



Tarbolton Nursery



H A N D B O O K

2007

Montgomerie Street
Tarbolton
KA5 5PY



01292 541451

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SECTION A – General School Information

1. *Introduction by Head Teacher*

Dear Parent

Welcome to Tarbolton Nursery School.

We look forward to meeting you and your child at the Nursery.



We hope that your child's time at nursery school is very happy and look forward to getting to know you and your child. This handbook will give you an idea of what goes on at Tarbolton Nursery School as well as providing information which you may need during the year. The staff and I are always available and willing to answer any questions or help with any problems you may have.

As parents play a big part in the life of our nursery school, we would encourage your involvement and invite you to join us as often as possible.

Karen Butler
HEAD TEACHER

2. Statement of School Aims and Values

South Ayrshire Council has set out its six core values. These are:

- help for those who need it most
- commitment to quality public services
- pride in the community
- service to others
- lifelong education
- partnership

South Ayrshire Early Education Aims

We aim to:

- provide a safe, secure and caring learning environment where children are happy and feel valued
- provide a broad, balanced and stimulating curriculum appropriate to the needs of individual children
- encourage children to become active, confident and enthusiastic life-long learners
- promote partnership with parents and the wider community
- encourage continuity and progression in care and education

At Tarbolton Nursery School, we aim to offer inclusive education and childcare of the highest quality.

We aim to provide a happy, safe and stimulating environment to meet the needs of every child where:

- ❖ there is an atmosphere of trust, co-operation and mutual respect for all children, parents and staff
- ❖ all visitors are welcome
- ❖ everyone is valued and treated as individuals

We aim to encourage and enable children to explore and learn about the world around them by:

- o using the experience of skills of staff, parents and the wider community to enhance learning opportunities
- o utilising the facilities of the nursery, village and South Ayrshire to best advantage
- o raising the children's awareness of the role they play in the community

We aim to establish a partnership with parents by:

- providing a broad, balanced range of activities and experiences in accordance with national and local curriculum guidelines
- ensuring children are stimulated and motivated
- observing and planning appropriate activities and learning to meet the needs of every child
- teaching children the skills they need for lifelong learning
- promoting an ethos of enjoyment and achievement

3. School Information

Name	Tarbolton Nursery
Address	Montgomerie Street Tarbolton KA5 5PY
Telephone Number	01292 541451
Email address	mail@tarboltonnursery.south-ayrshire.gov.uk
Denominational status	Non-denominational
Accommodation and capacity	Thirty children aged between 3-5 attend nursery school at each session. As a result of the Sure Start Scotland initiative from the Government, we are able to offer 9 places each session for children aged 2-3 years. Places will be shared to allow as many children as possible to benefit.
Catchment map and area	Details of the school's catchment area and street names are available for inspection at the school and parents can also access them on the Council's web site at www.south-ayrshire.gov.uk



4. *School Staff*

Name	Designation
Mrs Karen Butler	Head Teacher
Mrs Davina Chalmers	Depute Head Teacher
Mrs Elizabeth Hutcheson	Principal Teacher
Mrs Joyce Andreucci	Nursery Nurse
Mrs Lindsay Coverdale	Nursery Nurse
Mrs Julia Ewing	Nursery Nurse
Mrs Aileen Trotter	Nursery Nurse
Mrs Jane Taylor	Nursery Nurse
Mrs Shona McDowall	Clerical Assistant
Mrs Sheila Steele	Cleaner
Mr Hugh Goodwin	Janitor

5. *Management Team*

Name	Designation
Mrs Karen Butler	Head Teacher
Mrs Davina Chalmers	Depute Head Teacher
Mrs Elizabeth Hutcheson	Principal Teacher

Parents can be confident that all our staff are appropriately qualified and have undergone rigorous selection procedures.

6. The School Year and School Hours

The nursery is open 39 weeks of the year and offers 2 sessions per day.

Hours of Opening: 09.00 am – 03.00 pm

Daily Sessions: 09.00 am – 11.30 am

12.30 pm – 03.00 pm

All places are allocated according to South Ayrshire Council's Pre-5 Admissions Policy – a copy of which is available in the nursery. An Admissions Panel meets regularly to offer and review places for pre-threes. Some places may be allocated on a full-time basis to give families extra support in times of crisis.

Pupil's attendance will be 190 days after deducting 5 in-service days.

SOUTH AYRSHIRE COUNCIL
Education, Culture and Lifelong Learning
School Holiday Arrangements: 2007/2008

Term	Break	Dates of Attendance		Cumulative Holiday Total	Cumulative Working Days	
First	Mid Term	Teachers (Inservice)	Thurs	16 Aug 2007		
		Teachers (Inservice)	Fri	17 Aug 2007		
		Pupils return	Mon	20 Aug 2007		
		<i>local holiday</i>	Fri	21 Sept 2007	1	
		<i>local holiday</i>	Mon	24 Sept 2007	2	
		Close	Fri	12 Oct 2007		
		Teachers (Inservice)	Mon	22 Oct 2007		
		Re-open (Pupils)	Tues	23 Oct 2007	7	
		Close	Fri	21 Dec 2007		85
		<i>local holiday</i>	Mon	24 Dec 2007		
Second	Mid Term	Re-open	Mon	7 Jan 2008	17	
		Close	Thurs	7 Feb 2008		
		<i>local holiday</i>	Fri	8 Feb 2008	18	
		Teachers (Inservice)	Mon	11 Feb 2008		
		Re-open (Pupils)	Tues	12 Feb 2008		
		Holiday (Good Friday)	Fri	21 Mar 2008	19	
		Holiday	Mon	24 Mar 2008	20	
		Close	Fri	4 Apr 2008		143
Third	May Day	Re-open	Mon	21 Apr 2008	30	
			Mon	5 May 2008	31	
		Teachers (Inservice)	Fri	23 May 2008		
		<i>local holiday</i>	Mon	26 May 2008	32	
		Close	Fri	27 Jun 2008		195
				65		
	Session 2007/08	Teachers (Inservice)	Thurs	14 Aug 2008		
		Teachers (Inservice)	Fri	15 Aug 2008		
		Pupils return*	Mon	18 Aug 2008		
NB	Good Friday: 21 March 2008					
<i>Pupil's attendance will be 190 days after deducting 5 in-service days.</i>						

7. Starting Nursery School

The children start nursery school in small groups to help them settle in, get to know the staff, and vice versa. Your child has been assigned to a member of staff who will take responsibility for your child on outings and for assessment in the nursery. If you have any problems or enquiries, please contact the Head Teacher or your child's group person.

Please try to come with your child for the first day at the nursery school as it is reassuring for your child to know that you are nearby. It also gives you a chance to see what goes on at nursery and allows you to get to know the staff. If your child is unhappy, at first, you are welcome to come with his/her for a few days. We often find that although a child appears upset when the parent leaves, he/she is quite happy to join in activities.

8. Arrival and Collection of Children

Children should be brought to and collected from nursery by a responsible adult. It is very important that staff are notified of any change in arrangements e.g. if a friend or another family member is to collect your child.

Children should be signed in each day and a message left on the sheet to let staff know of any change in collection arrangements.

9. Voluntary Parental Contribution

This contribution is £1 each week, and is used to provide the snacks. Any residue goes towards toy repair or renewal. The snack money, as we call it, may be handed in at the beginning of the Monday sessions. With the help of our Parent/Staff Committee we are able to plan and subsidized entertainments, special events and activities for the children.

SECTION B – Teaching and Learning

1. *The Core Curriculum*

Through Play at nursery activities, we aim to:

- ✓ encourage and help children to build positive relationships
- ✓ give children opportunities to be independent and successful
- ✓ provide each child with the necessary skills to enable effective learning
- ✓ encourage children to have self-confidence

In South Ayrshire we follow guidelines for the 'Curriculum Framework for Children 3 to 5' set out by the Scottish Office. A copy of this is available for you to read. The curriculum is split into 5 key aspects:

- o Knowledge & Understanding
- o Communication & Language
- o Physical Development & Movement
- o Emotional, Personal and Social Development
- o Expressive and Aesthetic Development

Staff plan a balanced curriculum covering these areas. Room plans are available for you to read and discuss with staff at any time. Every child is treated as an individual in the nursery. He/she will be involved in activities which aid his/her development.

Staff working with 2-3 year old children will make use of Curriculum Framework 3-5 and South Lanarkshire 0-5 curriculum until the SEED issue curriculum guidelines for 0-3 year olds.

What We Do

- ❖ We provide a range of interesting and enjoyable activities suited to the needs of your child
- ❖ We talk and interact with the children
- ❖ We give the children praise and encouragement
- ❖ We help the children to form relationships with other children and adults
- ❖ We encourage the children to try new experiences
- ❖ We encourage the children to question and look for answers

2. Extra Curricular Activities

The nursery organise various workshops and activity days as well as a summer outing. We also access the Activity Centre and local library and visit the local church.

All of these activities are during normal Nursery hours.

3. Outings

Parties and Outings are always very busy times for us so we always appreciate your help. We often go for walks or trips to the shops in the village. In the summer term, we arrange a trip for the children to a park or place of interest in Ayr. When possible, we arrange trips to the theatre, museum or library and also use the Activity Centre.

4. Assessment and Reporting

At nursery, every child is treated as an individual, developing and learning at his/her own rate. Staff continually observe the children to ensure that they provide stimulating and interesting activities as well as challenge and assistance when required. Staff keep detailed records of each child's progress and report to parents in October, February and June. During the pre-school year, staff being to enter information about each child on a transition record which is completed in Primary 1, showing the child's development over two years. Every child has a 'Record of Achievement' which contain examples of work and photographs of events, activities and achievements. This folder is available for you and your child to look at whenever you wish. It is made into a book and is sent home at the end of the pre-school year.

5. Additional Support Needs/Accessibility Strategy

The nursery has a duty to ensure that all our pupils have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of lessons and teaching strategies but also minor adaptations to the physical environment of our building to address the needs of pupils with physical and sensory impairment, including the relocation of classes to the ground floor where feasible. We also need to ensure that parents who have a disability have equal access to information about their children. This will involve, for example, relocating the venue for parents meetings to facilitate physical access; provision of an interpreter for deaf people; agreeing a phone contact system to provide feedback for parents.

We try to identify pupils with additional support needs as soon as possible. The teacher discuss any difficulties a child may be experiencing with the Head Teacher. An Individualised Education Plan is drawn up and where possible our Learning Support Teacher or Pupil Support Teacher will help with class co-operative teaching or individual support. Parents are notified as early as possible and their help enlisted. Occasionally, we need to call in the services of our Child Psychologist. Parents are consulted once again and when permission has been granted the wheels are set in motion.

Individual Needs

Individual needs are recognized and appropriate support is organised whether it be for a child with social problems, speech difficulties or very able children. Your involvement as a parent is vital to us in the education of your child. Specialist help is available from speech therapists, home visiting teachers, health visitors, social workers and educational psychologists.

6. *Equal Opportunities and Inclusion*

At our nursery we promote equality and help every pupil benefit from education, with particular regard paid to pupils with disabilities and additional support needs as part of our inclusion policy.



All staff ensure equal opportunities are given regardless of race, religion, sex or ability.

All incidents of racism are treated seriously and reported to the education authority for follow up.

10. *Personal, Social and Health Education /Citizenship (including the nursery discipline policy)*

At home and in nursery school, your child will learn how to form relationships, how to show care and affection for others. Through praise and by example, staff reinforce good behaviour, help children to share, take turns, co-operate and respect the feelings of others.

SECTION C – Home / School / Community

1. Attendance

Children enjoy coming to nursery and we hope that their attendance can be regular and consistent to allow your child to gain the maximum benefit from his/her time with us. Also, we hope to build up good practice for later life and so expect the children to attend every day, unless they are ill.

2. Nursery Clothing

At nursery, the children like to have fun and try out lots of new activities with things like paint, glue, dough and clay. Sometimes this means that they will get dirty. We do have aprons to protect our clothes but little accidents do happen ! Please think carefully when you dress your child for nursery:

- Will the clothes wash ?
- Does it matter if the clothes get dirty ?
- Can he/she undo the belt/braces/buttons to get to the toilet ?

(many accidents happen when a trip to the toilet had been last to the last possible minute)

Please don't be the mum who sent her daughter to nursery in a new white t-shirt telling her not to paint ... I don't have to tell you what happened !

3. Fundraising

At nursery, we often have fundraising events to help pay for treats such as parties, trips and entertainers. We also try to help the Ayrshire Hospice and charities involving children. In recent years, we have made donations to local association for the Hearing Impaired and the Visually Impaired and also to Childline. We would greatly appreciate any ideas you have for fundraising or worthy causes.

4. Choosing a Nursery

Under the placing request arrangements parents have the right to choose a school other than the catchment school for their area. This is known as a placing request and application forms can be obtained from the school office or the Council Offices at Wellington Square, Ayr, telephone 01292 612268. Unfortunately it is not possible to guarantee that a placing request will be successful but parents will have the right of appeal should it be unsuccessful. Full details of the placing request arrangements are contained in the application form.

You should be aware that if you decide to make a placing request your child would no longer be automatically considered for a place in their catchment school.

5. *The Next Steps*

Starting Primary School can be a big step for many young children (and for their parents) so we help to make it easier in a number of ways. Our links with the primary school are very strong. Throughout the year, staff and children are invited to the nursery school for parties, concerts and entertainers. In the summer term, the infant staff visit the nursery school to get to know the children and arrange induction visits. This means children are well acquainted with their new teacher and school before starting in August.

Mrs Butler is familiar with the children in the nursery and this also helps with transition.

The nursery children are familiar with school too and visit the school for concerts, assemblies and weekly gym lessons. They also get a chance to have lunch in the dinner hall which is always a great success !

6. *Parent Teacher Association*

At this time there is no parents association in the nursery

7. *Working with You*

As a parent, you are the first and foremost educator of your child. It is therefore vital that we work in partnership to achieve what is best for your child, sharing information about development and progress as well as concerns.

You are welcome to visit the nursery at any time, either to talk to staff or to be with your child.

8. Parental Complaints Procedures

We are always keen to maintain our quality of service, if you have any comment about our service, please contact the Nursery Head Teacher (Mrs Butler) in the first instance. If, however, you feel your comment has not been fully addressed, you should write to the Director of Education, Culture and Lifelong Learning, County Buildings, Wellington Square, Ayr KA7 1DR.



9. Care Commission

The Nursery is regularly inspected by the Care Commission as a registered service and the reports are available for parents.

If you wish to contact the Care Commission, they can be contacted at the following addresses:

Care Commission
Compass House
31 Riverside Drive
DUNDEE
DD1 4NY

Tel. No: 01382 207100 or 08456 030890

Regional Office
Care Commission
Princess Gate
Castle Street
HAMILTON
ML3 6BU

Tel. No: 01698 208150

SECTION D – Care and Welfare

1. *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
- Identifying 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 school has a Child Protection Co-ordinator who will co-ordinate the school's response to concerns for children and young people's safety and well-being. The Authority has a designated officer for Child Protection who will ensure schools work effectively to keep children safe and well. If you have any concerns about the safety and well-being of a child or young person, including a 'gut feeling', talk about this to the school's Child Protection Co-ordinator or another member of staff.

Mrs Butler is the Child Protection Co-ordinator for Tarbolton Nursery.

2. *Playground Supervision*

An adult presence is provided in playgrounds at breaktimes in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations, 1990.



3. *Healthy Eating and Snacks*

A donation of £1.00 per week is made by parents to cover the cost of the children's snack. If possible, this should be paid every Monday. All children receive a carton of milk. We encourage the children to have a healthy and varied diet. Favourites for snack include yoghurt, fruit, cheese, crisps, sandwiches and cereal. Please let us know if your child has any special dietary requirements or allergies.



Any money remaining after the snack has been paid for is used to pay for photographs, birthday presents, new toys and books for the nursery.

4. Birthdays

We celebrate every child's birthday at nursery with a party and cake which we provide.

5. Photographs

At the beginning of term, we will ask for your written permission to take photographs of your child which may be used in local newspapers or educational displays.

6. Security Measures

As a result of the Cullen Enquiry, new security measures have been introduced to make our nursery school a safer place for children and staff.

We now have a security door which is kept locked: parents and visitors must press the buzzer to gain entrance.

7. Fire Drills

A Fire Drill is held every term in the nursery school. When the alarm bell sounds, children and adults line up at the emergency exits in the playrooms and leave the building. They then walk to the boundary wall between the nursery school and primary school and wait until told to return to the building.

8. Emergency Closure Arrangements

The Nursery School will be opened as on the School Opening List unless circumstances arise to make it close e.g. severe weather, power failure, fuel supply difficulties etc.

We will keep you closely informed via telephone, notices, press or radio releases.

In the event of the Nursery School having to be evacuated, the children will be accommodated in the Old Building and parents would be notified.

9. Transport

We are very conscious of the safety of children at Tarbolton Primary school with whom we share the playground. Please do not bring your car into the playground unless there is an emergency. Cars should be parked in the area between the Activity Centre and the Community Centre.

10. Insurance

South Ayrshire Council hold Public Liability, Employer Liability and Officials Indemnity Insurance, with AIG Europe (UK) Ltd – New Hampshire Insurance Company under policy number 21005023. In addition, the school will provide information on School Excursion Insurance when necessary. Further information regarding insurance and an appropriate claim form can be obtained from the school or County Buildings, Wellington Square, Ayr, telephone 01292 612264.

11. Valuable Items

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

12. Health and Medical Information

If your child has any medical problems, it is very important that staff are informed and made aware of any difficulties. Please let us know if your child is ill or unable to attend for some reason.

Allergies

Please inform nursery staff if your child has any kind of allergy. Some types of biscuits may contain nuts so we must be informed of nut allergies.

Promoting Dental Health

The children have the opportunity to brush their teeth everyday, if you wish. Toothbrushes and advice on dental health are provided by Community Dental Health.

If Your Child is Unwell

In the event of your child becoming ill or having an accident at nursery, we try to contact you or the emergency contact so that your child can go home. If we are unable to contact anyone, your child will be made as comfortable as possible.

All accidents are noted in our "bump book" – you will be asked to sign this to confirm you have been notified of the accident and the treatment given by the First Aider.

Fit Ayrshire Babies

Fit Ayrshire Babies (FAB) is a 3-year project which Tarbolton Nursery School is involved with, to promote the benefits and importance of exercise and physical play to very young children and their carers.

Children and parents/carers will have increased opportunities to be involved in physical exercise and enjoy the benefits of play and social interaction while at nursery.

13. Smoking Control

“No Puffin !” The whole nursery is a smoke-free zone. We would ask that you note this and support our decision.

14. Data Protection Act

Information on pupils and parents is stored on a computer system and may be used for teaching, registration and assessment and other administrative duties. The information is protected by the Data Protection Act 1998 and may only be disclosed in accordance with the Code of Practice. For further information please contact the school.

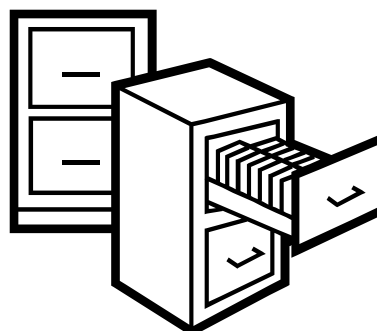


15. Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish public authorities; Scottish Executive and its agencies; Scottish Parliament; Local Authorities; NHS Scotland; Universities and further education colleges; and the Police.

Public Authorities have to allow access to the following information:

- The provision, cost and standard of its service;
- Factual information or decision-making;
- The reason for decisions made by it.



The legal right to access includes all types of ‘records’ information of any data held by the Scottish public authorities. From 1st January 2005, any person who makes a request for information must be provided with it, subject to certain conditions.

13. *Helpful Addresses and websites*

Organisation/Contact	Address	Telephone Number
South Ayrshire Council Education, Culture & Lifelong Learning Mike McCabe	County Buildings Wellington Square AYR KA7 1DR	01292 612201
South Ayrshire Council Acting Head of Educational Attainment Alistair Kelly	County Buildings Wellington Square AYR KA7 1DR	01292 612203
South Ayrshire Council Quality Improvement Manager Carol Taylor	County Buildings Wellington Square AYR KA7 1DR	01292 612240
Pyschological Services		
District Councillor Hywel Davies	County Buildings Wellington Square AYR KA7 1DR	01292 612177
Scottish Commission for Regulation of Care	Compass House Discovery Quay Riverside Drive DUNDEE DD1 4NY	01382 207100

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.