

# Aileymill Nursery



## Nursery Handbook 2016 - 2017



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## Introduction



Welcome to Aileymill Nursery. This handbook will give you information about the nursery, our aims and how we hope to achieve them.

We provide places for 72 children aged between 3 and 5 years of age in the mornings, and 72 places in the afternoons. Included in these numbers are designated places for children with Additional Support Needs.

The nursery is part of Aileymill Primary but has its own entrance and every facility to meet the needs of our young learners.

We work hard to promote effective learning. Children are encouraged to develop a positive attitude to learning, making choices and gaining the confidence to tackle challenges. We look forward to getting to know you and hope you will feel welcome and become involved in nursery life.

Parents are always welcome to join in our activities at Aileymill. If you have any concerns or questions please do not hesitate to speak to me or any member of staff.

*Catrina Miller*  
Head Teacher





## AIMS OF THE ESTABLISHMENT

*Your child's needs are at the heart of every decision we make.*

### Key performance outcomes

We will continue to provide support and encouragement to enable our children to become successful, confident learners who can contribute to the life of the nursery and wider community.

### Impact on learners, parents, carers and families

We aim to ensure that all children, parents and carers feel valued, supported and informed. We will seek and act on the views and opinions of children, parents and carers.

### Impact on staff

We will build on our continuous professional development to ensure we are offering high quality experiences for the children.

### Impact on the community

We will further develop our work with relevant organisations in the wider community to support our children and families.

### Provision of early education

We aim to meet the development needs of all our children by providing challenge, enjoyment and choice. We promote equality of opportunity and treat all children, parents, carers and staff with respect.

### Policy, development and planning

We will further develop and update our comprehensive range of policies and procedures, with the help of our parents/carers, which reflect current legislation requirements.

### Management and support of staff

We aim to deploy staff effectively making use of individual strengths.

### Resources

We will continue to provide a safe, stimulating and well resourced environment where children have well appointed areas in which to engage in learning through play.

### Leadership

We will maintain high levels of quality and promote continuous improvement by regularly monitoring and evaluating our service.



Where you will find us:-

**Aileymill Nursery**  
**Norfolk Rd**  
**Greenock**  
**Telephone 01475 715904**  
**e-mail INCAM108@glow.sch.uk**

**Staff details**

Catriona Miller	Head Teacher
Kay Anderson	Acting Lead Practitioner
Suzanne McMinn	Acting Senior EYECO*
Kathryn Freeman	EYECO*
Laura Dorrian	EYECO*
Norine Meechan	EYECO*
Marlene Tinney	EYECO*
Leanne McIntosh	EYECO*
Ashley Smith	EYECO*
Jennifer Boyd	EYECO*
Amanda Jeffers	Support Staff
Ruth Clark	Clerical Assistant
Doreen Gallacher	Janitor
George McCracken	Janitor

\*Early Years Educator and Child Care Officer



## Opening hours and holidays

Hours of opening: - Pattern 1 Mon - Fri 8.45 - 11.55  
 Pattern 2 Mon - Fri 12.30 - 15.40  
 Pattern 3 Mon - Tues 8.45 - 15.30 Wed 8.45 - 11.55  
 Pattern 4 Wed 12.30 - 15.40 Thur - Fri 8.45 - 14.45

The nursery is a term time establishment. Summer, October, Christmas and Easter holidays, along with local holidays and in-service days, are the same as local Primary Schools. Details of school holidays are as follows:

Term	Nursery Term Dates, In-Service Days & Local Holidays – Session 2016 -2017	
First	In-Service Day In-Service Day Pupils Return  Close Local Holiday Re-Open  Close October Break In-Service Day Pupils Return  Close	Monday 15 August 2016 Tuesday 16 August 2016 Wednesday 17 August 2016  Friday 02 September 2016 Monday 05 September 2016 Tuesday 06 September 2016  Friday 14 October 2016 Monday 17 October 2016 to Friday 21 October 2016 (inclusive) Monday 24 October 2016 Tuesday 25 October 2016  Tuesday 20 December 2016
Second	Re-Open  Close Mid-Term Mid-Term In-Service Day Pupils Return  Close	Thursday 5 January 2017  Friday 03 February 2017 Monday 06 February 2017 Tuesday 07 February 2017 Wednesday 08 February 2017 Thursday 09 February 2017  Friday 31 March 2017
Third	Spring Holiday Monday  Good Friday Easter Monday  Spring Break  Re-Open  May Day  Close Local Holiday Local Holiday In-Service Day Pupils Return  Close	Date to be confirmed  Friday 14 April 2017 Monday 17 April 2017  Monday 03 April 2017 to Tuesday 18 April 2017 (inclusive)  Wednesday 19 April 2017  Monday 01 May 2017  Thursday 25 May 2017 Friday 26 May 2017 Monday 29 May 2017 Tuesday 30 May 2017 Wednesday 31 May 2017  Thursday 29 June 2017

N.B. Green ink indicates pupils off school; black ink indicates pupils should attend school.



## **Wraparound Childcare**

Inverclyde Council continues to develop quality, affordable, accessible universal childcare. The Council's strategy is within the Children's Services Plan, with developments being taken forward by Education & Social Care. In accordance with the Scottish Executive's policy, Inverclyde Council's plans focus on meeting the childcare needs of parents in work, training or education and of those who seek to return to work through training or education.

All 3 & 4 year old children are entitled to a pre school education place from the start of the school term following their third birthday.

Wraparound childcare is designed specifically to support parents in work, training and/or education. If a parent's circumstances require additional hours and where the establishment can accommodate such a request a charge is levied. This charge will rise annually in line with the inflationary amount set by the Head of Finance. If you require further information on this service please speak to the Lead Practitioner.

## **Admissions policy**

All children are allocated a nursery place in line with Inverclyde Council's Early Years Admission Policy. The normal pattern of attendance is 5 morning sessions or 5 afternoon sessions, with two and a half day patterns being available in line with the policy. (Pattern 3: Monday, Tuesday and Wednesday morning. Pattern 4: Wednesday afternoon, Thursday and Friday). Every effort is made to give you your preferred choice of sessions/pattern of attendance.

For more information, please speak to a member of staff.

## **Enrolment procedures**

When your child has been allocated a place, you will be contacted and asked to come along to the nursery for a visit. When you visit, you will be asked to complete enrolment forms.

This gives us time to get to know your child and for your child to become familiar with the nursery and their key worker. If you are a working parent we will be happy for the child's carer to accompany him/her on this visit. At this time you will be asked to fill out a child profile - a picture of your child's likes and dislikes, the important people and events in his/her life.



## **Snack fund**

Children are offered a snack every day at nursery with the emphasis being on Healthy Eating. The children have a choice of milk or water to drink. A selection of fruit and raw vegetables will be available.

A voluntary contribution of £2.00 per week is collected at the door. This voluntary contribution helps with snack, special events and small items of equipment.

## Safety

In the interest of safety we ask that you inform us in advance if your child is to be collected by someone who is not known to the nursery staff. Please note that your child must be collected by a responsible adult i.e. 16 years of age or older.



## Outings

Children, staff and parents all enjoy outings, and they are a valuable part of the children's learning. When enrolling your child, you will be asked to give permission for local outings e.g. for walks to the park or local shops. When outings are planned out with the local area, you will be asked to fill in a separate form stipulating when your child is leaving nursery, where he/she is going and when your child is expected to return. **Children cannot be taken on these planned trips without this consent form being signed by the parent or carer.** As the ratio of children to adults is higher for these outings you may be asked to come along as a parent helper.

## Clothing

Sweatshirts and polo shirts, with the nursery logo embroidered on them can be purchased from Smiths in Greenock. Children often take part in messy activities, so it is wise not to dress them in their best clothes! We ask that the children have soft shoes or to change into when at nursery for safety and comfort. All clothing should be marked with your child's name. Inverclyde Council's Policy is that **no jewellery should be worn by children when attending educational establishments.** Children will not be able to take part in physical activities indoors or outdoors if wearing jewellery.



There are forms of dress which are unacceptable in all establishments, such as those which;

- potentially encourage faction (such as football colours)
- could cause offence (such as anti-religious symbolism or political slogans)
- may cause health and safety difficulties (such as loose fitting clothes, ties or strings around the neck, made from flammable material for example shell suits)
- could cause damage to flooring (such as studs)
- carry advertising - particularly for alcohol or tobacco
- may be used to inflict injury to other pupils/staff or be used by others to do so.

The council is concerned at the levels of claims being received regarding the loss of children's clothing and/or personal belongings. Parents are asked to assist in this matter by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to the establishment. Parents should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

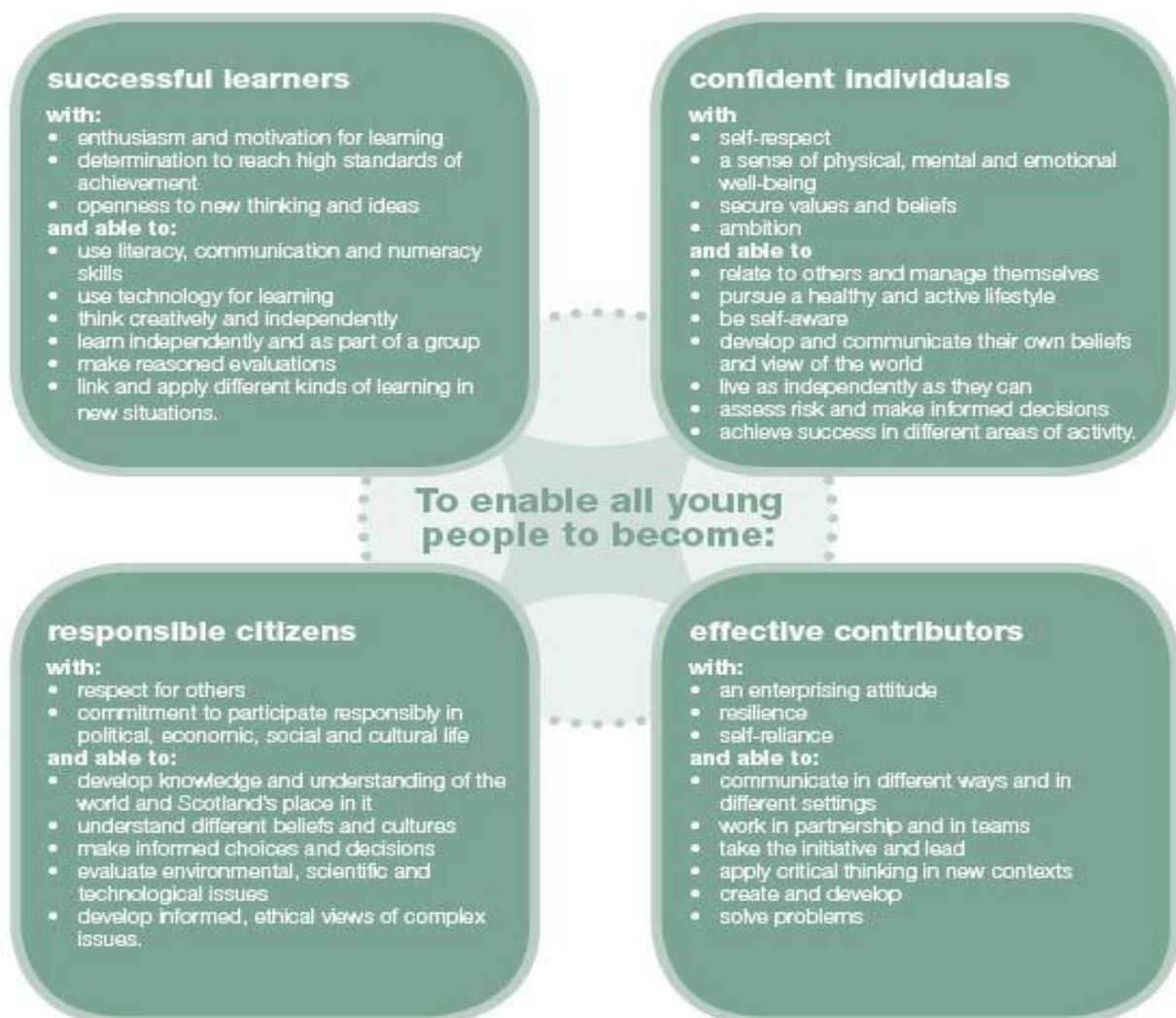


## Curriculum for Excellence

The purpose of the programme is to improve the learning, attainment and achievement of children and young people in Scotland. It is also about ensuring that pupils achieve on a broad front, not just in terms of examinations.

It is important to ensure that children and young people are acquiring the full range of skills and abilities relevant to growing, living and working in the contemporary world. Curriculum for Excellence aims to ensure that they will enjoy greater choice and opportunity to help realise their individual talents.

The purposes of the curriculum are to provide the structure and support in learning which will enable them to develop these four capacities.





## **Children's learning**

Young children learn in a variety of ways. We provide opportunities for children to explore, observe, listen and talk, respond, think and experiment. Play is an important way of developing these activities. Play is the way in which young children make sense of the world. It allows them to express ideas and feelings in many different ways, to act out and come to terms with their previous experiences, and to experiment with new ideas without fear of failure.

We encourage the children to plan their own learning, offering resources, space and time for them to do this. There is an ethos of praise and pride in achievements, whether a new skill is learned or a construction model is built.



## **Planning**

Our planning builds on the experiences the children bring to nursery. We aim to provide activities which will extend and expand children's knowledge and skills. Our planning is flexible in order to address individual needs and interests. Children are consulted in their learning, sharing ideas and knowledge. Our learning walls (located in the cloakroom) display examples of children's learning and are updated regularly as we work our way through each topic termly.

The School/Nursery Strategic Plan sets out targets for the school year. This allows staff to review and evaluate practices, strategies for learning, relationships with other agencies and resources. Target areas chosen reflect national and council priorities.

Parents wishing more information about the School/Nursery Strategic Plan should ask the Lead Practitioner.

## **Eco School Status**

Aileymill Primary including Nursery is an eco establishment and we promote eco ideals. Parents will be fully involved in all that we do and are represented on our Eco Committee. We are working towards our first "Green Flag".



## **Assessment**

Assessment is a continuous process. Staff members observe the children at play, socialising and working with adults and other children. This allows us to assess the child's development and plan for the "next stage".

The children also have a part to play in their assessment - we encourage them to discuss their own performance in whatever tasks they are doing.

## **Supporting children**



If a staff member feels a child is in need of help in order to achieve his/her full potential, this will be discussed with all staff and with parents. Strategies would be put in place to support the child. Staff will monitor the progress regularly and continually adapt the programme of activities to meet the needs of the child.

Some children may need more support to achieve their potential, we have a wide network of specialist agencies including Psychological Services and Speech and Language Therapy. Parents/carers will be consulted before any agencies are involved with their child.

## **Reporting to parents**

Parents are most welcome to discuss their child's needs or anxieties they may have at any time.

Our "open door" policy gives parents/carers and staff the chance to keep each other up to date with the child's learning at home and in the nursery. You will receive a monthly newsletter keeping you up to date with events in the nursery.

There will be two evenings during the year to discuss your child's progress. Each child has their own profile which is located at their group area which you are welcome to look at any time.

A report of your child's progress during their time at nursery is passed onto the P1 Teacher. This report is discussed with you beforehand.

## **Equal opportunities and social justice**

We aim to promote equal opportunities throughout the nursery. Activities and resources take account of cultural and gender diversity. Children are given a sense of belonging to our community and are encouraged to be thoughtful and responsible - for themselves as well as others. Staff are careful to model ways of behaving with courtesy and respect towards the children and each other. Children's views, opinions and ideas are listened to and are valued by staff.

## **Promoting positive behaviour**

Our aim is to treat children with respect. Staff actively promote high expectation of children's behaviour within the setting. Staff should recognise that children come to nursery with a range of personal experiences which can impact on behaviour.

Our objectives are:

- \* to teach respect for others.
- \* to make children aware of the effects of their behaviour on others.
- \* to reinforce positive behaviour.
- \* to reinforce positive attitudes and patterns of behaviour already established.
- \* to help children to acknowledge their emotions and to deal with them in a positive way.
- \* to work in partnership with parents/carers.

## **Child protection in Inverclyde**

Inverclyde Council Education Services has Child Protection Guidelines and Procedures which all establishments are required to follow. Education Services work very closely with other agencies, namely Strathclyde Police, Community Health Care Partnership (Social Work Services) to support children. At all times, the safety and welfare of the child is our most important concern.



A leaflet for parents/carers about child protection is available from the nursery.



## Transfer from pre5 establishment to primary

Children transfer from nursery to school between the ages of four and a half and five and a half years old. We work closely with local primary schools to ensure the transition from nursery to school is seamless.

## Parental partnership

Aileymill Primary School has a Facebook page, which the nursery regularly updates with children's' learning, photographs and special events.

We are keen to encourage parents groups in the nursery, and to provide workshops which parents will find interesting and informative.

If you have any wishes or suggestions for adult groups, please let us know.



## Parents and friends group

Our parents and friends group meets regularly. They suggest spending from our budget as well as our nursery funds. They also help us to make decisions about outings etc. We value their opinions on how we are doing and what we can do to improve our service.

If you would like to be part of this group please give your name to Kay

## Partnership with other pre-5 establishments

All pre-5 establishment in the area work together. We have an area admissions panel which meets to allocate priority admissions. We have joint in-service training, and working groups as necessary to look at issues of common interest, such as assessment.

## Schools and Colleges

Local Secondary Schools send us S4 pupils for a week at a time on Work Experience. This benefits both the school children and our children - and hopefully this encourages many of these young adults to pursue a career with young children! We are used as placement for training both EYECOs and Teachers, giving us opportunities to share our knowledge and also to benefit from new ideas and fresh enthusiastic students.



## Medical and health

It is important that staff members are informed of any medical condition which requires treatment, or any circumstances which would affect the child's well being or progress. Please let us know about any allergies your child may have.

Whilst staff are not required to administer any medicines or treatment as part of their official duties, nevertheless, in the interest of the child, our staff team are willing to administer prescribed medicines.

**Only prescribed medicines can be administered by staff to children.** Please ask a member of staff for the appropriate form, which should be completed and returned as soon as possible. **All prescribed medicines, which should have the dispensing label with the child's name and instructions, will be kept in a locked cupboard.**

**Medicines should not be in the child's possession or placed with the child's belongings at any time.**

If your child becomes ill while at nursery a member of staff will firstly try to contact you at home, if unsuccessful we will try one of the emergency numbers on your enrolment form.



## **Attendance**

Children benefit considerably from regular attendance at a Pre-5 Establishment. Regular attendance at nursery is linked to better attainment. If your child is ill or unable to attend nursery please contact the nursery to inform us.

## **Emergency contacts**

Names and telephone numbers of emergency contacts will be available to staff for use in the event of an accident, illness or serious emergency.

**It is the responsibility of parents to inform staff of any changes to emergency contacts/telephone numbers. Please remember to tell us if you change your mobile phone!**



## **Information in emergencies**

We make every effort to maintain a full service, but on rare occasions circumstances arise which lead to disruption. Establishments may be affected by, for example, severe weather conditions, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to inform you of details of disruption/closure or reopening. We shall keep you informed by letter, notices in local shops and community centres, announcements in local churches and through statements issued to the press and local radio.

## **Care Inspectorate**

The nursery is inspected by the Care Inspectorate, using the National Care Standards for Early Education and Childcare as indicators of good practice. Parents are consulted during the inspection and your views of the service form part of the report. A copy of the report is available to read within the nursery or is available from the Head Teacher.

If at any time you wish to contact the Care Inspectorate personally you can contact them at:

The Care Inspectorate  
Central West Regional Office  
4th Floor  
1 Smithhills Street  
Paisley  
PA1 1EB  
Tel: 0345 600 9527

## **Feedback**

We are very interested in feedback of all kinds, whether compliments, comments or complaints. All feedback is welcome and helps us to ensure that you have a say in the life of the nursery.

A copy of our complaints procedure is display on our parents' wall.

## **Data protection act 1998**

Information on pupils, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative procedures. The information is protected by the Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the nursery.

## **Birthday Celebrations**

On the day of your child's birthday the nursery will celebrate in our special way. This celebration will be at group time, where the children in his/her group will share a small birthday cake (which we supply so every child's birthday celebration is the same) and sing Happy Birthday. This provides an opportunity for the child to share their excitement, news and birthday plans with their friends.



## **Useful addresses**

Corporate Director Education, Communities and Organisational Development  
105 Dalrymple Street  
Greenock  
01475 712892

Sheena Beaton  
Quality Improvement Officer  
105 Dalrymple Street  
Greenock  
Tel: 01475 712833

Councillors: Luciano Rebecchi (ward 6), Gerry Dorrian (ward 6), Innes Nelson (ward 4), Kieth Brooks (ward 4),  
Joe McElwee (ward 4)  
Municipal Buildings  
Wallace Place  
Greenock Tel: 712020

Mr Duncan McNeil MSP                      Mr Iain McKenzie MP  
Constituency Office  
Union Street  
Greenock Tel: 791820



Although this information is correct at time of printing, there could be changes affecting any of the matters dealt within this document:-

- A) before the commencement or during the course of the year in question.
- B) in relation to subsequent years.



## **Reading with your children**

Reading regularly with your children helps to support their learning. Here are some tips to help you to learn about reading.

Spending ten or fifteen minutes a day to read with your child will make a difference.

Reading stories can be an enjoyable experience for both of you, giving you an opportunity for some one to one quiet time together.

Bringing the story to life with lots of expression and silly voices will keep your children interested.



Talk about the story and the pictures and ask your child to guess what they think might happen next.

It is fine to read your favourite books again and again, children will notice more about the pictures and look more closely at the letters.

Setting a good example is important. The more things your children see you read the more interested they will become. Newspapers, magazines, books and even instruction labels will help them to understand that reading is an important and fun skill. Try to point out writing that is all around in signs and shops and on TV to help children see writing is everywhere. Pointing out the first letter of their name will help them to start to think about trying to write for themselves.

Books can be expensive but remember that it is free to go to the library where children can choose from a variety of books. Lots of experience of looking through, reading and enjoying books is important which is why we run our own lending library in nursery. Our books go home on a Thursday to be returned the following Tuesday. Along with the book is an evaluation sheet, we ask that you complete this sheet as it helps us assess the learning experience.



## **Adventure Ted:**



Each group in the nursery has a teddy bear to look after. Sometimes the bear will be sent home for an adventure and you will be asked to write a few sentences about what the bear did at your house. This will be a fantastic experience for your child and will help them to start to understand that they can tell a little story that you can write down.

## **Nurturing Nursery:**

We work hard to ensure all our children and adults are safe and happy at nursery.

Each day, at group time we use a feeling chart to help the children talk about how they feel and work towards a happy environment.

We have a termly nurture target for looking after our nursery and each other that all children and staff work towards. Every Monday one child from each group is awarded our weekly 'star of the week' badge for positive behaviour and or positive actions. This badge is worn to display how proud we are of the child's achievements.

## K. W. L. Wall

**K** - What I already know  
**W** - What I would like to know  
**L** - What I have learned



In nursery the children are asked what they would like to learn about, we then decide together what our focus for learning will be.

Next we spend group time talking to all the children about their knowledge of the topic, each child tells their keyworker what they know and what they would like to know, and examples of these are displayed on our "Learning Wall".

You will find two areas in the cloakroom assigned for our Learning Wall. Please look, learn and get involved with your child's learning experience. Talk to your child about what he/she knows already and help him/her extend their knowledge through discussion. You can help your child find out about what they want to learn and if you feel you've learned it together, tell your child's keyworker and we'll update the wall to show your fantastic home learning and share this information with others.

