neglect, the school is required to refer the child to Social Work, the Police or the Reporter and under these circumstances, the parent would not normally be consulted first.

Educational Psychologist

The school's Education Psychologist works in partnership with the school to support pupils.

During routine visits to the school, the Psychologist meets with teachers to discuss concerns about whole school issues, class management and meeting the needs of individual pupils. Many of these consultation meetings are informal and aim to develop strategies the teacher can use to bring about positive change. The Psychologist may spend time observing in classrooms or in the playground to support teachers in assessing how different circumstances and teaching approaches affect learning and behaviour.

When concerns persist, the school and Psychologist may feel that a more formal meeting is needed. If the concern is about a pupil, the school will ask the parents' permission to hold a formal consultation meeting. This is a problem solving discussion led by the Psychologist, with school staff and sometimes other professionals who may be able to help. Parents may be invited to take part and the child or young person can also be helped to contribute. The aim is to agree a plan of action to bring about positive changes for the child or young person.

Parents who have concerns about their child should as a first step discuss them with the relevant teacher or Head Teacher. Priorities for the Psychologist's work in school are negotiated between the Psychologist and the Head Teacher. Further information about the Educational Psychology Service is available from the school.

Goodbye Nursery - Hello Primary 1

Having hopefully had an enjoyable stay in nursery, the time will come to move on to primary 1. We would endeavour to make this important transition as smooth as possible. As part of the school, the children will be already familiar with the other early level stages staff, and should therefore go to meet their new teacher without undue anxiety.

A programme of visits will be set up in the summer term for all children starting primary one in the next session. The primary one teacher will take both formal and informal opportunities to get to know the children in the nursery, and parents will be invited to visit and, in due course, attend curriculum talks. Children will experience outdoor playtimes while still at nursery, and they will get chances to mix with the early stages children at assemblies and other joint ventures. Children who do not attend Tarland Nursery will be invited to these events where possible.

Please note that pupils who attend our nursery will not automatically be admitted to our primary school. If you live outwith our school zone and wish to attend Tarland School, the Education Scotland Act allows you to apply for a place, but will not necessary guarantee it. Any queries regarding this should be directed to the school who will advise.

Applications for entry to the primary school of your choice must be made during the appropriate enrolment week in January.

Finally...

We hope that your child's time at Tarland Nursery is a happy one. If at any time you want to contact the staff, feel free to do so.

We look forward to seeing you soon.

