



# ***Portsoy Nursery***



## ***Information Booklet***

***For***

***Parents***



Dear Parents and Carers,

Welcome to Nursery!

This Nursery Information Booklet is aimed at making your child's induction into Nursery as happy as possible and to help parents and carers to understand how our Nursery works.

We hope it will provide you with the information you need to begin to work in partnership with us and that you find the information useful and informative. For further information, please see our school handbook on Aberdeenshire Council's website –

[www.aberdeenshire.gov.uk/schools/index.asp](http://www.aberdeenshire.gov.uk/schools/index.asp)

The Nursery Class offers 60 part-time places, 30 in the morning and 30 in the afternoon. At present, children can attend up to 5 morning or afternoon sessions per week. If you wish to take up less than 5 sessions, please speak to the Nursery staff so this can be arranged.

On behalf of the parents, children and staff, we welcome you to our school. Together, we can make the children's experience a full and exciting one so we can establish a sound basis on which to build their future life and education to help them become

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

If at any time you wish to ask questions, please do speak to the Nursery staff or to the Head Teacher.

Miss Jill Hutchison  
(Head Teacher)

# Portsoy Nursery

## Pre-School Education aims to:

- Promote and support the welfare of young children and their families.
- Develop a partnership between home and school.
- Continue to improve and extend the learning environment for young children indoors and outdoors.
- Develop close working relationships with other agencies, for example: speech therapist.
- Promote continuity for children and their parents from pre-school into the early stages of school.

## In the Nursery we:

- Encourage the children to learn as they play
- Value every child's needs and abilities
- Arrange and plan children's learning with them
- Lay the foundations for learning to read, write and count
- Help the children to develop confidence and self esteem



## **Who are we?**

Nursery Teacher: Mrs Sara Hogan

Nursery Nurses: Mrs Ann Alexander  
Mrs Fiona Naughton  
Miss Gail Robertson  
Miss Rachel Simpson

## **Where are we?**

Address and Telephone Number:

Portsoy Primary School  
Aird Street  
Portsoy  
Aberdeenshire  
AB45 2RB



Tel: 01261 842 238  
Fax: 01261 842 238  
Email: [portsoy.sch@aberdeenshire.gov.uk](mailto:portsoy.sch@aberdeenshire.gov.uk)

Portsoy Nursery provides education for children in their ante-pre and pre-school years.

It is a non-denominational Nursery and does not teach through the medium of Gaelic.

## **Nursery Times**

There are two Nursery classes in Portsoy Primary School, a morning class and an afternoon class, each lasting 3 hours 10 minutes.

Morning Session  
8.45am – 11.55am

Afternoon session  
12.20pm - 3.30pm

We are aware that you may have other children in the school who require to be dropped off or collected. With this in mind there will be 'soft start' activities between 8.45am and 9.00am and 'soft finish' activities from 3.15pm – 3.30pm. You may drop off or pick up your children from Nursery at any point between these times.

If you have arranged for someone else to collect your child from Nursery, please write the details on the Signature Register. We need this information to protect your child.

### **Car Parking**

In common with many other Aberdeenshire Council schools, our car park is for staff of Portsoy Primary School and visitors to the school. We have limited spaces and would appreciate parents please not using these unless absolutely necessary.



### **Child Protection**

Schools are required to report if we think any child has come to harm as a consequence of possible abuse. Each school has a Designation Officer appointed to be responsible for Child Protection matters and specially trained for the task. Should anyone wish to talk further about Child Protection and the safety of children they are welcome to contact the Head Teacher.

Where there is a 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.

## **Complaints**

At Portsoy Nursery, we will respond to the comment or complaints of all parties as promptly and positively as possible. In the first instance you should contact the nursery staff for informal feedback. This may be all that is required to resolve the problem. The next steps you can take if the complaint cannot be resolved within the Nursery are available from Miss Hutchison. This will involve contacting:

The Quality Improvement Officer  
Mrs Moira Lawson  
Woodhill House  
Westburn Road  
ABERDEEN  
AB16 5GB

or

Care Inspectorate  
Phoenix House  
1 Wards Road  
Elgin IV30 1QL  
Tel: 01343 559890



## **Confidentiality**

In the course of their work staff will have access to information that is confidential.

This will include:

- Medical details
- Marital status
- Parents' employment situation
- Court orders – concerning child's residence or contact with family members, including foster children and Social Work Department placements.
- Child Protection – where there is cause for concern, staff can pass on relevant information following the set procedures without

parental knowledge. This is the only exception to the policy of open information to the parent.

- Religion
- Addresses and phone numbers
- Child development records – shared with parents, staff and relevant professionals and schools at appropriate times.



### **Emergency Closure**

Sometimes school has to close for a day during an emergency, e.g. a cut in the electricity supply, a fault in the central heating system, worsening of weather conditions.

If the children require to be sent home from nursery, someone from the school will telephone you and ask you to come and collect your child. If immediate family are not available, the person you have named as your emergency contact will be called.

### **Equality and Fairness**

We are committed to providing and maintaining equality of opportunity for all children, parents and carers within the group. If anyone wishes further details about this policy, please speak to Nursery staff.

### **Access to Personal Records**

On admission to Nursery, parents / carers are asked to complete a form asking for information about the child, next of kin, nationality, name, address and telephone number of GP (Admission Form).

## **Pupil Profiles – My Learning Journey**

During their time at Nursery, your child will have the opportunity to participate in a range of challenging and enjoyable learning experiences.

Children's learning experiences will be recorded in the Learning Journey file and shared with parents on a regular basis. This will include photos, pieces of work and comments made by your child.

The children will also be involved in this process.

## **Big Book Planning**

As part of their learning programme, Nursery children contribute to 'Big Book Planning'. Big Books are a means of recording and evidencing children's learning experiences. It also provides children with the opportunity to be involved in planning that learning:

- What we know
- What we want to find out
- What we've learned

Parents are encouraged to have a look at the Big Books and add their own comments, pictures or drawings any time they are in Nursery.

## **Introduction to Nursery**

A Nursery induction meeting will be held before your child starts Nursery. At this meeting there will be the opportunity for you to meet the Nursery, look round the classroom and find out about the learning opportunities your child will experience in Nursery. There will also be plenty of opportunity for you to ask questions.

There will also be an opportunity for your child to experience the Nursery environment alongside their parent/carer.

When your child starts Nursery there will be a staggered entry over a couple of weeks to allow the Nursery team to get to know your child. Details of the dates and times of the staggered intake will be shared with you at the induction meeting.



## **Transfer to Primary 1**

Children are prepared for the transition to P1 as soon as they start their pre-school year in Nursery.

They will make visits to the P1 class in small groups throughout the session building up to joining the other children in the playground over break times. Pre-school children will have plenty of opportunity to become familiar with their buddies who will be there to support them in P1 for as long as they need.

Pre-school children will also join the school for potted sports and other whole school activities.

The Nursery teacher and P1 teacher liaise closely when planning to ensure there is appropriate progress and coverage of the Early Level Experiences and Outcomes from Nursery to P1.

The close working arrangements between Nursery and P1 ensure a smooth transition for your child when the time comes.

## **Curriculum for Excellence**

The curriculum provided in Nursery is part of the continuous learning experience from age 3 to 18. Pupils will be helped to

- Understand the world in which they live
- Reach the highest possible levels of achievement
- Be equipped for work and learning throughout their lives
- Develop early skills in literacy, mathematics and health & wellbeing
- Address the values, principle and purposes outlined below:



## Successful Learners

With

- Enthusiasm and motivation for learning
- Determination to reach high
- Standards of achievement
- Openness to new thinking and ideas

And able to

- Use literacy, communication and numeracy skills
- Use technology for learning
- Think creatively and independently
- Learn independently and as part of a group
- Make reasoned evaluations
- Link and apply different kinds of learning in new situations

## Confident Individuals

With

- Self respect
- A sense of physical, mental and emotional wellbeing
- Secure values and beliefs
- Ambition

And able to

- Relate to others and manage themselves
- Pursue a healthy and active lifestyle
- Be self aware
- Develop and communicate their own beliefs and view of the world
- Live as independently as they can
- Assess risk and make informed decisions
- Achieve success in different areas of activity

To enable  
all young  
people to  
become

## Responsible Citizens

With

- Respect for others
- Commitment to participate responsibly in political, economic, social and cultural life

And able to

- Develop knowledge and understanding of the world and Scotland's place in it
- Understand different beliefs and cultures
- Make informed choices and decisions
- Evaluate environmental, scientific and technological issues
- Develop informed, ethical views of complex issues

## Effective Contributors

With

- An enterprising attitude
- Resilience
- Self-reliance

And able to

- Communicate in different ways and in different settings
- Work in partnership and in teams
- Take the initiative and lead
- Apply critical thinking in new contexts
- Create and develop
- Solve problems

In Nursery, children's learning is at the Early Level of Curriculum for Excellence. This level covers the Nursery Years and Primary 1. The CFE levels are noted below.

**Early Level**      The pre-school years and P1 or later for some.

**First Level**      To the end of P4, but earlier or later for some.

**Second Level**    To the end of P7, but earlier or later for some.

**Third & Fourth** S1 to S3, but earlier for some. The fourth level **Levels** broadly equates to Scottish Credit and Qualifications Framework level 4.

The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all of the fourth level outcomes.

**Senior Phase**    S4 to S6, and college and other means of study.



Most of the children's learning will be through play. In their play, they may find out about materials, use and develop language, act out situations, ask questions, look for information in books, make friends, see how their actions affect other people, try out ideas, learn rules or read stories.

Children will access the outdoor environment every day as a context for learning. For this reason, please ensure children are suitably dressed for the weather conditions that day.

The children will so be taken out of school for a walk, to look at different colours or to listen to different sounds, to make collections to sort and match when they return to school.

### **You can Help your Child to Learn**

- Encourage them to dress themselves, wash their hands before meals, to share and join in with other children.
- Read a story every day, talk about books, read familiar words to them, e.g. labels on food packets.
- Talk with them and answer questions, play remembering games and guessing games, e.g. I spy.
- Help them to match and sort, e.g. put a knife and fork out for each person, put socks in pairs, match the right foot to the right shoe.
- Encourage them to count and use numbers in everyday situations, e.g. count their fingers and toes after a bath, learn some nursery rhymes. Over the session, we ask parents to provide a copy of a rhyme their child knows, so we can all learn it as a group.
- Encourage them to listen to music, songs and rhymes, e.g. in the car.
- Allow them to use crayons, pens, pencils, paint...and make a mess.
- Give them a chance to use their fingers and hands, e.g. to build with bricks, cut with scissors, and help with fastening zips and buttons.



## **Meetings with Parents**

An opportunity will be given each term to come and join your child in Nursery.

Nursery Staff will also meet with parents individually, usually in November, to discuss their child's progress. A written report will be given during the summer term.

Any time you have a question, a worry or a concern, please come and ask!



## **Health and Safety**

Portsoy Nursery is a part of Portsoy Primary School and staff are familiar with the School Health and Safety Policy.

When your child starts Nursery, you will be asked to complete a medical form, which gives you the opportunity to tell us if they have any health problems, e.g. asthma or allergies etc. Should your child be asthmatic and require to use an inhaler, this should be passed to nursery staff along with written instructions for dosage. A record is kept in school of all accidental injuries – no matter how small. A duplicate copy of this is given to you at the end of the nursery session when the accident has happened.

If a more serious accident occurs, e.g. a bump to the head, you or your emergency contact will be contacted and asked to come to take your child for medical help.



### **Administration of Medicines**

Many pupils will, at some time in their school careers, need to take medication. For the vast majority this will be a short-term requirement, with pupils simply finishing a course of medication which has been prescribed for them by their family doctor. Wherever possible, parents are requested to ask for GP prescriptions which can be administered out with the school day, i.e. in the morning and evening. Where this is not possible, parents are required to complete a signed *Authorisation to Administer Medication* form prior to the parent or designated adult administering medications. School staff are not expected to administer medicines to pupils unless there are exceptional circumstances.

However, pupils may have long term medical conditions such as asthma or diabetes which may require on-going support and, if their conditions are not properly managed by taking regular medication in school, their access to education could be limited. In addition, some children have conditions which may require occasional staff intervention, e.g. severe allergic conditions such as anaphylaxis. In certain cases specific training of staff about a child's treatment may need to be given.

### **Arrival and Departure**

Should you for any reason be unable to come and collect your child, please let school know of any emergency arrangement you may have made.

## **Nursery Snack**

Each day, as part of their Health and Wellbeing curriculum, children will be given a small snack, usually a biscuit, piece of fruit, savoury snack. They will be encouraged to drink milk or water. A charge of 50p per day or £2.50 per week is made for nursery snack. It is appreciated if this can be paid termly in advance. Nursery staff will let you know how much needs to be paid.

## **School Uniform**

School uniform is not compulsory in Nursery but t-shirts and sweatshirts, with Portsoy Primary logo, can be ordered from the office.



## **Going to the Toilet**

Most children, when they come to Nursery, should be able to go the toilet by themselves. If necessary, a member of staff will reassure your child and help them to wash their hands. In case of an accident, parents are asked to provide a spare pair of pants and trousers, which can be kept in a bag on your child's peg.

A member of the Nursery staff will help your child to change, put wet items of clothing in a plastic carrier, tie it and give the bag to whoever comes to collect the child at the end of the session. At this time also, the member of staff will explain the circumstances of the accident. If it is a soiling accident, parents will be contacted to come along and change or collect them. If we cannot contact you, we will phone your emergency contact.

## **Suitable Clothing**

For Nursery, children should wear practical play clothes. They also require indoor shoes. To encourage independence, we ask that where possible, shoes do not have lace fastenings.

Parents are asked to please name all items of clothing.

Children will be accessing the outdoors on a daily basis, even when it is wet or cold. With that in mind, children should also have a suitable jacket and shoes for such outdoor activities.

