

# Learning through Play

## Nursery Handbook



**Breadalbane Academy  
2018 - 2019**

**NURSERY CLASS  
BREADALBANE ACADEMY  
Crieff Road, Aberfeldy PH15 2DU  
Tel: 01887 822300**

### **Nursery Roll**

We are able to offer places for the following number of pupils:

AM	20
PM	10
Full time	6
Strong Starts	3 AM 2 PM

### **Nursery Hours**

#### **Monday - Friday**

AM Session 9:00 - 12:12pm

PM Session 12:18 - 3:30pm

Full Day Session 9:00 - 3.24pm

The main entrance door will be open:

9:00 - 9:10am

12:05 - 12:30pm

3.20 - 3:30pm

### **Staff Members**

#### **Early Childhood Practitioner**

Miss Sarah Campbell

Miss Emily Crouch

Miss Fee Fernie

Mrs Sarah Mitchell

Miss Lauren Webster

#### **Pupil Support Assistant**

Mrs Louise Dixon

#### **Nursery Teacher**

Miss Catherine Maciver

#### **Principal Teacher of Nursery and Early Years**

Mrs Donna Jenkins

#### **Depute Head Teacher (Primary)**

Mrs Vicky Marshall

#### **Head Teacher and Campus Leader**

Mr John Devine

### Who can come to our Nursery?

- Children who are in their pre-school year are given priority. Places are also available for children in their ante pre-school year.
- We will continue to offer places for some 2 year olds (Strong Starts).
- Applications are usually made in February for the following academic year.
- You will be notified of whether or not your child will have a place.

### Do all children start on the same day?

- No. The children begin in a staggered intake to help them to settle in and feel secure. In this way, only a few children are new to the class on each day. You will be informed by letter of your child's start date.
- If you are worried about how your child is settling in, have a chat with the Nursery staff, especially your child's Group Leader.

## Daily Routines

- When the children come into nursery they self register by putting their badge up on the register board. Please **ensure** that they do this before you leave.
- If someone else is collecting your child you **must** write this on the board beside the register so that staff are aware of this at home time.
- During the session, the children have group time with their group leader to take part in focussed activities.
- Children take part in focussed activities in order to develop a range of skills and knowledge.
- The children are able to choose their play activities inside and outside throughout the session and are involved in planning the available activities.

### Additional Support Needs

- Speech Therapists, Occupational Therapists, Educational Psychologist and Physiotherapists are part of the school's support staff and may be of help to your child.
- Please discuss any problems you feel your child may be experiencing with Nursery staff.

### Security

- We expect each child to be brought to and collected from Nursery each day by an adult. It is illegal to hand over a pre-school child to someone younger than 16 years old. You must let Nursery staff know in advance if another adult is authorised to collect your child.
- Being the last to leave can be worrying for a child; please collect your child on time.
- In the event of an emergency please phone the school on 01887 822300 and either leave a message with office staff to pass on or ask to speak to the Nursery staff.

### Illness

- Please inform the school office or nursery staff if your child is to be absent for any reason on 01887 822300.
- If your child is suffering from a contagious infection such as chickenpox, they are only eligible to return to nursery when the risk of infection has passed.
- We ask parents not to bring children who have had diarrhoea or sickness until after 48 hours from the last episode. This is to safeguard the health of other children and staff.

### **Snack and Toy Fund**

There is a compulsory charge for the cost of snack which is 30p per session. We ask parents to use the school online payment system; ParentPay when making payments. The amount shown on ParentPay will be the total amount due for that term. Our office staff will carry out a mid-term check to ensure that all payments are up-to-date and the nursery staff will issue reminders to parents if necessary.

We also have a Nursery Toy Fund. Parents may make a one-off annual donation of between £3 and £5. This is a voluntary payment made by parents that allows us to update toys and equipment in the nursery during the year. This is also paid using the ParentPay system.

Activation codes for ParentPay will be sent out by the school office. If you wish more information on ParentPay, please ask at the main office or go to [www.parentpay.com](http://www.parentpay.com)

## Parental Participation

- One of our nursery aims is to work in partnership with parents/carers for the benefit of the children.
- The children and staff at the nursery welcome all parents and carers into the nursery at any time.
- The noticeboard informs parents in advance of activities and events for the week ahead. Please sign up if you would like to spend time with us in the nursery.
- The children enjoy having other adults in the playroom and the visits strengthen valuable links between home, the community and the nursery.
- Parents can join in with a range of activities. In the past these have included: helping to prepare for celebrations and events, going on visits and walks, art and craft activities, helping in the nursery garden, baking, reading, singing and other musical activities - the list is endless!
- Many parents just enjoy seeing their children in the nursery environment and have liked finding out about what happens in the nursery on a daily basis.

We hope you will be able to come and join us!

## Noticeboard

- Information is updated on a weekly basis and important messages about our learning, timetable and events is displayed.
- A copy of our timetable is available to look at, along with our snack choices.
- If you have resources, books or talents which could add to our current theme, please speak to one of the nursery team.
- There is a lost property box in the reception area containing any left items. Lost property is cleared termly and donated to the local thrift shop.



## Clothes

- Casual study clothes are best - remember we will be using paint, glue, water and other messy materials in the nursery.
- We ask that children have a change of shoes for indoors to avoid wet, muddy floors indoors. Slip-on gym shoes are easiest for independent use and these can be left in the nursery. **Please put your child's name on their shoes.**
- A change of clothing is very useful for the inevitable accidents. The children are working hard to toilet independently but accidents happen. A change of clothes in a labelled bag may be left in the nursery cloakroom. Please ensure your child is wearing suitable clothes for independent toileting.
- Nursery t-shirts are available from Grandtully logos.
- During warm weather, we advise that children wear long sleeved tops and sun hats. Please apply sun tan lotion before your child comes to nursery.
- The outdoor area provides a wide range of learning experiences throughout the seasons and we are keen to enable children to access these activities comfortably "whatever the weather". If you are able to provide waterproof trousers, jackets and wellies for your child this would be very helpful.
- We have purchased a limited stock of waterproofs for children to borrow as required.

## The Curriculum

The Curriculum at Breadalbane Nursery class follows criteria set out in the Scottish Curriculum for Excellence Framework Document. This is divided into eight broad curricular areas:-

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

The areas progress through different levels. The level at which all children begin in nursery is the Early Level and this level then continues as your child progresses into primary school.

Staff plan activities and learning experiences to offer a broad and balanced curriculum, which addresses each of the key aspects in the eight areas of the curriculum. Observation, assessment and review are continuous to ensure a responsive and child centred approach to promoting individual children's development and progress.

Your child will have their own learning log containing a range of work and learning they have been engaged in. This may include examples of their work, photographs and observations made by members of the nursery team. You can access your child's learning log at any time to look at with them.

## Opportunities for Learning

We have lots of different areas in the nursery including:

- Water
- Art and Craft
- Sand
- Construction
- Gardening
- Outdoors
- Computers
- Snack
- Role Play
- Puzzles
- Maths
- Writing

Each child will be given the opportunity to:

**Play** imaginatively in role play situations, physically at outdoor play and in the gym hall

**Create** with paint, junk materials, collage and wood

**Observe** noticing similarities, differences and change

**Recognise** patterns relationships and categories

**Communicate** by discussing, recalling, explaining, describing, planning and questioning

**Solve problems** by putting things together, taking things apart, predicting outcomes and conjecturing.

### How do you know about your child's progress?

- The nursery team make observations and record progress throughout the year to help in the planning of future activities.
- You can ask a member of the nursery team to see your child's learning log and discuss their progress at any time.
- Please ask the nursery team any questions you may have throughout the session.
- Your child will have a group leader from the nursery team, who will work closely with your child at different times each week to support their development. We endeavour to ensure parents are aware of their child's key worker, but if for some reason you are unsure please do not hesitate to ask.
- We hold open mornings/afternoons on the first Friday of the month. You can join your child in nursery and get a flavour of what they get up to. This also provides an opportunity to speak with the nursery team, look at your child's work, find out more about the nursery environment and meet other parents.
- We encourage you to attend parents' evenings, usually held in November and March. Please do not hesitate to talk with staff at any time. We are happy to help.
- Your child will receive a progress report at the end of the year.

### **Child Protection**

Your child's safety and well being is very important to us. Mrs Nicola Ferguson is the Child Protection Officer for the Nursery. Please do not hesitate to contact her should you wish to raise any matters. Further information can be found in the school's Child Protection Policy (available on request and on website [www.breadalbane.pkc.sch.uk](http://www.breadalbane.pkc.sch.uk)).

### **Complaints Procedures**

At Breadalbane we pride ourselves on an open door policy and are happy to discuss any areas of concern or complaint. In the first instance, parents should approach a member of the nursery team with their concerns. If the outcome of this discussion is not satisfactory parents should then raise the issue with Mr John Devine, Headteacher.

The Nursery service is regulated by the Care Inspectorate. At any time parents are welcome to contact Vicky Lamb, Area Inspector for the Care Inspectorate. She can be contacted by e-mail at [enquiries@scswis.com](mailto:enquiries@scswis.com) or by phone on 01382 207 200 or by post to Quadrant House, 11 Riverside Drive, Dundee. DD1 4NY.

## **Remember**

Contact us if you need any more information. Drop into the nursery office or call 01887 822300.

## **Dates to remember in 2019**

- Registering to start school in August 2019 should be completed in January 2019.
- Registering for another year at Nursery should be completed in February 2019.





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