



# Uryside School Nursery Handbook



*We hope you find this document informative. If you have any questions, please do not hesitate to contact us for further information.*

Uryside School  
Peregrine Drive  
Inverurie  
AB51 6AS

Telephone 01467 536 800  
[uryside.sch@aberdeenshire.gov.uk](mailto:uryside.sch@aberdeenshire.gov.uk)  
<http://uryside.aberdeenshire.sch.uk>



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On behalf of all the staff, we warmly welcome you and your child to Uryside nursery. If this is your first experience of a nursery, then I hope that this Handbook will be a useful guide to what takes place in our nursery. This handbook is designed to equip you with the information that you will need during your child's time in nursery. Remember, you can also ask staff any questions you may have. Please remember to look in the Nursery reception area at the displays as we are always interested in your views and feedback.

We have a highly trained staff team who value the relationships we develop with our families and nurture an approach where we welcome open communication to share information about children and their health and wellbeing. The nursery operates in an open plan, free flow format whereby staff have a particular responsibility for a key group of children. Strong links have also been made with other professionals such as health visitors.

Staff make very good use of children's ideas and interest to shape their learning environment indoors and out. Learning experiences are planned to ensure that children are making progress in a broad range of curricular areas including literacy and numeracy. We are proud of our ongoing community engagement, making effective use of the learning opportunities provided within our garden and the local environment. High priority is given to celebrating children's success and achievement in an inclusive manner and we strive to document individual child's progress on their journey through nursery.



## **Nursery times**

**Drop off 8am/8.30am/8.45am**

**Pick up: 1pm/3.30pm/4pm-6pm**

**Please ensure staff are made aware of changes to drop off and pick up times to ensure staff ratios are met at all times. Thank you.**

## **Collection of children**

We would appreciate if children could be dropped off and picked up promptly. Please make sure your child is brought and picked up by an adult who is known to us. If there are any last minute changes to who will be collecting your child, please inform the school office by phone who will then pass the message on. Drop off and pick up will be via the main nursery door. The only exception is that those in group 1 being collected on a Wednesday at 1pm will exit via the garden gate and be collected there. More information will be shared around this.

We must have a current emergency contact who is available while your child is in our care. Remember to tell us of any change of address or contact telephone number if these change in the course of your child's time in nursery or school.

## **Meet the Staff**

<b>Early Years Senior Practitioner-</b>	<b>Miss Cheryl Pow</b>
<b>Early Years Lead Practitioner-</b>	<b>Miss Ali Grigor</b>
<b>Early Years Lead Practitioner-</b>	<b>Mrs Gemma Latto</b>
<b>Early Years Practitioner-</b>	<b>Miss Karen Robertson</b>
<b>Early Years Practitioner-</b>	<b>Mrs Toni Hird</b>
<b>Early Years Practitioner-</b>	<b>Miss Kerry Thomson</b>
<b>Early Years Practitioner-</b>	<b>Miss Lauren McIntosh</b>
<b>Early Years Practitioner-</b>	<b>Miss Lana Brown</b>
<b>Early Years Practitioner-</b>	<b>Miss Katie Harkin</b>
<b>Early Years Practitioner-</b>	<b>Mrs Angela Morrison</b>
<b>Assistant Early Years Practitioner-</b>	<b>Mrs Rizza Stewart</b>

## **The Key Worker System at Uryside Nursery**

The Role of the Key Worker:

*"A key worker is a valuable point of contact for both the child and her family and a link with the Early Years staff and other professionals providing care and support both inside and outside the setting." - Dare & O'Donovan (page 172, 2009)*

A Key Worker at Uryside Nursery will be assigned to each child before they start at nursery during the 'getting to know me' session.

## **Importance of a Key worker**

John Bowlby's Theory of Attachment: - Separation from parents has shown to increase stress levels and higher risk of anxiety in children, which can have a detriment effect on learning.

*"Settings that value the importance of children's attachments, at home and in the setting, develop strong working relationships with the families of the children they care for. They make time to get to know the individual children's needs and interests." – Daly, Byers and Taylor (page 160, 2006).*

In providing a key worker for each child, we give each staff member a better opportunity to focus on each child more individually and help with her/his transition from home to setting and when moving from setting to school.

Good attachment can have a profound effect on self-confidence, self-esteem and the ability to care for others and to be cared for.

*"Parents want to know with whom they first need to talk about their child when they want to share something or discuss a concern. Children also need to know to which adults they can turn if they want to share an excitement and who will help with that." – Nutbrown (page 27, 1999).*

Parents/carers are always seen as the first educators of children and to build an effective partnership alongside them will help contribute to the success of each child's learning.

*"A Key Worker is an important member of the multidisciplinary team, receiving and sharing information about a particular child. You will be involved in writing observations and reports, and attend meetings both with the staff in our setting and with the wider team. To be an effective team member, you need an accurate knowledge of other professional roles. This enables you to understand and draw on their expertise and experience, and to take a more effective part in formulating care plans for a child's overall needs." - Dare & O'Donovan (page 172, 2009).*

A key worker at Uryside Nursery is responsible for not only tracking and recording progress, but also keeping a chronological record of anything that may be a concern. This could be from small changes within the child's life that may cause a possible behaviour change, to a child protection issue that may need further investigating. As practitioners, we have a duty of care towards each individual child and the key worker is also responsible for making any necessary referrals and communication with the "Named Person" – the local Health Visitor, until they attend school.

Key Workers must work effectively alongside outside professionals to help support and provide the children in their care the best possible chance at reaching their potential, and will inform the rest of the team of any techniques or strategies to be in place within the setting, in order for the child to reach this.

Responsibilities of each Key Worker at Uryside Nursery:

- To build a positive and communicative relationship with child through regular interaction.

- To build a positive and communicative relationship with parents/guardian.
- To find out child's interests within and out with the setting.
- To regularly check Interactive Learning Diary profile and take note of progress or any next steps to inform responsive planning.
- To provide termly "key worker comments" which include information of learning, achievements and progress over the last term and possible lines of development for the next term.
- To regularly check that each key child has been partaking in social situations within nursery.
- To share any information with the rest of the staff team at Uryside Nursery.
- To keep a record of any conversations had that may contribute to possible behaviour changes or barriers to learning.
- To contact, when necessary, the right agencies and outside organisations if child is not reaching full potential.
- To alert Child Protection officer when necessary, following our Child Protection policy and procedure. The Child Protection officer is Kim Dodd.

#### References

DALY, M., BYERS, E., and TAYLOR, W. (2006) *Understanding Early Years Theory in Practice*. Heinemann.

DARE, A. and O'DONOVAN, M. (2009) *Caring for Children with Special Needs*. 3<sup>rd</sup> Edition. Nelson Thrones LTD.

NUTBROWN, C. (1999) *Threads of Thinking*. 2<sup>nd</sup> Edition. Paul Chapman Publishing LTD.

#### What happens at snack time?



Snack time is seen as an important part of the nursery curriculum and a valuable social activity. Children are encouraged to take snack daily. This will be a healthy snack.

A typical snack will include a drink of water or milk and fruit or vegetables.

We encourage the children to try different foods from all over the world. Children help to purchase and prepare their snack. This may include chopping fruit, spreading bread and cutting. If your child has a food allergy please let us know.

There are NO fee for snack, Lunch or afternoon meal.

#### **Allergies**

Please inform staff during the getting to know me session of any known allergies your child has so that we can ensure we meet their dietary requirements. It is also your responsibility as the parents/carer to keep us updated on this.

## Toothbrushing

Children will be encouraged to brush their teeth daily at nursery. Childsmile will visit twice yearly to speak to the children about the importance of taking care of their teeth. The toothbrushing at nursery will be provided to all and if you do not want you child to take part you can opt out.

COVID19- Please note children will have less input in snack preparation initially and we will stall any baking activities for term 1. Toothbrushing will also not be rolled out in term 1. We will update you accordingly.



## Visions Values & Aims

Our vision is for all pupils to thrive in our happy, safe, inclusive and nurturing school environment, not only academically but as confident individuals ready to actively grasp and follow their dreams in the future.

### Growing

- Learning for life!
- Learning new skills.
- Developing enquiring minds.
- Understand and lead our own learning.

### Supported

- Everyone working together!
- Everyone is included.
- We cooperate and support each other at all times.
- We accept and value everyone.

### Kind

- Showing kindness!
- We care for each other.
- We treat others fairly.
- We listen to each other.
- We are always polite.
- We show respect to all.
- We are honest and responsible

### Resilient

- We keep on trying!
- We keep on learning.
- We believe in ourselves.
- We never give up!

### Challenged

- Doing our best and aiming high!
- We challenge ourselves.
- We try new things.
- We are proud of our work.

## **Parental Engagement**

We consider our daily contact with parents and carers to be vitally important – a time for us to exchange information. After the initial settling in period there will be opportunities for you to help in the nursery through stay and play sessions and on walks and outings. Throughout the year there will also be more formal opportunities for you to discuss your child's progress with staff on an individual basis. Please remember that if you are concerned about anything, however small, do not hesitate to come in and talk about it.

## **Health**

At the initial meeting with your child's key worker you will be able to let us know about any special circumstances relating to your child's health. Please keep your child at home if he/she is not feeling well and let us know by phoning the main school office if he/she is going to be off. Nursery is a busy and sometimes noisy place, and not an appropriate place to be if your child is feeling under the weather. Not only will their capacity to learn and enjoy themselves be compromised, but there is the possibility that they may pass illness and infection to staff and their classmates. If your child becomes unwell at nursery, we will contact you to take him/her home. You can understand that it is vital that school always has up-to-date details of how to contact you or a friend or relative. We ask for two emergency contact numbers.

Children who have had sickness or diarrhoea should not return until 48 hours after the last bout. Should your child require medication whilst at nursery, you will need to fill out a form after which medication may be kept within nursery to be administered as and when necessary. Should your child have a small accident whilst at nursery, we will administer appropriate first aid and make a note of the details in our accident book. You will then read and sign this at the end of the session, keeping a copy should you need to refer to it at any time.

## **Other agencies**

We have good working relationships with many agencies. By the time each child starts with us we will, for example, have had contact with playgroup if appropriate and with the health visitor.

We are not experts in everything that crops up and sometimes we need advice/guidance/materials/input from elsewhere. We work as a team with, for example, the speech therapist and the educational psychologist to give each child the best possible start in school.

## **Emergency Closure**

In the event of adverse weather school will remain open as far as possible. Information will be communicated to parents using these services.

### **Aberdeenshire Council Online Schools Closure Service**

To view the school status:

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

### **Telephone Line**

To listen to message left by Head Teacher

Tel. 0870 054 4999

Unique School Pin: 021900

## **Planning and Curriculum**

All the nursery staff work with each other, planning together to ensure consistent and engaging activities are offered to the nursery pupils. The staff practice 'Responsive Planning' which you can see on the whiteboard in the nursery.

The aim of nursery education is to develop and extend the range of children's learning experiences. We encourage all children to become independent, confident, eager and enthusiastic learners who feel that their contributions are valued and respected.

We are developing the foundation skills, attitudes and expectations that are necessary for them to do well in later life. A careful emphasis is placed upon the nurturing of a child's social and emotional well-being.

Right from the start, each child will be a partner in the learning process: by taking part in the planning process and shaping and directing their own learning.

The nursery curriculum aims to build upon the child's knowledge and understanding of the world, including the development of each child's literacy and numeracy skills and offers experiences that help to promote their creative and physical abilities. The curriculum at Uryside nursery is informed to by the following guidance.

## **Curriculum for excellence**

**Curriculum for Excellence is organised into eight areas:**



**Other key documents which we use are:**

- Realising the Ambition – Being Me
- UNCRC – Rights of the Child
- How good is our early learning and childcare.
- Setting the Table (information for organising snack)
- Health and Social Care Standards
- Stepping Up Outdoors
- GIRFEC – Getting it Right for Every Child
- Pre-birth to Three National Guidance

All of the documents mentioned can be accessed online

*“Play encompasses children’s behaviour which is freely chosen, personally directed and intrinsically motivated. It is performed for no external goal or reward and is a fundamental and integral part of healthy development which seeks to improve play experiences for all children.”*



## What you may need for nursery:



- Joggers/leggings so children can be comfy and enjoy all activities on offer and to support independent toileting.
- School Uniform can be worn but not essential- link to this can be found here: <https://www.pomprintdesigns.com/primary-schools/uryside-school> OR [www.schoolwearmadeeasy.co.uk](http://www.schoolwearmadeeasy.co.uk) (offer free home delivery on all items). We strongly recommend that you select the home delivery method, as distributing uniforms via the school office is extremely difficult during the current lockdown situation.
- You need to bring a coat each day for outdoor play in the garden and walks.
- A puddle suit and Wellies. (We love outdoor play in all weathers at Uryside Nursery!)
- A pair of indoor shoes- Black gym shoes or equivalent. These need to be Velcro or slip on to support children to be independent.
- A small rucksack with a full change of clothes.
- All clothes/belongings need labelled.
- If your child requires nappy changes, nappies/wipes need to be provided in a lidded labelled box. (shoebox is fine)
- You will need a sunhat or hat/scarf/gloves depending on weather. (labelled)
- If your child has medication, please ensure that this is taken on the first day of nursery and needs to be left here at all times. (Forms to be completed prior to administration.)

## Child Protection Statement

Everyone has a responsibility to protect children from harm. School staff members are in a unique position to contribute to the protection of children and must share concerns with appropriate colleagues and agencies. Every school has a Designated Officer who has been specially trained to listen to concerns and act on them as necessary. Unless satisfied that a child has not been harmed or is not at risk of being harmed, the school must relay their concerns immediately to the social work service and/or the police. Social work and the police will determine when and how the child's parents/carers and other services are to be informed of the concerns.

School Designated Officer – **Kim Dodd** (Headteacher)

Local Social Work Office - 01467537555