



Echt Nursery

Parents and Carers Information Handbook





Welcome to Echt Nursery

Meet our Nursery Staff who are looking forward to working with you and your child.



Mrs MacDonal
(HT/Nursery Teacher)



Mrs Raeside
(Nursery Teacher)



Mrs Greaves
(Nursery Nurse)



Mrs Walker
(Nursery Nurse)

You are free to contact us at any time either in person by dropping into school, by telephone through the school office on 01330 860510, by email at echt.sch@aberdeenshire.gov.uk or in writing to Echt School, Echt, Westhill, Aberdeenshire. AB32 6UL



Vision Statement

Everyone valued and
Cared for in a
Happy, healthy environment where
Teaching and Learning are fun!

Echt School and Nursery Aims

Challenging Learning Experiences

1. To engage children and young people in the highest quality and challenging learning experiences

A Caring Environment (Everyone Valued)

2. To value and empower our staff, children and young people to promote well-being and respect

An Ethos of Achievement

3. To develop a culture of ambition and achievement which focuses on quality experiences and maximises success for all learners

A Shared Vision

4. To develop a shared vision for all by promoting fairness, justice and equality of opportunity, involving the whole school community in the life of the school

Partnerships

5. To work in partnership with parents, the community of Echt and other agencies in order to meet the needs of every child in Echt School

Leadership

6. To encourage a whole school approach to leadership. Responsibility and decision making

Outdoor Environment

7. To promote the outdoor environment as a space for learning and encourage everyone to explore, appreciate and respect their world

Organisation and Management

The Nursery caters for two groups of up to 20 children and usually operates during five half- day morning or afternoon sessions.

Our Early Years staff are trained to help children discover and learn about their world. By extending vocabulary, listening to children, giving praise and encouragement and above all, having FUN in discovering together, we aim to develop the whole child - intellectually, physically, emotionally and socially. We embrace the outdoors and the children have free flow access to our outdoor area. We also incorporate learning through technology in any way we can if it will enhance learning.



Nursery Times and Attendance

Morning Session 9.00a.m. - 11.30a.m.

Afternoon Session 12.45pm - 3.15pm

Parents and carers are asked to bring children to start at 9.00a.m. and to enter via the French doors at the back of the school.

Children should be collected at 11.30a.m. prompt and exit by the same door.

Attendance registers are kept for each session; please inform the School Office on 01330 860510 if your child is absent from Nursery

Arrival at Nursery

At all times, children must be brought and collected by an adult (over 16 years). Please inform us in writing or telephone if your child is to be brought or collected by a person unknown to the Nursery staff.

Please use the school car-park if arriving by car, remembering to reverse park for safety reasons. This can be a very busy area. Please drive with extreme care.





Preparing for Nursery

All parents can be involved in their child's learning by showing interest and giving praise and encouragement. Spend time with your child - look at books, share TV programmes together, talk with your child and answer all their questions. Let them help with getting dressed, tidying up and organising their toys, explaining as you go - these experiences build vocabulary and understanding which will help them feel more confident about coming to Nursery.

Independence and Responsibility

Encourage your child to dress, to put on shoes and do fastenings. We do not expect Nursery children to be able to tie laces - this will come later - but Velcro fastenings are a real help!

Please encourage them to take care of their belongings. Try to pick out a special marking or picture on a piece of clothing or footwear to help them identify their own belongings. Please label their personal belongings and encourage them to look for the first letter of their name.

Transfer to Ante Pre-School and Pre-School Nursery

In order to support and ease transition into Ante Pre-School/Pre-School Nursery, we arrange a series of induction events/meetings/Come and Play sessions for you and your child. These events are planned to allow you and your child to become familiar with the Nursery setting, to meet staff, to meet with the other children and to find out about life in Nursery and what you can do to support your child's transition into Ante Pre/Pre School. A major part of this process involves parents sharing information about their children's needs and you will be asked to complete a number of forms regarding e.g. your child's specific needs. Any other Ante Pre-School setting your child is joining us from may also provide transition information regarding your child.



Pre-School Children

Children returning to Nursery for a second year will start the session in August when school starts.

Ante Pre-School Children

Your child will be introduced to nursery over the first few weeks of the school session. This gradual phasing in enables the staff to spend time with each new child and allows children to familiarise themselves with the Nursery and its routines.

Deferrals to P1

Where parents have concerns regarding their child's entry to P1, they should discuss this with the nursery team in the first instance who will be able to offer support and guidance.

Transfer to Primary 1

Transition to P1 at Echt School is made almost seamless by the fact that the Nursery and P1-3 children 'share' one large room. Many early level activities are undertaken by both groups, e.g. school shows and trips and our pre-school children are used to seeing and interacting with the P1-3 teacher and pupils on a daily basis.

Learning and teaching in Primary 1 is a continuation of early level from Nursery, with great emphasis on learning through play, indoors and out. Pre-school children will be introduced to their school buddies during term 4 of nursery and will join in with break times when nursery sessions allow. Parents will be invited to attend the school curriculum event organised by teachers and pupils in the autumn term of your child's pre-school year.

An Induction meeting is arranged for parents around May/June in order to share information about starting school and how you can help your child at home. This is also an opportunity for





parents to meet their child's teacher and to ask any questions or share any information.

At these induction meetings, parents are issued with a range of materials designed to support children's learning at home and parents are asked to complete a range of forms to gather information about e.g. your child's medical needs, contact addresses, special needs etc. Parents are also invited to join their P1 children for a school lunch.

Information communicating details of P1 induction arrangements along with dates will be communicated directly to Prospective P1 parents around April.

Nursery Snack

The cost of snack is 30p per session making a total of £1.50 per week. Snack is an important part of the nursery experience and we aim to provide the children with a healthy variety of food whilst encouraging them to try different things. It is also an opportunity to reinforce the sharing and turn taking skills already established in nursery whilst also being a sociable time for the children. The children accompany a staff member and a parent, if available, to the village shop at the beginning of each in order to choose and buy the snack for the week. The children are encouraged to help with the preparation of snack each day and they recycle any waste in the school compost bins.



Toileting

Your child may not be fully toilet trained by the time they start Nursery. If your child requires support and encouragement with toileting you should share this with the Nursery staff.



What does my child need for Nursery?

Clothes should be comfortable and suitable for active learning. A change of shoes for indoors is necessary, children change into these when they arrive at Nursery if they are playing inside. As the children are free to go outside when they wish, come rain or shine, we would appreciate if your child could bring wellies to Nursery each day. We have waterproofs for each child and your child will wear these when playing outside with water or mud.



Your child will need to bring a change of clothes at the beginning of term in case of "accidents". We will keep the clothes in Nursery in labelled bags. If you can provide your child with a cotton overall, this will keep clothes clean during messy play inside. We have overalls for painting if necessary and we also have overalls for water play.

Sweatshirt

The nursery has its own sweatshirt and polo shirt. If you would like to purchase one, please complete the enclosed order form and return in the 1st week of term. Please make cheques payable to Echt Nursery.

What happens if there is a problem?

Children normally love Pre-school but occasionally they decide they want to stay at home! Don't panic! This can happen just when you are feeling really pleased about how well your child has settled in. Bring your child to Pre-school, try to settle him/her by looking together at something interesting or finding a special friend. Then you can slip quietly away. If your child is in distress we will get in touch with you, just as we will, if he/she should become ill.

Please inform the staff if your child suffers from a specific medical complaint e.g. asthma.

Administering Medicine

Your child may require medication during the Pre-school session. Please ask a member of staff for the form which needs to be completed and signed by the parent before staff can administer any medication.



First Aid

Children are busy and active during our sessions. Occasionally they may have an accident e.g. they bump their head or scrape a knee. A member of staff who is trained in First Aid will attend to your child and record the injury and any treatment given. In the event of a more serious accident, parents/carers or the designated emergency contact will be contacted immediately.

Promoting Positive Behaviour

We actively promote positive behaviour through activities such as circle time and use of praise. There are children who may find it difficult to settle in the Pre-school environment or require support to maintain positive behaviour. If staff have concerns about a child's behaviour they will share them with the Parent or Carer. Working in partnership, the Nursery and home will agree strategies to promote positive behaviour.

These strategies may include:

- ◆ The use of verbal praise and or stickers
- ◆ Nursery children being given responsibility e.g. to help organise snack or choose a story
- ◆ Happy/Sad faces, the face signs indicating if the behaviour is acceptable or undesirable
- ◆ Praising the child for their efforts in the presence of their Parent/Carer

If the child is demonstrating disruptive behaviour the following strategies will be implemented as required:

- ◆ Staff will approach the situation in a calm and reasonable manner
- ◆ The child may be removed from the area/activity or others in the immediate vicinity asked to move, so that all individuals can be kept safe
- ◆ The child will be given a clear and simple explanation of why their behaviour was unacceptable at an level appropriate to their understanding
- ◆ The 'incident' will be logged and shared with the Parent/Carer



Planning at Echt Nursery

At Echt, we use Talking Tubs and Talking and Thinking Floorbooks to plan and record learning with all of the children. Please take the opportunity to read and add to our floorbooks any time you are in the Nursery as they are always available.



At Echt 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 and through play and active exploration of their environment
- Learning and teaching across curriculum subjects and areas 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 Primary 1



When can I find out about my child's progress in Nursery?

At the start of each nursery session there is always a member of the Nursery staff available to speak to you.

Each child has an e-profile where we record achievements with your child on an iPad. This profile is e-mailed home once a fortnight. Parents are welcome to comment on the profile in person or by return email.

We have an open evening in October; this is an opportunity for you to find out about some of the activities your child is experiencing at Nursery. There are also Open Sessions timetabled in February when parents will be invited to come in and join in with their child's Nursery session. You are also invited to attend our school assemblies; the last Friday of every month is an open assembly where we welcome parents/carers along and provide a Parent Café afterwards.

We have further Open Sessions in May and you will receive your child's annual progress report in June where you will be offered an individual meeting, if you feel you need one, to discuss your child's progress.

Partnership

- ◆ We invite parents to come and help during nursery sessions. We display a sign-up sheet for volunteers on the Nursery notice board.
- ◆ The informal chatting between staff and parents at the start and end of the Nursery day is very valuable for the sharing of information.
- ◆ If you require to speak to staff about a private matter please inform the Head Teacher and an appointment will be made at a time convenient to both parents and staff.
- ◆ One parent is sought each year to stand as a representative on the Echt Parent Teacher Association responsible for mainly fundraising activities and helping with trips and outings.
- ◆ If you are willing to regularly become involved in the Nursery we ask that you complete a PVG check through the Education Department - this is now an essential requirement for all adults who wish to work with children. Please give your name to Nursery staff and they will ensure the appropriate forms are provided.



'Comments, Compliments and Complaints'

Echt Nursery is committed to delivering a quality service to all our users. We very much welcome comments about the service we provide to assist us evaluate our practice. We would encourage parents/carers to email echt.sch@aberdeenshire.gov.uk with their comments, compliments and complaints.

We aim to take effective action in ensuring standards are upheld and we welcome being informed if this is not the case.

There is a 'Complaints Policy' which can be found in the Document Store in Glow or on the school website.

A Care Inspectorate Officer from Aberdeen regulates our service. The local officer can be contacted on **01224 793870**. More information about the Care Inspectorate and the National Care Standards can be found on

<http://www.scswis.com/>