

# Laurencekirk Primary School



## Nursery Information for Parents

Laurencekirk Primary School  
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Laurencekirk  
AB30 1EG

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*Education & Children's Services*

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1. Staffing

Look who is in Laurencekirk Nursery



THE NURSERY TEAM

**Mrs Heather Nicol**  
LEAD EARLY YEARS PRACTITIONER

**Miss Hayley Wood**  
LEAD EARLY YEARS PRACTITIONER

**Mrs Kelly Hillard**  
EARLY YEARS PRACTITIONER

**Miss Adele Kevan**  
EARLY YEARS PRACTITIONER

**Mrs Fiona McCombie**  
EARLY YEARS PRACTITIONER

**Ms Dorota Kiedrowska**  
EARLY YEARS PRACTITIONER

**Mrs Lisa Moggach**  
EARLY YEARS PRACTITIONER

**Mrs Loraine Murray**  
EARLY YEARS PRACTITIONER

**Miss Cheryl Forbes**  
EARLY YEARS PRACTITIONER





## Welcome to Laurencekirk Nursery

There are lots of new friends to meet and stories to share. We hope that your child will be happy and benefit from their nursery experience.

We believe that communication is so important and hope this booklet will help you and your child start nursery feeling informed and ready for the journey ahead. We look forward to meeting your child during their induction visit and answering any questions they or you may have.

This is the start of a very special time and we look forward to sharing the journey with you.

*The Nursery Team*

### **EMERGENCY INFORMATION HELPLINE**

Information on school closures can be found by:

- Calling Aberdeenshire Council's access telephone number
  - **0870 054 4999 and entering the school's pin number 022060**
- Checking the council website on **[www.aberdeenshire.gov.uk/closures](http://www.aberdeenshire.gov.uk/closures)**
- Listening to local radio
- Becoming a friend of Laurencekirk Parent Council on Facebook

### **STAFF**

<b>Head Teacher</b>	Mr Graeme Boyd
<b>Depute Head Teachers</b>	Mrs Emma Allen Mrs Jill Smith
<b>Early Years Principal Teacher</b>	Miss Fiona Crichton
<b>Lead Early Years Practitioners</b>	Mrs Heather Nicol Miss Hayley Wood
<b>Early Years Practitioners</b>	Miss Cheryl Forbes Mrs Loraine Murray Mrs Fiona McCombie Mrs Lisa Moggach Mrs Loraine Murray Ms Dorota Kiedrowska Miss Adele Kevan Mrs Kelly Hillard
<b>School Administrators</b>	Mrs Cheryl Bradley Mrs Marianne Clark
<b>Janitors</b>	Mr Brian Clark - Supervisor Mr Scott Hall Mr Doug Petrie
<b>Transport Operator</b>	M W Nicolls                      Tel No: (01561) 377262

We may also have students and other visitors during the school session.

## 2. Our Nursery



Laurencekirk Primary School endeavours to offer a high quality early years education in a happy and well-equipped environment.

Our aim is to provide an enjoyable, well-planned, stimulating and enriching climate in which children in their early years can develop and grow intellectually, physically, spiritually, emotionally and socially in the caring atmosphere of the school.

For your information the nursery day is as follows:

**Morning Sessions**  
**Afternoon Sessions**

**8.50am – 12.00pm**  
**12.20pm – 3.30pm**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM	Nursery 1	Nursery 2	Nursery 1	Nursery 1	Nursery 2
PM	Nursery 2	Nursery 1	Nursery 2	Nursery 2	Nursery 1

- ◆ Please remember that bringing and collecting children promptly can help to minimise their anxiety.
- ◆ Please inform us of any change in the adult collecting your child so we can update the correct paperwork.

### **HEALTH AND SAFETY**

The Nursery door is locked at all times for security reasons. A member of staff will always be on hand to let your child in and out of nursery. Should you be late in arriving please ring the doorbell.

If arriving by car make sure you **do not park in the bus lane**. Please do not leave unsupervised children in your car while dropping or collecting nursery pupils.

All staff can deal with minor accidents in the nursery. First Aid supplies are readily available. If an emergency arises parents or emergency contact will be informed and medical help sought.

Please discourage the wearing of jewellery (for safety reasons) and the bringing of sweets (allergic reactions). If earrings cannot be removed we ask parents to tape them before the children take part in physical activities.

Parents are asked to give written consent for their child's clothing to be changed by a member of staff should the need arise.

Head lice are usually caught from family or community contact rather than in the nursery. **If you do find head lice please inform us as soon as possible.**

## **FIRE DRILLS**

Regular fire drills are held throughout the session. There is a procedure notice next to the nursery office/quiet room in the nursery. The nursery evacuates to the area beside the play cabin.

## **STORM PROCEDURE**

Nursery children have short sessions and are brought by parents. However, the Head Teacher may have to close the school when conditions such as power failure, water failure or storm conditions may put children at risk. If the weather conditions are difficult before you set out for nursery, please check the likelihood of a closure.

## **EMERGENCY CONTACTS**

It is important that you provide the school with the address and contact number of a neighbour, relative or friend who could look after your child should he/she be sent home for any reason when you are not available.

## **ATTENDANCE AND ILLNESS**

Regular attendance at nursery is important if your child is to benefit from all that nursery offers. If your child is not going to attend nursery for any reason e.g. illness or attending an appointment, please inform the nursery of this. If your child is absent for three consecutive days we will contact you. If your child is unwell during the night or in the morning before nursery please do not send them to nursery, even if they desperately want to come. They need that time at home to recover, nursery is not the place for that and it is not fair on the teacher or the other children.

An emergency contact number will be asked for, please give a local number so that your contact can be at nursery quite quickly if required.

## **MEDICATION**

In all cases where a child requires medication to be given in school, we must have precise written instructions from the parent or guardian on the amount and frequency of the dosage and the parents signed authorisation to administer such medication.

If medication needs to be taken once, twice or three times a day it is expected that this can be administered at home, before the nursery session starts, after school and in the evening. In most cases however, it is unlikely that your child will be attending nursery if they require medication.



## NURSERY DRESS and BELONGINGS

Children should be dressed in practical play clothes that are easy to wash. Trousers should be pull on and **not have tight buttons or belts**, which can be frustrating for small children trying to become independent. There is a Laurencekirk Nursery sweatshirt available through 'Mistletoe Embroidery' situated on the High Street.

They will need:

- ◆ Lightweight inside shoes e.g. elasticated gym shoes or Velcro trainers for indoor wear. Children should change into these on arrival at nursery.
- ◆ No lacing shoes/trainers to be worn to nursery.
- ◆ A jacket every day.
- ◆ A pair of wellingtons, named and to be left at nursery please.
- ◆ A suitable bag for hanging on their pegs.
- ◆ Oops! Just in case, a complete change of clothing.
- ◆ Spare pull-up and wipes - if required.

**Please** have these marked/labelled in some way so your child recognises her/his own things.

**Appropriate dress for the weather conditions, is essential for nursery as the children will be out every day at some point, regardless of the weather. There may be the odd occasion when they will not be but when we can, we will be outside having fun.**

Please can we ask that your child does not bring in toys from home.

## SNACK

Snack is a very important part of the nursery experience and is paid at the start of each term. The cost of snack is 50p per session.

Term 1 Wb 16 <sup>th</sup> August		Term 2 Wb 24 <sup>th</sup> October		Term 3 Wb 5 <sup>th</sup> January		Term 4 Wb 18 <sup>th</sup> April	
Fee	Attendance	Fee	Attendance	Fee	Attendance	Fee	Attendance
£19.50	5 days	£20.50	5 days	£28.50	5 days	£26.50	5 days
£16.00	4 days	£17.00	4 days	£23.00	4 days	£21.50	4 days
£12.00	3 days	£13.00	3 days	£17.50	3 days	£16.50	3 days
£8.00	2 days	£9.00	2 days	£12.00	2 days	£11.50	2 days

The fee should be paid online using the following details;

Account number 00249225  
Sort code 83-2417

Please ensure that you mark your online payment with your child's name.  
There is no reduction in the snack fee due to absence.

The nursery class has a piggy bank and you are invited to donate money if you wish to. The money will be used to buy “extras” for the nursery children. The children will be provided with a varied and balanced diet of food.

During their time at nursery they will help to prepare snacks, serve and tidy up. A drink of milk or water will be provided daily. If the food is not to their liking, the children are never forced to eat it.

If your child is allergic to any food **please let us know**.

### TOOTHBRUSHING

We regularly talk about the importance of looking after our teeth and are part of the “Childsmile” initiative.

## 3. Transition into Nursery



We hope that starting at Laurencekirk Primary School in the nursery will be a happy experience and that your child will soon feel secure and confident in our care. Through a flexible programme and free choice activities children will become familiar with the new environment and the range of equipment available to them. They will soon adjust to the new setting and make new friends.

Most children will adjust quickly to being independent and will be so involved in the busy and exciting atmosphere of the nursery that any anxieties will be quickly overcome. If, however, you have any worries please don't hesitate to telephone or discuss any concerns you may have.

Some children take longer to settle than others. In these cases we will ask for your support in ensuring that your child has a stress free transition into Laurencekirk Nursery. We will work in partnership with you to find the right solution for your child. Some of the strategies we may suggest to ease this transition include:

- ◆ Shorter daily sessions
- ◆ Reducing the number of sessions your child attends
- ◆ Stay with your child until they are settled

Each child is treated as an individual and their needs are unique. The nursery staff will discuss difficulties with transition with you. If you are concerned about your child's transition please talk to the nursery staff in the first instance or contact Mrs Smith (Depute Head Teacher.)

### NURSERY EXPECTATIONS

In the nursery the children are encouraged to play amicably and are encouraged to foster positive relationships with each other.

Painting aprons/overalls are worn when involved in ‘messy’ activities such as; painting, gluing, clay modelling and water play.



Children are encouraged to look after the nursery equipment, returning it to where it was found so that others may then find it easily.

Children post their snack card and wash their hands before having snack.

We encourage the children to listen and participate in group time.

At the end of the session, children are encouraged to put on or try and put on their own shoes and coats for going home (obviously help is given with buttons, zips etc. until your child has mastered this skill).



**PRACTICAL THINGS YOU CAN DO  
TO HELP YOUR CHILD BECOME MORE INDEPENDENT**



- ◆ Practise doing up buttons and fastening shoes.
- ◆ Practise putting on and taking off their own coat and hat.
- ◆ Visit friends with children and practice social skills and turn taking, following directions and making choices.
- ◆ Teach simple chores that may be useful in nursery e.g. packing away their own toys.
- ◆ Help your child to recognise their name - most children can't read or write yet, but they may be able to recognise the first letter of their name or even the whole thing.
- ◆ Point out the structure and routines of your day at home.
- ◆ Help your child with toileting, encourage them to clean themselves and wash their hands afterwards.
- ◆ Let your child help to serve food and tidy up after meals.
- ◆ During meal times encourage your child to sit at the table.
- ◆ Play with your child and encourage them to stay focused on an activity.
- ◆ When playing outside discuss risk with your child and talk about rules.



## PREPARING YOUR CHILD FOR NURSERY

- ◆ You will be invited to visit the nursery with your child to give them the opportunity to see what the class does.
- ◆ Walk past the school to see the children playing happily outside.
- ◆ Explain what will happen during the day.
- ◆ Read books together about children starting nursery or school.
- ◆ Point out any friends or cousins who have recently started nursery or school and talk about the fun they are having.
- ◆ Talk about your child's interests. Fill in our 'All About Me' book and point out the things they will enjoy there - e.g. 'There will be lots of sand to play with, you'll love that.' Or, "There will be story time/song time".
- ◆ Talk about the enjoyable activities he/she will be doing that build on things they already do at home e.g. painting, drawing, cutting and pasting.



## **4. Parents as Partners**

We recognise the important role that parents have in their child's education and strive to work in partnership with them, as we believe continual involvement is crucial to successful learning.

We aim to keep parents informed about their child's progress and achievements, sharing any concerns or difficulties promptly as they arise.

We welcome any parents' support in attending occasions such as church services, concerts and school parent evenings or workshops.

We hope parents will always feel welcome in the nursery, and will take time to look around and give encouragement to their child's learning.

## PARENTAL REPRESENTATION

Parent Councils are parent led and supported by the school with all parents automatically being members of the 'Parent Forum'

The Parent Council is tasked with representing the views of the Parent Forum.

- ◆ You can find out more about your Parent Council by contacting the Parent Council Chair - Mrs Nicola Campbell or the Head Teacher.

## PARENT/CARER INVOLVEMENT

Parents are welcome to 'volunteer' to help in nursery with a variety of activities. The help is appreciated greatly by the staff but it is also a valuable way of allowing you an insight into what the children experience and learn when they come to nursery. It is not always appreciated what a marvellous experience this is for them and just how much learning actually goes on!

## HOME NURSERY LINKS

Nursery staff and Mrs Smith, Depute Head Teacher, will be happy to discuss any queries or problems with parents. Nursery staff will be available during the first 30 minutes of the session or 30 minutes before the end of the nursery session for:

- ◆ daily contact with parents.
- ◆ discussing child's progress.
- ◆ discussing nursery curriculum.
- ◆ answering queries.
- ◆ letting staff know of any family concerns.
- ◆ sharing information about child.



Please be aware that setting up time between morning and afternoon sessions is extremely tight and staff will not be available at this point to discuss matters except those of an urgent nature.

If a longer time for discussion is needed or the problem requires input from the Depute Head Teacher, then a call should be made to arrange a suitable time for the interested parties to meet together.

Other links are newsletters, outings, helping in the nursery and parents evenings. We want your child to be happy and to benefit from the nursery experience. Two-way communication is of paramount importance. Please let us know of any worries.

## 5. Curriculum for Excellence

Your child is working within the early level of Curriculum for Excellence.

In Laurencekirk Nursery we plan for:

- ◆ Opportunities for children to learn through purposeful, well-planned play.
- ◆ Quality, breadth and depth of learning experiences that children will encounter and how we can work together to ensure that every child can achieve and attain their potential.
- ◆ Active, experiential learning in natural and real contexts which are familiar to the children and appropriate to their interests and stages of development.
- ◆ Positive interaction with adults and other children through play and active exploration of their environment.
- ◆ Learning and teaching across curriculum subjects and areas are integrated to develop their understanding of, for example, science, language, communication, technology and mathematics from an everyday experience such as water or sand play.
- ◆ Smooth transitions and collaborative working with Primary 1.

### ASSESSMENT AND REPORTING PROGRESS TO PARENTS

A Learning Journey is an individual record of children's learning, which integrates various forms of assessment. Your child's Learning Journey is central to his/her learning experience in Nursery.

By observing and recording your child's achievements in their Learning Journey we can plan for your child's optimum development. We aim to foster a sense of children being involved in their own learning, have a sense of ownership over their achievements and the personal targets they set.

Parents can access learning Journeys at anytime. They will follow children through nursery and enhance the transition into Primary one.

The Learning Journey is sent home towards the end of each term for you to comment on.



# Laurencekirk Primary

## Our Vision

**“Working together to be the best we can be!”**



At Laurencekirk Primary School we aspire to be a school where everyone has the right to be; safe, healthy, achieving, nurtured, active, respected, responsible and included.

Where parental and community involvement is actively sought to enhance the life of the school. Our children have a voice and we respect their voice in line with the United Nations Convention on the Rights of the Child.

## Our Aims

Laurencekirk Primary aims to enable our pupils to become:

**C**onfident Individuals

**A**chieving Pupils  
best.”

**R**esponsible Citizens

**E**ffective Contributors

“I matter.”

“I can do my

“I care.”

“I play my part.”



## **PROMOTING POSITIVE BEHAVIOUR**

We start with the assumption that children want to behave well and do their best. To promote and foster this, we use genuine praise and recognition to encourage and acknowledge their efforts in a safe and caring environment where each child is respected as an individual and treated consistently and fairly.

If necessary, parents will be approached at the end of the session to discuss inappropriate behaviour so that it can be dealt with immediately and efficiently.

Parents are encouraged to tell nursery staff of anything that might affect the child at nursery so we can help and support them if required.

To support the rights and responsibilities of all in our nursery a set of rules has been agreed and shared with staff, pupils, parents and carers.

### **NURSERY RULES**

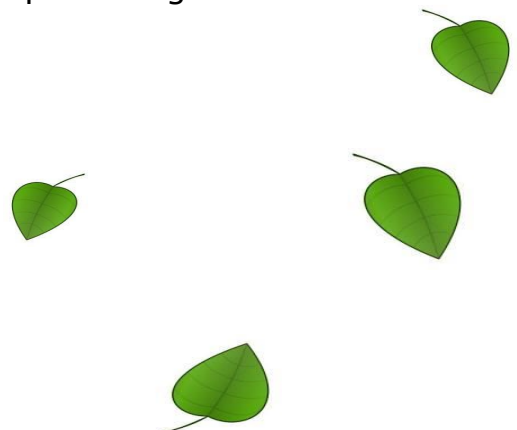
1. Use our walking feet and inside voices when in nursery
2. Play nicely and help to tidy up
3. Listen and speak nicely to everyone
4. Try something new
5. Share, be fair and take turns

### **ECO AWARENESS**

In Laurencekirk Nursery we fully support our Eco Code and participate in whole school 'Eco' activities.

Children are encouraged to recycle as much as possible – paper, card, plastic milk cartons, cans, tins by collecting these in the Nursery and taking them to our nearest Recycling Centre.

Environmental issues are discussed whilst developing positive attitudes towards caring for the world around us and a responsibility for protecting it.



## 6. Getting it Right for Every Child (GIRFEC)

We aim to ensure our nursery is a happy, secure place. A place where everyone's needs are met and everyone has the opportunity to succeed.

Our ethos reflects and corresponds to the Rights of the Child as stated by the UN Convention:

Article 28 – Children have the right to an education. Discipline in schools should respect children's human dignity.

Article 31 – All children have a right to relax and play and join in a wide range of activities.

Our practice follows the Scottish Government Model GIRFEC – Getting It Right For Every Child. Eight well-being indicators are used to identify specific areas which children and young people need to progress and develop and achieve their potential. These enable all those responsible for the care and support of the child to identify any needs/concerns and subsequently plan (with the child and family) any necessary action.

The eight well being indicators are:

- ◆ Safe
- ◆ Healthy
- ◆ Achieving
- ◆ Nurtured
- ◆ Active
- ◆ Responsible
- ◆ Respected
- ◆ Included

For more information about Aberdeenshire approach to GIRFEC go to:

<http://www.aberdeenshire.gov.uk/about/departments/girfec>

### Child Protection

“All children and young people in Scotland have the right to be cared for and protected from harm and to grow up in a safe environment in which their rights and needs are respected. The welfare of children is paramount” (*Protecting Children and Young People : Framework for Standards, Scottish executive 2004.*)

It is everyone's job to ensure children are kept safe in accordance with UNRC – all children have the right to be protected from abuse and harm at all times and in all situations.

All staff and volunteers are required to follow guidelines set out in our Child Protection Policy. Any parent who has concerns about the safety or protection of any child can contact the National Child Protection Line on: 0800 022 3222.

For further information go to North East Scotland Child Protection Committee Website on [www.nescpc.org.uk](http://www.nescpc.org.uk).

The National Guidelines for child protection in Scotland, May 2014.

[www.scotland.gov.uk/Resource/0045/00450733.pdf](http://www.scotland.gov.uk/Resource/0045/00450733.pdf)

## 7.Looking Ahead

### PRIMARY ONE

Please be aware that children who are zoned for Laurencekirk Primary will be allocated a place in Primary 1.

Those who live outwith our catchment will be allocated a place in their local school. **Attending our nursery will not guarantee a place in our school, nor will having a sibling already in school.**

In such situations a 'placing request' must be made and a decision will be taken near the end of the last term, as to whether it is possible to accommodate such children in the Primary 1 class / classes. Such requests have major implications to the staffing of all our schools.

### DEFERRING ENTRY INTO PRIMARY ONE

In a small number of cases it is felt that children who are of the age to attend school, e.g. 4 years old before the end of February would benefit from an additional year in Nursery.

Parents/Carers of children wishing to defer the entry of their child into primary school must apply for deferral. Parents should apply for Nursery **and** Primary 1 in order to ensure a place is allocated to them in the event that the request for deferral is unsuccessful.

If your child's date of birth is during **January or February** a delayed entry request form will be required to be completed by the Parent/Carer.

If your child's birthday is **between 1 August and 31 December** requests for deferral need to be supported by **at least one** other agency which is associated with the child e.g. doctor, educational psychologist or health visitor. Such requests for a deferral are then presented to an Admissions Panel who make the decision as to whether or not they will be allocated another year in the nursery.

