# WELCOME TO

# PORT ELPHINSTONE

SCHOOL NURSERY

2019-20



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### Important Information

#### School Address: Port Elphinstone School

School Road

Port Elphinstone

Inverurie

AB51 3XJ

Telephone: 01467 536860

Email: port.elphinstone.sch@aberdeenshire.gov.uk

### Staff

Headteacher Nic Boyle

Early Years Senior Practitioner Julia Hutcheon

Early Years Lead Practitioner Paula Cameron

Early Years Practitioners Una Thompson, Wendy Kelman

Administrator Karen Taylor

Admin Support Yvonne Donald



Introduction

Port Elphinstone Nursery School is a purpose-built nursery which opened in August 2000. It is situated adjacent to Port Elphinstone Primary School. There is a large parkland to the rear and side and an enclosed outdoor area for the exclusive use of nursery children. We have morning and afternoon classes with mixed aged children between 3 and 5 years old. We have a maximum of 16 places for pupils in each session. From August 2019 we will be offering full day sessions.

**Nursery Hours**

The Scottish Government are committed to providing an increase in entitlement to Early Learning and Childcare for all 3- and 4-year olds, and eligible 2year olds, from 600 hours to 1140 hours, per annum, by August 2020.

1140 hours of funded Early Learning and Childcare at Port Elphinstone ELC works out as:

- 30 hours a week (6 x 5 hour sessions or 3 x 10 hour sessions) over 4 school terms.

This could be:

* Daily session blocks, of 5 hours each, would be available from 8 am – 1 pm and 1 pm to 6 pm with flexible soft am start and pm end. However, core hours will apply within these times and will be 8.45am – 11.55am and 1pm - 4.10pm. These hours apply if you would like to continue with the 600 hours entitlement.
* Parents may have the option for their child to be in Nursery some days from 8 am – 6 pm to a total of 3 full days. This may better suit parents who are working.
* The early years setting will be open term time and closed during all school holidays, local holidays and in-service days.

#### Am Session I PM Session

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Session Times:** | Drop off | Pick up | Drop off | Pick up |
| Extended hours 600+hrs/yr | 8:00-9:00 | 13:00 | 13:00 | 17:0018:00 |
| Core Hours 600hrs/yr | 8:45 | 11:55 | 13:00 | 16:10 |
| Full Day = 2 sessions | 8:00-9:00 | 16:10 |  | 17:00-18:00 |

For children who are in nursery between 12:00-13:00 there will be a free lunch provided, which is served in the school dinning hall.

In the interest of safety, all children must be brought to school and collected from school by an adult. Parents should inform the school if someone different is going to pick up their child on a specific day. There is usually opportunity at the start and end of the session to talk to nursery staff. You will be asked to sign your child out at the end of the session.



### Nursery Induction

All parents are invited to bring their child to visit the nursery at an arranged date before they begin Nursery. At that visit, there will be an opportunity for the children to play in the nursery and to meet staff and classmates. Staff will be available to talk to parents.

At the beginning of the school term in which pupils begin Nursery, pupils will be phased into nursery in small groups, to allow staff, pupils and parents to become acquainted. This will encourage a sense of security and confidence in pupils at this exciting new time in their lives.

Through the Early Years Curriculum, the staff strive to develop and broaden the range of the children’s learning experiences, to leave them confident, eager and enthusiastic learners.



**Port Elphinstone School and Nursery Aims**

**Getting it Right for Every Child**

**Port Elphinstone School Aims**

**Getting it Right for Every Child**

Confident

Individuals

Responsible

Citizens

**Honesty**

* Tell the truth
* Promote positive relationships

Effective

Communicators

Successful

Learners

**Teamwork**

* Working in partnerships
* Supporting each other
* Work together to promote a positive ethos

**Respect**

* Respect for all
* Everyone has a voice
* Caring for the world around us

**Inclusion**

* Respect diversity
* Every child is supported to achieve their full potential
* Support children to overcome inequalities

**Responsibility**

* Provide a safe, stimulating and challenging learning environment
* Children are encouraged to have an active role in their learning

**Fairness**

* Opportunities for all
* To nurture the health and

well-being of every child

* To promote resilience

**Nursery: The Curriculum**

Port Elphinstone Nursery follows the “Curriculum for Excellence” produced by Her Majesty’s Inspectorate of Schools. The curriculum centers around four main capacities.

Children are encouraged to be:

1. Successful learners
2. Confident individuals
3. Effective contributors
4. Responsible citizens

These capacities are taught through 8 main areas.

1. Expressive Arts
2. Health and Wellbeing
3. Literacy and English
4. Mathematics and Numeracy
5. Science
6. Social Studies
7. Technologies
8. Religious and Moral Education. \*

Children in the Nursery will access the Early Years section of the curriculum and this will continue into primary one. For further information please refer to http://www.educationscotland.gov.uk

The Scottish Government’s desire to ensure that we strive to “Get it Right for Every Child” (GIRFEC) means that at our nursery we will be ensuring that all experiences and development milestones for your child will be measured and recorded within the SHANARRI (Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included) wellbeing wheel.

With this in mind Port Elphinstone Nursery have created Learning Journey Folders which reflect your child’s progress with in these SHANARRI categories.

We endeavor to guide the children to have an awareness of what it feels like to be *Safe* and *Healthy*. We celebrate their successes when they *Achieve* personal milestones and create a *Nurtured* feel within the nursery. As the children grow in physical independence, they learn the benefits of being *Active* and *Responsible* for assessing risk within their environmen*t.* Showing an awareness of *Respect* for each other and ensuring everybody is *Included* in play, are important values in Nursery.

\* Religious education has a statutory position in Scottish education, relating to schools but not to Early Learning and Childcare Centers.

**Partnership with Parents**

Staff work hand in hand with parents to promote children’s learning. The school aims to build on the valuable learning which takes place at home. At various times throughout the year, parents will be invited to spend time with the children in the nursery, help run the nursery library, accompany us on trips or do some nursery gardening.

Learning Journey folders are available in the nursery corridor at all times for you to look at with your child and see their progress. In March staff hold interviews with parents to discuss children’s progress and development. Parents should be assured that they are welcome in nursery at any time, whether it be to talk to staff or to access their child’s folders and progress file, or to meet with the Early Years Senior Practitioner or Head Teacher.

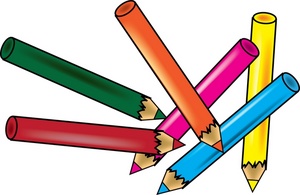
Your child will receive termly newsletters keeping you up to date with information and events taking place within the nursery and school. General information can be found on our nursery and public notice boards within the nursery building. This is updated on a regular basis. Communication can be done electronically by email, text or a 2 build a profile, interactive diary application.

**Other Partnerships**

We have good working relationships with many agencies. Sometimes it is necessary to work as a team with other professionals such as speech therapy, health visitor, occupational therapist and education psychologist to give your child the best possible start to school. Please discuss with us if you have any concerns.

**Transition**

Going into Primary 1 is another big event in your child’s life. We aim to make it a smooth transition. The Nursery at Port Elphinstone is very much part of the school. During Term 4, the nursery pupils who are enrolled for our school will visit the Primary 1 class, meet their buddies and new teacher as part of our extended transition programme. Teachers from other schools will be invited to visit the nursery to see and to share information about pupils transferring to their Primary 1 classes.



##### **Health and Safety**

The school works very hard at creating a safe environment for the children, therefore no vehicles or dogs are permitted within the school grounds.

On entry to Nursery please make sure the gate is shut each time you enter/leave. The children are not permitted to open the gate, even if a parent is present.

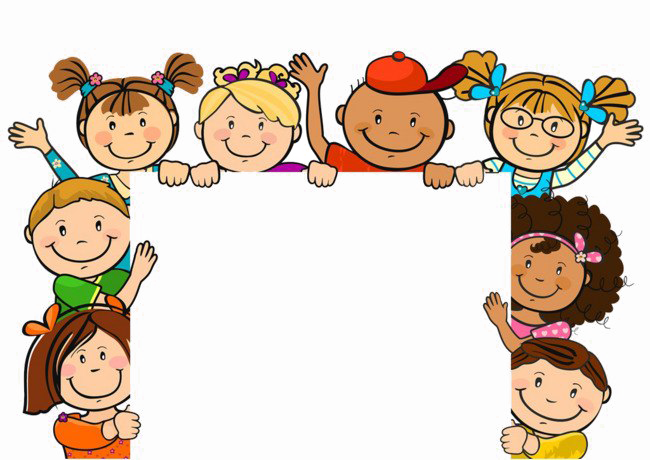
There is a security entry system in the main school building which is controlled from the office. The Nursery has a secure door with 2 door handles. The buzzer is on the left side of the door.

The nursery should be kept informed about any child’s health problems e.g. allergies, need for inhalers or other medication. A spare inhaler must be kept in Nursery if your child has been diagnosed with Asthma. If staff are required to administer medication, a consent form must be completed. Please ask a member of staff for a form if required.

If a nursery pupil is absent, a parent/carer should inform the school in writing/email or by telephone. If your child has had sickness and/or diarrhea, **you must allow a clear symptom free 48 hours** before sending them back to Nursery.

If your child should become ill at Nursery we will phone you without delay. If you are not available we will phone the emergency contact number you have given us.

It is vital that the school is kept up to date with:



* change of address or phone number

1. place of employment and phone number

1. emergency contact’s address and phone number
2. list of people who are permitted to collect your child

**Emergency Closure Procedures**

In the rare event of the school being closed, parents will be informed by telephone and asked to collect their child. Should the weather be particularly stormy, and roads snowbound, parents should listen to the radio where school closure announcements are sometimes made, as follows:

1. Northsound
2. BBC Radio Scotland
3. North East Community Radio

Please check Aberdeenshire Council website where up to date information will be displayed: www.aberdeenshire.gov.uk/closures

There will also be a message on the Schools information line: Emergency Information Service telephone number is 0870 054 4999

Pin Number 022430

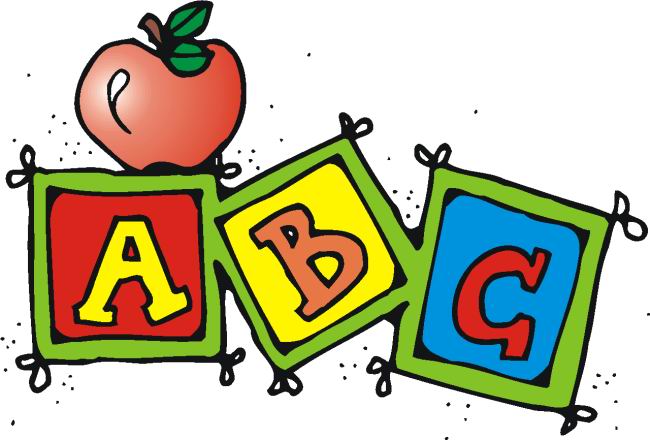
The school also has a Facebook page – Port Elphinstone Primary School.

##### **Nursery Snack**

A healthy snack is provided daily with either milk or water to drink. Children enjoy helping with its preparation. Please inform the school if your child has any dietary requirements or allergies. There is a small charge of 50p per day which may be paid termly or weekly if required. The snack menu is on display for parents and children to see.

##### **Nursery Lunch**

A free healthy Lunch is provided for children who are in Nursery between 12:00 – 13:00.



**Clothing**

Comfortable and practical clothing which is easily managed by the pupil in the cloakroom and toilet, is recommended. The red nursery sweatshirt and yellow nursery t-shirt, bearing the logo is available to order from the school office.

Children also require a pair of shoes for indoor play (crocs, slippers, lace up shoes are not suitable). Painting aprons are provided by the nursery.

As learning about the outdoor environment at first hand is a fundamental part of the nursery curriculum, the children are regularly involved in outdoor play and walks within the local area. Children therefore need to be dressed appropriately for the weather conditions.

Please help staff by ensuring that all items of nursery clothing are clearly named. It is also important that children do not wear lacing shoes to Nursery unless they are able to tie them by themselves.

Sometimes ‘accidents’ happen in nursery and children become wet or soiled. If this happens, nursery staff will change his/her clothes. Again, parents will be asked to sign a consent form giving permission for this to happen.

A spare pair of wellies can be left at Nursery for unexpected play in puddles an wet mud!

**Cloakroom Procedure**

We ask you to provide a change of clothes (top, trousers, pants and socks) in a waterproof rucksack to be taken to Nursery on a daily basis along with your child’s indoor shoes. These must be taken home at the end of each session in order to prevent congestion in the cloakroom when the alternate class is in attendance.





**Policies**

Copies of all nursery aims, and policies can be found in folders in our foyer area for your perusal. Should you wish to have a copy of any of the policies then please let staff know.

##### **Inspection Report**

Port Elphinstone Nursery is a registered pre-school provider and is inspected regularly by the Care Inspectorate and also by Education Scotland. Copies of these reports are displayed by the noticeboard in the nursery reception area. Staff are available to discuss or explain these reports if necessary.

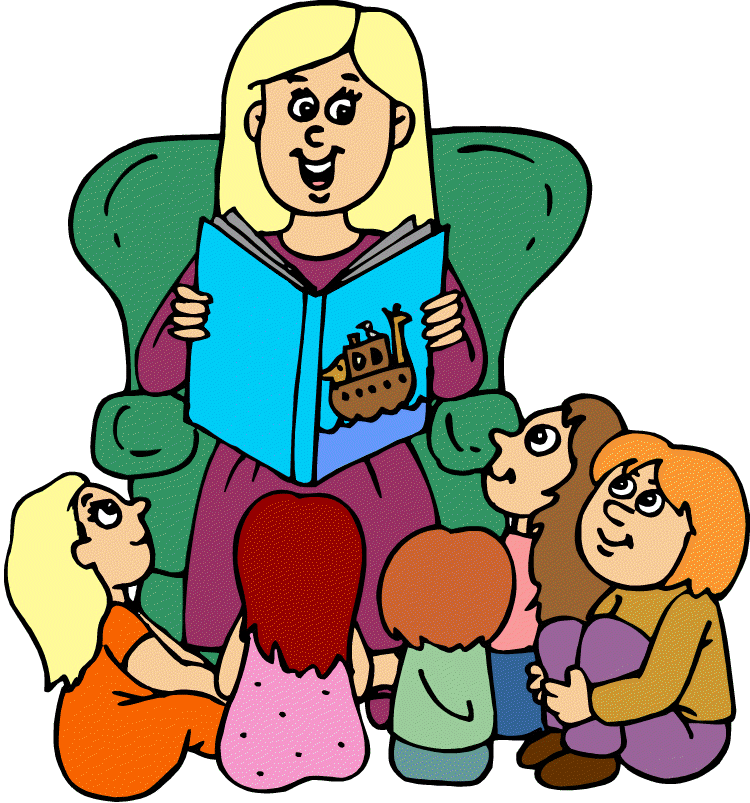
**Complaints**

It is your right to complain if you are not happy with any part of the services provided by Aberdeenshire Council. Please approach nursery staff or the Head Teacher in the first instance if at all possible. Alternatively refer to the complaints policy in the nursery foyer.

**Child Protection Statement**

Everyone has a responsibility to protect children from harm. School staff are in a unique position to contribute to the protection of children and must share concerns with appropriate colleagues and agencies.

Every school has a Designated Officer who has been specially trained to listen to concerns and act on them as necessary. At Port Elphinstone Primary School this is the Head Teacher, Mrs Nic Boyle.



**Behaviour Management**

Rules are in place to ensure that all children enjoy a safe and stimulating environment where positive behaviour is promoted, and the children are encouraged to think of others as well as themselves.

**Our nursery rules are to remind children to:**

☺ Always walk

☺ Listen to others and use indoor voices

☺ Share toys and look after them

☺ Try to play safely and tidy away toys when finished playing

☺ Keep their hands and feet to themselves

☺ Be respectful of other children and adult’s feelings and their work

☺ Be kind and helpful always

**Why are these important?**

• It is important to listen to each other and to adults.

• Children need to learn to negotiate sharing toys, games etc.

• Children need to help to keep themselves and others safe in the nursery.

• Aggression is never acceptable behaviour.

• Children need to care for and respect each other and their environment.

**We will recognise when rules have been kept. We reward good behaviour by**

• Giving verbal praise to every child who keeps the rules.

• Giving a reward ‘gem in the jar’ or a sticker to those who have been especially helpful.

• Giving a little well-done certificate (star of the day) after a period of helpful, sharing, caring behaviour.

**In order to provide a safe, positive environment staff will:**

👁 Provide positive role models, show consideration, good manners and respect for all children and adults.

👁 Understand stage/age appropriate behaviour and try to differentiate between deliberate and accidental occurrences.

👁 Be consistent in the way we approach children, bearing in mind it is better to avoid confrontation.

Please ask to see our Behaviour Management Policy for more information, if required.

We, the staff at Port Elphinstone Nursery, look forward very much to welcoming you and your child. This is a very important step for all children, and we will do our utmost to make the first years of their early learning and childcare experience enjoyable.

###### **Term Dates 2019-20**

The term dates for session 2019-20 are as follows:

Term 1 Wednesday, 21 August – Friday, 11 October 2019

Term 2 Monday, 28 October – Friday, 20 December 2019

Term 3 Monday, 6 January – Friday, 3 April 2020

Term 4 Monday, 20 April – Friday, 3 July 2020

**Holidays**

Monday, 17 February 2020

Monday, 4 May 202

There will also be 2 occasional days which have to be confirmed.

**In Service Dates**

Monday, 19 August 2019,

Tuesday 20 August 2019

Monday, 18 November 2019

Tuesday, 19 November 2019

Tuesday, 18 February 2020

Wednesday, 19 February 2020

Please provide written confirmation of any intended prolonged absence from Nursery eg holiday, hospital stay or family circumstances.