

# Welcome to Millbank School Nursery

Dear Parent/Carer

A warm welcome to you and your family from all of us at Millbank Primary School and Nursery. We very much hope that you and your child will enjoy your time at the Nursery.

Your child is at a crucial stage in his/her development as it is now accepted that children learn more rapidly in the first seven years of their lives than at any other time. Therefore, it is really important that all children are given every opportunity to fulfil their potential. As a parent/carer, you play a vitally important part in this process. In the Nursery, we hope to play our part by treating your child as an individual and offering him/her a variety of enjoyable experiences and activities which are designed to further the development process. We hope that your child finds out that learning can be an enjoyable and fulfilling process.

At Millbank Primary School we welcome contact with our parents. Please feel free to speak to Nursery staff as you drop off and collect your child or if you wish to discuss something in more detail, or in private, please make an appointment either with the Nursery staff or with the Headteacher. This handbook is intended to give you information about the Nursery, but please feel free to contact us if there is anything else you wish to ask.

Yours sincerely,

Maria McPherson Head Teacher



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# Your Child's Learning

Nursery Education is all about the development of the individual child. We hope to promote your child's ability to:

- Develop strategies for learning
- Seek out and respond to learning opportunities
- Choose and plan their own activity and therefore contribute to their own learning
- Collaborate and reflect with others
- Think and share ideas
- Acquire knowledge, skills and understanding to use in new situations
- Communicate with peers and adults
- Express themselves through art, craft, music, drama and movement
- Develop self esteem and tolerance of others
- Have fun and enjoy themselves.

# Our Nursery Aims

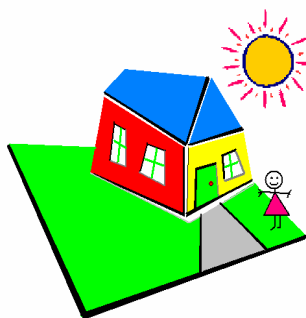
At Millbank Nursery we aim to:

- provide a happy, stable and caring environment in which children can feel safe and secure.
- deliver a child-centred curriculum in line with national and local guidance.
- provide stimulating and meaningful opportunities for exploration and discovery through play and active learning.
- encourage positive attitudes and develop confidence, self-esteem and independence.
- promote positive behaviour.
- work in partnership with parents and carers to establish positive home/school links.

# Millbank Nursery

Millbank Nursery is an integral part of the school and as such you will be kept informed of general school issues, invited to parents' meetings and welcomed to become involved in the wider community of the school, for example, through the Parent Council.

The Nursery is situated in a bright and inviting classroom next to the Infant classes. It has its own secure entrances and cloakrooms and its own enclosed outside garden area.



If you wish to contact us the address is:

Millbank Nursery  
Millbank Primary School  
Millbank Crescent  
NAIRN  
IV12 4QB  
Tel: (01667) 452240

# The Nursery Staff

Head teacher - Mrs M McPherson

Depute Head teacher - Mrs P Thomson

## Early Years Practitioners

Mrs J Gair

Mrs C Grant

Mrs M Parker

Mrs A Pirie



At Millbank Nursery the Head Teacher and the Depute Head Teacher, have the overall responsibility for the Nursery. They work very closely with the Nursery staff to create a happy, conscientious team.



The Early Years practitioners deliver the planned activities on a daily basis.

# Nursery Hours

The Nursery can cater for a maximum of 40 children  
- 20 in each session.

The hours are:

Morning session - 8.45 am- 11.55 am

Afternoon session - 12.05 pm - 3.15 pm

Your child is entitled to five sessions per week.



# Enrolment

Nursery Enrolment takes place during a week in February. Parents will be notified of exact dates by way of the local press, fliers and our school's Facebook page. Parents and carers can now register their child for Nursery online. A paper copy of the enrolment form can still be completed at the school office during the week. Please note that if you are enrolling a person at school you are required to bring your child's birth certificate and proof of your address.

School Enrolment usually takes place during a week in January. Again you will be notified of the exact dates by way of local press and notices in the nursery.

Further information on completing the online form, the enrolment process, catchment areas, Gaelic Medium, school transport and placing requests can be found online at [www.highland.gov.uk/schoolenrolment](http://www.highland.gov.uk/schoolenrolment).



# Clothing



All children should bring a change of clothes and a pair of suitable indoor shoes to Nursery (gym shoes with Velcro fastening are ideal). Ideally these can be kept in a bag on the child's coat peg. Jackets should also be worn daily for use in any outdoor activities. **Please ensure that all children's clothes and shoes are clearly marked with their name.**

# Toileting

As far as possible keep fastenings on clothes very simple and to the minimum. If children have zips or buttons on clothes, please practise with them so that they can preferably tie these unaided. Thank you!

Staff can provide a change of clothing for those "unexpected moments" but please provide a bag of spare clothes on your child's coat peg. If a child does need to be changed this will only be carried out by members of the nursery staff. Your permission is sought at the start of the Nursery year. The member of staff undertaking this will inform her colleague(s) and will endeavour to make sure that this change takes place within sight and hearing of another member of staff.

# Snack

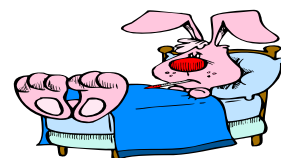
The Nursery provides a healthy snack each day and this will usually include fruit or vegetables. The children are given milk or water to drink. Occasionally other foods will be offered to tie in with celebrations and festivals such as Chinese New Year or Robert Burns' birthday. Snack time helps to develop a range of social skills associated with eating. The children are encouraged to pour, to share and to try foods they may not have eaten before. If your child has any special dietary needs these should be noted on the enrolment form and discussed with Nursery staff.

# Emergency Contact



At the time of enrolment (and again at the start of Nursery) you will be asked to provide contact details for yourself and the name, address and telephone numbers for two emergency contacts. Please ensure that you let us know of any change of telephone numbers and addresses throughout the year in case of an emergency.

## Illness & Attendance



If your child is unwell or has any infections before Nursery starts it really is better that they stay at home with you. You are the person they will want to be with if they are under the weather.

**If your child has been vomiting or had diarrhoea please keep them at home until at least 48 hours has elapsed since the last attack.**

If your child is unable to attend either because of illness or any other reason **please contact the school by telephone by 9.15 am (for the morning class) and by 12.35pm (for the afternoon class)**. Please note that our policy is that if your child is absent from Nursery and we have not been previously informed we shall contact home to establish their safety.

If your child should become ill or has an accident while attending Nursery, we will contact you by telephone. If there is no reply, we will contact your emergency contact number.

# Medicine

If your child has to take any medicine this should be done before and after Nursery where possible.

If your child requires to take an asthma inhaler you should provide an up-to-date inhaler to be kept in Nursery. You will be asked to sign a medical form and discuss with staff the instructions for use.

If any child has specific medical needs, such as a peanut allergy, epilepsy or diabetes the Nursery must have written advice from a doctor, in the form of a protocol, to ensure correct procedures are followed if necessary in school.

# Vaccinations

**Is your child up to date with their vaccinations?**



Children receiving any out of home care, including at nursery and playgroup, have more opportunities to come into contact with infections, so it is especially important to make sure that they have had all the vaccinations due.

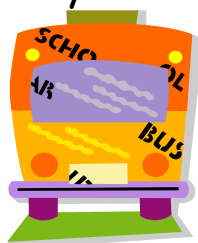
**It is never too late to have your child immunised. If you have missed one, you don't have to start the course from the beginning again.**

Contact your health visitor or GP for further advice on 01667 452096.

# School Activities and Visits

Nursery children will experience many varied activities throughout the year. Whenever possible we take the children for small walks, use the local park and have visitors into the Nursery e.g. fireman, policeman, park ranger, etc.

Taking the children out on a variety of visits is a very important aspect of their education. At the beginning of the year you will be asked to sign a consent form to cover all local visits. A letter will be sent home giving details of any other excursions further afield for your consent.



## Photographs



Throughout the year we shall take photographs as an essential part of record keeping. At the start of the year you will be asked to sign a consent form giving permission for your child to be photographed by staff for Nursery and occasional press use only.



# Students

From time to time students studying Child Care in Education or Primary Teaching complete a placement block at our Nursery. This is strictly monitored by the school and the college.

The students are sometimes asked to make written observations of the nursery and the children. Please note that any observations made will not refer to any pupil by name and are confidential between the student, college and school. Students will not be permitted to take photographs of children without your consent although they may take photographs of the children's work or of wall displays.

You will be notified regarding any student placement and may be asked to sign a form acknowledging the above. However, if you are not happy with this arrangement please speak to Nursery staff or the Head Teacher.

## Sharing Your Expertise and Skills



We are always very appreciative of all our parents and the support they give the Nursery.

If you should have a special area of knowledge, skill or interest, which would benefit the children, please don't be shy.

Maybe you enjoy playing a musical instrument, enjoy storytelling, are a keen dressmaker or have an interesting job to talk about. These are all ways in which the children's experiences can be enriched so contact us at any point during the year if you have anything to share.

There are also times when we need extra adults to accompany us on walks or trips so your help here is always appreciated.



## Keeping in Touch

You will have the opportunity to speak to Nursery staff informally on a daily basis, as you drop off and collect your child, if you have any worries or concerns. If you wish a more private chat you may speak to staff and arrange a mutually convenient time. (Some parents feel they would like to discuss their child's progress prior to enrolment for school. You are most welcome to make an appointment for this purpose.) You will also be invited to a more formal discussion about your child's progress in March/April. This will be on an appointment basis. All families will receive school newsletters which contain news and information about activities throughout the school. The Nursery also issues its own newsletter at various times to inform parents of news and events. Information regarding the Nursery is posted on the Nursery Noticeboard in the cloakroom. There is also a Suggestions and Comments folder if there is anything you would like to suggest to us.



# The Curriculum



The Curriculum for Excellence is a rich and varied one which will promote your child's learning and development.

Play opportunities are provided for children to learn by doing, thinking, exploring and discovering. Active learning of this nature engages and challenges children's thinking using real life and imaginary situations. They are encouraged to co-operate and work with other children and with staff during their play and to participate in a wide variety of activities.

Activities are carefully chosen to develop different areas of learning, meet different developmental needs, reflect children's varied interests and deliver the Curriculum for Excellence. This enables young people to become successful learners, confident individuals, responsible citizens and effective contributors.

For more information on the Curriculum for Excellence visit:  
[www.ltscotland.org.uk/curriculumforexcellence](http://www.ltscotland.org.uk/curriculumforexcellence)

# The Nursery Day



Children enjoy and benefit from routine. The nursery routine devotes a large percentage of time to **play** and much of the learning your child will do will be through play.

**Some of the activities we offer to children include:**

- sand and water play
- playdough
- painting and drawing
- junk modelling
- gluing
- "writing" table
- jigsaws and table top games
- numeracy area
- construction toys (e.g. lego, duplo, etc)
- small world play (e.g. farm set, dolls house)
- imaginative play (e.g. house corner)
- story corner and listening centre (e.g. story CDs)
- computer
- music activities
- physical activities
- outdoor activities



**Our aim is for your child to be given the opportunity to learn to:**

- co-operate
- share
- listen
- talk
- organise
- think
- become more independent
- develop self confidence
- control their bodies
- develop their creative skills
- use appropriate vocabulary
- behave appropriately
- develop early maths skills
- develop early language skills
- develop an enquiring mind
- develop an appreciation of the world around them

**The children will also be given opportunities to:**

- listen to stories
- sing and take part in a range of musical activities
- learn poems and rhymes
- draw and develop pencil control
- enjoy a range of physical activities
- go on visits in their local environment
- care for plants.

**Equal Opportunities:**

We aim to promote positive attitudes and values such as respect and care for themselves and one another. The activities provided in Nursery are for all children irrespective of gender, race or religious belief.

# Observations and Assessments

Nursery education provides so many learning opportunities and by observing the children at play and taking part in such a variety of activities, staff can assess, support and then build on the children's learning. We record the necessary information to take account of children's strengths and areas for development and provide for their developmental needs.

Pre-school offers the perfect opportunity for us to address any concerns regarding children's development and share these with you as parents/carers. It enables any necessary strategies to be put into place and therefore contributes to a seamless transition into Primary 1.

Any concerns would be highlighted to you during the Nursery year and you are always welcome to arrange for a meeting to discuss your child's progress at any time during the year.

If you have any concerns at all about your child's development or progress please don't sit at home and worry, please discuss your concerns with us.



# Preparing Your Child For Nursery

We understand that for some children coming to nursery may be the first time they are separated from you. They may also be joining a group of children they have not met before.

To give your child a good start, a little advance preparation is all that may be needed. If possible try to make friends with another child coming to nursery so your child will recognise a familiar face. Also if possible try arranging to leave your child at a friend or relative's house for a short period of time through the day so they are used to being away from you in the daytime.

It will also help if your child has an idea of what Nursery is all about - tell them about some of the activities we have listed in this handbook. Most importantly be positive about the whole nursery experience and see it as an exciting place where your child will learn lots of new skills! If your child senses you are worried they may become worried too.

Your child will be invited to visit the nursery before they start to see for themselves what it's all about!

## Settling In

If your child does have problems settling into nursery you may be invited to stay and explore the nursery together if it is felt this would be in your child's best interest. However, the Nursery staff often find that the child settles more quickly once the parent/carer leaves and staff may suggest this option. Please don't give up or give in. We are all here to help and work together to make this a happy and settled time.

If on the other hand your child is happy for you to leave them it is best if you just say goodbye and leave. You will be amazed at how quickly the time passes before you are due to collect your child again!

# Early Closure



Should the Nursery need to close earlier than normal you will be contacted by telephone if prior warning has not been given. We will telephone your emergency contact to come and collect your child if we cannot contact you. **Again, please ensure that you notify the school of any changes to your emergency contacts.**

In the event of bad weather the safety of the children must be the first consideration. The decision as to whether or not your child comes to Nursery or not remains with you as their parent/carer.

Please listen to BBC Radio Highland or Moray Firth Radio, both of which issue bulletins on school closures in the event of bad weather. Alternatively contact the school telephone messaging service:

**0800 564 2272**

**School Pin number - 04 2610**

Or alternatively log onto [www.winter.highlandschools.org.uk](http://www.winter.highlandschools.org.uk) for up to date information.

## Major Incident

If a major incident occurred in the school (e.g. a fire) the Nursery children would be evacuated to the school field along with the rest of the school for a roll call. If necessary everyone would be accompanied to the safety of Rosebank Primary School, Academy Street, NAIRN, IV12 4RB.

The Education Office would then endeavour to get in touch with all parents by telephone. Hopefully we shall not have to face such an event. However be assured that fire drills are held regularly.

## Child Protection

From time to time incidents can occur that cause concerns and could indicate that a pupil is suffering some sort of abuse.

All agencies involved in Child Protection regard the welfare of children as paramount. This will be the priority for Education Service Staff.

More information about Child Protection within Highland can be found on the Highland Council website.

## Care Inspectorate

The Care Inspectorate is the independent improvement body for care and children's services. Along with other Care Providers we are subject to regular inspections.

If you wish further information on the Care Inspectorate you can contact them at -

The Care Inspectorate, Compass House, 11 Riverside Drive,  
DUNDEE, DD1 4NY.

Telephone: 0845 600 9527

Local Office: First Floor, Castle House, Fairways Business Park,  
INVERNESS, IV2 6AA. Tel: 01463 227630

Or visit their website at [www.careinspectorate.com](http://www.careinspectorate.com).

# Transfer to Millbank Primary School

If you live within the catchment area for the school the transfer process is straightforward.

Enrolment for school is usually during a week at the end of January. The Nursery staff will keep you informed of this when the time comes.

The transition process starts for pre-school children from Term 2 when the Nursery children will have regular visits to the Primary One classrooms. Buddies are also introduced to the children - these being pupils who will be Primary Six Buddies when your child is in Primary One and who will be helping the children at playtime when they first start school. There will also be informal visits to the dinner hall and some supervised playtime experiences. In June the children will share further joint activities with the Primary One pupils and teachers and enjoy a more formal visit to meet their teacher.

Parents/Carers will be invited to visit the school for an introductory talk from the Head Teacher and the Depute Head Teacher outlining what to expect in Primary One. This also gives you the opportunity to ask any questions you may have about the forthcoming year. Details of dates for these will be given to you nearer the time.

Parents/Carers of children living outwith the catchment area for Millbank Primary School must apply for a placing request. For any advice on making placing requests, please contact Mrs Maria McPherson, the Head Teacher on 01667 452240.

# School Term Dates for 2017/18

School dates for the forthcoming session are as follows:

## OPEN

Tuesday 15 August 2017  
Monday 23 October 2017  
Monday 8 January 2018  
Monday 16 April 2018

## CLOSE

Friday 6 October 2017  
Friday 22 December 2017  
Wednesday 28 March 2018  
Friday 29 June 2018

## MAY DAY HOLIDAY

Monday 7 May 2018

## CASUAL HOLIDAYS

Monday 19 February 2018  
Tuesday 20 February 2018

## IN-SERVICE DAYS

Monday 14 August 2017  
Thursday 21 September 2017  
Friday 22 September 2017  
Wednesday 21 February 2018  
Monday 4 June 2018