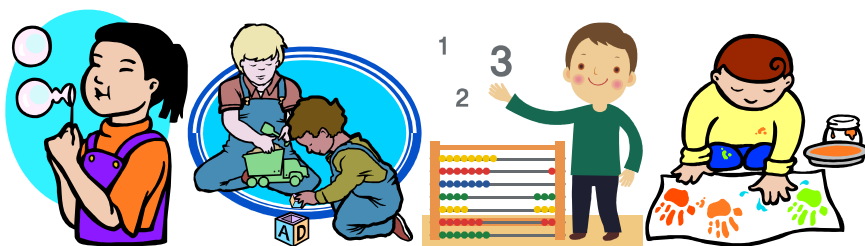
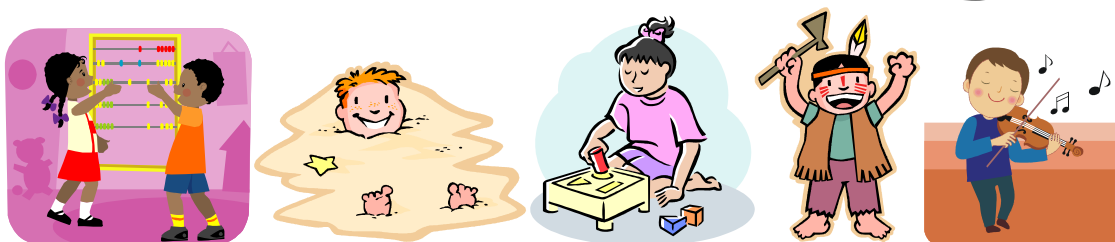


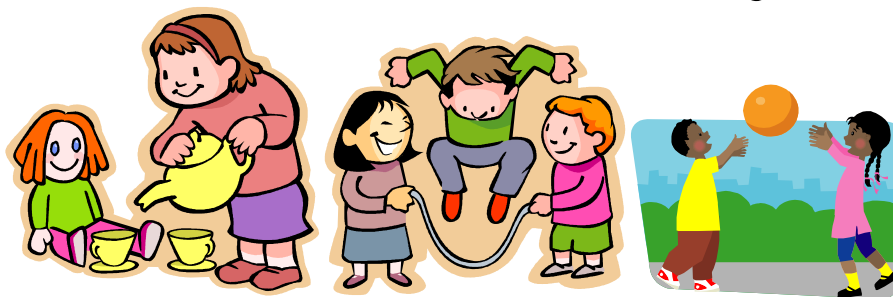
Welcome to



Lunnasting



Nursery



Starting Nursery

Starting Nursery marks a new and exciting stage of life for both a child and his/her parents. This booklet has been put together to provide some information about Lunnasting Nursery and briefly describes the aims and practice of nursery education. We hope you find it useful and would welcome your suggestions of any additional items to include in the future.

Nursery Times

Nursery runs from 9.15am until 11.45am during school terms. A list of school holiday dates accompanies this booklet. Please try to be on time, but not too early to allow nursery staff time to set out equipment and prepare for the session each morning! We finish at 11.45am and again parents are asked to be punctual, as young children who are left can easily become distressed. If, for any reason, you are going to be delayed, please telephone the Nursery. Please remember to make a note in the book by the register, if someone else is picking up your child.

Enrolment

We can accommodate 12 children under the supervision of a Nursery Teacher and an Early Years Worker. The SIC Education Service has a policy on admission to Nursery classes which gives priority to children with Special Needs and to children in the year immediately prior to school entry.

Attendance

Once a place has been offered and your child has had time to settle in, regular attendance is expected so that maximum benefit can be gained by your child. Please let us know if s/he is likely to be absent for an extended period of time -e.g.family holiday or illness.

Settling in

Nursery should be an enjoyable experience for all children from the beginning. Children entering Nursery come from various backgrounds and have enjoyed a variety of pre-school experiences. Some children settle quickly while others take longer to gain confidence. Parents can stay initially with their child when s/he is settling into Nursery, with the time the child is able to spend on his/her own being gradually extended, until the child stays for the whole session. This process will be supported by Nursery staff.

Aims

At Lunnasting School our Vision is:

That we work together so that everyone can do their best.

In our Nursery department, we realise this vision through the following aims. We aim to:

- Create a safe, secure, stimulating and well-planned learning environment that meets the individual needs and interests of all our children
- Provide opportunities through play which encourage children to develop emotionally, socially, intellectually and physically
- Promote good standards of behaviour and interaction with other children and adults
- Develop and maintain good relationships with parents as we work with them in partnership
- Continue to build upon what the child has learnt at home, broadening their range of learning experiences and stimulating their curiosity and imagination
- Enable each child to develop as a confident individual, successful learner, effective contributor and a responsible citizen.

The Curriculum

The Curriculum followed is a *Curriculum for Excellence*. This curriculum is one that children follow throughout their school years, as it goes from age 3 to 18. There are 8 different areas that we cover in Nursery, covering specific subjects, such as language and maths, as well as social and emotional development. Please do not hesitate to contact Nursery staff if you would like more information about the Curriculum.

What's when?(The Timetable)

Monday Library

Tuesday Gym

Wednesday Music

Thursday Art

Friday Gym

We also try to bake once a week but the day varies!

Nursery facilities

The Nursery playroom is divided off into areas where different activities take place. As often as we can, we will get outside for outdoor play, we have waterproof jackets and trousers to increase these opportunities. For gym, we use the main hall in the school on Tuesday and Friday mornings.

Healthy Snack

During each session the children have a healthy snack consisting of milk or water and fruit or vegetables with, for example, toast or pancakes, etc. Please advise staff if your child cannot drink milk or has any allergies. We ask for a small contribution towards snack of **£2.00 per week** payable on Mondays, or a single payment for the whole term. This also covers the cost of baking. Birthdays in the Nursery are celebrated with a special snack.

Clothing

Children are best dressed in easy fitting play clothes. Please do not put on 'good' clothes as there are always painting and gluing activities on offer. It is a good idea to put on clothes which your child can manage independently for going to the toilet. In the event of an accident we have spare clothing, however some children prefer their own clothes, so if you feel this is a possibility with your child, please send up some spare clothes in a bag which can be left in your child's box at nursery.

Twice a week we have a session of gym in the school and this is a time when the children can get used to the idea of changing for gym. Please send shorts and gym shoes to nursery, these can be left in their box in nursery for the term.

Children should always come with clothing for going outside as we will provide a period of outside play whenever possible. Please ensure your child has warm clothes and suitable shoes.

If your child comes in Wellington boots, please bring a spare pair of shoes/trainers for him/her to change into.

Health

If your child is not coming to Nursery as they are unwell, please remember to phone and let us know.

If your child becomes unwell during the day, we will contact you to take him/her home. Please ensure we have the name, address and telephone number of a relative or friend whom would take charge of your child if we cannot contact you.

If your child is unwell, please keep him/her at home until s/he is better. Your caution will save putting classmates (and staff!) at risk as well as aiding his/her recovery. If your child comes into contact with an infectious disease such as chickenpox, impetigo, slap cheek, etc. please let the staff know as soon as you can.

We can no longer issue alert letters when a case of head lice is reported in nursery or school but we encourage all parents to check their children's hair for lice weekly. This is best done by wet-combing, a simple but very effective method. Information regarding lice and bug-busting is available from the nursery or school at any time.

Please encourage your child to be as independent as possible when using the toilet. If there are any issues with toileting, please discuss these with nursery staff and we will do our best to be sensitive to these.

What should a child try to do for him/herself?

Starting nursery means your child will begin to be more independent and to look after him/herself. There are many ways in which parents can help him/her on this path.

Children should be **encouraged** to:

- Undress and dress themselves so that they can cope on gym days.
- Put on their jacket and be able to fasten it.
- Put on their shoes and fasten buckles. We don't expect children to tie shoelaces at this stage. Slip-on shoes or Velcro fastenings will give that extra bit of independence.
- Use and flush the toilet themselves, and redress before washing and drying their hands.
- Use a handkerchief and cover their mouths when coughing or sneezing.
- Ask for help politely when they find something difficult.

How can parents help?

- Do things with your child and talk about it -whether it's everyday things such as shopping, playing outside, a walk or special things, such as buying a birthday present for a friend.
- Play games together - board games such as Lotto, Pairs, as well as football.
- Read stories to your child, teach him/her songs and rhymes.
- Encourage him/her to draw, paint, colour and model with play dough and junk.
- Encourage him/her to put his/her playthings away - this is an important mathematical activity as well as making life easier for us all!
- Encourage 'pleases' and 'thank yous' -this helps make the world a more pleasant place for everyone.

Nursery Policies

Our book of policies is always displayed in the nursery. Please feel free to look through this. If you wish a copy of any policy please request one from a member of staff. Any comments you have to make on these policies will be very welcome.

Our **complaints policy** is displayed inside the nursery as well as in the folder. Please feel free to share any concerns with either nursery staff or the headteacher and we will do our best to resolve them, thus preventing it becoming a complaint.

Both members of staff have full training in the Shetland Interagency Child Protection Procedures and will contact the relevant agency in the event of a child protection concern.

Data Protection

All data held regarding your child will be treated in a strictly confidential manner. As apparent though, you are able to access any information held about your child as laid out in our Open Access Policy. If at any time you would like to look through this folder, please ask a member of staff who will be only too happy to give it to you to look through.

Thank you for reading the above information. If there is anything you would like clarification on or something we have not covered, please don't hesitate to ask. We would like to continue to improve this booklet and would be interested in any comments you have on its contents, layout, etc.

Remember this is a partnership and that means communication must be two way. If there are any problems or issues you wish to discuss, please contact either Mrs Karen Osborn or Mrs Inga Irvine and we will do our best to help.

SCHOOL & NURSERY ADDRESS:

Lunnasting Primary School
Vidlin,
Shetland,
ZE2 9QB

SCHOOL TELEPHONE: 01595 745690

Nursery Staff

Mrs Karen Osborn
Mrs Inga Irvine

Nursery Teacher
Early Years Assistant