

Welcome to Fyvie Nursery

Nursery Handbook for Parents/ Carers
Revised September 2016





Welcome! The staff at Fyvie Nursery are very much looking forward to welcoming you and your child in to the nursery setting. This is a very important step for all children and we will do our utmost to make their time at nursery an enjoyable experience.

We hope that this handbook contains some useful information for you and your child. Please feel free to contact the school for additional information or clarification on the Nursery.

SCHOOL ADDRESS: Fyvie Nursery
Fyvie Primary School
Main Street
Fyvie
Turriff
Aberdeenshire
AB53 8RD

TELEPHONE: 01651 891247

EMAIL: fyvie.sch@aberdeenshire.gov.uk

STAFF

Head Teacher

Mrs F. Eaton

Early Years Lead Practitioner

Mrs K. Wilson

Early Years Practitioner

Mrs W. Elphinstone

Early Years Practitioner

Mrs C. Wight

Early Years Principle Teacher

Mrs L. Jenkins

School Administrator

Mrs D. Watt



FYVIE NURSERY

Fyvie Nursery is a large purpose-built room within Fyvie School. The Nursery is led by our full time Early Years Lead Practitioner and supported by two part time Early Years Practitioners. All three Practitioners work with the children in the Nursery every day. The Principle Teacher of Early Years visits the nursery regularly to support to team.

We also use other areas of the school e.g. music room, gym hall and school grounds throughout the week. We are well resourced within nursery and encourage pupils to have free choice of what they play with for example the sand and water tray, the arts and crafts table, small world toys, painting, puzzles and the role play corner.

We are lucky to have splendid grounds around our school and we like to make full use of them throughout the week, whatever the weather. We use the wooden climbing trail and large playground equipment, explore the castle grounds and woodlands and grow flowers and vegetables in the enclosed garden.

We have lots of outdoor play equipment, including a variety of bikes and balls and often take activities from the nursery outside. We have an outside day every week and it is vital that your child is dressed appropriately as we go out in all weathers.

NURSERY HOURS

The nursery currently runs two sessions a day. Our Care Inspectorate Certificate of Registration conditions allow the Pre School and Ante pre children to be grouped in the morning session from 8.45am - 11.55am and our Pre School, Ante Pre School and Two year old children to access the afternoon session from 12.15pm - 3.25pm.

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OUR AIMS

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- ✚ To ensure that children's individual needs are taken into consideration, so that their potential can be realised to the full.
- ✚ To work as a team to provide an open, friendly atmosphere, where children, staff and parents work together happily and purposefully.
- ✚ To set high expectations of children in terms of their attitude, behaviour and attainment, praising each small step taken.
- ✚ To create a safe, secure and stimulating environment, in which children will feel confident, valued and want to learn, thus broadening their horizons and increasing independence.
- ✚ To provide well planned and resourced experiences, which are evaluated regularly, in order to establish a love of learning.
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- digital cameras
- interactive whiteboard
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and will create and engineer using different materials as well as exploring food and cooking.



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For our two year old children who are entitled to a place at Fyvie Nursery we use the 'Pre-Birth to Three: Positive Outcomes for Scotland's Children and Families' guidance. It is an Education Scotland document that provides national guidance for all those whose work involves caring for babies and young children.

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PARTNERSHIP WITH PARENTS

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PERSONAL PLAN

Your child's 'All About Me' booklet will form their Personal Plan. Your child's keyworker will meet with you to discuss your child's progress and development each term. Parents should be assured that they are welcome in nursery at any time, whether it be to talk to staff, to watch the children at work and play, or to meet with the Head Teacher.

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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.

Our Child Protection Policy is available to read in the Nursery. Should you wish to talk further about Child Protection and the safety of children please feel free to contact the Head Teacher.



ABSENCE PROCEDURES

Nursery Parents are asked to assist school staff in the manner detailed below:

- If your child is unable to attend nursery through illness/other reason please telephone or email the school between 8:30am and 9:30 am or 11.45am to 12.45pm on the first day of his/her absence (please leave a message on the answering machine if necessary) or send a signed note via a brother or sister where applicable.
- When you contact the school it would be helpful if an indication could be given as to the nature and expected length of absence from school.
- If we receive no notification as to why your child is absence the office staff will contact you before 10am/ 1pm to receive clarification.

HEALTH AND SAFETY

The school work very hard at creating a safe environment for all of the children, for example; the janitor and cleaning staff keep the building safe, clean and tidy, we have regular fire drill practises, no vehicles are permitted within the school grounds and we use a security entry system which is controlled from the office meaning no one can walk into the school unless they are 'buzzed' in by the administrator at the main entrance. The Nursery entrance door is only unlocked at drop off and pick up times unless the children are using the nursery outdoor play area with a Nursery team member present.

The school should be kept informed about any child's health issues e.g. allergies, the need for inhalers or any other medication. Medication forms and Care Plans will be provided for all medications.

EMERGENCY CLOSURE PROCEEDURE

In the rare event of the school being closed during the nursery day, parents will be informed by telephone and asked to collect their child. If it is decided not to open the nursery due to adverse weather conditions then parents will be informed via the Authority website www.aberdeenshirecouncil.gov.uk and also via the Aberdeenshire schools automated telephone weather line. Call 0870 054 4999 and enter the pin number for Fyvie School - 021790 to hear the most recent messages.

It is our policy to give as much notice of closure as possible, the safety of pupils, parents and staff outweighs all other considerations.

News of school closures is also available from, Northsound, BBC Radio Scotland and North East Community Radio (NECR)



COMPLAINTS

At Fyvie Nursery School 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 compliments, comments and complaints procedure can contribute to the quality and effectiveness of the service. We invite you to talk to the nursery team or use the comments box which is freely available to use in the nursery cloakroom. Any 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.

Our policy is available to read in the Nursery or for more information on Aberdeenshire Council's formal complaints procedure please visit www.aberdeenshire.gov.uk/haveyoursay/index.asp

CLOTHING

Comfortable and practical clothing which is easily managed by the pupil in the cloakroom and toilet is recommended. The nursery sweatshirts are relatively inexpensive and may be purchased through the school office or from Buchan Embroidery, a local company that you can order from online. <http://www.buchanembroidery.com/orders/index.php?crn=292>

Children also require a pair of soft shoes for wearing in the nursery and in gym sessions. For reasons of safety, Crocs are not suitable for wearing in the gym.

Learning about the outdoor environment at first hand is a fundamental part of the nursery curriculum so we make full use of our stunning school grounds on a weekly, sometimes daily basis. Children therefore need to be dressed appropriately for the weather conditions each day. It is suggested that the children are equipped with waterproofs, wellies, hats, gloves and jackets during poor weather and sunhats during good weather. We are unable to apply sun cream to children and so please ensure that your child arrives at nursery with lotion already applied.

Please help staff by ensuring that all items of nursery clothing are clearly named. Sometimes 'accidents' happen in nursery and children become wet or soiled. If this happens nursery staff will help change his/her clothes. Please ensure that you have a spare change of top, trousers, socks and pants in your child's nursery bag and is left on your child's peg in the cloakroom. Any wet/ soiled items of clothing will be double bagged for you to take home.



INSURANCE

Aberdeenshire Authority hold third party insurance which indemnifies the Authority for claims from third parties, e.g. parents of pupils, who have suffered injury, illness, loss or damage arising from the negligence of the Authority or its employees. However, if there is no negligence, no claims will be accepted by the Authority.

It is the responsibility of the parents to insure children for personal accident if this is felt appropriate. Our insurance certificate is displayed on the Nursery noticeboard.

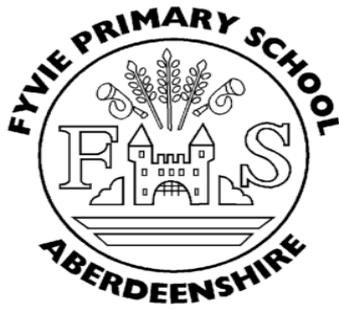
NURSERY SNACK

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. The fee for this snack is an agreed Aberdeenshire Council charge. From April 2014 the charge for snack is 50p per session. For children attending 5 sessions each week this will be £2.50 per week. Parents will be reminded of the fee due at the beginning of every term by the Nursery team (Aug, Oct, Jan and April)



Thank you for taking the time to read the Fyvie Nursery handbook. If you would like to read the full Fyvie School handbook it is available at

http://www.aberdeenshire.gov.uk/schools/our_schools/handbook/Fyvie%20School.pdf



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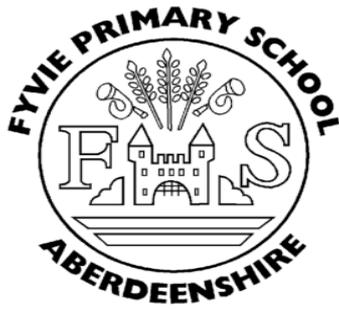
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The school should be kept informed about any child's health issues e.g. allergies, the need for inhalers or any other medication. Medication forms and Care Plans will be provided for all medications.

EMERGENCY CLOSURE PROCEEDURE

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It is our policy to give as much notice of closure as possible, the safety of pupils, parents and staff outweighs all other considerations.

News of school closures is also available from, Northsound, BBC Radio Scotland and North East Community Radio (NECR)



COMPLAINTS

At Fyvie Nursery School 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 compliments, comments and complaints procedure can contribute to the quality and effectiveness of the service. We invite you to talk to the nursery team or use the comments box which is freely available to use in the nursery cloakroom. Any 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.

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CLOTHING

Comfortable and practical clothing which is easily managed by the pupil in the cloakroom and toilet is recommended. The nursery sweatshirts are relatively inexpensive and may be purchased through the school office or from Buchan Embroidery, a local company that you can order from online. <http://www.buchanembroidery.com/orders/index.php?crn=292>

Children also require a pair of soft shoes for wearing in the nursery and in gym sessions. For reasons of safety, Crocs are not suitable for wearing in the gym.

Learning about the outdoor environment at first hand is a fundamental part of the nursery curriculum so we make full use of our stunning school grounds on a weekly, sometimes daily basis. Children therefore need to be dressed appropriately for the weather conditions each day. It is suggested that the children are equipped with waterproofs, wellies, hats, gloves and jackets during poor weather and sunhats during good weather. We are unable to apply sun cream to children and so please ensure that your child arrives at nursery with lotion already applied.

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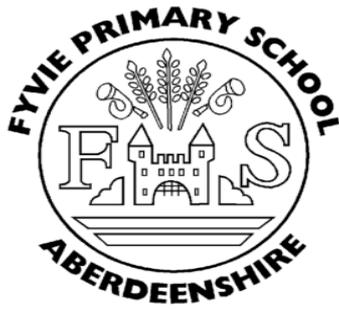
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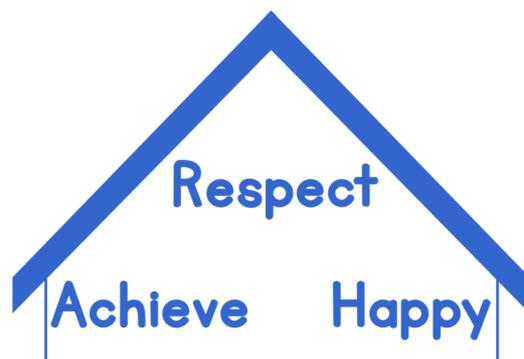


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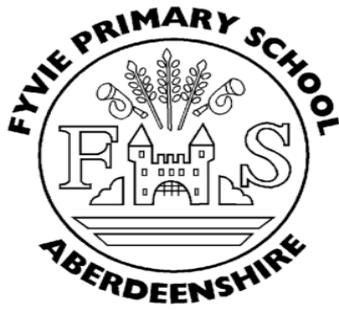
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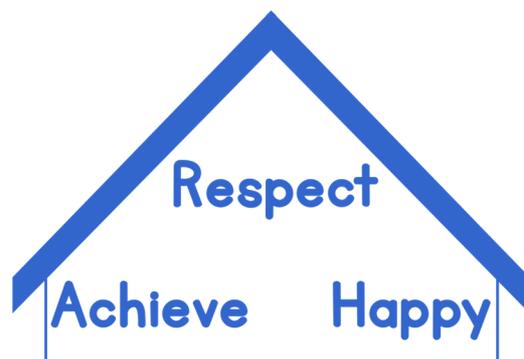


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Our Child Protection Policy is available to read in the Nursery. Should you wish to talk further about Child Protection and the safety of children please feel free to contact the Head Teacher.



ABSENCE PROCEDURES

Nursery Parents are asked to assist school staff in the manner detailed below:

- If your child is unable to attend nursery through illness/other reason please telephone or email the school between 8:30am and 9:30 am or 11.45am to 12.45pm on the first day of his/her absence (please leave a message on the answering machine if necessary) or send a signed note via a brother or sister where applicable.
- When you contact the school it would be helpful if an indication could be given as to the nature and expected length of absence from school.
- If we receive no notification as to why your child is absence the office staff will contact you before 10am/ 1pm to receive clarification.

HEALTH AND SAFETY

The school work very hard at creating a safe environment for all of the children, for example; the janitor and cleaning staff keep the building safe, clean and tidy, we have regular fire drill practises, no vehicles are permitted within the school grounds and we use a security entry system which is controlled from the office meaning no one can walk into the school unless they are 'buzzed' in by the administrator at the main entrance. The Nursery entrance door is only unlocked at drop off and pick up times unless the children are using the nursery outdoor play area with a Nursery team member present.

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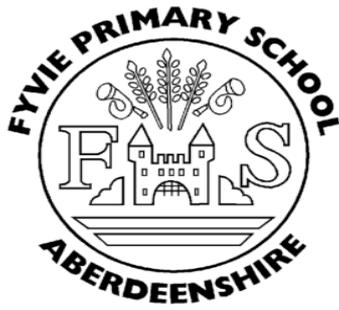
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Welcome to Fyvie Nursery

Nursery Handbook for Parents/ Carers
Revised September 2016





Welcome! The staff at Fyvie Nursery are very much looking forward to welcoming you and your child in to the nursery setting. This is a very important step for all children and we will do our utmost to make their time at nursery an enjoyable experience.

We hope that this handbook contains some useful information for you and your child. Please feel free to contact the school for additional information or clarification on the Nursery.

SCHOOL ADDRESS: Fyvie Nursery
Fyvie Primary School
Main Street
Fyvie
Turriff
Aberdeenshire
AB53 8RD

TELEPHONE: 01651 891247

EMAIL: fyvie.sch@aberdeenshire.gov.uk

STAFF

Head Teacher

Mrs F. Eaton

Early Years Lead Practitioner

Mrs K. Wilson

Early Years Practitioner

Mrs W. Elphinstone

Early Years Practitioner

Mrs C. Wight

Early Years Principle Teacher

Mrs L. Jenkins

School Administrator

Mrs D. Watt



FYVIE NURSERY

Fyvie Nursery is a large purpose-built room within Fyvie School. The Nursery is led by our full time Early Years Lead Practitioner and supported by two part time Early Years Practitioners. All three Practitioners work with the children in the Nursery every day. The Principle Teacher of Early Years visits the nursery regularly to support to team.

We also use other areas of the school e.g. music room, gym hall and school grounds throughout the week. We are well resourced within nursery and encourage pupils to have free choice of what they play with for example the sand and water tray, the arts and crafts table, small world toys, painting, puzzles and the role play corner.

We are lucky to have splendid grounds around our school and we like to make full use of them throughout the week, whatever the weather. We use the wooden climbing trail and large playground equipment, explore the castle grounds and woodlands and grow flowers and vegetables in the enclosed garden.

We have lots of outdoor play equipment, including a variety of bikes and balls and often take activities from the nursery outside. We have an outside day every week and it is vital that your child is dressed appropriately as we go out in all weathers.

NURSERY HOURS

The nursery currently runs two sessions a day. Our Care Inspectorate Certificate of Registration conditions allow the Pre School and Ante pre children to be grouped in the morning session from 8.45am - 11.55am and our Pre School, Ante Pre School and Two year old children to access the afternoon session from 12.15pm - 3.25pm.

We have a flexible arrival and departure time. For morning sessions children should arrive between 8.45am and 9am and be collected between 11.40 and 11.55am. In the afternoon drop off is between 12.15pm and 12.30pm and pick up between 3.10pm until 3.25pm. Please ensure that children are picked up promptly by the end of the session.

It may occasionally be necessary to change individual session times. This may be due to scheduling of outings or nursery participation in whole school events which are time-tabled out with your child's usual attendance hours. In the event of such change you will be given as much advance notice as possible.

In the interest of safety, all children must be brought and collected from school by an adult (over 18). Parents/carers should inform the nursery staff if someone different is going to pick up your child on a specific day. There is always an opportunity at the start and end of sessions to talk to the nursery staff. It is also helpful if you can telephone the school office to advise staff if your child will be absent because of sickness.



FYVIE SCHOOL NURSERY

OUR AIMS

- ✚ Plan and assess experiences for the children that will aid their progressive development in all areas of the curriculum.
- ✚ To ensure that children's individual needs are taken into consideration, so that their potential can be realised to the full.
- ✚ To work as a team to provide an open, friendly atmosphere, where children, staff and parents work together happily and purposefully.
- ✚ To set high expectations of children in terms of their attitude, behaviour and attainment, praising each small step taken.
- ✚ To create a safe, secure and stimulating environment, in which children will feel confident, valued and want to learn, thus broadening their horizons and increasing independence.
- ✚ To provide well planned and resourced experiences, which are evaluated regularly, in order to establish a love of learning.
- ✚ To promote positive relationships with parents/carers, the wider school and the community.

FYVIE SCHOOL - OUR MOTTO





NURSERY INTRODUCTION

All parents are invited to bring their child to visit the nursery together at a planned Stay and Play session in the term before their official start date.

The Stay and Play is an opportunity for you and your child to play with nursery equipment, meet the nursery staff and be introduced to those children already attending nursery. It provides an excellent chance for the children to begin to develop their class identity and to get to know the nursery staff better.

Fyvie Nursery Practitioners work closely with Fyvie Playgroup staff to continue to improve links and opportunities for the children to learn together. This does help to ease the transition from Fyvie Playgroup to Fyvie Nursery, as the children will have already have had visits to the nursery and fun sessions together outside.





THE CURRICULUM 3-5 years

Our Ante Pre School and Pre School children's learning is guided by the National Document a Curriculum for Excellence.

Throughout the early years the staff strive to develop and broaden the range of the children's learning experiences, to leave them confident, eager and enthusiastic learners.

The Curriculum for Excellence's underpinning values are wisdom, justice, compassion and integrity with the child at the centre of learning.

The purpose of the curriculum is to enable the child to develop the 'four capacities' through rich learning experiences and exploration of their environment.

It aims to enable all children to become...

Successful Learners
Confident Individuals
Responsible Citizens
Effective Contributors



Experiences and outcomes set out expectations for learning and development in 8 different areas. These areas are detailed in the following pages with some examples of learning experiences within the nursery.



Expressive arts

This area includes Art, Drama, Dance and Music where the children will;

- have opportunities to paint, draw, print, make models, use fabrics, clay and other materials
- make music by singing, clapping, playing percussion instruments
- use role-play and puppets to make up stories
- learn short dances and create their own
- perform in front of an audience



Language and Literacy

This area focuses on the development of language (talking, listening, reading and writing) where the children will;

- use language for a variety of purposes, for example to describe, explain, predict, ask questions and get ideas
- experiment with symbols, sounds, letters and in some cases, with words in writing
- recognise familiar words and letters, for example the first letter of their name
- listen with enjoyment and respond to stories, rhymes, poems, music and songs



Health & Well-being

This area is split into 5 different parts, where the children learn about ways to keep themselves safe and healthy. They should learn to;

- develop confidence, self-esteem and a sense of security
- form positive relationships with other children and adults
- become aware of and respect the needs and feelings of others
- enjoy a variety of foods in a range of social situations
- move their bodies and develop movement skills through energetic play



Fyvie Nursery incorporate teeth brushing in to their daily routine as part of the Childsmile programme. For more information about Childsmile visit www.child-smile.org.uk

Mathematics & Numeracy

Here the children explore number in a variety of real life and role-play situation and will;

- explore numbers, and understand that they represent quantities
- begin to use numbers to count, create sequences and describe order
- explore patterns from the environment and create their own patterns
- investigate objects and shape and be able to describe and create with them



Religious & Moral Education

Here children will learn about all religions and should learn to;

- understand what is fair and unfair and the importance of sharing, caring for and cooperating with others
- become aware of important celebrations, festivals and customs
- explore Christian stories, music and poems and become familiar some beliefs Christian people have about God and Jesus



Sciences

This area is linked into all aspects of learning where the children should learn to;

- Develop their powers of observation using their senses
- Ask questions, experiment, design and make, and solve problems
- Understand about materials
- Develop an appreciation of natural beauty and a sense of wonder about the world



Social Studies

The children will;

- explore and discover interesting features of their local environment
- explore how people lived in the past
- make decisions and take responsibility in my everyday life and show consideration for others



Technologies

The children will use and explore a variety of different technologies including;

- digital cameras
- interactive whiteboard
- computers
- video cameras
- tablets
- smart table

and will create and engineer using different materials as well as exploring food and cooking.



THE CURRICULUM Pre Birth to 3 years

For our two year old children who are entitled to a place at Fyvie Nursery we use the 'Pre-Birth to Three: Positive Outcomes for Scotland's Children and Families' guidance. It is an Education Scotland document that provides national guidance for all those whose work involves caring for babies and young children.

This guidance highlights four Key Principles to ensure children have the best start.

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



For more information please visit:

http://www.educationscotland.gov.uk/Images/PreBirthToThreeBooklet_tcm4-633448.pdf



PARTNERSHIP WITH PARENTS

Staff work hand in hand with parents to promote children's learning. The school's aim is to build on the valuable learning which takes place at home. At various times throughout the year, parents will be invited to work with the children in the nursery, help during trips, parties and concerts. Parents are always welcome in the nursery and your experience and expertise is valued, so if you have a talent that you can share with the children or just have half an hour to spare, we would love to have you join us. If you would like to volunteer in the Nursery please ask for a volunteer pack from the main office.

PERSONAL PLAN

Your child's 'All About Me' booklet will form their Personal Plan. Your child's keyworker will meet with you to discuss your child's progress and development each term. Parents should be assured that they are welcome in nursery at any time, whether it be to talk to staff, to watch the children at work and play, or to meet with the Head Teacher.

PROFILING

As part of the admission pack of paperwork you will complete when your child starts nursery you will receive information and a permission form regarding pupil profiling. The Nursery staff use an online profiling tool called Learning Journals to capture observations and share achievements in your child's learning during the nursery session. Learning Journals allows you to see all observations and comment on them. You can even upload photos and information on achievements from home to share with your child's keyworker.

PERMISSIONS

Annual permission forms will be issued every school year. The permissions range from permission to change your child if they have an accident through to permission for your child to be photographed. As a parent/ carer you can decide on what you give permission for and you can change your mind on anything you decide later in the year by informing us in writing.

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