



# Banchory Primary School Nursery Handbook

Jan 2016



**Supported to Achieve Real Success**



06/01/16

Dear Parents/Carers,

A very warm welcome to Banchory Primary School Nursery!

We look forward to establishing a mutually supportive partnership to ensure a happy and fulfilling time for your child.

This handbook is designed to equip you with the basic information that you will need during your child's time in Nursery. You will be kept up-to-date on a regular basis through daily contact with the Nursery Team and the noticeboard in Nursery.

We also issue regular 'Parentmails', post on the school website, Twitter, the School Facebook Page and most of all.....the 'closed' Parents@BanchoryNursery Facebook Page.

We have successfully implemented the online profiles using the '2Simple Application'. These are designed to share information regarding your child's 'Learning Journey'. Please remember to look in the main Nursery reception area at the displays as we are always looking to collate your views and feedback in general, as well as on specific aspects as we continue on our journey of improvement!

We also promote the Big Floor Book approach to planning following recent training and would appreciate your regular input with this, please speak to the Nursery Team for more information. Please make sure that you register for 'parentmail' through with the School Office as we have an Eco friendly, paperless policy. Try to liaise regularly with the Nursery Team to make sure that you receive the online profile successfully. Along with the standard paperwork, we have also developed a new 'Care Plan' for each child and would ask that you help us to keep that up-to-date.

Thank you for your support, we look forward to working with you and your child this academic session.

The Nursery Team, Mrs Matheson-Aiken and Mrs J Fernandez

## **Banchory Primary School Nursery**



**Supported to Achieve Real Success!**

Banchory Primary School Nursery forms an integral part of Banchory Primary School, sharing its vision, goals and plans. It is located in its own enclosed building in the grounds of the primary school.

The building has two classroom areas and an outdoor area. These three learning areas are shared between the Nursery team which will be staffed with Early Years Practitioners and two Lead Early Years Practitioners once the new staffing model is fully in place (Feb '16). Our enhanced Nursery provision is able to provide support for children with additional support needs. We have a newly built quiet room for the two year olds as well as a therapy/changing room and a sensory room.

All children are allocated a mixture of morning and afternoon sessions. Further information regarding this is available from the School Office. The staff will plan as a team and have responsibility for tracking the progress of individual children. We aim for equity of provision for all children. The Nursery top is blue and may be ordered from the School Office.

### **Arriving & Leaving**

The Nursery morning sessions are 8:45 - 11.55am and the afternoon sessions are 12.20 - 3.30pm. You are welcome to speak to the Nursery staff upon drop-off and pick-up. Should you wish to discuss your child or any issues in more detail, you can ask to make an appointment for a more suitable time.

Children should always be taken to and collected from the Nursery classroom by a responsible adult. We have a self-registration system for the children's arrival in Nursery. A signing out system is in place to collect your child. We cannot release your child into the care of a person other than yourself without your instruction. As there is only a short turn around period for the staff to be prepared for each session, may we ask that you do not use the outdoor area or equipment once your child has been signed out and is under your supervision, thank you.

**Please note only adults should open/close the Nursery gate to ensure the safety of all.**

## **Parking**

If you are arriving by car, please park safely outside the school grounds avoiding double yellow lines. Unfortunately, we do not have enough space for parents to park in the school car parks when delivering and collecting children. There is strictly no parking allowed in Scolty Lane. Arrangements for those with mobility issues may be discussed with a member of the Nursery Team.

## **What your child needs for Nursery**

Please provide your child with a pair of gym shoes which can remain in Nursery. These need to have a soft sole and it is helpful if they are the pull on type. You should also provide a change of clothing in case of accidents. We suggest that you provide a simple draw string bag to keep these things in, which can remain on your child's peg throughout the week. We provide plastic aprons for messy play. The Nursery classes will be going to the gym in the school hall. We will let you know which day this will be. On gym day they will need to wear comfortable loose clothing. Layers are practical as children may become hot during energetic activity.

Please make sure everything your child brings to Nursery is clearly labelled with their name.

## **Outdoor play and walks**

The children are taken outside regardless of the weather so please ensure your child is suitably dressed for outdoor activities. A jacket is essential as well as suitable shoes or boots. Your child should keep a pair of Wellington boots in Nursery.

## Parent Helper Scheme

Over the year there will be opportunities for you to help in the Nursery and on walks and outings. Lists will be displayed on the Nursery notice board. You can also offer to share your experiences, e.g. about your travels, or information about your job, particular interests or talents with the children in the Nursery.

## Snack

Snack money is £2.50 per week and is collected at the start of each term. Snack is a very important part of the Nursery experience. The children will be provided with a varied and balanced choice. 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 not forced to eat it but we do encourage them to try new things. If your child is allergic to any food, **please let us know**.

## 'Piggy'

'Piggy' is our piggy bank fund for 'extras' in the Nursery. It pays for things like the cost of end of term fun activities and the cost of local bus journeys. The £1 per term is collected along with the snack money.

## Curriculum for Excellence

At Nursery, children work within the Early Level of Curriculum for Excellence.

In Banchory Primary 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, familiar to 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 which 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 P1.

Please read the latest uploaded documents on the Nursery tab of the school website to learn more about the development of Early Years Education in Scotland. There are some handy tips as well as a fun story to share with your child. There is also a facebook page with informal updates.

## **Assessment**

Assessment of your child's learning experiences occurs in Nursery as adults watch, listen and interact with a child or group of children. Assessment is an integral part of our daily Nursery routine. It takes account of all the ways in which children learn through investigation, talk and play.

Each child has a 'Sharing Book'. Please look at this book with your child to share their successes. Please let us know of anything your child has achieved outside Nursery so that we can celebrate wider achievements. We would encourage you to add photos or descriptions of these achievements to the book.

Assessment information charts your child's progress. We will share information with you informally during the year, in your child's e-profile and at your parent interview.

Pre-school information will also be passed on to the P1 teacher so they can plan the next steps in your child's learning.

Children will vary at the pace at which they develop and progress but all will have the opportunity to participate and experience a wide range of activities.

## **Health**

At the initial meeting with your child's teacher in August you will be able to let us know about any special circumstances relating to your child's health.

Please keep your child at home if he/she is not feeling well and let us know by phoning the Nursery direct (telephone number at the end of this booklet) if he/she is going to be off. Nursery is a busy and sometimes noisy place, and not an appropriate place to be if your child is feeling under the weather. Not only will their capacity to learn and enjoy themselves be compromised, but there is the possibility that they may pass illness and infection to staff and their classmates. If your child becomes unwell at Nursery we will contact you to take him/her home. You can understand that it is vital that school always has up-to-date details of how to contact you or a friend or relative. We ask for two emergency contact numbers.

**Children who have had sickness or diarrhoea should not return until forty-eight hours after the last bout.**

Should your child require medication whilst at Nursery, you will need to fill out a form after which medication may be kept within Nursery to be administered as and when necessary.

Should your child have a small accident whilst at Nursery, we will administer appropriate first aid and make a note of the details in our accident book. You will then read and sign this at the end of the session, keeping a copy should you need to refer to it at any time. On very rare occasions, children may hit their head or have a slightly more serious mishap whilst at Nursery. Under these circumstances you will be called immediately - we like to err on the side of caution.

As a Health Promoting School, Banchory Nursery aims through all our activities to assist pupils, staff and other members of our community to experience physical, mental and social wellbeing. The children have access to a well-balanced, healthy daily snack, taking account of any dietary requirements, including food allergies. Children also participate in the Childsmile scheme.

### **How can you help at home?**

- Talk to your child as you play together, do the daily chores, get dressed, go shopping, travel in the car and encourage them to join in conversations at mealtimes or at the end of the day.
- Share books, sing and read nursery rhymes together.
- Make your child aware of words in the environment and play games such as 'I Spy...'
- Encourage your child to draw, paint and use scissors under supervision.
- Encourage them to see numbers in everyday situations-set the table, count the spoons...How many cups do we need?
- Play board games and make puzzles together.
- Give opportunities for imaginative play e.g. dressing-up and role-play.
- Encourage outdoor play.
- Encourage them to be independent.
- Praise your child when something has been done well.
- Each child is an individual with different strengths. Each child develops at a different rate. Each child is different. Have fun!

## Contact Information

**Address** Banchory Primary School Nursery  
Arbeadie Road  
BANCHORY  
Aberdeenshire  
AB31 4EH

**Telephone numbers** Banchory Primary School - 01330 823351  
Banchory Primary Nursery - 01330 823369

**Email** [jackie.fernandez@aberdeenshire.gov.uk](mailto:jackie.fernandez@aberdeenshire.gov.uk)  
& [banchory.sch@aberdeenshire.gov.uk](mailto:banchory.sch@aberdeenshire.gov.uk)

## **Nursery Section of School Website**

<http://banchory-pri.aberdeenshire.sch.uk/Nursery/>

**Head Teacher** Jackie Fernandez  
**Depute Head Teachers** Heather Matheson-Aiken  
Lynn Service

**School Office Staff** Moira McMaster  
Emma Porter

## Nursery Staffing

**Nursery Teachers:** Cathy Hall \*  
Sarah Kellett \*

**Nursery Nurses:** Zena Barnes  
Jacqueline Ferguson  
Jacqueline Cumming  
Eliza Garden  
Jenna Knox  
Judy  
Robertson

The Nursery Teachers are taking up teaching positions in the school but will continue to support the Nursery until the Lead Early Years Practitioners are recruited.

We may also have some students during the session.  
*Thank you for taking the time to read this booklet.  
We hope you have found it useful and informative.  
We would appreciate feedback and welcome any suggestions you may have for further additions.*



