



Nursery Handbook 2018-2019

Introduction

Welcome to Quarryhill Nursery. We look forward to working with you and your child. Our nursery provides forty part time places for children between three and five years of age. There are two nursery sessions, one in the morning and one in the afternoon. Up to eighty children attend each session with the nursery staff. Throughout the year, we accommodate and support students who are either studying for a teaching or nursery nurse qualification.

This booklet has been written to provide information on our Nursery.

Contact details for Quarryhill Nursery

Quarryhill School
Birkhall Parade
Aberdeen
AB21 9HY

Telephone 01224 692390

E-mail; quarryhillprimary@aberdeencity.gov.uk

Staff at Quarryhill Nursery

Head Teacher	Mrs Susan Yorston
Depute Head Teacher	Mrs Sharron Macdonald
Principal Teacher/ Depute Head Teacher	Mrs Susan Broadrick
Principal Teacher	Miss Kirsten Anderson
Early Years Teacher	Ms Angelica Audino
Lead Early Years Practitioner	Mrs Andrea Morrice
Lead Early Years Practitioner	Mrs Charmaine Giaimis
Early Years Practitioner	Ms Nicola Don
Early Years Practitioner	Mrs Vanessa Howls
Early Years Practitioner	Ms Donna McRobbie
School Administrator	Mrs Ann Strachan
School Support Assistant	Mrs Diane Connell
Janitor	Mr Jason McIntyre

Nursery Times

Morning Class

8.30 – 11.40am

The nursery door will be open at 8.30am for dropping children off and from 11.30 – 11.40 am for picking children up.

All children must be collected no later than 11.40am.

Afternoon Class

12.20pm – 3.30pm

The nursery door will be open at 12.20pm for dropping children off and from 3.05 – 3.30pm for picking children up.

All children must be collected no later than 3.30pm.



We do understand that occasionally parents may be held up on their way to collect children. Please do not worry if you are unavoidably delayed. It helps us if you can contact school to let us know where you are but we will take care of your child until you arrive in these circumstances.

Please help your child benefit from regular attendance at nursery. This helps develop friendships, gain confidence and prepare for school.

If for any reason you decide to give up the nursery place, please let us know immediately as there are always other children waiting for nursery places.

Quarryhill School Vision

Links to Children's Rights:

- Article 28: All children have a right to an education
- Article 29 – Education should develop each child's talents to the full
- Article 30: Every child has the right to learn
- Article 31: All children have the right to relax and play

Nurturing self-belief, ambition and creativity.

Quarryhill Values

Guiding the way we work, together we will:

- create a challenging, engaging and responsive learning environment
- respect and look after each other and the world around us
- provide a safe, supportive and inclusive school community where we value everyone
- build on the strengths, interests and aspirations of all
- treat everyone with respect

Quarryhill aims to:

- ✓ provide a warm welcoming and caring environment
- ✓ actively encourage and promote health and well being
- ✓ recognise and celebrate success
- ✓ provide a broad, balanced, well planned curriculum
- ✓ work in partnership with families and the local community
- ✓ develop leaders in learning



*smile and say hello
listen to learn
care for everyone and everything
be healthy and have positive attitudes
work hard and challenge thinking*

Admission

Admission to Quarryhill Nursery follows the policy set up by Aberdeen City Council. A copy of the policy is available at the school office.

Induction

Parents are invited to attend an induction meeting where children and parents will be introduced to the staff and shown around the nursery.

At this meeting parents will be asked to complete necessary forms for admission to nursery and receive information about nursery.

We operate a staggered entry system over a period of two to three weeks. Start dates will be given out to each parent at the induction meeting. All pre-school children should be attending full time by approximately the third week of term and up to approximately the fifth week for ante pre-school children, however each child will be dealt with on an individual basis, and some children may require support with the induction process. Parents will be invited to attend a parents evening in the Autumn and Summer terms where they can find out about their child's progress, discuss any concerns with the nursery staff.

Snack

A small snack is provided daily in nursery with water or milk to drink. Snack is a valuable part of the nursery session. Your child will be encouraged to use good manners, and help with preparation and tidying up.

The snack menu is on display on the nursery notice board each week.

It is important that you let staff know of any foods your child is not allowed through religion or allergy. As a Health Promoting School, we provide healthy snacks, taking into account any special dietary needs of individual children.

Snack money is £2.50 per week to cover the cost of the snack and a contribution to nursery Fund. Nursery milk is provided free. The fund helps to keep a basic stock of resources. Parents may sometimes be asked to contribute to the cost of transport for school trips. Snack money to be paid fortnightly in the envelopes provided.



Clothing

Children will require:

- Soft slip on shoes for the Nursery and the gym.
- A bag containing a spare set of clothes in case of “accidents”
- Appropriate outdoor clothing every day.

We ask that children are dressed in clothes, which they can cope with independently. Elastic waistbands help children to be independent when they go to the toilet. Children will attend gym each week and it would be appreciated if children were dressed in loose clothing. During gym, children are not allowed to wear jewellery.

Please dress your child in suitable clothes for nursery school – remember your child has the opportunity to use lots of different materials, e.g, paint, glue, clay, play dough, messy play, felt tip pens etc and clothes can get very dirty.

Children should always have outdoor shoes and warm clothing with them as we go out to play in all seasons!



Health and Safety

At all times, we endeavour to ensure that the nursery is a safe environment for children and adults.

- Children must be accompanied to and from nursery by a responsible adult. (i.e. someone over 16 years old)
- Parents are asked to sign in their child using full name, and then indicate the name of the adult who will collect the child at the end of the nursery session. The named person **MUST** be the person who collects the child unless we have been notified of a change. A child will not be permitted to go with any other adult.
- For the smooth running of the whole school, we request that nursery parents use only the door designated for the nursery.
- Admission to the nursery outside the designated times of arrival and collection please knock on the nursery window / door or go to the main entrance.
- Safety takes a high priority in nursery. Once all the children are in, the door is locked. Both the nursery and school have push pad doors so that in an emergency we can all get out safely.
- Doors within the room have additional alarms fitted to alert staff to the door being opened outwith expected times.

Illness and Absence

If your child is not well please do not bring them to Nursery even if they want to come! We do our best to protect your child from infection by firmly encouraging hygienic habits. It is also not fair to other children or members of staff if sick children come to nursery. Please support us in this.

It is particularly important in cases of sickness and diarrhoea that a child should not return to Nursery until they have been clear of any symptoms for 48 hours.

If we become concerned about your child's health during the Nursery session we will contact you or another person you have authorised to collect your child in this situation. It is, therefore, essential that we have at least two current emergency telephone numbers.

Periods of exclusion from Nursery are normally as follows:-

Disease	Patient - child
Scarlet Fever	Minimum of 24 hours after start of antibiotics
Measles	Until 4 days after appearance of rash
Whooping Cough	48 hours after starting antibiotics or 21 days from onset of cough with no antibiotic treatment

Chickenpox	Until 5 days from onset of rash or until lesions have crusted
Measles	Discuss with school - Until 4 days from onset of rash
Mumps	Until 5 days after onset of swelling
Gastro Intestinal Infections including Norovirus	Until 48 hours after symptoms have settled
Infective Hepatitis A (Jaundice)	Requires to be managed & discussed with HPT. Until 7 days after onset of jaundice
Ringworm and Scabies	No exclusion unless extensive
Scabies	Until first treatment is completed
Impetigo	Until 48 hours after treatment or until skin is healed
Conjunctivitis	No exclusion from Nursery
Hand Foot and Mouth Disease	No exclusion from Nursery
Fifth Disease – Slap Cheek	No exclusion from Nursery

Parents are asked to notify the nursery / school office, by telephone on the day of absence.

Time keeping is also very important and this too will be monitored.

Administration of Medication

If your child requires medicine or some other medical assistance a nursery session, parents must discuss this with the Head Teacher. The nursery has a clear policy for the Administration of medication which states procedures to follow which include gathering vital information from parents in advance.

Child Protection

Each school has a named senior member of staff appointed responsible for Child Protection matters. At Quarryhill School that person is the Head Teacher. Parents should be aware that staff in the nursery have a duty to report any Child Protection concerns to the Head Teacher.

All staff and volunteers in Quarryhill School must have a valid PVG check with Disclosure Scotland.

Equal Opportunities and Inclusion

In line with Aberdeen City Council policy, we are committed to a policy of multi-cultural and anti-racist education. It is important that children from the earliest stages are helped to recognise that there are many different ways of seeing and

understanding the world. These different ways depend on a range of cultural, social and religious viewpoints.

Activities that encourage multicultural awareness can be integrated into various areas of play. In our nursery we do this through role-play, through preparing foods from different cultures and through celebrating a range of religious and cultural festivals.

We encourage girls and boys to participate equally in the full range of learning experiences. This approach is fostered through the attitudes and behaviours of the adults in the nursery. It is reflected in the books, toys and play equipment used.

Positive Behaviour

All children respond well to praise and recognition. At Quarryhill Nursery we will deal with your child in a kind and caring manner. The children are similarly encouraged to treat each other and adults with respect and to be kind and caring. Children are praised in the nursery for their achievements, both verbally and through token rewards such as stickers and certificates.

Personal Hygiene

In the nursery the children learn the importance of taking good care of themselves:

- ✓ wash their hands before snacks
- ✓ wash hands after going to the toilet
- ✓ brush teeth after snack
- ✓ use disposable tissues to wipe their noses
- ✓ use the toilet independently



From time to time 'accidents' involving soiling or wetting do happen. When you enrol your child for Nursery you are asked whether you wish Nursery staff to deal with this situation or to be contacted to come into school and either help your child clean up or take your child home. Whatever the preference, the staff will deal with the situation as sensitively and discreetly as possible and record the incident and keep you informed.

Nursery Curriculum

The curriculum is a framework of child centred planned learning experiences based on the children's interests and following aspects of children's development and learning. In the Nursery we follow the curricular areas of the Curriculum for Excellence within the framework of early level. The children will receive a broad general education working within the experiences and outcomes outlined in the early level. Whilst taking part in the planned activities they will experience aspects of Maths, Language, Health and Wellbeing, Religious and Moral Education, Technologies, Social Studies, Sciences and Expressive Arts.

Young children learn through play, their interactions with people around them and the environment in which they live. In the nursery, the staff provide opportunities and engage the children in quality play experiences. Through play, your child will learn to;

- make sense of real life situations
- develop awareness of themselves and others
- explore, investigate and experiment
- be actively involved in learning
- draw and test their conclusions
- develop self confidence
- express their ideas and feelings in many different ways
- collaborate with others
- practise skills



Health and Wellbeing

Opportunities exist throughout the Nursery to develop children's self-confidence and self-worth. Making friends, sharing and turn taking, care and thought for others, hand washing, toileting, leaving carer, playing independently, changing coat and shoes, independence and confidence building – all of these skills are developed daily as children work and play together. These skills need to be in place before effective learning can take place in other areas of the curriculum.

In this area children have the opportunity to develop their gross and fine motor skills, working towards improving their co-ordination skills.

Physical activity is planned for and encouraged through gym lessons and outdoor play. Children will have the opportunity to develop their skills in running, skipping, balancing, throwing and catching, jumping, climbing..... They will also learn to use a wide range of equipment such as tricycles, bikes, scooters, climbing frames.

Fine motor skills are developed in the regular use of pencils, paintbrushes, computer mouse, using scissors, threading etc., and working with construction materials and other small apparatus helps to improve hand/eye co-ordination and hand control.

Literacy and English

Communication and language skills are tackled in all areas of the Nursery, but specifically in language games, table top activities, stories, rhymes, songs, listening centre, news time, writing table, puppet theatre, role play, name cards, displays etc.



Listening & Talking

Children will have many opportunities in nursery to develop their listening and talking skills. At group times, opportunities exist for discussions, stories, games, asking questions, and responding to rhymes in songs etc. We help children to listen to instructions, follow directions and value others opinions. We also help children to develop their confidence in storytelling and story making, during role play, drama and group times

Writing

Children begin to develop hand control as they use pencils pens, brushes, scissors and many other tools and toys. Staff will provide different examples of print, and act as a role model for writing. The children will have opportunities to explore sounds, letters, words and the purposes of print through a wide range of activities and are encouraged to make their own marks, scribble writing and perhaps learn to write their name and letters.

Reading

There will be opportunities each day to enjoy stories and books. Children will explore characters and sequences of events in stories. Staff will use real objects

to make stories come alive for them! They will also learn to recognise letters, sounds and words in books and in their environment.



Numeracy and Mathematics

Children explore the world of mathematics in a wide range of activities including number hunts, games, measuring, sorting, matching, counting sequencing, working with shapes and patterns, and building a concept of time. These skills can be developed through play activities, the computer, songs, rhymes, outdoor play.....They will also use charts and signs for information in their play.

Social Studies

Within this area the children will explore their own locality and the wider community. They will build their development of the past for example by looking families and perhaps their Grandparents. The children will observe seasonal changes and weather, how this effects their close environment, how it makes them feel! By introducing the people that work within their locality who help them in different ways eg the lollipop lady, the children learn about different roles and responsibilities.

Sciences

The children will develop their understanding of science through play inside and outside. Through playing with water, sand toys, they discover what the properties of various natural and manmade items. For example what makes a toy move, or why is the water frozen in the puddles? Through many activities the children will use their senses to discover the world around them. The nursery garden will give them opportunities to take part in gardening learning about growth.



Technologies

The nursery has a wide range of technology that the children can freely access and build their skills. There are computers with age appropriate software linking to other areas of the curriculum like maths and language. There are a range of technology toys which require an understanding of how to use a remote control. There are cameras which the children can use to take still photographs or video clips. There is also a large interactive white board that can be used with small groups of children or the whole class to search the internet to find out things of interest.

Expressive Arts

In this area children have the freedom to express their ideas, feelings and imagination through musical activities, drawing and singing games and dance. Activities include drawing, painting, collage, play dough, clay, puppets, model making, playing musical instruments, role play, dancing and singing games.

Drama

Role play, puppets, rhymes and stories are used to re-create and invent situations. The role play area is planned carefully taking into account the children's own interests.

Music & Dance

Singing, playing instruments, movement and dance, all help the children develop a sense of rhythm and give them another important means of expression. As well as freely exploring instruments, various musical genre is enjoyed by the children during music and movement, and activities.

Art

Every day, the children have the opportunity to experiment with a range of colours, materials and techniques to help them express their thoughts and feelings through their artwork. This is displayed all round the nursery and school.

Religious and Moral Education

Throughout the year the children will have the opportunity to learn about different cultures and faiths and they will join in with the celebrations of for example

Christmas and Chinese New Year. If you do not wish your child to take part in these activities please let staff know.

A breakdown of the curriculum is permanently displayed on the nursery notice board and illustrated with photographs showing linked activities. You are welcome to ask questions about what we are teaching your child in nursery and how he/she is responding to the curriculum. Also displayed for your information, are experiences and outcomes being focused on each week. Parents and carers are also issued with school and nursery newsletters on a regular basis to inform you of special events in nursery. Development plans are available for you to look at in the peg area.

A Typical nursery session...

- Children will be involved in group activities, planned learning experiences and a wide range of structured free-choice play activities **both inside and outside.**
- The children are involved in the planning and evaluating activities and they do this through **talking and thinking floor books and mind maps.**
- All the activities aim to build on learning experiences.
- Some activities directly involve adults (both staff and parents), whilst other activities are organised so that the children can participate without direct support from an adult.
- Opportunities are also given for children to take responsibility for and organise their own play building on their independence.

Outdoor Play

Our aim is to use the outdoors as often as possible, ideally every day. Some of the activities provided for the children include the school playground, gardening, sand pit, climbing frame, toys and games, bikes and trikes. **Please ensure that your child has suitable clothing each day in order for them to comfortably enjoy the outdoors!**



Nursery

The purpose of assessment is to provide useful information about children's learning and development that can be shared with other staff, parents and the child, and which will be helpful in informing future planning.

As staff work with your child during the year, they gather information regarding his/her progress and achievements. This information will be shared with you through informal discussion, parent interviews and end of year reports.

Reporting

ILD is a new method of recording your child's learning. It is an online journal that parents can access via an app on any smart phone, tablet or PC.

It allows staff to regularly, update you with your child's progress and any nursery news. The staff will get you to sign up for this once your child has started.

We work in partnership with a wide range of agencies and therefore if your child is experiencing difficulties with speech, hearing, sight or any other problem, we will discuss this with you and with your consent, consult the appropriate agency.

Parents will be given a written report on their child's learning achievements in the summer term. These reports will be passed onto the Primary one teachers at the time of transition from nursery to school.

Partnership with Parents

Parents are children's prime educators in the early years and they continue to play a major role in their young child's learning when they enter the pre-school setting.

At nursery, you will meet the staff daily. This is a valuable time when any information about your child can be passed on. If you feel you would like more time or privacy, you are welcome to make an appointment to see the teacher out with nursery hours.

Open days will be held throughout the year, and this will give parents the chance to meet with nursery staff and other parents. We hope this will be informative and that you will take the opportunity to come along and find out what we do in the nursery. In May, reports are written for all nursery pupils. Parents will be given individual appointments to discuss these reports with the nursery staff.

We strongly encourage parents to be involved in the nursery as many of you have valuable skills from which we can benefit. Please talk to the staff if you feel you can offer help.

We aim for good communication between parents and school. This is done in many ways;

- Daily contact with the nursery staff
- School and Nursery newsletters
- Parent interviews
- Notice board located in the corridor outside the nursery
- Suggestion folder located next to the notice board

If you are concerned about something, please talk to us. Effective communication is important to help overcome any anxieties your child may have. We hope you will feel part of, and may wish to become involved in the wider life of the school. We have a PTA and we encourage new families to join this group and support the school in a wide range of activities including fund raising events.

Self-Evaluation - Improving our Nursery

We are constantly evaluating what we do in nursery, and encourage the children to evaluate their learning and experiences also. Throughout the year we will ask you for feedback or give suggestions on a wide range of aspects about our provision. We value your opinion and so we want you always to have that opportunity to tell us what you think. In the peg area there is a suggestion folder, please feel free to note down your thoughts.

At the end of your child's time in nursery you are both asked to complete a questionnaire helping us to evaluate our service and plan for developments, this is part of our ongoing cycle of improvements for our nursery as part of Quarryhill School.

Integration with the Whole School

The nursery class is fully integrated within the whole school. The children take part in assemblies, Christmas shows etc. When children are making the transition from nursery to primary one, we try to ensure this process will run smoothly by providing buddies and visits to the primary one class.

The prefects are groups of primary seven children who support all children in school. These children are in the playground during break time and lunchtime to supervise a variety of activities.

The buddy system pairs up children from the nursery and primary six, so when the children return after the summer break they have a buddy in primary seven who they can turn to for help and advice. Buddies look out for Primary 1 children in the playground until they are confident and able to play by themselves.

Comments and Complaints

Quarryhill staff are fully committed to providing the best educational experience for your child. However, from time to time, mistakes can be made, or be perceived to be made.

If you feel dissatisfied about any aspects of the school's provision, please contact the Head Teacher in the first instance. We aim to deal with concerns swiftly with clear next steps for improvement.

Should you feel, however, that a matter which you have raised has not, in your opinion, been dealt with satisfactorily, you should contact: Education & Children's Services, Marischal College, Broad Street, Aberdeen, AB10 1AB - telephone 01224 523517.

Concerns about the Nursery, which you believe have not been addresses satisfactorily by the school should be raised with: The Care Inspectorate, North Region, Johnstone House, Rose Street, Aberdeen, AB10 1UD Telephone 01224 793870.

Useful Websites

Information and links related to schools and education in Aberdeen City

https://www.aberdeencity.gov.uk/education_learning/education_and_learning.asp

Map of school catchment areas

https://www.aberdeencity.gov.uk/council_government/consultations/current_consultations/sc/school_zone_maps.asp

Curriculum Information

www.educationscotland.gov.uk

Information and weblinks for parents

<https://educationscotland.gov.uk/parentzone/>

Insurance

Aberdeen City Council has no insurance cover to provide compensation in the event of a personal accident or death. It is the responsibility of parents to insure their child if they wish.

Admission to Primary One

Primary education begins in August for children who are 5 years old between 1st March of the year of entry and 28th February of the following year. Children who have their 5th birthday in January or February have the right to defer entry to school if parents feel another year at nursery will be of significant benefit.

If you require advice on early or deferred entry to Primary one you should discuss this with the Head Teacher in the first instance

Finally

We hope you have found the information in this booklet helpful. It can only give you a brief insight into our nursery but you are welcome to talk to the staff at any time if you have any queries.

We look forward to getting to know you and your child and to working in partnership with you in helping your child get the best out of nursery school.

Session 2018 - 2019

Term 1

21 August 2018 - 12 October 2018
In-Service Day - Monday 20 August 2018
Term Starts - Tuesday 21 August 2018
September Holiday - Friday 21 September - Monday 24 September 2018
Term Ends - Friday 12 October 2018
October Holiday - Monday 15 October - Friday 26 October 2018

Term 2

29 October 2018 - 21 December 2018
Term Starts - Monday 29 October 2018
In-Service Day – Friday 16 November 2018
Term Ends - Friday 21 December 2017
Christmas Holiday - Monday 24 December 2017 to Friday 4 January 2019

Term 3

7 January 2019 - 29 March 2019
Term Starts – Monday 7 January 2019
Mid Term Holiday - Monday 11 February 2019
In-Service Day – Tuesday 12 February 2019
In-Service Day – Wednesday 13 February 2019
Term Ends - Thursday 29 March 2019
Spring Holiday – Monday 1 April to Friday 12 April 2019

Term 4

15 April 2018 - 5 July 2019
Term Starts - Monday 15 April 2018
Good Friday Holiday 19 April 2019
May Day Holiday Monday 6 May 2019
In-service Day Tuesday 7 May 2019
Term Ends – Friday 5 July 2019