



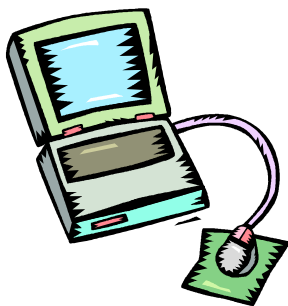
Coylton Primary School



NURSERY

HANDBOOK

Session 2011 / 2012



CONTENTS

	Page Number
Introduction by Head Teacher.....	3
South Ayrshire Council ~ Values	4
School Information and Nursery Class Hours.....	5
Staff.....	6
School Calendar and Holiday Arrangements	7
Nursery Registration.....	8
Enrolment Procedures.....	8
Nursery Class Curriculum.....	8 and 9
Assessment and Arrangements for Reporting to Parents.....	10
Promoting Positive Behaviour Through Circle Time.....	10
Transition from Pre-School to Primary 1.....	11
Starting Nursery.....	11
Clothing.....	12
Arrival and Collection of Children.....	12
Medical Information.....	13
Snack and Healthy Eating.....	13
Tooth Brushing.....	14
Nursery Excursions and Annual Parental Consent Forms.....	14
Parent Helpers.....	14
Parental Contributions.....	15
Birthdays.....	15
Fire Drills and Emergency Closure Procedures.....	15
Smoking.....	15
Child Protection.....	16
Parental Involvement ~ Parent Council and Parent Forum....	16 & 17
Parent Teacher Association.....	17
Transferring Educational Data About Pupils.....	17
General Information ~ Equal Opportunities Provision.....	18
Do You Want to Make a Suggestion, Comment or Complaint?.....	19
Conclusion.....	20

WELCOME TO COYLTON NURSERY CLASS

Dear Parent/Guardian,

For some of you this may well be your first contact with our School. We hope that you find the information in this Handbook helpful but, if after reading it you are still unsure about anything, then please do not hesitate to contact myself, any member of the staff or the School Office. If you want to arrange an appointment, it is best to contact the School Office between 9.15 a.m. and 11.30 a.m.

Very often, parents say to us that they feel out of touch with modern education and that things seem so different now. The best way to find out what your child is doing in Nursery - apart from talking to your child of course - is to pay us a visit and see the Nursery in action. Details of how you can become more closely involved with the Nursery and your child's education are outlined later.

The staff at Coylton Nursery work towards creating a happy, relaxed, learning atmosphere, where your child will be encouraged to participate in the life of the School, to work hard and to strive to achieve his/her potential.

When your child joins us in Coylton, we are all entering a new partnership with the aim of producing the best possible education for him/her. This can be achieved when home and School are working together and communicating openly.

Can we take this opportunity of stressing, therefore, the importance of keeping in touch with the Nursery. It is always best to contact us if you have any questions about Nursery life, no matter how small or trivial they may seem. We give you our assurance that if we have any concerns about your child, you will always be contacted sooner rather than later. In this way, potential problems can be resolved before they become major issues.

We wish you and your family a happy relationship with Coylton Nursery and Coylton Primary School.

Yours sincerely

Sandra Hewitson

Sandra Hewitson
HEAD TEACHER

South Ayrshire Council Values

The Council has agreed its core values as:

❖ **Honesty**

❖ **Respect**

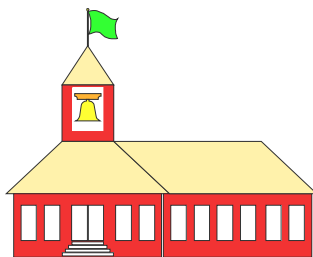
❖ **Responsibility**

❖ **Equality**

❖ **Compassion**

❖ **Consideration**

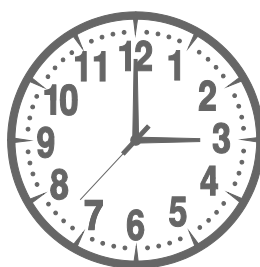
SCHOOL INFORMATION



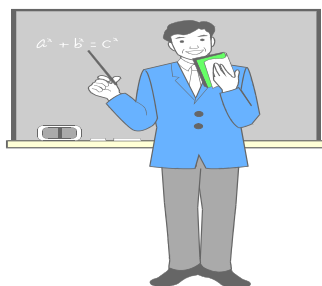
<u>SCHOOL NAME</u>	Coylton Primary School
<u>ADDRESS</u>	Main Road COYLTON Ayrshire KA6 6JP
<u>TELEPHONE</u>	01292 570352
<u>PRESENT ROLL</u>	275 + 20/20 Nursery
<u>CAPACITY</u>	431
<u>STAGES COVERED</u>	Nursery – P7
<u>DENOMINATIONAL STATUS</u>	Non-denominational
<u>SINGLE SEX CO-EDUCATION</u>	Co-educational

NURSERY CLASS HOURS

<u>Nursery</u>	Morning Session	9.00am	~	12 noon
	Afternoon Session	12.30pm	~	3.30pm



STAFF



TEACHING

HEAD TEACHER

Miss S. Hewitson

DEPUTE HEAD TEACHER

Miss J. Lennox (*Acting Depute Head Teacher*)

PRINCIPAL TEACHERS

Mrs K. Stalker

Mrs A. Wilson

Mrs H. Ross (*Acting Principal Teacher*)

CLASS TEACHERS

Mrs H. Ross

Mrs E. Santos

Mrs. T. McColl

Mrs K. Stalker

Mrs L. Britt

Miss J. Wells

Miss L. Weir

Ms A. Lewis

Miss W. Goodyear

Miss C. Dewar

Miss C. Cowie

Mrs W. Campbell

Miss L. Philips

Miss G. McGuinness

P1

P1

P2

P2

P3

P3/4

P4/5

P5

P6

P6/7

P7

Nursery

McCrone Cover

McCrone Cover

SPECIALIST TEACHERS

Mrs A. Galbraith

Mr J. Leitch

Mr A. McCutcheon

Miss T. Nelson

Violin Instructor

Cello Instructor

Brass Instructor

Music Specialist

PUPIL SUPPORT TEACHER

Mrs S. Rowlands

Mr G. Wark

SUPPORT STAFF

ADMIN TEAM LEADER (AYR/BELMONT)

Mrs E. Fairbairn

NURSERY NURSE

Mrs J. Ritchie

Mrs N. Cooper

CLERICAL ASSISTANTS

Mrs S. Cobbledick

Mrs E. Duncan

Mrs P. Ritchie

SCHOOL ASSISTANTS

Mrs J. Baird

Mrs L. Brook

Mrs K. Feldmann

Mrs S. Mowbray

Mrs A. Shields

JANITOR

Mr A. McPherson

CATERING MANAGER

Mrs A. Falconer

CROSSING PARTOL

Mr G. Alexander

SCHOOL CALENDAR AND HOLIDAY ARRANGEMENTS SESSION 2011/2012



TERM		DAY	DATE
<i>FIRST TERM</i>	Teachers (In-Service)	Tuesday	16 Aug 2011
	Teachers (In-Service)	Wednesday	17 Aug 2011
	Pupils return	Thursday	18 Aug 2011
	Local Holiday	Friday	16 Sept 2011
	Local Holiday	Monday	19 Sept 2011
<i>MID TERM</i>	Close	Friday	14 Oct 2011
	Teachers (In-Service)	Monday	24 Oct 2011
	Re-open (Pupils)	Tuesday	25 Oct 2011
<i>CHRISTMAS</i>	Close	Friday	23 Dec 2011

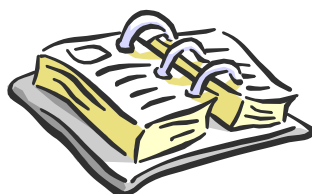
TERM		DAY	DATE
<i>SECOND TERM</i>	Re-open	Monday	9 Jan 2012
	Close	Thursday	9 Feb 2012
<i>MID TERM</i>	Local Holiday	Friday	10 Feb 2012
	Holiday	Monday	13 Feb 2012
	Teachers (In-Service)	Tuesday	14 Feb 2012
	Re-open (Pupils)	Wednesday	15 Feb 2012
	Close	Friday	30 Mar 2012

TERM		DAY	DATE
<i>THIRD TERM</i>	Re-open	Monday	16 Apr 2012
	May Day	Monday	7 May 2012
	Teachers (In-Service)	Friday	1 June 2012
	Local Holiday	Monday	4 June 2012
	Local Holiday (Queens Diamond Jubilee)	Tuesday	5 June 2012
	Close	Wednesday	27 June 2012

NURSERY REGISTRATION

All children who will be aged 3 or 4 during the following School session will be invited to attend their preferred Nursery Class and complete an Application Form.

Dates for registration are intimated in the local press and amenities. Parents/guardians should make one application to the nursery of their choice, and they will be asked to make a second choice.



ENROLMENT PROCEDURES

In April/May, successful applicants will be invited to complete the Enrolment Form and to be shown the Nursery Class. Details of the start date and time will be issued for each child.

The South Ayrshire Council admissions policy is adhered to when allocating nursery places.



NURSERY CLASS CURRICULUM

The work undertaken at Coylton Nursery is in accordance with “Curriculum for Excellence” and “The Child at the Centre”.

We aim to provide meaningful, learning situations which are built upon:-

- ❖ The children’s previous experience
- ❖ The quality of the learning environment
- ❖ The quality of interaction and relationships with others
- ❖ The current experience of the child

When your child comes to Nursery he/she brings three or four years of experience. Our aims are to build on that learning and, in partnership with you, lead your child on by guidance, help and encouragement. We aim to enable your child to gain the greatest benefit from play by providing a caring, stimulating, safe environment containing a balance of play activities. To achieve success in our aims we require your help by providing background on your child and your assistance in making the move from the family circle out into the wider world a happy one. We look forward to your interest and support throughout the Nursery year.

The Nursery programme contains play experiences, which provide for all aspects of your child's growth and which can be varied and extended, according to the needs and interests of the child. There are 8 curriculum areas of children's development:

- ❖ *Literacy and English*
- ❖ *Mathematics*
- ❖ *Sciences*
- ❖ *Social Studies*
- ❖ *Expressive Arts*
- ❖ *Health and Wellbeing*
- ❖ *Technologies*
- ❖ *Religious and Moral Education*

Work within the Nursery is often centred on a theme, for example *Our Village*, *Christmas* or *special memories*. The Nursery can be a busy place and some examples of activities offered in the Nursery are listed below.

- ❖ Learning through play with malleable material such as clay or dough.
- ❖ Learning through play with sand and water.
- ❖ Expressive and aesthetic activities, which include painting, drawing, collage and construction with junk materials. Some activities may be messy and an apron is provided.
- ❖ Story telling and relaxing with a book in the book corner.
- ❖ Activities which develop manipulative skills - threading, cutting, fastening clothes, hammering, screwing and construction with Lego, bricks etc.
- ❖ Activities, which develop early reading and mathematical skills, jigsaws, picture matching, recognising and naming objects and colours.
- ❖ Activities inside and out – to help physical development by regular exercise. The Nursery class has a scheduled P.E. time in the school gym.
- ❖ Music and drama activities, including organised and spontaneous play – making music and listening to it. Dramatisation of nursery rhymes, songs and stories.
- ❖ Imaginative and social play in the “home corner”.
- ❖ Activities and experiences which extend your child's knowledge of his/her environment – seasonal displays – planting seeds, bulbs and plants; cooking and baking opportunities.

Throughout all these activities, the child is learning the importance of sharing, listening to others and taking turns. We often use talking and thinking floor books as a stimulus for gathering the children's thoughts and ideas. These ideas are then incorporated into our teaching plans, where appropriate.

ASSESSMENT AND ARRANGEMENTS FOR REPORTING TO PARENTS

A Parents Night or Open Day will be held in September/October and again in April/May giving the Nursery staff and parents an opportunity to discuss your child's progress. A Pupil Report will be issued prior to the April/May appointment.

Your child's development and progress is monitored continuously throughout Nursery by staff. A profile of work and achievements is kept in nursery. This is kept in your child's tray and both children and parents are encouraged to view this throughout the year. Staff are always happy to discuss your child's progress at any time of the year. For matters that may require in-depth discussion, please make a set appointment with the nursery staff. This should be done via the Main Office.



PROMOTING POSITIVE BEHAVIOUR THROUGH CIRCLE TIME

Personal, social and emotional development is about “emotional well-being, knowing who you are and where you fit in and feeling good about yourself. It is also about developing respect for others, social competence and a positive disposition to learn.”

Personal, social and emotional development is vital for success in all areas of learning.

Promoting positive behaviour using Quality Circle Time and other strategies in the Nursery can help to equip pupils with these skills. Planned activities in Circle Time encourage pupils to explore, experiment, plan and make decisions for themselves. Circle Time encourages pupils to talk about their own experiences, take turns, share and co-operate. It provides pupils with opportunities to form relationships with adults and other children.

In Coylton Nursery Class we follow the Golden Rules and encourage children to

- ❖ be gentle,
- ❖ be kind and helpful,
- ❖ be honest,
- ❖ work hard and have fun
- ❖ look after property,
- ❖ listen to everyone.

TRANSITION FROM PRE-SCHOOL TO PRIMARY 1

There are many opportunities for pupils from the Nursery to interact with teachers, staff and pupils from the primary school. Where appropriate, nursery children take part in school celebrations and special events within the school.

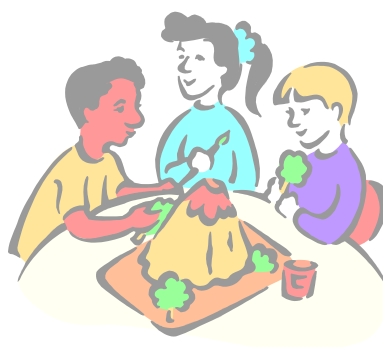
A Skills Record is compiled for every child in our Nursery. This starts in the ante pre-school year and continues up to the end of Primary 1. This Record enables both the Nursery staff and the Primary 1 Teacher to have a clear view of your child's development and provide an appropriate curriculum for your child from the first day of Primary 1. This Skills Record is currently under review.

Visits to Primary 1 classrooms for pre-school pupils are organised in the final term.



STARTING NURSERY

Pupils start Nursery on a staggered basis, in small groups. This provides the Nursery staff with the opportunity to build up a rapport with the children. Each child is assigned to a member of staff or key worker, who will take initial responsibility for the child's progress, assessment and care within the Nursery.



CLOTHING



All pupils enjoy messy work and, while we always try to ensure that aprons are worn, accidents do happen. Our Nursery class will be outside for a time during every session. It is therefore essential that children are dressed appropriately. Please send a warm jacket every day as our weather can be very changeable. If you wish to bring wellies, you are more than welcome to sit these below your child's peg.

Both pre-school and ante pre-school pupils participate in gym. We would be grateful if children were provided with a pair of soft-soled indoor gym shoes in a gym bag. Please ensure names are on all clothing and gym shoes. These bags are normally left on the child's peg for use throughout the year. **Children must not wear jewellery to Nursery on gym days.** We will notify you of gym days in our first Newsletter of the new session.

We encourage children to bring items of interest for our topic work or display table, however, we would not encourage children to bring their own personal toys with them to play with at the Nursery as there is the possibility of their toys being mixed up with Nursery ones.

The Council is concerned at the level of claims being received regarding loss of pupils' clothing and/or personal belongings. Parents are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to School/Nursery. Parents should note that the Council does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the Council can be shown to have been negligent.

ARRIVAL AND COLLECTION OF CHILDREN

Safety in School is of great importance. It is expected that a responsible adult brings and collects your child from Nursery each day. Please inform staff of any change of person collecting or dropping of your child. This avoids difficult situations.

Please enter the School grounds through the **PEDESTRIAN GATE** at the front of the building and walk along the side of the School using the path. The car park gates are very busy with traffic at all times. **THERE IS NO PARKING OR DROP-OFF/UPLIFT FACILITY FOR PARENTS WITHIN THE SCHOOL GROUNDS.** Your help is requested by ensuring any adult responsible for dropping off and/or collecting your child from Nursery is made aware of this.

The Nursery door is supervised by a member of staff at the beginning and the end of each session. Outwith these times please use the buzzer system at the Main School Entrance.



MEDICAL INFORMATION

Please telephone the School Office Staff to advise of any absence and follow this up with a letter of confirmation when your child returns to Nursery.

It is very important that Nursery staff are aware of any medical problems that your child may have. Confidentiality is respected. If your child suffers from asthma, please inform staff of any activities, which may trigger an attack. Inhalers may only be administered to pupils by staff after arrangements are made through the Head Teacher.

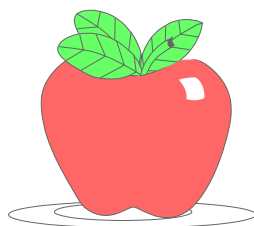
Health professionals, such as the Health Visitor and Dentist, visit the Nursery regularly to speak to the children. Parents will be issued with letters and permission slips for pupils to receive routine eye tests, during the pre-school year. Should you have any concerns about medical issues, please speak with Nursery staff.

Minor accidents and upsets which occur in Nursery are dealt with by Nursery staff. Should further support be required a qualified first aider in the School is on hand. If your child becomes unwell at any time during their time at Nursery, staff will contact parents. If you are unavailable, the emergency contact will be used. Please inform staff of any changes to circumstances so that the contacts are **UP TO DATE**. All accidents which require treatment are recorded - outlining what happened and the steps taken by the staff. The adult collecting the child will be fully informed by staff about any incidents.



SNACK AND HEALTHY EATING

Healthy eating is promoted at snack time. Milk or water is available each day along with a variety of snacks. It is vital that parents inform Nursery staff if any child has food allergies or has any foods which they do not wish their child to try. A weekly contribution of £1.00 is collected on a Monday. This money provides snacks and other small treats for the children.



TOOTH BRUSHING

Coylton Nursery encourages tooth brushing after snack. The Tooth brushing scheme is managed and maintained by the Department of Dental Health Promotion and Epidemiology. They provide children with toothbrushes and information and practical demonstrations on how to care for their teeth.



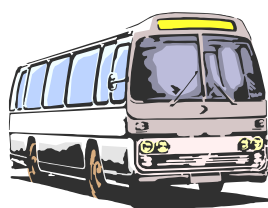
NURSERY EXCURSIONS AND ANNUAL PARENTAL CONSENT FORMS

After your child starts at Nursery, you will be asked to complete an Annual Parental Consent Form.

If any of the details you submit on this Annual Parental Consent Form should change throughout the year, please inform us as soon as possible in order that we may amend our records.

When outings are planned, letters will be issued giving you details of the outing and you will be asked to complete a Permission Form giving your authority for your child's participation.

Please note that children can only take part in outings when the necessary Permission Forms have been received by the Nursery.



PARENT HELPERS

If you would like to be involved in helping, please let us know. Do you have a special skill we could benefit from? Would you be able to help regularly eg. with reading stories, or just occasionally eg. help with an outing? Do you have an interesting job we would like to hear about?

PARENTAL CONTRIBUTIONS

We would appreciate if parents could donate one kitchen roll and one box of tissues at the start of each term. Donations of “junk”, cardboard, cartons and newspapers are also greatly appreciated. We will put letters on the Noticeboard when we need donations of junk etc. as storage is difficult.

BIRTHDAYS

We celebrate birthdays in Nursery with a card and a special snack time. If you wish to provide a birthday cake for everyone this would be welcomed. Unfortunately for health and safety reasons we are unable to accept home made cakes.



FIRE DRILLS AND EMERGENCY CLOSURE PROCEDURES

Fire drills take place within the School on a regular basis. Procedures for evacuating the building are placed throughout the School. Children rehearse fire drill procedure within the Nursery. We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. The Nursery Class may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press and on local radio. If we are in the unfortunate position of having to vacate the Nursery due to unforeseen emergency circumstances, the pupils will be relocated to **Coylton Church**. Staff will always remain with pupils until they have been collected by parents/guardians. **Please ensure emergency contacts are up-to-date and inform the Nursery of any changes.**

SMOKING

Coylton Primary School is a smoke free zone in accordance with South Ayrshire Council policy. It would be helpful if parents and visitors to the School could refrain from smoking in the building and in the playground. We appreciate your co-operation in this matter.



CHILD PROTECTION

School staff provide support to children and young people in their daily work and have a vital role to help protect them from harm. School staff help keep children and young people safe and well by:~

- ❖ Helping them learn about their personal safety
- ❖ Being a trusted adult who children and young people may turn to for help and who will take them seriously
- ❖ Identify when children and young people may need help
- ❖ Understanding the steps that must be taken when there are concerns for children's and young people's safety and well-being.

The Head Teacher is the Child Protection Co-Ordinator who will co-ordinate the school's response to concerns for children and young people's safety and wellbeing. The Authority has a designated officer for Child Protection who will ensure that schools work effectively to keep children safe and well. If you have any concerns about the safety and wellbeing of a child or young person, including a 'gut feeling', talk about this to the Head Teacher or another member of staff.

PARENTAL INVOLVEMENT



PARENT COUNCIL AND PARENT FORUM

The Scottish Schools (Parental Involvement) Act 2006 has brought into being a new way of working with parents by modernising and strengthening the framework for supporting parental involvement in school. The new law is concerned with improving parents' involvement in their child's education and in the life of the school and has led to the establishment of Parent Forums and Parent Councils in primary, secondary, special and nursery school. Every parent with a child at school is automatically a member of the school Parent Forum. The Parent Council is a representative group composed of parents, Head Teacher, and co-opted members.

The Parent Council has a range of functions which fall broadly within the following areas:

- ❖ supporting the school in its work with pupils
- ❖ representing the view of parents

❖ promoting contact between the school, parents, pupils, providers of nursery education and the community

❖ reporting to the Parent Forum.

PARENT TEACHER ASSOCIATION

All parents are automatically members of the P.T.A. We do not want parents to consider themselves as purely fundraisers, but to involve them in the social and academic life of the School as well. To this end the Association has several meetings in the School during the session. These meetings comprise of an Annual General Meeting, Committee Meetings and social events.

The Office Bearers are as follows:-

Chairperson

Treasurer

Secretary

Uniform Co-Ordinator

Mrs D. Watson

Mrs C. Fleming

Mr I. Pepall

Mrs D. Watson



TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS

Education authorities and the Scottish Executive Education Department (SEED) have collected data about pupils on paper forms for many years. We are now working together to transfer data electronically through the ScotXed programme.



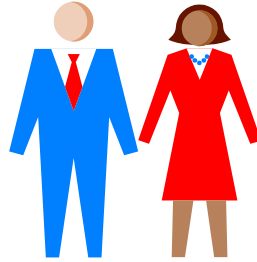
WHAT PUPIL DATA WILL BE COLLECTED AND TRANSFERRED?

Data on each pupil is collected by local authorities and SEED. The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, special educational needs, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed to SEED. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by SEED. It is used for statistical and research purposes only.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

GENERAL INFORMATION

EQUAL OPPORTUNITIES PROVISION



At Coylton Primary we aim to provide children with an educational and social environment, which will enable all children to reach their full potential irrespective of race, creed, sex or religion. It is our intention that no resources presented to the children should contain material that could be considered offensive to any sectors of the community.

In our present multicultural society, we hope to foster an attitude of respect and tolerance to different races and ethnic minorities and expect each pupil to treat others, as they themselves would expect to be treated.

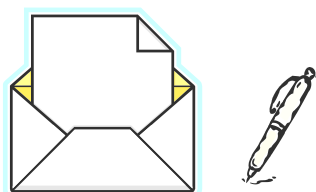
To promote this statement we undertake to: -

- 1. Make all areas of the curriculum available to boys and girls alike.**
- 2. Apply disciplinary measures in a uniform manner to both sexes.**
- 3. Allocate tasks within the school fairly.**
- 4. Avoid the use of any language, or texts, by staff or pupils, which could cause offence.**

DO YOU WANT TO MAKE A SUGGESTION, COMMENT OR COMPLAINT?

If you would like to talk to someone we operate an open door policy at Coylton Nursery. Please feel free to discuss any concerns you may have with a member of staff or make an appointment with the Head Teacher.

The Care Commission is a national organisation set up to regulate the care services. It is a non-departmental public body and will operate independently of the Scottish Executive. Every service will be regularly inspected against a set of standards. They can be contacted over any concerns you may have regarding the service provided to your child.



If you have a concern and wish to complain to the Care Commission directly, please write to:-

**Care Commission Office
Compass House
11 Riverside Drive
DUNDEE
DD1 4NY**

Tel: 01382 207100

We are always anxious to maintain and improve our service. If you have any suggestions to make about the service, please contact the head of establishment in the first instance. If you feel your complaint has not been satisfactorily resolved with the Head Teacher, please contact:-

**Executive Director
Children and Community
County Buildings
Wellington Square
Ayr
KA7 1DR
Telephone: 0300 123 0900**

Further information can be obtained on the website www.carecommission.com or via the **Helpline:- 0845 603 0890**.

CONCLUSION

At Coylton Nursery Class, we operate an open door policy, which means that parents are welcome to visit at any time. We value skills and talents that parents have and are keen to use these throughout the school. Parent helpers for nursery are very much appreciated. We hope that your child enjoys the educational and social experiences provided at Coylton Nursery Class.



Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document:~

- (a) before the commencement or during the course of the school year in question.*
- (b) in relation to subsequent school years.*