

St Fergus Primary School

Creating the Potential
to Succeed



Pupils will Exceed
Expectations

HAPPY

CONFIDENT

ACHIEVING

CREATIVE

**WELCOME
TO
ELCC**

AIMS

At St Fergus Nursery we are committed to GIRFEC (Getting It Right For Every Child) to ensure our children are SHANARRI (Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected and Included).

- We know what we are learning and why
- We can talk about our learning
- We learn well together
- We enjoy our learning
- We are all helped to make progress in our learning
- We learn in nursery, our homes and beyond
- We celebrate our learning

Who are we?

Early Years Lead Practitioner	Mrs Morgan
Early Years Practitioner	Mrs Hastie
Early Years Practitioner	Mrs Wiseman
Early Years Practitioner	Mrs Park

Where are we?

St Fergus School
School Road
St Fergus
Peterhead
Aberdeenshire
AB42 3HD

Tel. 01779 838225

Fax. 01779 838906

E-mail stfergus.sch@aberdeenshire.gov.uk

Website www.st-fergus.aberdeenshire.sch.uk

St Fergus Nursery provides education for children in their ante-pre and pre-school years.

It is a non-denominational Nursery and does not teach through the medium of Gaelic.

Nursery Times

There are two nursery classes in St Fergus School, a morning class and an afternoon class, each lasting 3 hours and 10 minutes.

Morning Nursery

Monday to Friday 8.45am to 11.55am

Parents may leave their children in nursery any time between 8.45am and 9am and may collect them any time between 11.40am and 11.55am.

Afternoon Nursery

Monday to Friday 12.20pm to 3.30pm

Parents may leave their children in nursery any time between 12.20pm and 12.35pm and may collect them any time between 3.15pm and 3.30pm.

The flexibility at the beginning and end of the session is to allow parents and staff to pass bits of information to each other and to allow children to be welcomed individually by an adult.

Children and parents should be away from the Nursery by 11.55am after morning sessions and by 3.30pm after afternoon sessions.

Children need a Nursery Bag containing

- a change of clothing including underwear
- a pack of wipes
- shoes that your child can take off and on independently to wear inside only
- water bottle to be taken each day

The bag should be taken home at the end of each session and brought back the next day. All items in the bag should be named.

Suitable Clothing

For nursery, children should wear practical play clothes. Each day, the children will have opportunities for outdoor play.

As part of their outdoor learning, nursery have a Topper Tuesday where children are outdoors for much of the session. This may be at the garden, park or perhaps somewhere in the local area. Please ensure that your child has welly boots for wearing. Nursery have a selection of outdoor, waterproof suits for the children to wear, or alternatively you may provide your own. Outdoor clothing and wellies should be taken to nursery on a Monday and replaced when they become soiled or on a Friday. Parents are asked to please name all items of clothing.

Cycle Helmets

Nursery children have outdoor play on bikes and scooters on a regular basis. Parents are asked to please provide a correctly fitting cycle helmet for their child to use when outside. This can be kept in Nursery or taken home daily if you wish. All helmets must be labelled.

Sunscreen

When this is required, we ask that parents apply this at home before bringing children to nursery. Staff are unable to apply sunscreen to your child. Also please make sure your child has a sun hat if this is required.

Nursery Sweatshirt

St. Fergus Nursery has a recommended sweatshirt in royal blue with the Nursery logo, a gold teddy embroidered on the front. Buchan Embroidery, Merchant St, Peterhead have the logo and sweatshirts can be ordered from them. If there are sufficient numbers, Nursery can order for you.

Bringing/Collecting your child

When bringing your child or collecting your child, please ring the nursery bell, in the vestibule and wait for a member of staff to come. Please do not enter if the door is open because school children are leaving.

If you have arranged for someone else to collect your child from nursery, please inform a member of the nursery staff. We need this information to protect your child.

Absence

Please phone the school office before 9.30am/1pm if your child is going to be absent from nursery. If there is no notification of absence, office staff will phone the parents. If there is no reply, office staff will phone the child's emergency contact.

Car Parking

In common with many other Aberdeenshire Council schools, our car park is for staff of St Fergus School and visitors to the school. We have limited spaces and would appreciate parents please not using these when dropping off or collecting children.

Child Protection

Given on-going concern on the subject of child abuse, and the changes in the law, schools are now required to report if we think any child has come to harm as a consequence of possible abuse.

Each school has a Designated Officer appointed to be responsible for Child Protection matters and specially trained for the task.

Should anyone wish to talk further about Child Protection and the safety of children they are welcome to contact the Head Teacher.

Where there is a 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.

Complaints

At St Fergus Nursery, we will respond to the comments or complaints of all parties as promptly and positively as possible. In the first instance you should contact the nursery staff for informal feedback. This may be all that is required to resolve the problem. Persons making a complaint may be supported by a friend, relative or representative at different stages of the procedure. The next steps you can take if the complaint cannot be resolved within the Nursery are available from the Head Teacher. This will involve contacting

The Quality Improvement Officer	or	Care Inspectorate
Gordon House		Johnstone House
Blackhall Rd		Rose St
Inverurie		Aberdeen
AB51 3WA		AB10 1UD

Confidentiality

In the course of their work staff will have access to information that is confidential.

This will include:

- Medical details
- Marital status
- Parents' employment situation
- Court orders – concerning child's residence or contact with family members, including foster children and Social Work Department placements.
- Child Protection – where there is cause for concern, staff can pass on relevant information following the set procedures without parental knowledge. This is the only exception to the policy of open information to the parent.
- Religion
- Addresses and phone numbers
- Child development records – shared with parents, staff and relevant professionals and schools at appropriate times

Staff are always reminded that this information is strictly confidential and not to be shared.

Emergency Closure

Sometimes school has to close for a day during an emergency e.g. a cut in the electricity supply, a fault in the central heating system, worsening of weather conditions.

If the children require to be sent home from nursery, someone from school (usually office staff) will telephone you and ask you to come and collect your child. If immediate family are not available, the person you have named, as your emergency contact will be called. School use a text system to keep parents informed in these occasions, please ensure the school office has an up to date mobile contact number.

If no one is available, we will keep trying or try to make an arrangement with a known friend or neighbour.

Your child will never be sent home with an older brother or sister.

Equality and Fairness

We are committed to providing and maintaining equality of opportunity for all children, parents and carers within the group. If anyone wishes further details about this policy, please speak to Nursery staff.

Access to Personal Records

On admission to Nursery, parents / carers are asked to complete a form asking for information about the child, next of kin, nationality, name, address and telephone number of GP. (Admission Form)

This information is held on computer by the school. It is shared with Aberdeenshire Council and the Scottish Government and is held in the pupil file in the head teacher's office.

Pupil files also hold Pupil Progress Records and records of assessment to track pupils' progress in learning.

Parents/ Carers may see their child's records if a request to see the file could be put in writing to the head teacher, giving 24 hours notice.

Introduction to Nursery

During the first week of the school session, the nursery will hold an Open Morning. This is an opportunity for children, parents and friends to come and see their new surroundings and meet the nursery staff. There will be a chance for the parents/carers to meet over a cup of tea and the children to play with some of the nursery equipment.

Following this, children will be introduced to the nursery in small groups. For their first session, they will stay for a slightly shorter time. Parents/Carers are requested to leave the child as quickly as possible.

Children joining during the school year are invited to come in for a visit with their parents to see the setting and to meet with Nursery staff. There will be opportunity during the year for parents to come along and find out how children develop and learn when in our care. You will be invited to 'stay and play' sessions.

Transfer to Primary 1

During the summer term of the year your child is due to transfer to school, a programme of meetings is arranged for the parents to receive some information about the primary 1 curriculum.

Throughout the year, Nursery children are invited to attend 'Sharing Learning' events where school classes share with their parents and other classes in school, what they have learned during the term through their topic.

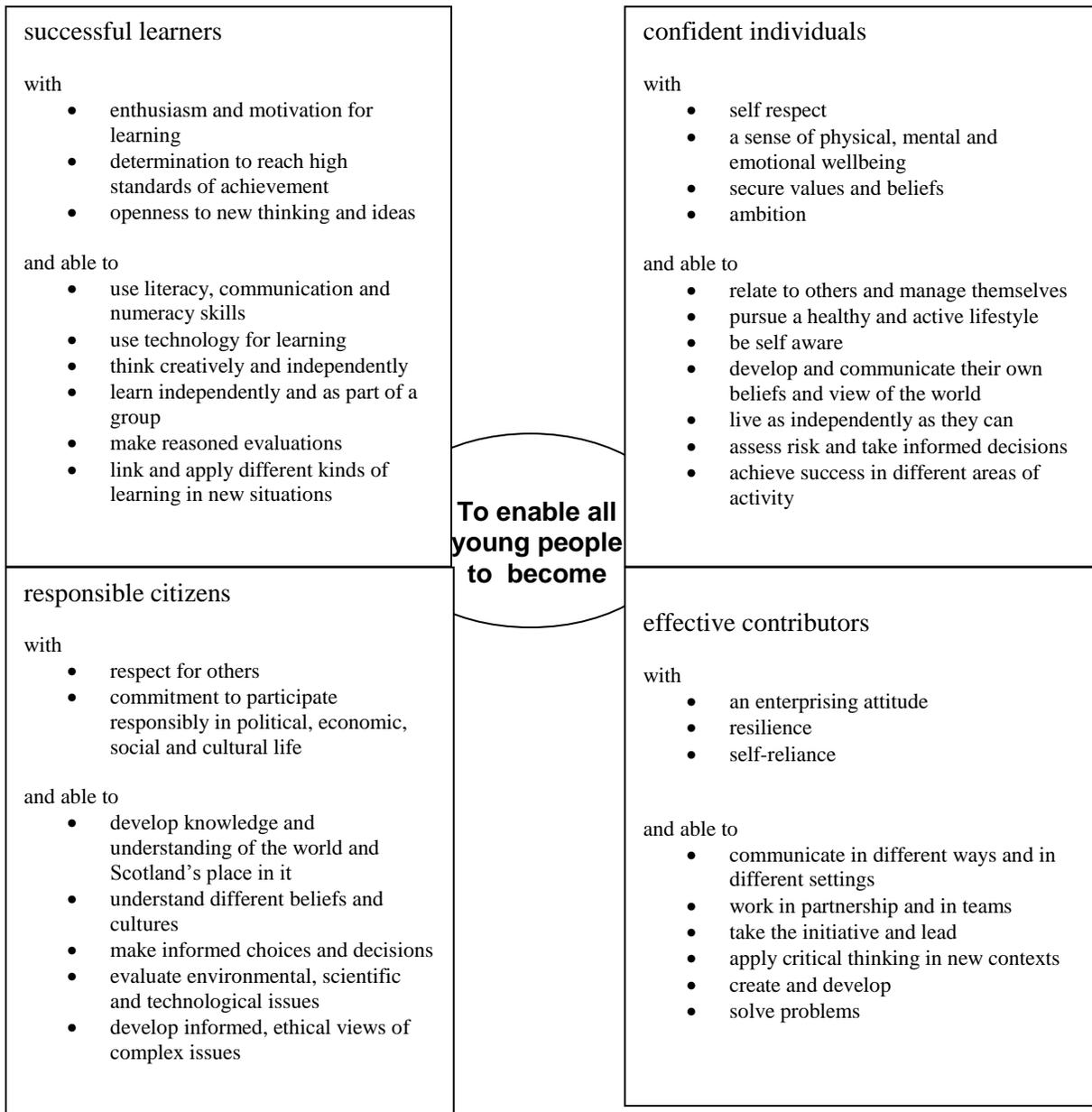
Nursery also join pupils in school for Celebrating Success on a Friday every few weeks.

There are also many transition activities with various classes through-out the school year. A more planned approach commences in January.

Nursery Curriculum

The curriculum provided in Nursery is part of a continuous learning experience from age 3 to 18. Pupils will be helped to

- understand the world in which they live
- reach the highest possible levels of achievement
- be equipped for work and learning throughout their lives
- develop early skills in literacy, mathematics and health and wellbeing
- address the values, principles and purposes outlined below.



In Nursery, children's learning is at the Early Level of Curriculum for Excellence. This level covers the Nursery Years and primary 1.

First Level To the end of P4, but earlier or later for some.

Second Level To the end of P7, but earlier or later for some.
S1 to S3, but earlier for some. The fourth level broadly equates to Scottish Credit and Qualifications Framework level 4.

Third and Fourth Levels The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all of the fourth level outcomes.

Senior phase S4 to S6, and college or other means of study.

Most of the children's learning will be through play. Learning takes place both indoors and outdoors. Children have outdoor play most days and 'Topper Tuesday' every week when most of the session is spent out in the garden, park or local area.

Soon after your child is admitted to nursery, you will be asked to sign a form which allows us to take the children out in the local area.

As part of their learning programme, Nursery children contribute to 'Big Book Planning'. Big Books are large sheets of paper made into a book through which children are able to talk about their learning

- What we know
- What we want to find out
- What we've learned

Parents are invited to come along, have a look at the Big Book and add their own comments, pictures or drawings any time they are dropping off or collecting children. Maybe you want to find out something to do with what the children are learning? Parents are also encouraged to look at the paperless planning board situated to the left as you enter nursery. This will give you lots of information about the learning taking place in nursery and any ideas or resources that you can offer would be most welcome.

You Can Help Your Child to Learn.....

- Encourage them to dress themselves, wash their hands before meals, to share and join in with other children
- Read a story every day; talk about books, read familiar words to them e.g. labels on food packets
- Talk with them and answer questions, play remembering games and guessing games e.g. I spy.
- Help them to match and sort e.g. put a knife and fork for each person, put socks in pairs, match the right foot to the right shoe.
- Encourage them to count and use numbers in everyday situations e.g. count their fingers and toes after a bath, learn some nursery rhymes.
- Encourage them to listen to music, songs and rhymes e.g. in the car
- Allow them to use crayons, pens, pencils, paintand to make a mess
- Give them a chance to use their fingers and hands e.g. to build with bricks, cut with scissors, and help with fastening zips and buttons

Reporting to Parents

There are many opportunities for parent/nursery communication on both formal and informal occasions.

A parent information meeting is held in June before August intake, this is led by the Head Teacher. There are taster sessions in nursery for the children. An open morning also allows nursery children and parents to be informally introduced to the nursery setting and is held during the first week of the new school session in August. For August, January and April intakes there are taster sessions. Stay and Play days are held at various points during the session. Children share their learning at a Christmas Concert, where families and friends are warmly welcomed.

During November and May parents are invited into nursery for individual appointments where the child's key worker shares the child's profile with the parent, this takes place during nursery hours. This is also an opportunity to stay and play with your child.

Any time you have a question, a worry or a concern, please mention this to a member of the nursery staff when dropping off or collecting your child. Also feel free to look through your child's profile at any time.

Health and Safety

When your child starts nursery, you will be asked to complete a medical form, which gives you the opportunity to tell us if they have any health problems e.g. asthma, or allergies etc. Should your child be asthmatic and require to use an inhaler, or take medication while at nursery, this

should be passed to nursery staff along with written instructions for dosage. All medicines are kept in a locked cabinet in the office. You are also asked to complete the portion giving permission for us to give a 'plaster' should your child have a minor accident. If a more serious accident occurs e.g. a bump to the head, you or your emergency contact will be contacted and asked to come to take your child for medical help.

A record is kept in school of all accidental injuries – no matter how small. A duplicate copy of this is given to you at the end of the nursery session when the accident has happened.

Arrival and Departure

Should you, for some reason be unable to come and collect your child, please let school know of any emergency arrangement you may have made.

Nursery Snack

Each day, as part of their Health and Wellbeing curriculum, children will be given a small healthy snack, including a selection of fruit daily. They will be encouraged to drink milk or water. You may bring a named water bottle daily if you wish and we have a water cooler in school. Water bottles must be taken home each day, washed and brought back. A charge of 50p per day or £2.50 per week is made for nursery snack. It is appreciated if this can be paid termly in advance. Nursery staff will let you know how much needs to be paid.

After snack, all children brush their teeth. Toothbrushes and toothpaste are provided by Child Smile, whose staff regularly visit nursery and talk to the children about dental hygiene.

Going to the Toilet

In case an accident happens, parents are asked to provide a spare pair of pants and trousers, and also a pack of wipes which can be kept in a bag on your child's peg. A member of the nursery staff will help your child to change, put soiled items of clothing in a plastic carrier, tie it and give the bag to whoever comes to collect the child at the end of the session. At this time also, the member of staff will explain the circumstances of the accident. If the soiling accident is such that the child needs a proper wash or bath, e.g. sudden tummy upset, parents will be contacted to come along and collect them. If we cannot contact you, we will phone your 'emergency contact'.

We would be most grateful for the following:

- Box of tissues. Each child is asked to bring a box of tissues so they can be placed around the Nursery for general use. If everyone brings a box, we have enough to last for the whole session.
- Junk for modeling – empty boxes and tubes
- Things for cutting and sticking – shiny paper, old birthday cards, Christmas cards
- Sometimes your child may be asked to bring an item to do with what we are studying e.g. something round, something of a particular colour.