

Welcome to Macduff Nursery



Welcome to Macduff Nursery

Address:

Macduff Primary School
Macduff
AB44 1PT
Telephone number - (01261) 832665

The Aims

We aim to:

- Create a secure and motivating learning environment.
- Provide stimulating resources to explore the challenging curriculum.
- Create a caring ethos, where each person feels valued.
- Work in partnership with parents and outside agencies.
- Ensure planning and evaluation meet individual needs.

Staff:

Mrs Chisholm is currently our Acting Head Teacher. Mrs Sutherland and Mr Taylor are our Depute Head Teachers. Mrs Walker and Mrs Taylor are our Acting Depute Head teachers also. If you need to see a member of the management regarding a Nursery query please see Mrs Sutherland.

Red & Yellow

Mrs Skinner - Lead Practitioner
Mrs Duncan
Miss Noble
Mrs McLeay Thur & Fri
A.N. Other to be appointed Mon-Wed
Mrs Fleming lunch cover

Green & Blue

Miss Duncan - Lead Practitioner
Miss Milne
A.N. Other to be appointed Mon-Wed
Mrs Jack (Wed - Fri)
Mrs Angus lunch cover

The nursery is part of the Primary School and is situated in the community wing. The nursery caters for eligible 2 year olds and upwards. Both nursery rooms can accommodate up to 40 pupils.

Nursery Times and Sessions:

Red class and Blue class				
Mon	Tues	Wed	Thur	Fri
Morning	Morning	Morning	Afternoon	Afternoon

Yellow class and Green class				
Mon	Tues	Wed	Thur	Fri
Afternoon	Afternoon	Afternoon	Morning	Morning

Drop off / Pick up Times:

Morning Session

Drop off between 8.45 and 9.00

Pick up between 11.30 and 11.55

Afternoon Session

Drop off between 12.20 and 12.35

Pick up between 3.05 and 3.30

Children must be brought into the nursery classroom by a responsible adult (over 16). The adult will be asked to sign the child in - **Children are not the nurseries responsibility until they are signed in.** Children must also be collected from the nursery classroom by an adult. If your child is to be collected by someone different, please let the staff and your child know and write it in the signing in book. If you are delayed in collecting your child, it is helpful if you can phone so that we can tell your child and prevent him/her from becoming anxious.

After Easter, the pre-school children line up outside the security door in the community centre. Parents/carers must wait until the children have been taken into the nursery by the nursery staff and must still sign their child in. Staff will take the signing in book into the community centre area. In order to continue the partnership between staff and parents, you will still have the opportunity to come into the nursery to collect your child.

Attendance:

Regular attendance is important to your child's development. However if he/she is ill, please do not bring him/her to nursery. **If your child has had a stomach upset, Aberdeenshire policy is that he/she should not return to nursery/school until he/she has been free of symptoms for 48 hours.** Please telephone the school office (832665) explaining your child's absence. We need an emergency address and phone number where we can contact someone who can come for your child if he/she becomes ill. The nursery runs 5 days per week and holidays are the same as for the Primary school.

Safety:

Please ensure that you inform us of any change of address and telephone number and keep us up to date with emergency contacts, in case we should have to contact you urgently.

Aberdeenshire, Aberdeen City and Moray council's statement on Child Protection:

"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 specially trained for the task. Should you wish to talk further about Child Protection and the safety of children, please feel free to contact 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.

Administering Medication:

If your child needs medication at nursery, please ensure you complete the appropriate form (available from the school office) and hand in to the

nursery staff with your child's medication. If he/she has received medication before coming to nursery, you must let the staff know.

Induction:

There is an Induction Meeting for nursery parents before the children begin nursery, children are invited to attend the nursery whilst parents meet with the Depute Head. This allows you and your child to meet the staff and find out a little about Nursery education. This will be an opportunity for you to ask any questions and to explore some of the nursery activities.

Staggered intake:

Due to the large August intake, to enable the staff to get to know each child and spend time with them individually, the children will attend nursery in small groups for the first 2 weeks. You may stay with your child until he/she feels happy and settled.

Policies and Procedures:

A handbook containing nursery policies and procedures is available in the nursery. Please make yourself aware of these documents. We also value any comments/suggestions which you may have.

What your child needs:

1. Children should change into indoor shoes (named) before coming into nursery, preferably of a type which the child can put on and take off by him/herself.
2. Your child will need a bag to carry gym shoes, library book and a gym kit. Please ensure your child can open/close the bag by his/herself and that it is large enough to hold all the items mentioned.
3. Please ensure your child **ALWAYS** brings warm clothing and outdoor shoes in order to take part in outdoor activities. Outdoor learning is a large part of the nursery curriculum. We like to go outside daily but every Wednesday we spend the whole session outdoors (weather permitting), so remember to wrap your child up warmly.

4. Remember to supply us with a spare change of clothes, pull ups or nappies if required.

Clothing:

We encourage the children to be independent in Nursery, therefore it is most helpful if your child wears clothes which he/she can manage to put on and take off unaided. **Do not dress your child in his/her best clothes.** Your child comes to Nursery to explore, investigate and often participate in "messy" activities. **This is how a child learns.**

Children have the option to purchase a nursery uniform if they wish, we do have a small supply of second hand uniforms, please ask a member of staff for further details.

Toys:

We would appreciate it if your child did not bring toys into the nursery. There will be opportunities throughout the year for them to participate in 'Show and Tell.'

Cost:

Local Education Authority Nursery Education is free, but we ask for a small contribution of £0.50 per session your child attends to cover the cost of snack, this is collected termly. Your child will be issued with an envelope with their name on it and the amount due for the term at the beginning of each term. **Please hand these in on the day stated on the envelope.** The children will be supplied with a healthy snack and a drink of milk/water. If your child has any food allergies, please let us know.

Nursery Guidance and Curriculum

Pre - Birth to Three:

This was introduced due to the growing recognition of the importance of the earliest months and years in life.

The four key principles are:

- Rights of the Child
- Relationships
- Responsive Care
- Respect

The guidance enables staff members to have a sensitive and respectful approach when interacting this is beneficial to children and families.

Curriculum For Excellence:

The "Curriculum for Excellence" enables all young people to become **Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.**

- Numeracy
- Literacy
- Health and Wellbeing
- Science
- Religious and Moral Education
- Expressive arts
- Social Studies
- Technologies.

Nursery curriculum is built on the firm belief that children learn best through first hand experience, through "doing" rather than "being told" - **active learning**. Therefore the children spend most of the day choosing from a wide range of planned activities. These activities include sand, water, painting, drawing, craft activities, building blocks, music, dough, role play,

construction, large physical play, books and stories, outdoor play, science and investigation tables, jigsaws and other problem-solving activities and many more.

By experimenting with various materials and talking with the adults and other children, the children will find out about their environment, discover important principles of mathematics and science and develop their physical and communication skills. They learn to share adults' attention, to co-operate with others, to care for living things and express themselves in many ways through music, art and language.

We make use of the outdoor environment by making educational visits to places of local interest e.g. library, fire station, lifeboat station, and aquarium. We make good use of our excellent outdoor area; therefore please ensure your child is dressed appropriately for outdoor active play. We also use the equipment in the school playground. We have an outdoor policy which you may wish to consult.

The staff put a great deal of time and thought into planning a progression of experiences for the children. Many of the activities are linked to themes which build on the children's interests. We observe and assess the children continually in order to meet their needs and take them on to the next stage in their development. Observations and achievements are recorded in your child's Learning Journal, you are welcome to look through your child's folder at any time but please leave a comment and let us know your thoughts. There will be an opportunity for you to discuss your child's progress in November and May at a parents' evening. **We are always grateful for any information which you feel might be useful in helping us to deal appropriately with your child.**

Partnership with Parents:

We aim to build on what your child has learned from you and to work in partnership with you in helping your child develop their potential.

Parents are always welcome in the Nursery to join in the children's activities, however due to the change in the law, parents must be in possession of a "PVG" certificate (forms are available from the school office). It is important that children feel their parents value what they do at Nursery, so

please admire their "works of art" and listen when they tell you what they have been doing. The informal chatting between staff and parents is very valuable for the sharing of information and discussion of progress and/or problems.

As we are classes within the primary school, we work with wider agencies in order to get it right for every child and we can call on the services of the speech therapist, educational psychologist and any other relevant agencies.

You will be offered an appointment in November and May to discuss your child's progress with his/her key worker. There is an open night in June for parents and children to view children's work and visit the other classrooms in the school. An appointment can be made at any time to speak to a member of staff about your child.

There is a general information board in the nursery and two specific boards for each room which will help keep you informed of current themes, menus and nursery activities etc. Please read this regularly.

Behaviour Management:

As part of our system, we have a sunshine, grey cloud and black cloud. All children start each nursery session with their picture on the sunshine. If they break any of The Nursery rules, they will be given a verbal warning. If they continue to break the rules, they will be asked to move their picture onto the grey cloud. Further breaking of the rules will result in them being asked to move their picture onto the black cloud. If a child is moved onto the black cloud, we will automatically speak to the parent about this when they come to collect their child so that they can reinforce the rules. Before the end of each session, we will speak with any child who is on the grey/black cloud about what happened and further encourage positive behaviour. They will then put their picture back onto the sunshine ready to start the next session.

Insurance Cover

PLEASE READ THE FOLLOWING:

No insurance cover is held by the Regional Council to provide automatic compensation to pupils in event of a personal accident or death. It is your responsibility as a parent to insure your child for personal accident or death if you feel this is appropriate. The Regional Council does hold third party liability insurance which indemnifies the Council for claims from third parties (e.g. parents of pupils) who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees. However, if there is no negligence, no claims would be accepted by the Council.

Parents are reminded that children should not bring valuable personal effects to the Nursery School as we cannot guarantee their safety and insurance is not held to cover such items.

Just one more thing to read.....

When your child comes home messy

Red paint in the hair? Blue paint on the jeans? Sand in the shoes?
White socks that look brown? Sleeves a little bit damp?

Your child will probably.....

Worked with a friend

Problem solved

Created a masterpiece

Negotiated a difference

Learned a new skill

Had a great time

Developed new language

Your child probably didn't

Feel lonely

Become bored

Do repetitive tasks that are too babyish

Do worksheets that are too easy

Do sit down work that is discouraging

You probably.....

Paid good money for these clothes

Have trouble getting the red paint out

Are concerned that staff are not paying enough attention to your child.....

The staff probably.....

Were aware of your child's needs and interests

Spent time planning a challenging activity for the children

Encouraged the children to try new things

Put out aprons for the children

Were worried that you might be concerned

Try to remember your favourite activity when you were four years old.

Was it outdoor play with water, mud, dressing up clothes?

Young children really learn when they are actively involved in play, not when someone is talking to them.

There is a differences between, "messy" and "lack of care"

The staff plan messy, fun things to do because that is how young children learn.
Remember in a few years, teenagers will use shampoo, mirrors and all the towels!!!

But young children need time to be children.