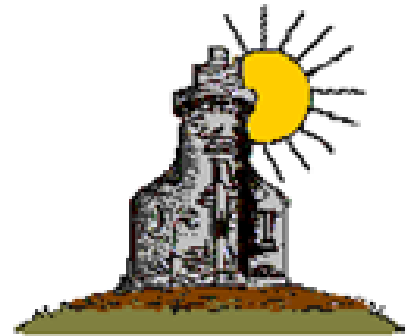




From mountain to sea

Laurencekirk Nursery Handbook

2020/21



Contents	2/3
Introduction to Laurencekirk Nursery	4
Relationships and partners	5
Organisation of the Nursery Day	6
1 Childcare and Early Years Education Extended Day Provision	6/7
2 Eligible 2-Year Olds	7
3 Early Years Transport	7
Our Team	8
Our Vision, Values and School Ethos	9
Early Level Curriculum	10
Assessment and Reporting	11
Transitions (Moving On)	11
4 Home to Nursery	11
5 Nursery to Primary School	11/12
6 Nursery Admissions	12
Support for Children and Young People	13
7 Getting it Right for Every Child	13
8 The Named Person	13/14
9 Educational Psychology	14
10 Enhanced Provision & Community Resource Hubs	14
11 The Child's Plan	15
12 Child Protection	15/16
Parent & Carer Involvement	16
13 Communication.	16
14 Decision-making and Developing Services	17
Nursery Procedures and Useful Information	17
15 Attendance	17/7
16 Nursery dress and belongings	17/18
17 Snack	18
18 School Closure and other emergencies	18/19

19	Storm Addresses	19/19
20	Change of address and Parental Contact Details	20
21	Healthcare & Medical	200/21
22	Comments, Compliment & Complaints	211
23	Insurance	211
24	School Off Site Excursion Insurance	22
25	Data we hold and what we do with it.	222
26	How Does Aberdeenshire Council Hold and Store Pupil Data	222
27	Parental Access to Records	22/22
28	ScotXed	233
29	Information Sharing	233
30	Freedom of Information	233

Introduction to Laurencekirk Nursery

Welcome to Laurencekirk Nursery School.

School Contact Details

Mr Iain Bell/Mrs J Smith (Acting) 01561 400640

Laurencekirk Primary School laurencekirk.sch@aberdeenshire.gov.uk

Frain Drive

Laurencekirk

Aberdeenshire

AB30 1EG

Website <http://laurencekirk.aberdeenshire.sch.uk>

Laurencekirk Primary Parent Council

laurencekirkppc@outlook.com

Facebook:

<https://www.facebook.com/laurencekirkprimarypartnership/>

Adverse weather and emergency closure

<https://online.aberdeenshire.gov.uk/Apps/schools-closures/>

Information Line 0370 054 4999 - School Pin 02 2060

(Please do not use this line to leave messages for the school.)

Laurencekirk School is a non-denominational school with a role of 323.

Devolved budgets are managed in accordance with authority guidelines to support planned improvements in the nursery and school.

Relationships and partners

Our most important partners are the families in Laurencekirk community. We work hard to ensure that parents have a say through their child's learning, using electronic, face-to-face and paper based surveys. Family Learning is important to enhance your child's learning and for them to take advantage of every learning experience in their lives. We operate an open-door policy for any parent/carer to ask for an appointment to meet with us or use the soft start/end of the session to speak with your child's key worker or any other member of staff. Equally we welcome positive comments too!

Relationships with learners are professional, positive and caring, whilst being encouraging and challenging. Children will have many opportunities within the class, school and community to develop positive relationships with others and see the benefit of investing in their learning and community.

We continue to build positive relationships with our community and have regular visits from Diane, the local librarian from Mearns Community Library. Diane operates a monthly mobile library in the nursery where she provides a wide range of books for children to enjoy at home with their families. The books can be returned to nursery or Mearns Community Library. We also have a local gardening expert Ian, who regularly comes into the nursery to support the children and staff with the upkeep of our garden as well as the planting and growing of a wide variety of vegetables. He helps the children to care for the garden while extending their knowledge and skills about where some of our food comes from. There are many more opportunities that we will develop as these relationships blossom.

Laurencekirk Nursery prides itself in its relationships between multi agencies. This allows us to access multiple agencies for advice and to quickly form action plans to get it right for every child. Some of our partners include our Educational Psychologist, Anne Wilson; Health Visitor, Mel McGuinness; Childsmile; Janine Esson; Child Development Team, as well as our experienced Social Work and Speech and Language Teams. We see our partnerships with these agencies as a positive model to support children and families and work with parents/carers to see them this way. All children and adults are lifelong learners and we have a positive relationship with Mearns Community Learning Development team. This team can provide valuable life and employment skills for many parents. If you are interested in this, please contact 01561 378298.

Laurencekirk Nursery also promotes a healthy lifestyle and playing a key role within our local community. We access a wide variety of services within our community such as Denlethen Woods, Kirk Lodge Care Home, Gannets coffee shop, Community Coffee Morning, Mearns Library and many more. We encourage our parents to volunteer within setting to share their skills with the children. For example, baking, craft and talking about the world of work.

We welcome any parents' support in attending Stay and Play sessions, Forest School sessions, parent workshops, Sports Day, end of year trip and Sponsored Walk as well as weekly community outings. 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.

Organisation of the Nursery Day

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

For your information the nursery day is as follows:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM	Nursery 1 8.50am – 12noon	Nursery 2 8.50am – 12noon	Nursery 1 8.50am – 12noon	Nursery 1 8.50am – 12noon	Nursery 2 8.50am – 12noon
PM	Nursery 2 12.20pm – 3.30pm	Nursery 1 12.20pm – 3.30pm	Nursery 2 12.20pm – 3.30pm	Nursery 2 12.20pm – 3.30pm	Nursery 1 12.20pm – 3.30pm

- ◆ We operate a soft start/end of around 20 minutes to the sessions to allow flexibility when dropping off/picking up your child. This time can also be utilised to speak with staff regarding your child's progress. More information about this will be shared at your induction.
- ◆ To ensure staff have adequate time to clean/prepare the nursery it is essential that your child is collected by the end of the session time. If for any reason you are running late, please call the school so that your child can be informed on 01561 400640.
- ◆ Please inform us of any change in the adult collecting your child so we can update the permission to collect children forms/board.

1. Childcare and Early Years Education Extended Day Provision

Laurencekirk nursery operates an extended day provision in response to families who are experiencing short term periods of difficulty. Admissions to Extended Early Learning Childcare (ELC) Provision is through a referral process and approved by local panels on a case-by-case basis. Referrals can be made by Health Visitors, Social Workers, ELC staff, parents or third sector organisations. Patterns of sessions are agreed at a meeting with the parents and Head Teacher and are reviewed on a regular basis. Lunch will be provided by the school kitchen, served in the nursery at no extra cost to the parent/carer.

Examples of when a place may be offered:

- Periods of family stress such as bereavement, long term illness, family breakdown
 - Families looking for support with parenting skills
 - Lone parents or young parents, under 24
 - Children with or affected by disability
-

- Families affected by unemployment or requiring extra support to remain in employment

2. Eligible 2-year olds

Eligible 2-year olds who meet the qualifying criteria are eligible to attend. They are given a free nursery place in the school session. Your 2-year-old is eligible if you receive one of the qualifying benefits and allowances:

- Income Support
- Incapacity or Severe Disablement Allowance
- State Pension Credit
- Jobseeker's Allowance (income based)
- Any income related element of the Employment and Support Allowance
- Child tax credit but not Working Tax Credit and your income is below £16,105
- Both maximum child tax credit and Working Tax Credit with income less than £6,420
- support under [Part VI of the Immigration and Asylum Act 1999](#)
- Universal Credit (interim measure)
- Any other qualifying benefit as stated by the [Department of Work and Pension](#)

Children are also entitled if they are:

- looked after and accommodated
- under a kinship or guardianship order
- referred by their health visitor

3. Early Years Transport

Transport to early year's settings will not be provided by Aberdeenshire Council, unless there are relevant exceptional circumstances. Where there are significant additional support needs, transport may be provided. In such instances this requirement should be discussed with the Head Teacher in conjunction with the Early Years Quality Improvement Manager.

Our Team – Centred around your child.

Early Years Team

Senior EYP

Miss Hayley Wood

Miss Cheryl Forbes

Lead EYP

Miss Heather Murdoch

EYP

Mrs Fiona McCombie

Miss Aimee Andrew

Miss Jess McLean

Mrs Laura Petrie

Mrs Rachel Codona

Other people who support our children

Ian Alexander – Gardener

Janine Esson – Childsmile*

Diane Grant – Mearns
Community Library Assistant*

Facilities Staff

Janitorial*:

Mr Brian Clark – Supervisory

Mr Scott Hall

Mr Doug Petrie

Mr Jim Morrison



School Administrators

Mrs Lorna Simpson

Mrs Marianne Clark

P1 Teachers

Mrs Christine Foster P1a

Mrs Mhairi Cairns P1b

Ms Grace Long P1/2

Senior Leadership Team

Mrs Jill Smith - Acting Head Teacher

Mrs Shelley Begg – Depute Head
Teacher

Mrs Louise Anderson – Principal
Teacher *

Miss Fiona Crichton – Early Years
Principal Teacher*

Our Vision, Values and School Ethos

Laurencekirk Primary

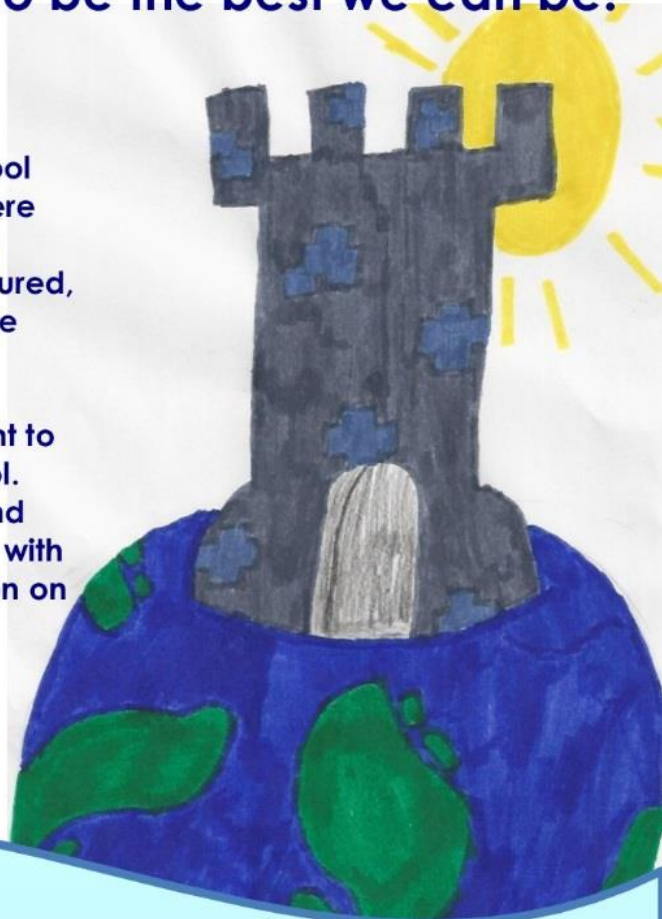
Our Vision

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

Our Values

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.

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:

Confident Individuals
Achieving Pupils
Responsible Citizens
Effective Contributors

“I matter”
“I can do my best.”
“I care.”
“I play my part.”

Early Level Curriculum

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.

This approach complements the nurturing and aspirational outcomes of Getting It Right for Every Child, and our aim in Aberdeenshire to overcome inequality by Raising Attainment for All, promoting Equity and Excellence in schools, and Closing the Gap.

Pace, Progression and Challenge whilst enduring Depth in learning and Personal Choice in a Relevant and Coherent curriculum.

Throughout your child's 9 years at Laurencekirk School (Early Learning and Childcare to Primary 7), they will follow a balanced and progressive structure of learning. Whilst the teacher and Early Years Team will plan according to the National Curriculum, your child will enjoy the opportunity to have a say in how they will meet the learning targets set by the teacher/Early Years Practitioner. This interactive learning style ensures that your child is engaged in the learning process whilst our dedicated staff use our bundling and progressions frameworks to ensure that learning is in depth, challenging your child and at a pace that will ensure they become confident and successful learners in all that they do. Examples of the way Curriculum for Excellence Levels are met throughout the curriculum can be found on our website: <http://laurencekirk.aberdeenshire.sch.uk>

Further information on the schools approach to Curriculum for Excellence including information for parents, can be found on the school website at:

<http://laurencekirk.aberdeenshire.sch.uk>

More general information on Curriculum for Excellence can be found by clicking on the hyperlink below.

Early Learning & Childcare:

<https://www.education.gov.scot/scottish-education-system/Early%20learning%20and%20childcare>

Assessment and Reporting

At Laurencekirk Nursery, we use Planning in the Moment using paper focus sheets. This will be explained to you in more detail at your induction. A profile is an individual record of children's learning, which integrates various forms of assessment. Your child's profile is central to his/her learning experience in Nursery.

By observing and recording your child's achievements in their profile we can plan for your child's development and progression of learning. 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 your child's profile termly. They will follow children through nursery and enhance the transition into Primary one.

The individual focus sheets for the weekly focus children will be available for you to see at any time. We are also looking to begin using Seesaw (digital reporting) this year and we will give you more information in the near future with regard to this.

Transitions (Moving On)

Transition is a part of every child's life and we work with parents/carers and the child to develop skills and strategies to become confident in this life skill.

4 Home to Nursery

This year, we have planned virtual transition activities for our children and families joining us. These will continue to be emailed to you over the coming months. As the current situation continues to develop, we will provide further information on how we can fully support the transition into nursery.

We will also work in close contact with your child's current setting (if they currently attend one) to allow us to gain as much information about your child to make the transition process as smooth as possible.

Parents/carers will also have the opportunity to meet staff at the beginning of each session and we welcome parent/carer feedback at this time to help us support you and your child/ren.

5 Nursery to Primary School

By being a member of Laurencekirk Nursery, you are a member of our School. We promote an inclusive approach where your child will have already been involved in assemblies, charity fundraising and making regular trips to the school office with their house tokens. Your child will also have experienced many of the communal areas of the school such as the PE hall, Music Room and playground.

Throughout the year we build relationships with our partner nurseries. For example, your child will have opportunities to visit the Primary 1 area, joint visits in the local community, school shows etc.

Next steps in transition will involve meeting the teachers in the Early Years of the school. This will normally happen in term 3&4 of the pre-school year. At this point we work closely with our partnership nurseries and create an inclusive model where all children who are in the Laurencekirk catchment area get a chance to play together and build relationships. There will be three formal transition sessions where parents/carers will bring their child to the school and collect them after they spend time with their class teacher. This will take place in May/June.

This can also be a nervous time for some parents and we support them by having a parents afternoon/evening to become familiar with the whole school, teaching staff and management, allowing parents the chance to ask questions and build a picture of where their child will be learning each day. Many parents who have joined our Parent Council whilst their child is in Nursery feel that this is a positive part of their transition process.

Placing request forms are available from the school office.

Visit Parentzone for more information about transitions:

<https://education.gov.scot/parentzone/my-child/transitions>

6 Nursery Admissions

All parents should submit an application form for their child, to the nursery of their choice during the admissions period. The application form can be found here:

<http://aberdeenshire.gov.uk/schools/information/early-learning-and-childcare-information/>

Support for Children and Young People

7 Getting it Right for Every Child

Getting It Right FEC is the national policy approach in Scotland which aims to support the wellbeing of all children and young people, by offering the right help, at the right time, from the right people. Certain aspects of this policy have been placed in law by the Children and Young People (Scotland) Act 2014.

Wellbeing of children and young people sits at the heart of the Getting it Right for Every Child approach. Eight Wellbeing Indicators shown below, outline the aspirations for all Scotland's children and young people.



The Getting It Right approach means services will work in partnership with children, young people and their parent/carer(s) and we want every child at Laurencekirk School to feel happy, safe, and supported to fulfil their potential.

8 The Named Person

Prevention and early-intervention are seen as key to the Getting It Right approach in achieving positive outcomes for children and young people. By providing support at an early stage, most difficulties can be prevented from escalating.

One way the Scottish Government has decided this should be taken forward, is by making a Named Person available to every child and young person in Scotland. In Early Learning and Childcare, the named Person is your child's Health Visitor. The Education Service provides the Named Person Service for all children on entry to Primary One, until aged 18 (or beyond where a young person remains at secondary school). In Aberdeenshire the Named Person will be either the Primary Head Teacher or Depute Head Teacher and in Secondary School, the Named Person will

be that young person's allocated Principal Teacher of Guidance (with a few exceptional circumstances).

The purpose of the Named Person role is to make sure children, young people and parents have confidence that they can access help or support no matter where they live or what age the child is. Acting as a central point of contact, the Named Person can help children, young people or parents/carers get the support they need, if and when they need it.

The Named Person can help by:

- Providing advice, information or support
- Helping a child, young person, or parent/carer to access a service or support
- Discussing or raising a wellbeing concern about a child or young person.

There is no obligation for children and young people or parents to accept any offer of advice or support from the Named Person. Non-engagement with a Named Person is not in itself a cause for concern.

For more information you can contact your child or young person's Named person directly, or go to:

<http://www.girfec-aberdeenshire.org/for-parents-carers/what-is-the-named-person/>

9 Educational Psychology

Educational psychologists are trained to work in collaboration with school staff, parents and other professionals to help children and young people to achieve their full potential. They use psychological skills and knowledge to improve the learning and wellbeing of all children and young people and offer schools a range of services including consultation, assessment, intervention, research, project work as well as support for staff's professional learning and development.

<http://aberdeenshire.gov.uk/schools/eps/>

10 Enhanced Provision & Community Resource Hubs

Aberdeenshire Council is committed to supporting children and young children to be educated in local nurseries/schools through providing the right support in the right place at the right time. By enhanced provision we mean that a local primary and secondary school has an enhanced level of resources, such as access to a sensory room and life skills area; and support for learning staff who have an enhanced level of expertise to meet a range of needs.

Further enhancement is available through the community resource hub, for a small minority of children with severe and complex needs, who regardless of chronological age are making very small steps in learning and are at the early levels of learning. The enhanced provision centres and community resource hubs can offer outreach support to mainstream schools, short term assessment placements, flexibility (e.g. blended places) and access to a variety of therapies.

For more information on all of our resources and policies go to:

<http://asn-aberdeenshire.org/>

11 The Child's Plan

The Getting It Right approach makes sure children and young people are provided with a range of support, which is proportionate and put in place to meet assessed need.

For a small minority of children, there might be higher levels of need or risk identified. These children may require a level of targeted support, coordinated on a single or multi-agency basis through a Personal Plan, Care Plan, Support Plan or Individual Education Plan.

Where a child needs one or more targeted interventions, the benefit of a Child's Plan will be discussed with their parents/carers. An assessment would identify any affected wellbeing indicators (Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible, Included), looking at both strengths and pressures in the child's situation, and fully involving the family in discussions.

The Child's Plan will outline what action will be taken by the child, their family and professionals, and detail how these supports aim to help improve the child or young person's Wellbeing and overcome any difficulties.

A Lead Professional will help to co-ordinate and manage any Child's Plan.

Information is available on the Aberdeenshire Getting It Right Website:

<http://www.girfec-aberdeenshire.org/for-parents-carers/>

12 Child Protection

Child Protection is everyone's responsibility. Protecting children and young people is the responsibility of every member of the community.

Within **Laurencekirk Nursery/School** we have a designated member of staff appointed to be responsible for Child Protection matters. If there is the possibility that a child could be at risk, the school is required to refer the child to Social Work, the Police or the Children's Reporter. Here at **Laurencekirk Nursery/School** the designated officers are:

Child Protection Officer: Mrs Jill Smith

Depute Child Protection Officer: Mrs Shelley Begg

Remember – if you suspect abuse, do not rely on someone else to notice.

If you would like to speak to someone, seek help or pass on information or concerns:

Social Work Monday to Friday during office hours contact your Children & Families local Social Work Office – 01467 537111

Evenings & Weekends call the Out of Hours Service on 03456 08 12 06

Police Emergency 999, Non-Emergency 101

Signs of abuse can range from poor personal hygiene and hunger to unexplained injuries or self-harm.

If a young person tells you they are being abused:

- stay calm and listen to them
 - never promise to keep it a secret – tell them you must let someone else know
 - remind them that they are not to blame and are doing the right thing
-

- report it, but leave any investigation to child protection agencies

Protecting Aberdeenshire's children and young people is everyone's business, go to:

<http://www.girfec-aberdeenshire.org/child-protection/>

Parent & Carer Involvement

We recognise the important role that parents/carers have in their child's education and strive to work in partnership with them, as we believe continual involvement is crucial to successful learning. Our pre-school parents will be provided with family learning packs in Term 4 which help families to learn together. We also have a stock of 'lending bags' which are available for you to take home and swap at any time throughout the year. These are generic and designed by nursery staff to support children over a range of abilities.

We aim to keep parents informed about their child's progress and achievements, sharing any concerns or difficulties promptly as they arise. Parents/carers will be provided with an ongoing profile which documents some of their learning experiences in their green books.

Parental engagement and feedback from children and young people who use services is seen as key to their development and creating relationships of trust, based on transparency, inclusion and respect, is the basis of positive working relationships with children, young people and their families. This includes recognition and awareness of differing cultures and backgrounds, which may have an impact on, or be important to a child or young person's situation.

13 Communication

The nursery/school uses a range of approaches to share information and enable insight into what your child is learning and how they are progressing. These include:

- Use of text, email and Xpressions app
 - 'Laurencekirk Nursery' closed facebook group
 - 'Laurencekirk School' closed facebook group
 - SeeSaw
 - School Website
 - Newsletters
 - Events
 - Profile ongoing
 - Assemblies
 - Open days/mornings/afternoons
 - Stay and Play
 - Parent helpers
 - Soft Start and End
 - Parents Group
 - Laurencekirk Primary Partnership (school parent council)
-

The nursery/school calendar highlights planned opportunities where we welcome parents & carers into school for events and opportunities to talk about their child's progress, wellbeing and behaviour.

14 Decision-making and Developing Services

Reflecting our vision, values and aims, the nursery has a range of priorities that we work to improve on each year which are explained in our Nursery/School Improvement Plan (SIP) which can be viewed on the school website. To take forward some of those priorities we need parents/carers views, ideas, opinions along with creating the opportunity to draw upon parents skills and strengths. To enable this we have a series of working groups/focus groups which any interested parent is invited to be part of. We also regularly consult on key issues using a range of tools such as questionnaires.

Laurencekirk Primary Partnership, which is a nominated group of parents that represent the views of the parent forum, works with us to ensure we understand how to most effectively involve parents in their children's learning and to support the school with our improvements. Contact the Parent Council Chairperson (Rebecca Moir) or Headteacher for more information about getting involved in the LPP or email: laurencekirkppc@outlook.com

Nursery procedures and Useful Information

Nursery Procedures are published on the school website and can be found by clicking on the following link:

<http://laurencekirk.aberdeenshire.sch.uk/nursery-policy/>

15 Attendance

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. You can tell staff of any planned absences at drop off/pick up. Alternatively, please call the school (before 9am if possible) to notify staff of absence. We operate a 24-hour messaging service which can be reached on 01561 400640. 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 staff or the other children.

16 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 School sweatshirt available through two suppliers: Tesco and Schoolwear Made Easy. Links to these sites can be found on our website. Uniform is not essential for nursery children, as long as the children are in clothing which they are comfortable.

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 staff can reunite lost property.

Appropriate dress for the weather conditions is essential for nursery as we promote open access to our outside area every day to play and learn outdoors regardless of the weather. Please can we ask that your child does not bring in toys from home.

17 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. Aberdeenshire Council set this amount.

The amount for this coming term is To Be Confirmed. This will be shared with you upon starting nursery.

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. If your child is absent from nursery for a week or more your fees will be refunded. If you do not do online banking then cash payments can be made and a receipt will be given.

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. Children are encouraged to try new foods and have a choice of water or milk to drink.

18 School Closure & Other Emergencies

Head Teachers decide when nurseries/schools should close due to bad weather or another emergency. In bad weather they will decide this after receiving information about local weather conditions. This decision can be made during any time, day, or night. These guidelines outline the procedures for dealing with school closures during bad weather or other emergencies.

If children are at nursery/school...

If your child attends a Nursery, Primary or Special School, which is to close early, the school will contact you by telephone. If this is not possible the school will contact your named 'emergency contact'. No child will be released from nursery/school without contact being made. It is important contact details are current and the people named are available – particularly during bad weather.

If you are concerned about local weather conditions, contact the school. You may wish to collect your child yourself and are free to do so provided you make arrangements with the school.

Before the start of the nursery/school day...

During bad weather some staff may not be able to get to nursery/school or bus routes may not be safe to travel on – so the nursery/school may have to close. Headteachers will advise parents and carers using the following communication tools:

Outwith nursery/school hours, your local radio station is a good place to find out information on school closures. The following radio stations receive updated information every 30 mins from our website:

Northsound 1

FM 96.9

Northsound 2

MW 1035 kHz

BBC Radio Scotland

FM 92.4 - 94.7 MW 810 kHz

Moray Firth Radio

FM 97.4 MW 1107 kHz

North East Community Radio

FM 97.1 - 106.4

Waves Radio

FM 101.2

Original 106 FM

Twitter

<http://twitter.com/aberdeenshire>

Aberdeenshire Council Website

<https://online.aberdeenshire.gov.uk/Apps/schools-closures/>

You also have the option to sign up to receive email alerts when your school(s) updates their closure status:

<https://online.aberdeenshire.gov.uk/myAberdeenshire/>

School Information Line

Tel: 0370 054 4999 then Schools Pin no. 02 2060. If you cannot get through first time, please do not put this number on redial. This will only lead to the line being busier.

19 Storm Addresses

When there has been severe snow storm during the day it may be prudent for pupils who live some distance from the normal bus routes not to attempt to reach their homes but to spend the night in alternative accommodation nearer school. It is the parents responsibility to inform school about any pupils who may be at risk in such

situations and to provide the name and address of a relative or friend who is willing to provide overnight accommodation.

20 Change of address and Parental Contact Details

To enable us to make easy contact with parents, the nursery/school would appreciate if any changes of address, telephone number or circumstances are notified in writing to the School Office. It is also important that the school has details of an Emergency Contact should it prove impossible to get in touch with parents in the event of an emergency.

21 Healthcare & Medical

In all cases where a child requires medication to be given in school, we must have precise written instructions from the parent or guardian in relation to the amount and frequency of the dosage and signed parental 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 nursery and in the evening. In most cases it is unlikely that your child will be attending nursery if they require medication.

Parents/carers are requested to keep children at home for **48 hours** if the child has diarrhoea, vomiting, flu-like symptoms or is clearly unwell.

Always seek a GP's advice before sending a child back to nursery. Please remember that other children can be vulnerable to infection.

Although our medical staff provide help and advice as appropriate, all children must be registered with a doctor in general practice who should be consulted about health matters as they arise. Parents should provide us with the name and telephone number of their child's doctor and an up-to-date emergency contact for themselves in case it becomes necessary for a child to be sent home during nursery hours because of illness.

Children who have medical conditions that, if not properly managed, could limit their access to early learning and childcare. Such children are regarded as having health care needs. Most children with health care needs are able to attend nursery regularly and, with some support from the nursery can access most activities. However, nursery staff may need to take extra care in supervising some activities to ensure that children are not put at risk.

Planning formats may include either:

- Individual Pupil Protocol (IPP) (Med form 7).
- Health Care Plan written by Health professionals for very specific medical needs.

A risk assessment should also be completed.

The above can help our nursery to identify the necessary safety measures to support children with medical needs and ensure that they and others are not put at risk.

Please find our Medication Policy here:

<http://asn-aberdeenshire.org/wp-content/uploads/2017/08/Admin-of-Meds-and-Healthcare-2016.pdf>

Sunscreen - As children are outdoors for learning and for play, parents should apply this prior to sending children to nursery. Nursery staff do not supply, nor do they apply, sun protection cream. If a child attends nursery for an extended day, then nursery staff will reapply as per product instruction during the extended day.

If your child has long term medical conditions such as asthma or diabetes, which may require on-going support, this should be fully discussed with the nursery. In certain cases, specific training of staff about a child's treatment may need to be given. In addition, some children have conditions which may require occasional staff intervention e.g. severe allergic conditions such as anaphylaxis.

22 Comments, Compliment & Complaints

To reflect our commitment to working with you, it is imperative that if you have any concerns these are shared and discussed with us as a nursery. We work hard to make sure you feel listened to as parents or carers, and find many difficulties can be easily resolved through the opportunity for direct discussion. However, if you are dissatisfied about our action or lack of action, or about the standard of service provided by us, you can submit a complaint.

To explain our complaints service and how the process works please go to:

<http://publications.aberdeenshire.gov.uk/dataset/072f6c0d-955a-4f4c-a228-568e30884391/resource/52439609-98b5-45eb-b1e6-0d418371ba27/download/full-complaints-procedure-customerv6.pdf>

Where complainants continue to be dissatisfied with a stage 2 response, complaints can be referred to the Scottish Public Services Ombudsman. Further information and guidance can be found at:

<http://aberdeenshire.gov.uk/contact-us/have-your-say/have-your-say-guide/>

You may also complain direct to the Care Inspectorate Tel: 03456009527.

23 Insurance

No insurance is held by Aberdeenshire Education & Children's Service that automatically compensates nursery children for personal accident, whether an accident occurs within or outwith the boundary of the nursery. Insurance of this nature, e.g. personal accident, life, private medical, is seen as a parental responsibility. It is your responsibility as a parent to insure your child for personal accident or death if you feel this is appropriate.

Aberdeenshire Education & Children's Services does hold third party liability insurance, which indemnifies the Council against claims from third parties, e.g. parents on behalf of pupils who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees. In these circumstances all claims are handled on behalf of the Council by external Insurers and Claim Handlers and compensation is dealt with on a strictly legal liability basis.

The Authority has a duty of care in respect of children in its charge during nursery hours and as such has to take reasonable steps to ensure the safety of all nursery children.

Parents may wish to consider their own insurance arrangements in terms of appropriate extensions to their household insurance or arranging their own separate covers.

24 School Off Site Excursion Insurance

Aberdeenshire Council has in place a School Excursion Insurance policy, whereby both children and staff are covered for offsite activities / trips both within the UK and abroad (offsite meaning off the school premises). The policy covers medical expenses, loss of baggage, cancellation, curtailment and change of itinerary (along with other sundry benefits) etc. for worldwide trips and adventurous activities (including winter sports).

If personal items such as jewellery, phones/tablets, watches etc. are taken on a nursery trip then these are taken at an individual's own risk and are not covered under the policy, unless damage or loss is caused by an Aberdeenshire Council employee. Should a parent or carer want such items to be covered then this would need to be arranged by parents/carers independently of the school. In addition to this policy, Aberdeenshire Council also holds Public Liability insurance cover for any injury or loss incurred by individuals due to the negligence of the Council or its employees (including volunteers).

25 Data we hold and what we do with it.

Education authorities and the Scottish Government collected data about children on paper forms for many years. We now work together with nurseries to transfer data electronically through the ScotXed programme. This has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within the Scottish Government itself.

26 How Does Aberdeenshire Council Hold and Store Pupil Data

Aberdeenshire Council use a system called SEEMIS which is used in all local authorities in Scotland and is subject to independent scrutiny to ensure that it is a secure environment for holding such data. Our nurseries/schools update the data held in the system when they have an education update to make to a pupil's record or when they receive advice from a parent or guardian either through the Annual Data Check exercise or when they are made aware of a change of circumstances at any other time in the year. As an early learning and childcare setting we are required to request a parent/carers to complete a Data Check every six months.

27 Parental Access to Records

SAR - Subject Access Request information

Subject Access Requests are the formal process by which individuals can seek information held about them (or their children) by the council. The requests can be broad, in terms of everything that is held, or quite specific - everything held by a specific department, establishment, team or individual. We have a legal requirement to provide the information under the Data Protection Act 1998. An SAR is wider than an Educational Record in that it will include all personal data held about a child not just their educational record. Further information can be found at:

<https://ico.org.uk/for-the-public/personal-information/>

The Pupils' Educational Records (Scotland) Regulations 2003 means that you can get access to your child's records. Details of the regulations and process for obtaining information specific to pupils are available by contacting the school directly or can be found at:

<https://education.gov.scot/parentzone/my-school/general-school-information/My%20child's%20record>

28 ScotXed

If you have any concerns about the national ScotXed data collections you can email the Head of Schools Analysis, Mick Wilson, at mick.wilson@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 2D, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

29 Information Sharing

In terms of effective communication, including sharing relevant and proportionate information, where appropriate, Aberdeenshire Council in accordance with the Data Protection Act 1998 and Human Rights Act 1998 adheres to this as part of our current routine practice.

30 Freedom of Information

The law gives everybody a right to access all recorded information held by the council. This is called Freedom of Information or FOI. Anyone can use this right, and information can only be withheld where Freedom of Information (Scotland) Act 2002 (FOISA) expressly permits it.
