

# Mulbuie Nursery

## January 2020



# Nursery Handbook

# Mulbuie Primary School Nursery



A very warm welcome to Mulbuie Nursery Class. Joining our nursery class is your child's first important step in becoming part of our learning community.

The first five years of your child's life are very important and encompass a complex period of growth and development. The experiences that children have during these formative years have a strong influence on:

- their physical well-being;
- their sense of self-worth and their self-confidence;
- their feelings about other people;
- their capacity to learn and their attitude towards learning.



In Mulbuie Nursery, we are very aware of this and operate in such a way that supports them in reaching their full potential. Children are at the centre of what we do, with high quality pre-school provision giving children a positive start in life and preparing them for future achievement and attainment.

## Nursery Staff



## OUR AIMS

To promote children's development and learning, Mulbuie Nursery aims:

- ◆ To provide a happy, stable and caring environment.
- ◆ To complement the experiences of home by building from the child's own knowledge and skills.
- ◆ To ensure that the nursery is a welcoming place for parents and to encourage them in recognising that they have an important role in the education of their child.
- ◆ To provide a wide and varied range of play experiences and activities in order to deliver A Curriculum for Excellence.

We believe that each child is unique and our aim is to ensure that all children who attend Mulbuie Nursery have the opportunity to learn, develop and grow to achieve their full potential.

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 stimulating, motivating and appropriate experiences that will allow them to develop at a pace suited to their individual needs and interests.

We are committed to realising the potential of our children, and all staff look forward to working together with parents to improve the service for all our young people.

We hope the following pages give you a flavour of our nursery class. Should any questions remain unanswered, we will be happy to help.

## NURSERY HOURS

Mulbuie Nursery operates in mornings only.

Each session begins at 8.40am and ends at 11.50am.

All children must be brought to nursery and collected by an adult known to them.

We ask all adults to sign their children in and out each day. Should your child be collected by an adult other than their parent, we would ask that the nursery staff are informed of this.

Please note that it is not possible to drop your child off at the nursery after 9 am as the gates are locked at this time. Unfortunately, we cannot allow access through the school building.



# TERM DATES AND HOLIDAYS



## Highland School calendar 2019/20 (UK)

August 2019							September 2019							October 2019							November 2019										
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
31				1	2	3	4	35							1	40		1	2	3	4	5	6	44					1	2	3
32	5	6	7	8	9	10	11	36	2	3	4	5	6	7	8	41	7	8	9	10	11	12	13	45	4	5	6	7	8	9	10
33	12	13	14	15	16	17	18	37	9	10	11	12	13	14	15	42	14	15	16	17	18	19	20	46	11	12	13	14	15	16	17
34	19	20	21	22	23	24	25	38	16	17	18	19	20	21	22	43	21	22	23	24	25	26	27	47	18	19	20	21	22	23	24
35	26	27	28	29	30	31		39	23	24	25	26	27	28	29	44	28	29	30	31				48	25	26	27	28	29	30	
								40	30																						

December 2019							January 2020							February 2020							March 2020										
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
48							1	1			1	2	3	4	5	5						1	2	9							1
49	2	3	4	5	6	7	8	2	6	7	8	9	10	11	12	6	3	4	5	6	7	8	9	10	2	3	4	5	6	7	8
50	9	10	11	12	13	14	15	3	13	14	15	16	17	18	19	7	10	11	12	13	14	15	16	11	9	10	11	12	13	14	15
51	16	17	18	19	20	21	22	4	20	21	22	23	24	25	26	8	17	18	19	20	21	22	23	12	16	17	18	19	20	21	22
52	23	24	25	26	27	28	29	5	27	28	29	30	31			9	24	25	26	27	28	29		13	23	24	25	26	27	28	29
1	30	31																						14	30	31					

April 2020							May 2020							June 2020							July 2020										
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
14				1	2	3	4	18					1	2	3	23	1	2	3	4	5	6	7	27					1	2	3
15	6	7	8	9	10	11	12	19	4	5	6	7	8	9	10	24	8	9	10	11	12	13	14	28	6	7	8	9	10	11	12
16	13	14	15	16	17	18	19	20	11	12	13	14	15	16	17	25	15	16	17	18	19	20	21	29	13	14	15	16	17	18	19
17	20	21	22	23	24	25	26	21	18	19	20	21	22	23	24	26	22	23	24	25	26	27	28	30	20	21	22	23	24	25	26
18	27	28	29	30				22	25	26	27	28	29	30	31	27	29	30						31	27	28	29	30	31		

School holidays
In-service days
School days

## Highland School calendar 2020/21

Please note - Dates may be subject to change

August 2020							September 2020							October 2020							November 2020										
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
31								36		1	2	3	4	5	6	40				1	2	3	4	44							1
32	3	4	5	6	7	8	9	37	7	8	9	10	11	12	13	41	5	6	7	8	9	10	11	45	2	3	4	5	6	7	8
33	10	11	12	13	14	15	16	38	14	15	16	17	18	19	20	42	12	13	14	15	16	17	18	46	9	10	11	12	13	14	15
34	17	18	19	20	21	22	23	39	21	22	23	24	25	26	27	43	19	20	21	22	23	24	25	47	16	17	18	19	20	21	22
35	24	25	26	27	28	29	30	40	28	29	30					44	26	27	28	29	30	31		48	23	24	25	26	27	28	29
36	31																							49	30						

December 2020							January 2021							February 2021							March 2021										
Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
49		1	2	3	4	5	6	1					1	2	3	6	1	2	3	4	5	6	7	10	1	2	3	4	5	6	7
50	7	8	9	10	11	12	13	2	4	5	6	7	8	9	10	7	8	9	10	11	12	13	14	11	8	9	10	11	12	13	14
51	14	15	16	17	18	19	20	3	11	12	13	14	15	16	17	8	15	16	17	18	19	20	21	12	15	16	17	18	19	20	21
52	21	22	23	24	25	26	27	4	18	19	20	21	22	23	24	9	22	23	24	25	26	27	28	13	22	23	24	25	26	27	28
1	28	29	30	31				5	25	26	27	28	29	30	31									14	29	30	31				

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14				1	2	3	4	18						1	2	23		1	2	3	4	5	6	27					1	2	3	4
15	5	6	7	8	9	10	11	19	3	4	5	6	7	8	9	24	7	8	9	10	11	12	13	28	5	6	7	8	9	10	11	
16	12	13	14	15	16	17	18	20	10	11	12	13	14	15	16	25	14	15	16	17	18	19	20	29	12	13	14	15	16	17	18	
17	19	20	21	22	23	24	25	21	17	18	19	20	21	22	23	26	21	22	23	24	25	26	27	30	19	20	21	22	23	24	25	
18	26	27	28	29	30			22	24	25	26	27	28	29	30	27	28	29	30					31	26	27	28	29	30	31		

School holidays
In-service days
School days

For full details on school dates and public holidays, visit: [http://www.highland.gov.uk/info/878/schools/32/school\\_term\\_dates](http://www.highland.gov.uk/info/878/schools/32/school_term_dates)

## CLOTHING

All children must bring indoor shoes, trainers or gym shoes to wear in the nursery. Each child is allocated with a tray to keep a spare change of clothes. If you have not already done so, please hand the spare set of clothes to the nursery staff.



It is important that all items of clothing are clearly marked with your child's name. Mulbuie Nursery sweatshirts are available for order through the school office.

## SNACK



The nursery, as the school, is health promoting. Time for snack is part of the daily routine of the nursery - children are provided with a snack, fruit and milk. Drinking water is available at all times.

## ILLNESS

If your child becomes ill, we will contact you, or your emergency contact, by telephone.

If your child is too unwell to attend nursery, please contact the school to let us know. It is vital that nursery staff know that your child is not attending. School policy, as agreed with parents, states that a parent of a child too unwell to attend should phone school by 10am to inform staff.

If there is any medical information which may affect your child in any way, please help us by stating the condition on the enrolment form.



## PARKING

For safety reasons and in line with the Health and Safety Risk Assessment, the front of the school is for staff parking only.



Parents and carers should park at the hall and walk with their children to and from Nursery. It is extremely dangerous if parents attempt to park in the staff car park whilst other parents are walking with their children. We request your understanding and support in this matter.

## **TRANSITION**

We aim to make the transition from nursery into P.1 as smooth as possible for the children. In the summer term, all children eligible for school are appointed a buddy. The buddy is usually from either Primary 6 or 7. The older children are issued with buddy guidelines, and take their roles very seriously. Each nursery child will have weekly opportunities to do a range of activities, either in the nursery, or in the school environment.

All activities are supervised by appropriate staff.

Throughout the year, the children will also be given opportunities to spend time in the P1 classroom. Allocated times are given and the children will be able to become familiar with their new environment and routine. The P1 teacher and nursery staff maintain a close working relationship allowing joint planning and passing on of information allowing for a smooth transition process. Parents will be issued with information on this as transition arrangements start.



Dates and details of planned activities are available on the school website - [www.mulbuieandferintosh.org](http://www.mulbuieandferintosh.org) .

## **PARENTS AS PARTNERS IN THE NURSERY**

We value parents and their support and we recognise the significant impact this can have on children's development and learning. Opportunities are offered for parents to share in the daily programme in the nursery through regular Stay and Play sessions and also through sharing planned learning with parents and carers so that it can be discussed and extended at home. The Planning Overview is displayed on the noticeboard in the nursery foyer and can also be emailed weekly on request.

Parents are offered regular opportunities to come in and have a look at their child's Learning Journey. Time is offered for the child and parent to talk about the Learning Journey together and to add to the "Star Moments" sheet with achievements from both home and in the nursery.

The nursery has a blog which offers a window into the life of the nursery. This can be accessed through the school website - [www.mulbuieprimaryschool.co.uk](http://www.mulbuieprimaryschool.co.uk) .

Any parent who has a skill or talent that they would like to share is encouraged to contact the nursery.



## **HOW WELL IS MY CHILD DOING? / REPORTING TO PARENTS**

Our Nursery staff constantly observe children at work and play, nurturing their skills and independence. Children's progress and development are recorded in a variety of ways; on our developmental overviews which are shared with parents regularly, through samples of completed activities, photographs and observations

made by staff. This provides a wide overview of your child's developing skills and activities; all of this information will be collated to form a Learning Journey for your child. We encourage Parental Engagement in contributing to these Learning Journeys.

It is hoped that staff build up a good rapport with parents early in the year, and that informed daily discussions will take place. Over the year, you will also be invited to attend parents evening to discuss, confidentially, what progress your child has made.

Any parent who is concerned about their child's progress should request a meeting with the nursery staff; if concerns still exist a meeting should be requested with the Principal or Head teacher.

Notes and information are regularly sent home - this is available in either paper or electronic form.



### COMPLAINTS PROCEDURE

The school operates a complaints procedure, and any parents requiring further information on this should contact Ms R Hammond, the Head Teacher, directly. Parents are also able to contact the Care Commission directly if they wish. The local address and telephone no. is First Floor, Castle House, Fairways Business Park, Inverness IV2 6AA. Tel 01463 227630

### ADVERSE WEATHER

All schools now have a dial-in-service if there is a risk of closure due to adverse weather. This allows parents to listen to a recorded message from the Head Teacher.

Whilst there is risk of severe weather we will keep the service updated.

How to use this service:

**Dial Highland Council access number which is 0800 564 2272**

**Now enter Mulbuie's pin number, which is 042680**



You should hear the school name and will then be directed to a main menu, which will guide you to the appropriate information.

Moray Firth Radio is also another source of information, should the school be closed.

*Also available is Highland Council's adverse weather website.*

[www.winter.highlandschools.org.uk](http://www.winter.highlandschools.org.uk) and also on the Council's twitter and Facebook page.

*It is also made available on the school website*

[www.mulbuieprimaryschool.co.uk](http://www.mulbuieprimaryschool.co.uk)

In the event of a power cut, you may not be able to access the website. Please assume the nursery is closed and do not bring your child to the nursery.

# Educational Information

## CURRICULUM FOR EXCELLENCE

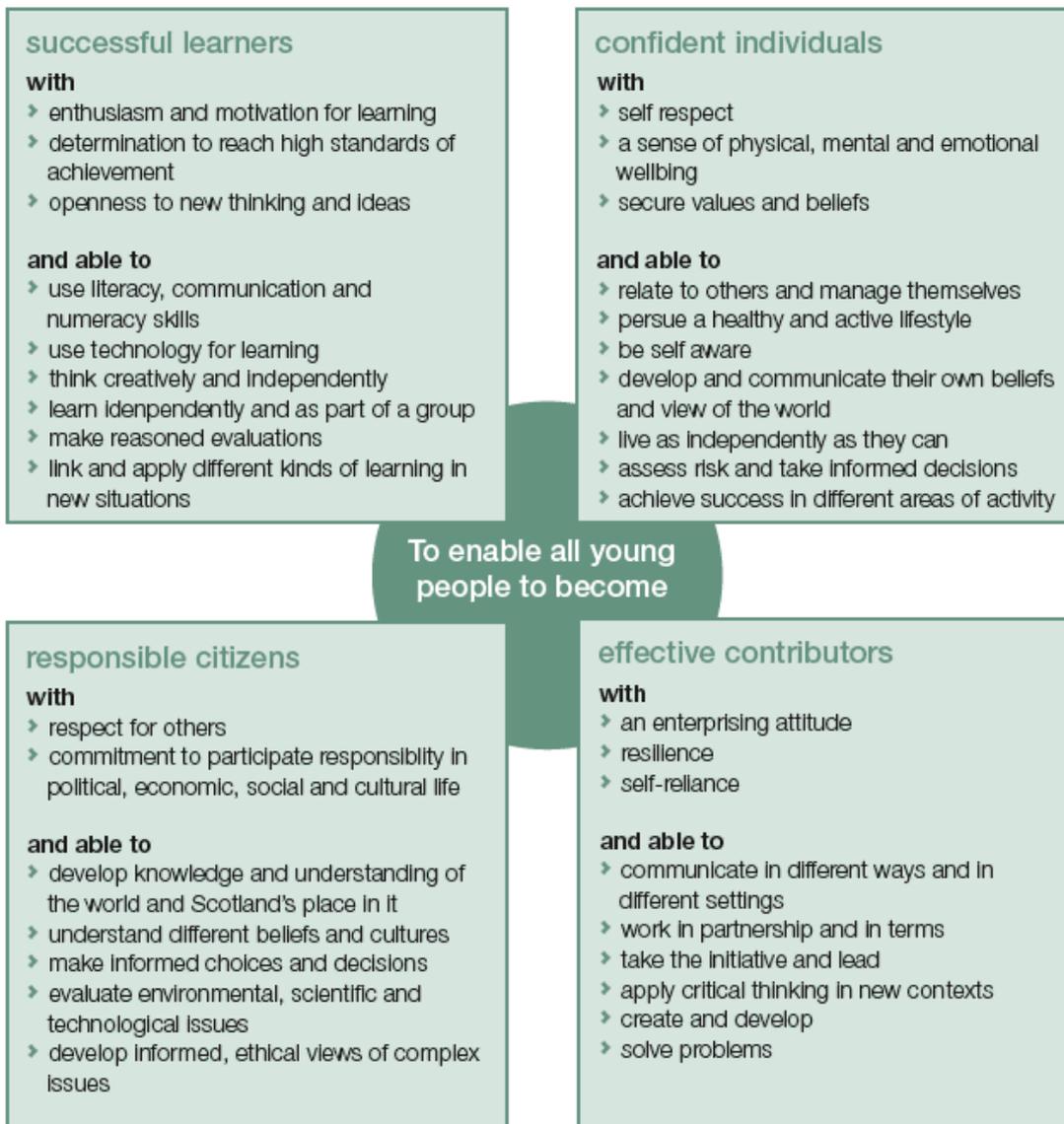
In Mulbuie Nursery, we follow the Scottish Curriculum for Excellence, which offers a single coherent curriculum for all young people aged 3-18.

This curriculum aims to provide:

- More flexibility for teachers and learners
- Greater choice and opportunity for pupils
- Seamless transition from Nursery into P1



We plan for learning against the four capacities of the curriculum:



## HOW WE PROMOTE LEARNING

1. We react flexibly and responsively to the immediate and long-term needs of each child in our care.
2. We ensure that each child is given sufficient time, resources and support to think, explore and experiment, work (at times uninterrupted), relate new experiences to previous learning and complete tasks to their own satisfaction.
3. We make intentional curriculum choices to reflect the interests and experiences of the children.
4. We work with individual children, small groups and the whole class group on a daily basis.
5. We monitor our practices to ensure that balance, breadth, continuity and progression are being effectively experienced by each child.

**Furthermore, we ensure that each child experiences learning with a focus on the main development areas of**

- Literacy
- Numeracy
- Health and Wellbeing

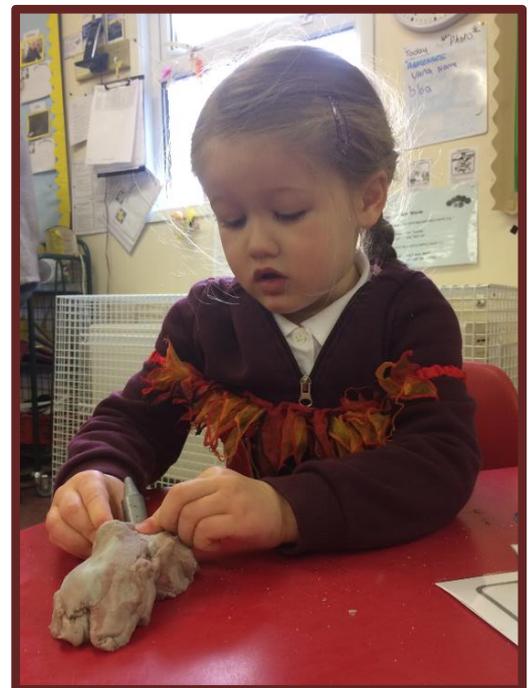
We will also focus on developing the other 5 curricular areas of Social studies, Science, Technology, RME and Expressive Arts  
We also aim to develop children's own interests and extend their knowledge through play.

## HEALTH AND WELLBEING

Learning in Health and Wellbeing ensure that children develop the knowledge and understanding,



feelings of others.



skills,

capacities and attributes they need for mental, emotional, social and physical wellbeing now and in the future.

Learning will encompass aspects of social and emotional learning - through this, children will be encouraged to make choices, develop their interests, communicate their needs and express their feelings. Through learning to take turns and share, children will learn to make friends and consider the thoughts and

Physical wellbeing will be incorporated into daily energetic play both indoors and outdoors. Our children use the outdoor and indoor big play equipment to develop their physical play. In addition, they use the hall area to develop their capabilities in movement and to build confidence in this and their use of apparatus equipment.

Furthermore in this curricular area, children will be given opportunities to learn about food and exercise. Through preparing, enjoying and tasting a range of food they learn how different foods keep them healthy. Children will be encouraged to look after their bodies and understand about growth and development.

## **LANGUAGE AND LITERACY**

Literacy is fundamental to all areas of learning as it unlocks access to the wider curriculum. In Mulbuie nursery we aim to provide a literacy rich environment.

Our children are exposed to a wide variety of books, big books, stories and nursery rhymes. They are encouraged to learn and participate in saying nursery rhymes also as well as clapping out the rhythms of these.

Singing, music making and drama take place regularly, as does listening to instructions from television, tape recorder and listening post.



Language and vocabulary are also developed through playing with the wide selection of resources, giving rise to imaginative role-play.

Enjoyment of the printed word is fostered in the Nursery in a comfortable 'story corner', with an attractive variety of books for reading to the class, groups and individual children. Stimulating pictures and appropriate vocabulary are displayed on the walls to reinforce learning.

Early reading skills are further developed through books where children can learn the connection between the written and spoken word, matching and memory games, jigsaws and other varied activities.

Good hand control and hand/eye co-ordination are skills required of children as they progress through the primary school. In the Nursery we lay the foundations for acquiring such skills through the wide use of paints, pencils, pens and crayons.

## NUMERACY AND MATHEMATICS

Being numerate helps us to function in everyday life and contribute effectively to society. Numeracy and mathematics support all areas of learning and allow children to be confident in enjoying a variety of settings and activities.

Early skills are learned through play in the Nursery. The children learn to sort, match, measure, and estimate, arrange and compare using toys and games. They experience the concepts of light and heavy, thick and thin, long and short, shape and colour.

Understanding of number develops as the children learn to count everyday things around them. Children are encouraged to apply their knowledge of using mathematics in everyday life situations.

## TECHNOLOGIES

The children have access to a variety of technology equipment, ranging from scissors to computers. In the nursery environment children will explore and use software, electronic equipment, programmable toys etc. to develop skills, solve problems and communicate with others. As children play and learn they will develop interests, confidence and enjoyment in ICT skills.



## SCIENCES



Children will receive opportunities to develop their interest in, and understanding of, the living, material and physical world. Learning will encompass both indoor and outdoor experiences for children to develop and investigate their natural world and surroundings. In their play children will have many opportunities to experiment and explore different materials and resources.

## SOCIAL STUDIES

Our children are given opportunities to learn about people and the world around them by focusing on topics throughout the year such as, the changing seasons, growth, plants, animals, weather etc. Many links are made to literacy and numeracy through this curricular area and children are encouraged to become more 'responsible citizens' as they make sense of the world around them.



## RELIGIOUS AND MORAL EDUCATION

In Mulbuie nursery we encourage our children to develop an awareness and appreciation of each individual. Children will become aware that people have different values and beliefs through examining special festivals, customs and traditions. Children will be given opportunities to explore Christianity, other world religions and develop their understanding for what is fair and unfair and the importance of caring for, sharing and co-operating with others.

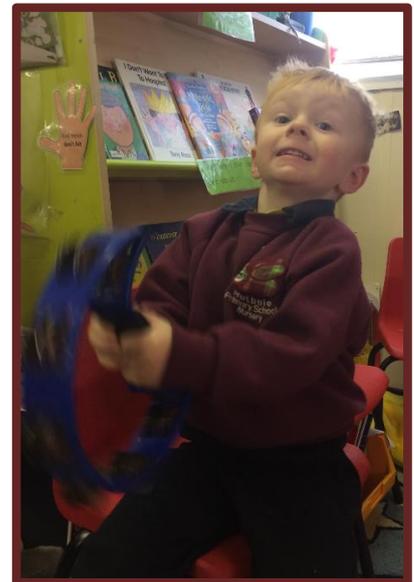


## EXPRESSIVE ARTS

Expressive arts allow us to recognise and represent feelings and emotions, both of our own and others. They play a central role in shaping our sense of personal, cultural and social identity. Through art, music, drama and dance our children will be given opportunities to be creative and express themselves in different ways.

Our children are given the opportunities to express their ideas and feelings through variety of media and produce pictures, paintings, models, mobiles, cards and calendars

They are encouraged to enjoy and develop movement, rhythm, singing and music making.



## SUPPORTING CHILDREN WITH DIFFICULTIES

If a child is found to have difficulties with speech, learning, playing with other children or such like the first step we would take in helping the child would be to discuss the issue with the child's parent.

We would then plan how to work together to help the child. Specialist help, e.g., Speech Therapy, would be sought with the parent's agreement. The specialists would then use their skills and experience to advise parents and staff whilst working to help the child.

The rights and responsibilities of parents are respected and they are encouraged to be involved in making decisions about the approaches taken to meet their child's needs.

## LINKS WITH OTHER AGENCIES

Whenever there are concerns about a child's social, emotional or intellectual development parents are encouraged to share these issues with the nursery staff and Head Teacher.

Our nursery class has links with Psychological Services, Health Service Professionals and Social Services, and if it was felt to be desirable to seek the help of specialist agencies, we can establish links. Links will not be made without parents' prior knowledge and consent.

## FINALLY

Thank you for reading our handbook. We hope you found it useful and informative. We hope that as parents you will find our nursery class a friendly welcoming place, where your children will spend many happy hours.

For anyone seeking more detailed information on Nursery practice, please ask - we will be happy to share both School and Nursery policies with you.

*Mulbuie Primary School*

*Mulbuie*

*MUIR OF ORD*

*Ross-shire*

*IV6 7RB*

*Tel/Fax 01349 861289*

*e-mail [mulbuie.primary@highland.gov.uk](mailto:mulbuie.primary@highland.gov.uk)*

*[www.mulbuieandferintosh.org](http://www.mulbuieandferintosh.org)*

*Head Teacher – Ms R Hammond*