

Duns Primary

ELC



Parent's Handbook

2018-2019

Introduction

Welcome to Duns Nursery,

Joining our nursery is your child's first important step in becoming part of our learning community. We recognise that you are your child's first and most important educator and we look forward to working with you and sharing the extensive knowledge you have of your child. Sharing this knowledge will help us to build on your child's previous experience and enable us to plan for his/her future development.

Our nursery offers high quality education with well qualified, caring and motivated staff, whose primary concern is the well-being and development of your child. Great care is taken to ensure that our children engage in a stimulating, motivating and appropriate experience that will allow them to develop at a pace suited to their individual needs and interests.

We hope the following pages give you a flavour of Duns Primary ELC. Should any questions remain unanswered, we will be happy to help. We look forward to working in partnership with you.

The Nursery Team



"Duns Primary School and wider community aim to provide an inspiring environment with high quality learning experiences for our children and young people."

Aims & Objectives

The ELC Class is part of Duns Primary School and is managed by the Head Teacher, Leanne Stewart and the Depute Head Teacher, Rachel Foy. Its daily running is organised and run by highly qualified ELC staff. The children learn through their senses, observation and the experiences and opportunities offered to them. The Early Years Curriculum as part of A Curriculum for Excellence is delivered mainly through structured play.

- We endeavour to provide an environment where each child is truly recognised, accepted and valued.
- We aim to foster situations where children can reach their full potential in a happy, learning atmosphere, where there is a place for everyone and there is a genuine feeling of belonging.
- We promote high, positive, self-esteem in all children and adults, in an environment where all may feel valued, accepted and respected.

Parents and carers are always welcome into the nursery at the start of each class and are encouraged to stay for as long as it takes for their child to feel happy, safe and secure.

The parents/carers of a nursery child will also become members of Duns Primary School Parents Forum and will be kept informed of all activities throughout the year. Notices of events and meetings will be posted on the parent's noticeboard, as well as being mentioned in the regular newsletters. We encourage close contact with other agencies who may be involved with your child - health visitors, speech therapists, dentists and doctors.



Our Nursery Team

Head Teacher	Mrs Leanne Stewart	
Depute Head Teacher	Miss Rachel Foy	
Senior Early Years Practitioner	Mrs Diane Watson	
Early Years Practitioner	Mrs Sarah Clark	
Early Years Practitioner	Mrs Linda Powner	
Early Years Practitioner	Christine Gilchrist	

Times

Children will be offered either a morning or afternoon place for five sessions each week.

Morning Group	8.30 am - 11.40 am
Afternoon Group	12.30pm - 3.40pm

Educational Aims

Duns Nursery aims to cater for the individual needs of your child in a bright, busy, secure, happy and stimulating environment - conducive to learning through play and exploration. This will support your child on their journey to a successful learner, effective contributor, responsible citizen and a confident individual.

Early Years establishments implement Curriculum for Excellence. There are 8 curricular areas, including the 3 core areas of Literacy, Numeracy and Health and Wellbeing and they will develop your child's learning in the following ways.

Literacy and English

- Emphasis on the acquisition and further development of your child's language.
- The need for clear communication skills.
- The enabling of your child to express their needs.
- Listening to language with enjoyment through stories, poetry and singing.
- Developing listening skills to enable your child to carry out tasks.
- Specific language used to illustrate the relevant theme of topic translated through role play.
- Enjoy books.
- Recognition of the written word.
- Express feelings through role play, puppets and recall.



Numeracy and Mathematics

Building on existing skills in the following areas:

- Number
- Pattern
- Shape
- Colour



Health and Wellbeing

- Develop confidence and independence.
- Concentrate and persevere in play activities.
- Form positive relationships with other children and adults.
- Develop confidence and control in both fine and gross motor movement.
- Develop a concept of health and the importance of their role in maintaining a healthy body and mind.



Science, Social Subjects and Technologies

- Observations, questioning, discussing experiences.
- Awareness of the purpose of a variety of everyday technology and how to use it.
- Projects that develop children's understanding of their local environment and the wider world.

Expressive Arts

- Expressions through pictures, painting and models.
- Listening and responding to music, thymes and songs.
- Making music.
- Use of role-play and puppetry.
- Participation in singing time, including actions and movement.
- Use of various media and techniques.

Religious and Moral Education

- The importance of cultural and religious festivals of other in the community.
- Learning to share, play fair and care.

Curriculum Assessment

Your child will be provided with a wide variety of learning opportunities and experiences across different areas in the nursery.

Themes and topics - different topics will be used as vehicles for exploring different skills across the curriculum in a thematic approach. Our topics are chosen according to the interests of the children themselves and some topics are based on seasonal or cultural events, that occur at different times of the year.

In the playroom, play areas include:

- Book corner - exploring the skills of literacy, talking and listening.
- Sand and Water play - investigating natural materials and developing measurement skills.
- Creative areas - art, craft and junk modelling.
- Play Dough - developing manipulative and creative skills.
- Physical apparatus - all manner of physical activities.
- Imaginative play - in role play areas, developing language skills, exploring real and imaginary situations.
- Music - singing and exploring instruments and sounds.
- Construction - exploring the way things can fit together to create new creations.

Your child is encouraged to take responsibility for tidying up and caring for nursery equipment.

Our nursery motto is

"Choose, Play and Put Away"



Through Curriculum for Excellence, we enable our young people to become:

successful learners

with:

- enthusiasm and motivation for learning
- determination to reach high standards of achievement
- openness to new thinking and ideas

and able to:

- use literacy, communication and numeracy skills
- use technology for learning
- think creatively and independently
- learn independently and as part of a group
- make reasoned evaluations
- link and apply different kinds of learning in new situations.

confident individuals

with:

- self-respect
- a sense of physical, mental and emotional wellbeing
- secure values and beliefs
- ambition

and able to:

- relate to others and manage themselves
- pursue a healthy and active lifestyle
- be self-aware
- develop and communicate their own beliefs and view of the world
- live as independently as they can
- assess risk and make informed decisions
- achieve success in different areas of activity.

To enable all young people to become:

responsible citizens

with:

- respect for others
- commitment to participate responsibly in political, economic, social and cultural life

and able to:

- develop knowledge and understanding of the world and Scotland's place in it
- understand different beliefs and cultures
- make informed choices and decisions
- evaluate environmental, scientific and technological issues
- develop informed, ethical views of complex issues.

effective contributors

with:

- an enterprising attitude
- resilience
- self-reliance

and able to:

- communicate in different ways and in different settings
- work in partnership and in teams
- take the initiative and lead
- apply critical thinking and new contexts
- create and develop
- solve problems.

Trips

- In accordance with school and Council guidelines, written parental permission is sought before outings/trips take place.
- The SBC recommended adult/child ratio is 1:8.
- A first aid box and mobile phone is carried on all trips.
- Only drivers approved by SBC are permitted to drive a mini bus.
- Volunteer helpers will be welcomed to participate in class and trip activities.
- National and Regional Guidelines will be followed and the Outdoor Activities Policies and Procedures will be applied.
- Before each trip, a Risk Assessment form is completed by the trip leader and shown to a member of management.

What do we wear in Nursery?

There is no uniform for Duns Primary School Nursery children. Loose and comfortable clothing will enable them to participate in all activities. Please provide your child with a pair of soft shoes to wear during the nursery session. It is helpful if all items of clothing and personal possessions are named, as this can avoid upsetting disputes about ownership.

Daily Routine

The daily routine includes a time for free flow play, snack time and group activities, which may include story time, circle time, music and outdoor play.



Snack Time

We operate an open snack bar where children choose and serve their own snack from a variety of healthy foods.

Snack money is charged at £2.50 each week per child and payment is required at the beginning of each term. In consultation with children, snacks are ordered on a Friday for the following week. We actively seek to promote a healthy lifestyles, so healthy food choices and physical exercise form an integral part of our planning.

Milk is provided free by the school. Milk and water are the only drinks we serve at snack time. Daily snacks are funded by donations to our Nursery fund. Fruit is available every day as part of snack. Please let nursery staff know if your child has any food allergies.



Clean Teeth

After snack each day, the children brush their teeth and we emphasise how important that this life skill is.

Toileting

Occasionally children will have an 'accident' at Nursery and the nursery team seek to work together with parents to provide a gentle, sensitive and caring environment, which is essential in the promotion of positive self-image. Staff will wear latex gloves when changing children. Soiled clothing is double bagged; wet clothes are single bagged and returned to the parent/carer.

Outings within Duns

At times we may take the children out with the school grounds while exploring a topic/theme. For example we may go to roll eggs at Eastertime or to the park as part of Road Safety. We ask parent/carers to sign a general permission slip at the start of the year for trips around Duns. We will ask you to sign a separate consent form for trips further afield. We will let you know when we plan to go on a visit. A Risk Assessment will be carried out prior to each outing. We often need helpers to accompany us - we are looking forward to you joining us as a volunteer!

Complaints Procedure

If you have a concern about any matter regarding the nursery provision for your child please speak to a member of the nursery team. If you prefer the Head Teacher may be contacted here at school or by phoning 01361 886140.

If you are unhappy with the way a concern has been dealt with, you may take the matter further. The director of Education and Lifelong Learning may be contacted at council headquarters - (01835 824000).

Emergency Procedures

The nursery will have regular fire drills with the rest of the main school at least once a term. In addition, the nursery will have monthly fire drills. In the event of a fire (or fire drill) the children will be taken down to the bottom of the playground for safety.

Equality and Equal Opportunities

Each child under our care will be

- valued as an individual without discrimination on the basis of gender, race or ability
- encouraged to participate in all areas of experience to the full extent of his/her ability
- introduced to gender issues in terms of appropriate content and resources
- encouraged to recognise the value and attributes of their own and other cultures
- assured of the experience of success through age-appropriate activities

Child Protection

We have a responsibility to look after the welfare of all children in the nursery and throughout the school. If nursery staff has any concerns regarding child protection issues, they are required to report this to the Head Teacher who may contact the Senior Social Worker (Child Protection) at Scottish Borders Council.

Discipline and Behaviour

Our Nursery Team promote positive behaviour at all times.

Confidentiality

Our Nursery Team work in partnership with parents at all times. We aim to foster open communication between staff and parents. All children's records are treated as confidential and only relevant members of staff have access to them.

Parent's Meetings

There will be a formal parent's meeting each session when you can discuss your child's progress with a member of the nursery team. The date will be advertised in the newsletter and an invitation sent home.

However, please chat to the nursery team during the consultation time built into each session and at other times by arrangement. We are always willing to listen!

We Need You!

From time to time we will ask for specific help such as accompanying us on an outing. You can also help by collecting junk material and items for the nursery class. Help within the nursery is also appreciated as are any talents you may wish to share like sewing, artwork, woodwork, baking, reading stories etc.

The Nursery teacher will contact you for help throughout the year. We would also like to encourage you to support our social and fund raising activities throughout the year. We hope to build up a strong bank of parent helpers and parents who are interested in the wider work of the school.

Administrative Information

Duns Primary School

Langtongate

Duns

Berwickshire

TD11 3QG

Telephone: 01361 884050

Our school email: dunsp@scotborders.gov.uk

Our school website: www.dunsprimaryschool.org.uk

In summary, our aim is to provide a happy, caring, learning environment where curiosity is encouraged, where children can be more independent, build new friendships and relationships and learn to respect so easing the transition from home to the world of school.

We look forward to making friends with you and your child over the next year.

