

Gordon Primary School Nursery

Information Handbook

2021/22



Contents

- Our Vision, Values and Aims
- Information about Our Nursery
- Working in Partnership with Parents
- Staff Information
- Nursery Hours and Session Times
- What do I need to bring to nursery?
- Who will look after me?
- Nursery Induction
- What will I do at nursery?
- How will I learn?
- What happens if my child has some additional support needs?
- How will I know what is happening at nursery?
- How will I know how my child is doing?
- Who else might help me at nursery?
- Why do I brush my teeth at nursery?
- What will I eat?
- What can I do at home to help my child with their learning?
- How safe is the nursery?
- Storm/Weather arrangements
- What if my child is unwell?
- How can I support my nursery?
- What support is available for my family?
- How is our nursery doing?
- What happens if I go to more than one nursery?
- What if my child is not ready for school at summer?
- What should I do if I have a comment, compliment or complaint?
- Child Protection statement
- Appendix

Our Vision, Values and Aims

At Gordon Primary School Nursery, we celebrate children as individuals, and are committed to supporting them on their way to becoming successful learners, confident individuals, responsible citizens and effective contributors. We welcome contributions from parents and carers as an important part of our nursery family.

Vision

We strive to create a warm, welcoming and stimulating environment where we can nurture relationships with children, families and the local community. A consistent, supportive approach by staff encourages children to respect themselves and others, take pride in their achievements and “be the best we can be”.

Values

- Children come first
- All ideas and opinions are valued
- We treat one another and our environment with respect
- We are all encouraged to role model a positive approach
- We support each other to be Ready, Kind and Safe

Aims

- Model positive approaches
- Put wellbeing at the heart of our nursery provision
- Achieve the best outcomes for children by making parents and children partners in learning
- Support families to be involved in all aspects of nursery life
- Promote professional and supportive relationships between all staff and parents
- Provide high quality learning experiences to enable every child to reach their full potential.

Information About Our Nursery

Gordon Primary School Nursery is a brand new, purpose built, £2.4 million nursery situated in the town of Huntly. It sits beside the primary school on the site of the old Deveron building. We have only recently moved into our new building and nursery staff and children are working hard to make it their own.

The nursery is laid out with one large playroom, a smaller playroom, sensory room, purpose-built toilets and sinks for children. It benefits from a large outdoor space with its own trees and looks onto the woodland behind the school grounds.

Outside the entrance to the nursery is a staff car park. We ask that parents arriving by car park out with the school grounds and travel the rest of the way by foot. We actively promote road safety at Gordon Primary School Nursery and ask that parents and carers support us by using the school crossing, walking on paths, and lining up safely with an adult.

Our nursery opening hours are 8am-6pm Monday to Friday. We are open all year (except through the Christmas holidays and public holidays). We can care for up to 56 children between the ages of 2-5 years who are entitled to an Early Learning and Childcare funded space.

A virtual tour of the nursery is available on the Gordon Primary School Facebook page.

Should you wish to contact the nursery, you can do so by using the following contact information:

Address: Gordon Primary School Nursery
Castle Street
Huntly
AB54 4SE

Phone: 01466 405913

Mobile: 07341 459407

Email: gordonprimary.nursery@aberdeenshire.gov.uk

Working in Partnership with Parents

At Gordon Primary School Nursery, we believe that children benefit most when parents and nursery work together in partnership. We understand and respect that parents are their child's first educator and work to support parents as well as children in their first introduction to early learning.

We aim to support parents by:




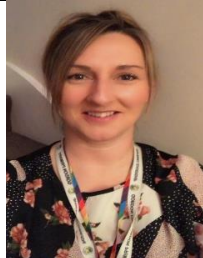










- Recognising that all families are unique with their own relationships, needs, responsibilities etc. and taking an individual approach to supporting families.
- Welcoming parents' involvement in nursery through stay and play sessions, online learning journals, feedback from families, Facebook, key worker drop-in sessions, parent meetings, etc.
- Nurturing the relationship between families, key workers and all nursery staff by having face to face conversations, sharing information, and keeping all sides informed of what's happening in nursery and at home.
- Encouraging parents to engage at their own pace, whether it be giving feedback, supporting one off events or working with nursery staff on larger fundraising projects.
- Understanding the barriers to parental engagement e.g. lack of confidence, fear of speaking in group settings, difficulty with literacy skills, differing financial situations, language barriers, concerns resulting from their own experiences of education etc. We endeavour to work with families on an individual level to encourage engagement and signpost them to access the right support at the right time.

By nurturing close relationships between nursery staff and parents, we hope to support children and families throughout their time in nursery and as they move on to primary 1.



Staff Information

We would like to introduce you to our dedicated and hardworking nursery team.

 <p>Debbie Ewen Head Teacher</p>	 <p>John Smith Early Years DHT</p>	<p>RECRUITMENT IN PROCESS</p> <p>Early Years Senior Practitioner</p>	 <p>Tracy Buckley Early Years Lead Practitioner</p>	 <p>Tracey Henderson Acting Early Years Lead Practitioner</p>
 <p>Jackie Watson Early Years Practitioner</p>	 <p>Tricia Coffey Early Years Practitioner</p>	 <p>Dona Pert Early Years Practitioner</p>	 <p>Marion Bowie Early Years Practitioner</p>	
 <p>Gemma Winton Early Years Practitioner</p>	 <p>Anna Mair Early Years Practitioner</p>	 <p>Meghan Wright Early Years Practitioner</p>	 <p>Nicola Wilkins Early Years Practitioner</p>	
 <p>Jemma Ross Early Years Practitioner</p>	<p>Photo to come</p> <p>Sarah Dingwall Early Years Practitioner</p>	<p>Photo to come</p> <p>Lisa Robertson Early Years Practitioner</p>	 <p>Deryn Beattie Early Years Support Worker</p>	

Nursery Hours and Session Times

The nursery is open from 8am-6pm Monday to Friday. We offer morning, afternoon, and all-day sessions. The nursery sessions are as follows:

Morning Session: 8am-1pm *Core Hours – 8.50am-12.00pm*

Afternoon Session: 1pm-6pm *Core Hours – 1.00pm-4.10pm*

All Day Session: 8am-6pm

We ask that children are not dropped off or collected during the core hours to minimise disruption to our nursery day and ensure that children have an uninterrupted block of play and learning time.

Parents are free to drop off and collect their children out with the core hours. We ask that parents complete a short survey before their child starts nursery to tell us about their preferred drop off and collection times. This helps us to plan for staffing. Should you need to change your drop off/collection times, please arrange this with the Early Years Senior or Lead Practitioners.

The nursery is open 50 weeks per year, closing only during the Christmas holidays. Families can choose to access nursery provision on an all year, or term time only basis.

Term Time Only

Your child will be able to access up to 30 hours per week of free Early Learning and Childcare. This may be a mixture of mornings, afternoons, and all-day sessions. Your child will have the same holidays as Gordon Primary School.

All Year

Your child will be able to access up to 25 hours per week of free Early Learning and Childcare. This may be a mixture of mornings, afternoons, and all-day sessions. Your child will be able to attend nursery during the school holidays. However, you will have 4 weeks holiday to take at any time throughout the year.

What do I need to bring to nursery?

We recommend that children wear comfortable clothes and shoes to nursery. There is every chance that clothes will get dirty, muddy, painted, etc. while playing and we will not attempt to protect clothing at the expense of valuable learning. We promote independence in nursery and suggest that clothing and footwear should have simple fastenings that children can put on and take off by themselves.

There is no compulsory nursery uniform, however, you may wish to purchase our red sweatshirt with the Gordon Primary School logo. This is available here:

We strongly recommend that **ALL** items are named. We encourage children to take responsibility for their own belongings and nursery staff will try to reunite lost items with their owners. However, staff are not responsible for any items of clothing that are lost or damaged while at nursery.

Nursery will supply aprons, outdoor suits, and a drawstring bag for children to keep their belongings (detailed below).

We ask that parents **DO** send children to nursery with:

- Nappies and wipes (if applicable)
- A spare change of clothes (please remember socks)
- Weather appropriate clothing e.g. hats and gloves in winter or sun hats in summer
- A pair of wellies to be kept in nursery

We ask that parents **DO NOT** send children to nursery with:

- Back packs from home (essential items can stay in the nursery drawstring bag)
- Toys from home (this can lead to upset and the spread of infection)
- Food/drinks (this could lead to serious complications for children with allergies)
- Medication (this should be arranged with nursery staff and documentation completed)

We also ask that sun cream is applied at home, before coming to nursery in warmer weather.

Who will look after me?

Children's first and most enduring bond is with you and their wider family. However, as they may spend a significant amount of time in nursery, creating strong, sustained, and emotional bonds are the foundation for healthy development. In recognition of this, many nurseries employ a key worker system.

"A key worker is a valuable point of contact for both the child and their family and a link with the Early Years staff and other professionals providing care and support both inside and outside the setting".
Dare & O'Donovan (page 172, 2009)

At Gordon Primary School Nursery, we operate a key worker system to support children and families. Our nursery day runs from 8am-6pm which is longer than many staff work. To ensure that your child has a familiar adult to support them during their time at nursery and that parents will always be able to contact their child's keyworker, there are 2 key workers who work with each key group.

Your key person will:

- Help your child become familiar with the setting, so that your child feels safe and confident.
- Regularly talk to you to make sure that your child's needs are being met appropriately.
- Record your child's achievements with online observations and photographs.
- Monitor your child's development and review your child's progress at regular intervals with you.

Your child's key worker does not shadow your child all the time. Other staff will also play and work with your child.

Your key person will be happy to arrange a convenient time to talk to you at any time about your child's learning and development.

What will I do at nursery?

The Curriculum for Excellence is Scotland's curriculum for children from ages 3-18 years. Its intention is to ensure that young people develop the knowledge, skills and attributes needed for life in the 21st century. It aims to enable children to become successful learners, confident individuals, effective contributors and responsible citizens.

"Children's education should help them fully develop their personalities, talents and abilities. It should teach them to understand their own rights, and to respect other people's rights, cultures and differences. It should help them to live peacefully and protect the environment". (UNCRC, Article 29 "Aims of Education")

We follow the Pre Birth to Three guidance and the Curriculum for Excellence, which both refer to the importance of play in the early years. Play is essential to the brain development in young children and we aim to support this by minimising disruptions to play during our nursery sessions.

The curriculum is organised into 8 areas:

- Health and Wellbeing
- Languages
- Mathematics
- Expressive Arts
- Technologies
- Sciences
- Social Studies
- Religious and Moral Education



Children have daily access to the outdoors, whether it be our nursery garden, woodlands or exploring our local area. We know that children benefit from experiencing the outdoors with opportunities to investigate different environments and animals, explore risk and develop strategies to manage this, develop their thinking skills as they work with loose parts, learn to work together and problem solve as part of a team, etc.

"Different outdoor learning experiences offer opportunities for personal and learning skills development in areas such as communication, problem solving, information technology, working with others and thinking skills" (Learning and Teaching Scotland, Curriculum for Excellence Through Outdoor Learning, 2010)

How will I learn?

Article 31 from UNCRC states that: All children have the right to play.

“Play is often thought of as children’s work” (Susan Issacs 1930)

“Play is an intrinsic part of human nature and development. For babies and children, the essential role of play is well documented. Through play a child develops their cognitive, social, emotional and physical capacities. Through play, the child can learn to answer their own questions, learn new skills and learn to work collaboratively with other children and adults.” *(Realising the Ambition, Being Me. National practice guidance for Early Years in Scotland from Education Scotland).*

Play is essential for children’s health and wellbeing. Your child will be following a play-based curriculum when in nursery.

Here at Gordon Primary School Nursery, we take a child led approach to learning. This means that we follow the child’s interest or “spark” and use our knowledge of the child and the curriculum to further their learning. We call this “In the Moment Planning”, because the learning happens as soon as the “spark” occurs i.e. in the moment. You can find out more about In the Moment planning by watching the video on our Facebook page.

What if my child has some additional support needs?

Our experienced and knowledgeable nursery staff work to support all children individually. If you have any concerns about your child, their development or needs, please speak with your child’s keyworker. Nursery staff will work with parents to support children with additional support needs in nursery. This may involve adapting activities to meet your child’s needs, creating an individual care plan, risk assessment and liaising with other professionals.

The nursery works closely with outside agencies to secure support and advice for children with additional support needs. We may ask for your permission to speak with the child’s health visitor or invite visiting professionals into our setting to observe your child. Their knowledge and expertise can be invaluable in helping us to help your child.

Nursery staff will always work together with parents to secure the right help at the right time for you and your child.

How will I know what is happening in nursery?

We will keep you updated on what's happening in nursery in a variety of ways including:

- Informal discussion at drop off/collection times
- Newsletters
- Nursery Facebook Page
- Online Learning Journals

We also ask that you keep us updated about what is happening in your child's life e.g. a new baby or loss in the family, as this may have an impact on their wellbeing needs. You can let us know about any changes coming up at home using online learning journals. Your child's keyworker will access learning journals regularly and will share information with all staff.

Should you wish to get in contact with the nursery, please contact us using the contact information in this handbook.



How will I know how my child is doing?

Keyworkers will regularly update our online learning journals with information about your child, their learning and progress in nursery. Parents will be provided with a login when they start nursery and be able to access learning journals by computer, tablet, phone etc. You will also be able to speak with keyworkers at meetings, drop in sessions and informal conversations at drop off/collection times.

Who else might help me at nursery?

To help support all children individually, our dedicated nursery staff may work with outside agency professionals. We regularly work with Health Visitors, Speech and Language Therapists, Educational Psychologists etc. to ensure that we are accessing the right support for children to meet their individual needs.



Why do I brush my teeth at nursery?

Every 3 and 4-year-old attending nursery in Scotland is eligible to be offered:

- Free daily supervised toothbrushing in their nursery
- Free dental packs, which contain a toothbrush, toothpaste of at least 1000 parts per million (ppm) fluoride and oral health messages
- Oral health education

What will I eat?

Snack

Nursery operates a flexi snack system, where children can choose when to have their snack during the nursery session. This minimises disruption to play and allows children to sense when they are hungry.

Children also have the opportunity to help plan snack menus and prepare snack. This helps them understand about healthy diets and practice hand skills e.g. cutting, chopping, spreading etc.

Children have the choice of milk or water to drink at snack time and fresh water is available throughout the session.

Snack is available in both the morning and afternoon sessions. We will work with parents to accommodate children's dietary restrictions. However, our snacks may contain allergens from the picture below. If your child has a food allergy or dietary requirement, please inform a member of staff.



Lunch & Afternoon Tea

Children in the morning nursery sessions will be able to access the free nursery lunch. Children who attend an afternoon session will have an afternoon tea, served at 4.30pm. Lunches are provided by the primary school kitchen and follow the 4-week nursery lunch menu. The most recent menus are available on our nursery Facebook page and learning journals. If your child has a food allergy or dietary requirement, please inform a member of staff.

What can I do at home to help my child with their learning?

As a parent, you are your child's first and most important educator.

You can help make your child's transition to nursery easier by encouraging independence skills such as:

- Dressing themselves
- Practicing difficult fastenings e.g. buttons on coats, etc.
- Using the toilet independently
- Asking for help
- Persevering with a tricky task
- Washing and drying hands thoroughly
- Using cutlery at meal times and feeding themselves
- Pouring their own drinks
- Wiping their own nose (and disposing of tissues)
- Learning the names of nursery staff
- Recognising their name
- Tidying up
- Sharing and taking turns

Sharing your child's learning with them by talking about their day, looking through their online learning journals etc. helps them consolidate learning, gives them confidence and a sense of pride as they show off their achievements.

You can also help support your child's learning by reading with them. Sharing stories with children can improve their wellbeing, vocabulary and helps them explore language in a way that has lasting benefits throughout their education. You can find out more about reading with your child by watching the video on our nursery Facebook page.

There is a lot of useful information on how to support your child on the Parent Club website:

<https://www.parentclub.scot/>

How safe is the nursery?

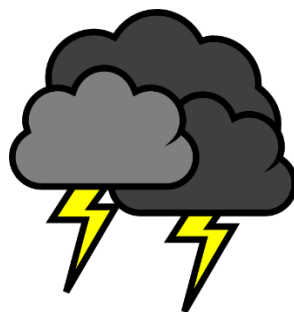
The safety and security of children is paramount at Gordon Nursery and we employ a number of methods to help minimise risk and keep children safe including:

- All nursery staff have ID badges with their name, picture and job title.
- All visitors to nursery are asked to show identification and complete a sign in sheet before being permitted entry to the nursery.
- All staff working with nursery children have up to date PVG (Protecting Vulnerable Groups) checks completed.
- Our nursery building has security doors which require a key fob to enter i.e. any unknown visitor will not be able to access the nursery.
- Parents/Carers sign children into nursery, which tells staff who will collect their child. Children will not be released to anyone who is not on the sign in sheet without parental permission.
- Nursery has regular fire drills to allow children to practice staying calm and where their muster point is in an emergency.
- Risk assessments are completed for spaces, activities, outings etc. to minimise associated risks to children, staff and visitors.

Storm/weather arrangements

Should the nursery have to close for any reason, parents will be informed by phone and asked to collect their child immediately. Nursery closures are rare but do happen in certain circumstances. Please make sure that your emergency contact details are up to date and that you (or your emergency contacts) can be reached by phone.

Please consider the safety of yourselves and your child when coming to nursery. If the weather is particularly bad or threatens to worsen, think about whether children would be safer at home, especially if you are driving to nursery. If you are unsure whether nursery will open due to weather concerns, please contact the nursery for more information.



What if my child is unwell?

“There is no legal requirement for children to attend nursery school, however all pupils enrolled in Aberdeenshire Council’s nursery provision will be subject to the same attendance monitoring routines as those attending Primary School.” (*Guidelines on Managing and Promoting Pupil Attendance in Nursery, Primary and Special Schools, Aberdeenshire Council*).

Children who are unwell are better cared for at home. Nursery staff are not medically trained and can not care for an ill child. Children can become distressed when ill and their condition can worsen quickly, so please keep them at home. If a child has sickness/diarrhoea, they will need to stay at home for a full 48 hours after the last episode to stop the spread of infection.

Please inform us as soon as possible if your child will be absent from nursery. If we have not heard from you, we will contact you for an explanation.

If your child becomes ill while at nursery, we will phone you and ask you to collect them immediately. If we cannot contact you, we will phone your emergency contact. Please make sure that your emergency contact list is kept updated.

Please make the nursery aware of any medical conditions or allergies which affect your child. Should your child need medication while at nursery, we will ask you to complete a form and provide us with the medication, in its original packaging and clearly marked with the use by date. Only medication prescribed by a doctor can be administered in nursery.



What support is available for my family?

Everyone needs support at times and we hope that, by building a relationship with nursery staff, you will be able to ask for help if it is needed. Nursery staff will be able to answer questions you may have or signpost you in the right direction. We have an open door policy in nursery and you are very welcome to visit and view the range of posters, leaflets etc. in our nursery entrance. Likewise, you can ask to speak privately with your child’s keyworker or the EYSP at any time.

How can I support my nursery?

Our dedicated nursery team are excited to get to know parents and children. You will have opportunities to meet all staff working with your child, and your child's keyworker will make every effort to form positive relationships with families. We encourage you to get to know nursery staff, share information and visit the nursery for stay and play sessions.

You can support our nursery journey by helping us collect items on our nursery "wish list". Our most recent "wish list" is available on the nursery Facebook page and asks for donations of e.g. loose parts, real crockery for our role play area, broken appliances for the children to "fix", etc.

If you have a special skill e.g. gardening, woodwork etc, you might like to share this skill with the nursery children. Please speak with nursery staff and we can help you arrange this. Any adult who regularly volunteers in nursery will need to have a PVG check completed.

How is our nursery doing?

Gordon Nursery is registered with and regulated by the Care Inspectorate. We are inspected regularly by Care Inspectorate and HMIE, who monitor our policy and practice. In our most recent Care Inspectorate inspection, we were graded at level 5 (very good) for Quality of Care and Support and Quality of Staffing.

To ensure our practice is up to date and informed, we work with the latest guidance including:

- How Good is Our Early Learning and Childcare (HGIOELC)
- Health and Social Care Standards
- Realising the Ambition

We want to see continuous improvement in our nursery to ensure that all children realise their potential. Our nursery team work together to identify areas for development and implement strategies to improve these areas. More information is available in our Nursery Improvement Plan.

What happens if I go to more than one nursery?

From August 2021, all 3 and 4 year old children (and some 2 year old children) can access up to 1140 hours of free childcare per year. Parents may choose to use these hours with one provider or split their time between two different providers.

Should you wish for your child to attend two different settings, please indicate this on your online application first and contact both settings to check if this is possible. You will then be contacted by the EYSP of the Local Authority setting (or EYSP of the setting where your child will use the majority of their hours if both are Local Authority settings) to discuss your request and how this can be met.

The EYSP will complete the paperwork and you will be informed by the central Early Years Team.

We will ask for your permission to share information with the other provider and a risk assessment may be completed. It is very important that both providers maintain open communication as part of our safeguarding measures. Any sharing of information between settings will take account of GDPR regulations.

What if I'm worried about my child starting school at summer?

"Parents of children who turn 5 between the first day of school and the last day of December can request to defer their child's entry to the following August. These deferrals are not automatic and are subject to approval by the local education authority. Parents of children born in January and February may also choose to defer their child's entry; these requests are automatically approved." – Growing up in Scotland

If your child was born between the 1st January 2018 and 28th February 2018, she/he has a statutory right to delay entry to Primary One in the academic year 2021/22. The Deferred Entry Request Form can be obtained from your Early Years setting. You need only complete Section A of the Deferred Entry Request Form and submit to the setting together with an Early Learning and Childcare application form.

If your child turns 5 after the first day of school and the last day of December and you wish to delay your child's entry to Primary One, you must discuss this with the Head Teacher of the school where you intend to enrol your child for Primary One. Following this discussion, if you then wish to proceed, please submit a Deferred Entry Request Form to the primary school. All applications for deferred entry to Primary One go to a decision making cluster panel.

If you are considering deferring your child, please speak with your child's keyworker in the first instance. They will have good knowledge about your child and will be able to discuss any concerns or questions you may have.

What should I do if I have a comment, compliment or complaint?

In the first instance, talk to your nursery team. If the issue is not dealt with satisfactorily, please contact Debbie Ewen (Head Teacher) and an appointment can be made to discuss issues confidentially. Aberdeenshire Council has an agreed complaints procedure which can be viewed at the school. You can also raise a comment, compliment or complaint with the Care Inspectorate by telephoning 0345 600 9527, writing to them at Care Inspectorate, 48 Huntly Street, Aberdeen, AB10 1SH or filling in a complaint form online at <http://www.careinspectorate.com/ndex.php/scswis-complaint-form>. You will receive a written reply within 20 days.

Child Protection Statement

Everyone has a responsibility to protect children from harm. Nursery staff regularly update their child protection knowledge and training to ensure that, if concerns arise, they can follow the correct procedures to get children the right help.

Every school has a designated Child Protection Officer who has been specially trained to listen to concerns and act on them as necessary. The Child Protection Officer for Gordon Primary School is: Debbie Ewen (Head Teacher)

Unless satisfied that a child has not been harmed or is at risk of being harmed, the school must relay their concerns immediately to the social work service/ or the police. Social work and the police will determine when and how the child's parent/carers and other services are to be informed of the concerns.

Local Social Work Office: Huntly Family Centre
 Deveron Road Huntly
 AB54 8DU

 01466 405959

Appendix

Terminology you might hear:

PVG – Protecting Vulnerable Groups. Membership of this scheme ensures people whose behaviour makes them unsuitable to work with children cannot do 'regulated work' with these vulnerable groups. Your school can give you an application form.

GIRFEC – Getting It Right For Every Child. **GIRFEC** is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people. It supports them and their parent (s) to work in partnership with the services that can help them.

SHANARRI (well-being indicators) -SHANARRI is an acronym for the eight wellbeing indicators in the Curriculum for Excellence Health and Wellbeing curriculum. It stands for **S**afe, **H**ealthy, **A**chieving, **N**urtured, **A**ctive, **R**espected, **R**esponsible, **I**ncluded.

UNCRC - The **U**nited **N**ations **C**onvention on the **R**ights of the **C**hild is an international human rights treaty which sets out the civil, political, economic, social, health and cultural rights of children.

CI - The **C**are **I**nspectorate is the regulatory body for care services in Scotland. It regulates a range of care and support services including child minding/child daycare.

Education Scotland - Education Scotland is a Scottish Government executive agency charged with supporting quality and improvement in Scottish education.

HGIOELC – How Good Is Our Early Learning and Childcare is a framework for self-evaluation in nurseries.

Parent Forum - The Parent Forum or Parent Body is the name given to all parents (including guardians and carers) of all children attending the school.

Parent Council - Parent Councils are the recognised way for schools and local authorities to consult with parents. It is the role of the Parent Council to gather and represent the views of all parents.