



**Early Learning &
Childcare
Nursery Handbook
2019-20**

Information about our Early Years Setting

Hill of Banchory Early Learning and Childcare

Hill of Banchory Nursery

Firbrae

Hill of Banchory South

Aberdeenshire

AB31 5ZT

Telephone: 01330 826256

e-mail: hillofbanchory.sch@aberdeenshire.gov.uk

Website : www.hillofbanchory.aberdeenshire.sch.uk

The nursery is part of Hill of Banchory Primary School. It is located at the rear of the school building - this area of the building is painted lilac.

This handbook provides information specific to your child's attendance at nursery. For further information, please access the school handbook on the above website.

Parking

The nursery has its own car park, which should be used at all times, when dropping off and collecting children. There is a safe footpath to the nursery from the car park.

Opening Times

The nursery is open from 8.00am - 6.00pm, Monday -Friday during term time. All children are entitled to a 3 hour 10 minute session each day.

The times for these are :-

8.45 - 11.55 a.m.

1.00 - 4.10 p.m.

We have a staggered start to create a relaxed atmosphere for the children. The doors stay open for 15 minutes after "drop off" time and open 10 minutes before collection time. Individual arrangements can be made if you need to collect your

child earlier than this for an appointment or event. You will be asked to sign your child in and out of nursery.

If you cannot collect your child yourself then please inform staff at "drop off". Plans can change at short notice so if this is the case, please phone. We will not release a child to anyone other than you without your permission.

Extended Provision

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 2 year olds, from 600 hours to 1140 hours by August 2020.

We are currently part of Aberdeenshire Council's trial of how this increase in hours will work. Additional provision, depending on availability, will be negotiated with you, should you wish to join this trial.

If you are accessing extended provision, the session times are :-

8.00 am - 1.00 pm

1.00 pm - 6.00 pm

PLEASE BE AWARE THAT THE CURRENT EXTENDED HOURS ARRANGEMENTS ARE FOR THE DURATION OF THE TRIAL ONLY. THE MODEL OFFERED FROM 2020 ONWARDS MAY BE DIFFERENT TO OUR CURRENT PROVISION.

Our term dates are the same as the primary school year. Holiday dates for the following year are available on the school website.

Staffing

Head Teacher: Mrs. Deborah Burr

Early Years Team

Early Years Senior Practitioner: Fiona Shearer

Early Years Lead Practitioner: Lucy Taylor

Early Years Lead Practitioner: Jamie McCallum (Mat leave)

Relief Early Years Practitioner: Mhairi Black

Early Years Lead Practitioner/Practitioner: Alison Thomson

Early Years Practitioner: Karin Park

Early Years Practitioner: Victoria Watt

Early Years Practitioner: Lorna Leishman

Early Years Practitioner: Brenda Peter

Early Years Practitioner: Sharon Christie (Mat leave)

Early Years Practitioner: Julie Booth

Early Years Modern Apprentice: Toni Moffat

Staff in nursery are known by their first name.

Our Early Learning and Childcare Provision

In our nursery, children are supported to learn through play, at their own pace. We follow current national guidelines to ensure that we provide a safe, happy and secure environment.

We tailor our planned provision in response to individual children's learning needs, interests and abilities. All of our provision is underpinned by the Curriculum for Excellence and other relevant Government guidance. There is a strong focus on Health & Wellbeing, Literacy & English and Maths & Numeracy.

Our aim is to lay the foundations for emergent literacy, numeracy and social development by promoting the skills that children need prior to starting their formal education.

In order to promote independence, we involve the children in planning for their learning, as well as other routines, such as helping to prepare snack, toileting, changing clothes and personal hygiene.

Children have full access to all areas within the nursery and outdoors throughout the day, allowing them to experience the full spectrum of activities available.

Within the school, we have use of Eco Garden, Adventure Playground, the Gym Hall and Snoozlan. These facilities are timetabled, depending on availability and are available in addition to our core Early Years provision.

Children are encouraged to brush their teeth daily as part of the Childsmile programme. You can find further information about this and any of the documents supporting our provision in nursery.

Children will have access to outdoors in all weathers. It is the parent's responsibility to ensure that children attend nursery suitably dressed for the weather conditions.

Staff will assess the weather condition throughout the nursery session and take appropriate action to ensure the health and safety of all children and adults attending the setting. You will be asked to provide sunscreen during the summer months.

The Wider Community

We regularly walk in the community and use local amenities. We foster links with local businesses and services to enrich our curriculum. We support a variety of charitable events and participate in school fundraising activities such as the P.T.A. Christmas Fayre.

Mealtimes and Snacks

We encourage children to be independent and help themselves to a varied snack menu of healthy foods, fruit and vegetables. This is accompanied by milk or water to drink and water is available throughout the session. We follow the Government guidance "Setting the Table" when planning our snacks. Children are involved in preparing snack and baking regularly. There is a voluntary charge of 50p per snack, which is asked for at the start of each term.

If your child accesses extended hours they may have lunch in nursery. The menus for Early Years are adapted from Aberdeenshire Council's school lunch menu and are overseen by a nutritionist. Lunches are provided free of charge.

Please ensure staff know if your child has a food allergy/requirement.

Celebrations and Festivals

Due to current healthy eating guidance we cannot accept food or cakes from home. We celebrate children's birthdays by using a toy cake to blow out candles and sing happy birthday. We celebrate a range of cultural festivals. If your family have a special event or festival that we can celebrate, please let us know.

Keyworkers and support

Each child has a keyworker - an identified member of staff to who will monitor your child's progress and provide you with a main contact person.

Children are supported to develop positive, respectful relationships with adults and children. Sometimes we will need to work with you to help your child to manage their feelings and support them to demonstrate positive behaviours in the nursery.

Where significant additional support needs are identified it may be that the Nursery Manager, ASL staff and other agencies could be involved in getting the right support in place for your child.

Illness, Accidents and Emergencies

Please make sure that you provide us with an alternative **EMERGENCY CONTACT** as we may not always be able to contact you.

If your child bumps their head whilst playing you will be informed at the end of session, unless it is serious - in which case you will be contacted immediately. Likewise, you will be contacted straight away if your child becomes ill and requires emergency medical attention.

All Early Years staff are trained in First Aid.

At your initial induction meeting you will be able to tell us about any special circumstances relating to your child's health. We will ask you to complete the relevant care form, giving full details if your child suffers from allergies, or illness requiring regular medication or special treatment.

If children need other, more routine, medication during the nursery session then please discuss this with the Early Years staff in advance.

You will be required to fill in a form which authorises staff to administer specific medication to your child. All medication must be labelled with the date dispensed and the child's name and date of birth by a chemist.

Your child will not benefit from their nursery session if they are ill. Please keep your child at home if he/she is not feeling well. It is important that you let us know if your child will be off for any reason. We may contact you if we have no notification that your child is to be off.

A list of illnesses and the relevant exclusion times is displayed in Nursery. Please ask staff if you require further information.

Parental Engagement

Parents are very welcome in our setting!

We have regular Parents Café sessions where you can stay and play, see what your child does and learn more about how we plan for the children's learning. We always welcome feedback on what we do and your comments feed in to helping identify future improvement priorities for the nursery. We also provide workshops and information sharing sessions throughout the year.

We also have a parents' area at the foyer of the nursery, this is a seated area allowing parents to chat and socialise with other parents. We have a pop up shop where we set out clothing, shoes and other things that parents are free to utilise if they wish. We also accept donations for this area to encourage the recycling of clothes and toys that are no longer being used.

Your opinions are valued.

We regularly consult with our parents and very much value your ideas and opinions. These are gathered through informal feedback, formal written comments, questionnaires, Learning Journals, and through Head Teacher/Nursery Manager sessions.

Volunteering

If you can volunteer to help on a regular basis then you will need to join the PVG (Protection of Vulnerable Groups) scheme.

Examples of activities we might need support with:

- playing games
- reading stories
- baking/cooking
- supporting outdoor learning and trips

Closures Due to Bad Weather/Emergency

Head Teachers decide if/when schools should close due to bad weather or another emergency. In bad weather they will decide this after receiving information about local weather conditions. This decision can be made during any time, day or night. During inclement weather some staff may not be able to get to school - so the school may have to close because there are too few staff present. Sometimes only part of the school will be closed or only some of the pupils will be dismissed early.

If you are concerned about local weather conditions contact the school. You may wish to collect your child yourself and are free to do so provided you make arrangements with the nursery.

If the nursery is due to close early, the school will contact you by text or telephone. If this is not possible the school will contact your named 'emergency contact'.

How to Find Out if your School is Closed

Outwith school hours, check the Aberdeenshire Council website:

Twitter - <http://twitter.com/aberdeenshire>

Aberdeenshire Council Website - www.aberdeenshire.gov.uk/closures

You also have the option to sign up to receive email alerts when the school updates its closure status:

www.aberdeenshire.gov.uk/alerts/index.asp

School Information Line - Tel: 0370 054 4999 then key in the school pin no: 022840. If you cannot get through first time, please do not put this number on redial. This will only lead to the line being busier.

Please note: Call charges to the School Information Line will depend on your contract with your telephone service provider, for example, calling from your home telephone may differ in price from calling from your mobile phone.

Contact Details

It is vital that parents keep us informed of up to date telephone contact numbers - home, work and local emergency contact(s) so that we can be sure of reaching you in any emergency situation.

Complaints Procedure

We will deal with complaints and suggestions promptly and efficiently.

Complaints and suggestions can be forwarded to the team in the following ways:

1. By telephoning or approaching the Early Years staff.
2. A complaints/suggestion box is situated on the table in the cloakroom.
3. Questionnaires are given to parents regularly.

The full complaints procedure can be found on the nursery notice board.

At any point during the complaint, you can contact the Care Inspectorate on telephone number 0345 600 9527 or contact Education and Children's Services in writing or by telephone:

Education and Children's Services

Woodhill House

Westburn Road

Aberdeen

AB16 5GB

Telephone: [01224 472840](tel:01224472840)

Child Protection/Safeguarding

It is everyone's job to ensure that children are kept safe.

Schools are required to report any child protection or welfare concerns to appropriate services such as health visitor, police or social work.

A comprehensive set of guidelines and training provide all staff and volunteers who come into contact with children the essential information about protecting children from harm. For further information go to North East Child Protection Committee website on www.childprotectionpartnership.org.uk

Alternatively, National Guidance for Child Protection in Scotland can be found at <http://www.gov.scot/Resource/0045/00450733.pdf>

Protecting Children and Young People in Aberdeenshire - Education and Children's Services Guidelines can be accessed through:

www.aberdeenshire.gov.uk/social-care-and-health/community-care/protection-and-support

GIRFEC (Getting it Right for Every Child)

The GIRFEC approach provides a framework for ensuring that all children in Scotland have the opportunity to be:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Responsible
- Respected
- Included

This approach gives practitioners and parents a common language to ensure children achieve the best possible outcomes and have everything they need from the people who look after them both at home and in the wider community.

For more information about Aberdeenshire's approach to GIRFEC go to;

<http://www.girfec-aberdeenshire.org/>

Students and Trainees

Hill of Banchory School and Nursery welcomes students and trainees as they complete their early years training. We will communicate any student placements to parents as they happen throughout the session.

Data we hold and what we do with it.

As you are aware the new General Data Protection Regulations (GDPR (EU) 2016/769 came into force on Friday 25th May, 2018. This change to the law gives parents/carers and young people greater control regarding how their personal data is used.

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Aberdeenshire Council is committed to full compliance with these regulations. When you are asked for information by Education & Children's Services, we will tell you why we are collecting the information, how long we will hold it and the legal basis for gathering this information. A Privacy Notice has been issued to all schools relating to the information we hold on yourself and your child/ward.

Learning Journals

We use an online system called "Learning Journals" to record and share with you your child's progress. You will be asked to provide an e-mail address to allow you secure access to this information. Please do not copy and share photos or entries from Learning Journals as these are securely shared with individual families.

Social Media

There will be children in the nursery whose parents do not wish their child to be included in any form of social media e.g. Twitter, Facebook. Please respect the privacy of others and post pictures of your own child only.

Duty of Candour

All health and social care services in Scotland have a duty of candour. This is a legal requirement which means that when things go wrong and mistakes happen, the people affected understand what has happened, receive an apology, and that organisations learn how to improve in the future.

An important part of this duty is that we provide an annual report about the how our care service has operated the duty of candour during the time between 1st, April 2018 and 31st March, 2019. In this period we had no recordable incidents. The full report is displayed for you to view on the nursery notice board.

School Insurance

No insurance is held by Aberdeenshire Education & Children's Service that automatically compensates school pupils for personal accident, whether an accident occurs within or outwith the boundary of the school. Insurance of this nature, e.g. personal accident, life, private medical, is seen as a parental responsibility. It is your responsibility as a parent to insure your child for personal accident or death if you feel this is appropriate.

Aberdeenshire Education & Children's Services does hold third party liability insurance, which indemnifies the Council against claims from third parties, e.g. parents on behalf of pupils who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees. In these circumstances all claims are handled on behalf of the Council by external Insurers and Claim Handlers and compensation is dealt with on a strictly legal liability basis.

For a full statement on insurance, please see the school handbook.

Transition to Primary 1

In your child's final term at Hill of Banchory Nursery, we will plan a programme of events to support the transition to school. These include visits to the P.1 class and information sessions for parents. Where parents have concerns regarding their child's entry to P1, they should discuss this with the Early Years team in the first instance, who will be able to offer support and guidance.

Hill of Banchory Nursery - Useful Information and Checklist

Your child will need to bring...

- Bag/backpack with a change of clothes
- Wellie boots
- Sensible shoes, suitable for gym, running and climbing (indoor shoes are only required if your child comes to nursery in wellies)
- Jacket/ suitable outdoor clothes for the weather

We play outdoors and use paint, glue and other messy play materials. Please dress children in clothes that they are allowed to get dirty!

Before your child comes to nursery...

- Please name all clothes, shoes and bags
- If your child is in nappies or pull-ups, please supply a bag with change of clothes and additional nappies
- Please encourage them to be independent in getting their coats off and on
- Please encourage them to potty train/use the toilet (however we will work with you to support your child if they are still toilet training)

Please note...

- Please phone us on **01330 826256** if your child is going to be absent from nursery for any reason
- If your child is unwell, they should not return to nursery until 48 hours after the last incidence of sickness or diarrhoea
- If you feel the need to give your child medicine (e.g. calpol or ibuprofen) before they come to nursery please consider whether they are really fit to come to nursery!
- If your child is being dropped-off or collected by anyone other than those people named on your child's Personal Plan, please tell staff and note this on the sign-in sheet

Dropping off and collecting children...

The doors into the foyer and cloakroom are on a timer to allow a staggered drop-off and pick-up time for all nursery sessions. You will be issued with a code for the entry system:

Extended drop-off		0800 - 0845
Doors unlocked for morning session	Drop-off	0845 - 0900
	Pick -up	1145 - 1155
Extended pick-up		1245 - 1255
Doors unlocked for afternoon session	Drop-off	1300 - 1315
	Pick-up	1600 - 1610
Extended pick-up		1610 - 1750

And last but not least, staff are always happy to answer questions and queries, so please don't hesitate to get in touch if there's anything you'd like to ask or tell us!