

Towie Nursery



Information for
Parents
2021 - 2022

Welcome to Towie School Nursery

Our Ethos

At Towie School Nursery we aim to provide a happy, exciting and caring environment in which, through play and active learning, children aged 3 to 5 years can explore, enjoy, achieve and progress to their fullest potential at their own pace.

We promote equality of opportunities and positive attitudes to help children interact well with other children and adults. Staff will be positive role models and supportive of children's individuality, culture and learning needs. Parents will be consulted and included in all aspects of their children's development and progress during their time in Nursery.

**We hope you and your children enjoy your
Nursery experience.**

This booklet is designed to give you some helpful information as your child starts Nursery. We would like to hear any comments or suggestions about the booklet and hope it gives you all the information you need. If you have any other queries or questions, please don't hesitate to ask.

Contact Details

Tel: 019755 20415

Email towie.sch@aberdeenshire.gov.uk

Staffing

Head Teacher: Mr Daniel Frater

Early Year Senior Practitioner: Mrs Melanie Hillerby

Early Years Lead Practitioner: Mrs Emma Taylor

Early Years Practitioner: Mrs Pauline Petrie

Early Years Practitioner: Ms Joanna Cumming

Nursery Sessions

Morning sessions run from **9.00am-1.00pm** for those who attend only mornings, and from **9.00am-3.00pm** for those who attend for full day as part of the 1140 hours of provision. We are flexible with start times knowing that getting young children ready in the morning sometimes does not always go according to plan! However, we would please ask that you be prompt in collecting your child as children being collected late can become anxious and the staff have other commitments after Nursery finishes.

Parents can choose their own pattern of attendance; however this should be a fixed pattern, not changing from week to week.

Although Nursery education is non-statutory, we recommend children attend in line with agreed times as much as possible to help with continuity and routines.

It is helpful if you can inform us if your child is likely to be absent from nursery for any reason.

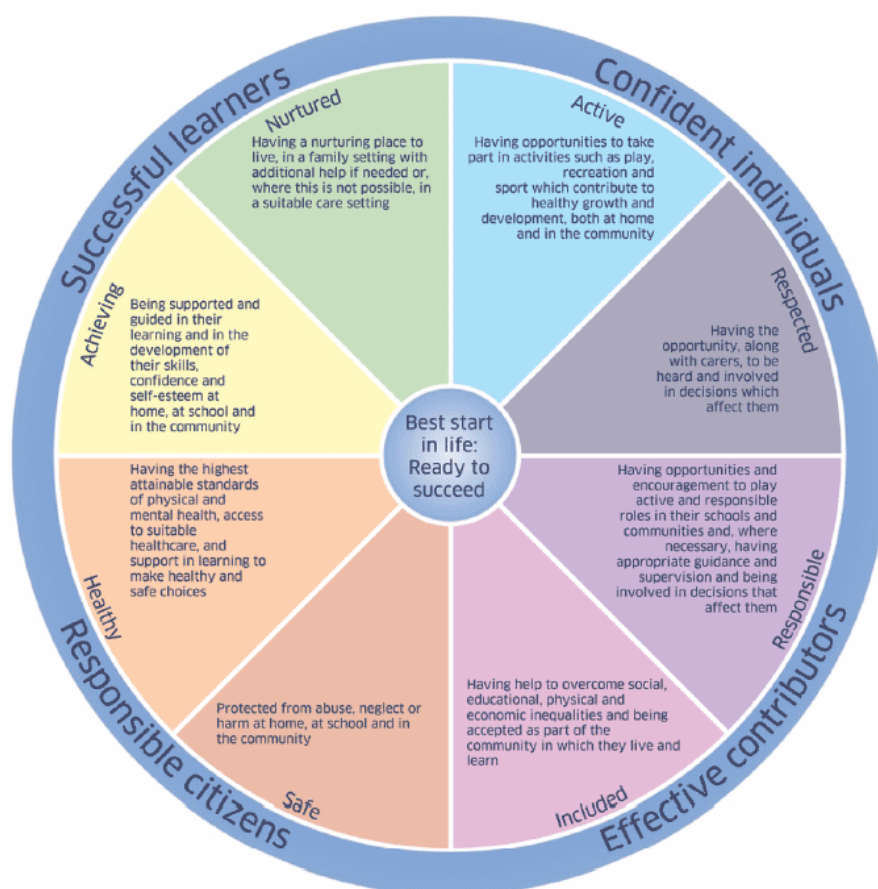


Towie School and Nursery Aims

At Towie School our vision is to provide learning opportunities to enable all young people to become: Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

We aim to create a learning environment which:

1. Engages young children in the highest quality learning activities.
2. Allows all learners to achieve success.
3. Works together with parents.
4. Promotes reflection while welcoming challenges and a collective commitment to improve.
5. Values and empowers all staff and learners.
6. Promotes well-being, inclusion and respect.
7. Develops a culture of ambition and achievement.



Working Together

You will find a warm welcome awaiting you and your child at Towie Nursery. From the very first day we respect and treat you and your child as individuals.

Each family is an integral part of their child's learning and learning has to be in partnership with you if it is to be effective. We encourage parents to be actively involved in the life of the Nursery and we welcome any ideas or suggestions that you may have. We also value your input about a child's interests and learning and experiences that have happened at home or further afield.

Each child is on a learning journey from the day they are born. We have a relatively small part to play in that journey but we use our knowledge and expertise to observe and reflect on each child's learning in order to provide exciting experiences which take them forward at an appropriate pace.

We focus on the development of learning dispositions which help children to become independent learners these are:

- Being proud of and willing to share what they already know
- Taking an interest in learning new things
- Persisting with difficulty
- Expressing ideas or feelings
- Develop thinking skills
- Taking responsibility

When children are involved in engaging activities which challenge them appropriately effective learning happens. We are committed to the development of active learning for children and what we mean by active learning is engaging children's thinking using real life and imaginary situations.

Many parents like to help in nursery on an occasional or regular basis. This is not compulsory but is something we value and encourage.

If you would like to be involved as a Volunteer in Nursery activities such as outings, baking, helping on library days etc, you can request a Volunteer Application Form from the office. In order to safeguard the children, you may require to be vetted through the Protection of Vulnerable Group process known as the PVG check. Having completed this process it would mean you are eligible to help in Nursery and this eligibility would continue as your child progresses through school.

Communication with Parents

We will keep you informed through regular newsletters and email communications. Please take time to read these as they include invitations to participate in Nursery activities or requests for help as well as information about what is going on.

From time to time we consult with parents offering opportunities for you to express your views this may be done through meetings, questionnaires or surveys and is part of our ongoing self evaluation so we can provide the best quality service for you and your children. We appreciate the time spent on responding to these.

Our aim is to make the links between home and Nursery, Nursery and School as positive as possible for the children's benefit. We hope you will support us in this.

Children's Progress and Reporting to Parents

As part of the day-to-day life of Nursery, notes are taken and kept about children. These notes record children's interests, their key developments and their progress. Staff are trained

to reflect on observations in order to discuss and plan for next steps in children's development.

Book Creator is used to record children's progress and observations. Any notes or observations as well as photographs are kept in your child's Book Creator app. These are available on a daily basis for you to see in Nursery. We also hope that parents and carers will add to these profiles as we recognise the importance of learning throughout a child's day not just during Nursery time. Your child's book will be emailed home to you at the end of the first term. Updates can then be viewed from home at any time.

There are two individual parent meetings a year when you can speak on a one to one basis with staff. One of these takes place in October or November, the other in May or early June.

However in the Nursery we see parents on a daily basis which gives us many more opportunities for dialogue.



Learning and Teaching

The Curriculum for Excellence Scotland's national curriculum establishes clear values, purposes and principles for education from 3 to 18.

It is designed to ensure that all children in pre-school and primary school settings experience stimulating, effective learning in ways that are appropriate to their needs.

The curriculum for the pre-school sector and the early years of primary is presented together as one level known as the Early level. This will encompass experiences and outcomes for children's learning in ways which will support a more active approach to learning and teaching in early primary school and encourage better continuity and progression for all children across all settings.

Ref: Building the Curriculum 2- Active Learning in the Early Years. (*Scottish Executive 2007*)

A web version of this document is available on the A Curriculum for Excellence website:

www.acurriculumforexcellencescotland.gov.uk

In addition we also take into consideration Aberdeenshire's Curriculum Framework and entitlements for every child which interprets the national curriculum into local and personalised contexts within Aberdeenshire.

A Curriculum Framework 3-18 for Aberdeenshire available from:

www.aberdeenshire.gov.uk

Our Nursery Curriculum is based on the guidance from the Scottish Government.

'The curriculum is the totality of experiences which are planned for children and young people through their education, wherever they are being educated.'

*The **purpose** of the curriculum is to help children and young people to become successful learners, confident individuals, responsible citizens and effective contributors (the four capacities). The framework therefore puts the learner at the centre of the curriculum.*

***Experiences and outcomes** describe the expectations for learning and progression in all areas of the curriculum. Children and young people are **entitled** to a curriculum that includes a range of features at the different stages.'*

Building the Curriculum 3; A Framework for Learning and Teaching.
(Scottish Government 2008)

The eight curriculum areas are: Expressive Arts, Health and Wellbeing, Languages, Mathematics, Religious and Moral Education, Sciences, Social Studies, and Technologies are developed in our Nursery through a wide range of child centred engaging contexts. There may be a focus on one area for a time but generally there is a balance of experiences from all curricular areas.

The interests of children are taken in to consideration when planning and developing learning and we ensure that children are involved in taking their own learning forward. We ensure that each child is actively involved in his or her learning through:

- spontaneous play
- planned, purposeful play
- investigating and exploring
- events and life experiences
- focused learning and teaching



What to Bring

We use the outdoors daily as part of our classroom so please bring everyday:

- Indoor shoes (eg trainers)
- A bag with a change of clothes in case of accidents
- An outdoor coat
- Warm boots, warm waterproof clothing, hats and gloves (cold weather only)
- Sunhats as appropriate

Please remember to name all clothes and shoes

Use of the outdoor environment helps children develop high levels of confidence and independence, resilience, problem solving skills, risk taking and helps them to cooperate and collaborate with others.

We go out in the rain and snow and monitor the comfort of the children carefully. Children should come prepared to go outside on a daily basis with appropriate clothing. If the children are dressed appropriately for the weather most activities can take

place and the children soon become comfortable and happy in the outdoor environment.

Other areas of learning are explored outdoors, language and communication skills, early concepts in maths are encouraged through investigation and children begin to reason scientifically as they play.

Snack and lunches

We provide daily a small healthy snack as part of our Health and Wellbeing programme.

Snack time provides important learning opportunities for developing a broad range of skills. Children are encouraged to become independent as they share and help prepare snack. This is also an opportunity to chat with others and form friendships. Children learn to use different tools, to serve themselves and others and to tidy up afterwards.

We encourage children to try different foods and milk and water are always available to drink. We offer a wide range of healthy foods but please let us know if your child follows a particular diet or is allergic to any food.

Snack money is payable at the start of each term and you will be informed each term how much is due.

Lunches are provided for all children within the setting. These are catered for by our internal kitchen. Children enjoy a selection of soups, main meals and desserts on a four week rolling menu rotation. The options which are provided are closely considered, with the Setting the Table guidance being respected. Dietary requirements can be catered for by the kitchen. We kindly ask you discuss this with a member of the team at the earliest convenience to ensure these are in place before your child starts their journey with us.

Safeguarding Children

Child Protection Statement

Towie School Nursery aims to create an environment which promotes and safeguards the welfare of children which includes protecting children from maltreatment, preventing impairment of children's health or development and ensuring that children are growing up in circumstances consistent with the provision of safe and effective care. We have a duty of care to refer any allegation, complaint or concern received relating to a child to Social Care or the police.

If you wish to report a Child Protection concern directly to Social Work or ask for advice then contacts are given below.

Social work Contact Details Daytime

Fiona Lovie

Tel: 01466 404959

Team Manager, Huntly Family Centre

**Out of Hours Emergency Social Work Service for
Aberdeenshire**

Tel: 0345 6081206



Health and Safety

The Nursery takes very seriously its role in keeping children safe and healthy, risk is assessed and equipment kept clean and safe. However, in the case of minor accidents First Aid equipment is available in the Nursery. Minor cuts and bruises can often be treated at Nursery but parents can help by impressing on children that any accident, however slight, should be reported to a member of staff. The staff share the responsibility of administering first aid and deciding on further action to take. If there is any doubt at all about the seriousness of an injury, the child's parents and doctor will be informed. It is vital that the Nursery has up to date names, addresses and phone numbers of parents, GPs and emergency contacts.

If your child has had sickness and/or diarrhoea please allow 48 hours clear of symptoms before returning to nursery. If he/she is obviously feeling unwell, please keep him/her off Nursery.

If your child requires medication during Nursery a form (available from the Nursery Teacher or Office) must be filled in before the medicine can be administered.

The Local Authority does hold Third Party Liability Insurance which indemnifies the Council from third parties (eg parents on behalf of pupils) who have suffered injury, illness, loss or damage arising from the negligence of the local authority or its employees. This is seen as a parental responsibility. Parents wishing to obtain cover for personal accident and Third Party liability are advised to contact an Insurance Company or Broker.

Emergency Closure and Bad Weather Arrangements

Arrangements are as follows:

1. If a decision is made to close the Nursery prior to the start of the school day, this will be broadcast on Northsound and also appear on Aberdeenshire's website:
www.aberdeenshire.gov.uk
2. A message will also be left on the school's Telephone Information Service.
3. If you are unsure whether Nursery is open, please phone up to half an hour prior to start time.
4. If a decision is made to close Nursery because of worsening weather conditions or for any other reason, parents or "emergency contacts" will be informed of the situation.
5. If neither parent nor emergency contact is available the child will be supervised in Nursery until contact is made.
6. If you are unsure about driving conditions or worsening weather conditions - please stay at home.

7. If the Nursery is closed for any other reason we will attempt to contact you first thing in the morning by email or text.



Towie Nursery Complaints Policy

We are committed to delivering a quality service to all our users. We aim to take effective action to ensure standards are upheld and welcome being informed where they have not been satisfactory.

We believe a complaints procedure can contribute to the quality and effectiveness of the service. This policy statement sets out a procedure for parents and carers to complain about any aspect of the service. Complaints should be made constructively and every effort will be made to resolve them at an early stage. It is in the best interests of parents, carers, children and staff that complaints are dealt with fairly and confidentially.

- At Towie Nursery we shall respond to the comments or complaints of all parties as promptly and positively as possible.

- In the first instance the complainant should contact the nursery staff for informal feedback. This may be all that is required to resolve the problem.
- Persons making a complaint may be supported by a friend, relative or representative at different stages of the procedure.
- If the problem remains unresolved, the complainant should contact the Head Teacher either by letter, telephone or in person. The Head teacher is not always immediately available, but the school administrator or clerical assistant will be happy to make an appointment at a suitable time.
- The Head teacher will listen to the complaint and investigate the circumstances surrounding it.
- The Head Teacher will then report back to the complainant and try to resolve the problem
- If the complaint cannot be resolved at school level, the complainant or the Head Teacher may contact the Quality Improvement Officer at Woodhill House, Aberdeen, 01224 664366.
- Complaints will be acknowledged within 5 working days. Please allow 28 working days to investigate a complaint.
- A record of complaints is kept in school. It may be shared with Aberdeenshire Council officials or officers of the SCCWS Otherwise it is confidential.
- Should parents wish to contact the SCCIWS direct they may call 01224 793870.
- This procedure is displayed on the Nursery Noticeboard for the information of parents and visitors.

We comply with Aberdeenshire Council's "Procedure for Council Employees" on Comments Compliments and Complaints. Copies of this policy are available from the local library or www.aberdeenshire.gov.uk

Inspections

The School and Nursery have several formal systems in place to ensure quality of service. These include regular inspection by **The Care Inspectorate** and every 5 years by **Her Majesty's Inspectors for Education HMIe**. As parents, you will be consulted at these times.

In addition Aberdeenshire Council has appointed a **Quality Improvement Officer** to the school to ensure standards are met and we continually evaluate our own practice and improvement through our own rigorous self-evaluation processes.

Policies and Procedures

Copies of all nursery Policies/Procedures are available in school and if you would like to see a copy please see Miss Milne.

**We look forward to working together
with you and your child.**