

**Hanover
Street
School**



**Nursery Information
Session 2015/16**

Hanover Street School
Beach Boulevard
Aberdeen
AB24 5HN

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Dear Parents

Welcome to Hanover Street School Nursery where we aim:

- ★ To provide rich and stimulating experiences to enhance and extend the abilities of our children
- ★ to offer a secure, warm and caring environment to allow children to develop a positive sense of pride
- ★ to use planned activities to develop and explore meaningful play contexts to enrich knowledge and understanding
- ★ to engage a wide selection of materials, techniques and activities making provision for expression of ideas and feelings
- ★ to promote enthusiasm, enjoyment and confidence in the development of coordination, control, manipulation and movement

We will work together with you and your child to achieve these aims.

Yours sincerely

The Nursery Team

Staff

Head Teacher – Mr Peter Gibb (Acting)
Depute Head Teacher – Miss Gillian Forbes
School Administrator – Mrs A. Wilson
School Support Assistant – Mr L. Wilson

Nursery Staff

Currently, at any one time, there is one teacher and three nursery nurses covering the morning and afternoon sessions.

Nursery Teachers:

Gillian Forbes (Mon) & Miss Sandra Webster (Tues- Fri)

Nursery Nurses:

Miss Laura Mutch (Mon – Fri)
Mrs Rhonda Gauld (Mon & Tues)
Mrs Candice Westerman (Mon – Wed)
Mrs Anne-Marie Gove (Tues – Fri)
Mrs Morag Scott (Thurs & Fri)

Throughout the year you will meet various teaching and nursery nurse students working with us on placement.



These staffing arrangements may change. You will be kept informed of any changes.

Nursery Times

<u>Morning Class</u>	<u>8.30am – 11.40am</u>
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Drop off between	8.30am – 8.50am
Pick up between	11.20am – 11.40am

<u>Afternoon Class</u>	<u>12.20pm – 3.30pm</u>
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Drop off between	12.20pm – 12.40pm
Pick up between	3.10pm – 3.30pm

The main school door will not be open before 8.30am or 12.20pm.

Please do not arrive at school before these times.

***Our nursery entrances are small and cloakrooms can become crowded so we would ask that only 1 adult accompanies pupils to nursery. Children in buggies can be supervised at reception by nursery staff for a short time.**

School pupils should not be taken to the nursery.

***It is very important that children are collected on time. Young children can become confused and upset if they are left at nursery once all their classmates have left.**

Snack

In nursery we provide a snack for each child. Snack is part of the nursery day and provides opportunities for the children to go shopping, prepare and serve food, enjoy new tastes and develop social skills.



As a health promoting school we reinforce a positive message about food to children through the snacks and drinks provided. In doing so, we hope to support you, the parent, in developing good eating habits for your child.

Menus are displayed each week to keep you informed about what your child is eating. Please let staff know if your child has any allergies or religious reasons for avoiding certain foods.

Snacks include milk and fresh fruit daily.

Parents are asked for £1.50 per week to cover the cost of this snack. This is paid in a lump sum at the start of each term.

Birthdays

Birthdays can be made part of the nursery day. A child's birthday will be celebrated in class.

Normally children are keen to bake their own birthday cake and this is encouraged on the day of their birthday. We would ask that you do not send in bought cakes and allow the children this opportunity to cater for their classmates.



The birthday boy or girl will be made a fuss of at nursery but as a health promoting school we cannot accept sweets or party bags to hand out to our pupils. Thank you for respecting this.

What To Bring

Children should wear comfortable play clothes suitable for both in and outdoor activities. As children may be outside on any day, please ensure they have a jacket and footwear suitable for the weather each day.

To aid the children with independence, clothes should be easily managed by your child when going to the toilet and dressing. Children may well get dirty at nursery – they are playing with paint, sand, water, mud and more! We ask that you do not send them to nursery wearing their 'good clothes'. Nursery sweatshirts and polo shirts are available from the school office. These are not compulsory but the children do enjoy wearing them and look very smart in them.



Please make sure your child has a pair of named slip-on gym shoes to wear on gym days. You may purchase a gym bag to keep them in from the school office for £2.

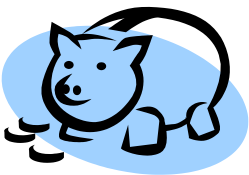
It would help us greatly with runny noses if each child brought a box of tissues to nursery at the beginning of session – thank you.



Nursery Fund

Our nursery has a fund used to provide items not included in the normal school budget, such as trips out, parties, Santa presents etc.

This fund is maintained by your generous donations throughout the year. There are 'bankies' positioned at each sign in station.



Parents often leave £1-£2 per week.

Towards Reading



There is a selection of attractive books on offer from nursery. Children are encouraged to borrow books to enjoy at home. You are welcome to borrow books as often as you wish.

Reading to your child is an extremely important part of teaching them to read. By reading to your child you are helping them towards a love of reading and setting them on the way to being a reader themselves.

Just as you talked to them so they learned to talk – read to them so they learn to read. You will be giving them the best start to their education.



We are really keen for these books to be used but if books or games get lost or damaged we will have to ask for a small donation to help buy replacements. Please help us to keep these resources in good order.

Number



Three times per year you will be given a booklet of “Parent Prompts”. They each have ten simple number activities for you to try at home with your child. We hope you have fun with them.

Our Curriculum

At the heart of the Scottish Curriculum for Excellence are the 4 capacities

- ★ Successful Learners
- ★ Confident Individuals
- ★ Responsible Citizens
- ★ Effective Contributors



The curriculum works towards achieving these through the 8 subject areas listed:

Language

- Listening
- Talking
- Reading
- Writing

Mathematics

- Number, Money & Measurement
- Shape, Position & Movement
- Information Handling

Health and Wellbeing

- P.E., physical activity and sport
- substance misuse
- food and health
- relationships

Expressive Arts

- Drama
- Music
- Art
- Dance

Religious and Moral Education

- Christianity
- World religions
- Development of beliefs and values

Sciences

- Planet earth
- Forces, electricity and waves
- Biological systems
- Materials

Social Studies

- People, past events and societies
- People, place and environment
- People, society, economy and business

Technologies

- Technological developments in society
- ICT to enhance learning
- Computing science
- Food and textiles
- Craft, design, engineering and graphics

You will be invited to attend a meeting to further explain this once your child is settled at nursery.

Learning in Nursery

In nursery children learn through **active learning** – learning which engages and challenges children’s thinking using real-life and imaginary situations. It takes full advantage of the opportunities for learning presented by:

- spontaneous play
- planned purposeful play
- investigating and exploring
- events and life experiences
- focused learning and teaching

Children learn by doing, thinking, exploring, through quality interaction, intervention and relationships, founded on their interests and abilities across a variety of contexts. These all combine to build the four capacities for each child.

How can active learning support development of the four capacities?

As active learners children can develop as:

- ★ **successful learners** through using their imagination and creativity, tackling new experiences and learning from them, and developing important skills including literacy and numeracy through exploring and investigating while following their own interests
- ★ **confident individuals** through succeeding in their activities, having the satisfaction of a task accomplished, learning about bouncing back from setbacks, and dealing safely with risk
- ★ **responsible citizens** through encountering different ways of seeing the world, learning to share and give and take, learning to respect themselves and others, and taking part in making decisions
- ★ **effective contributors** through playing together in leading or supporting roles, tackling problems, extending communication skills, taking part in sustained talking and thinking, and respecting the opinions of others.



Praise and Positive Behaviour Management

All young children respond favourably to praise and recognition.

Our staff will deal with your child in a kind and caring manner. Similarly, the children are encouraged to treat each other and adults with respect and to be kind and caring.

We ask that parents co-operate with us in encouraging children, by offering praise when their child copes with a difficult situation, achieves a goal, masters a new skill or behaves well.

Assessment and Reporting

As staff work with your child during the year they gather information regarding his/her progress and achievements.

This is recorded by staff and children in “Personal Learning Journey” folders which are kept in each child’s tray. Please feel free to look at these at any time, but we ask that they stay in school as things tend to go missing if they go home!

This information will also be shared with you through informal discussion, parent interviews and a written end of year report.

Equal Opportunities and Inclusion

In line with Aberdeen City Council policy, we are committed to a policy of multi-cultural and anti-racist education.



Books, pictures, jigsaws, stories and rhymes are selected to show positive images of people of different races and cultures, and show girls, boys, men and women in a range of roles.

It is important that from the earliest stages children are helped to recognise that there are many different ways of seeing and understanding the world.

Our nursery environment and planned curriculum help us to ensure this can happen for your child.

Insurance Cover

Please note: The Education Authority has no insurance cover to provide compensation in the event of a personal accident or death. It is the responsibility of the parents to insure their child, if they wish.

Health and Safety

Safety takes a high priority in nursery. Our main school doors locked, this means that when you require entry you will have to ring for attention. Remember though, you are always welcome in school.

To further ensure the safety of children only a responsible adult can bring or collect them from nursery. Every child is signed in and out of nursery each day. Children will not be allowed to leave with anyone under the age of 16 or anyone under the influence of drugs or alcohol.



When travelling to and from school you can encourage good road safety habits by using the marked crossings, which are patrolled by our lollipop people and by always holding your child's hand when around traffic.

Please do not be persuaded by an unwell child that – “they want to come to nursery.” Bring a sick child to nursery puts all the other children and staff at risk. Children should not attend school for 48 hours after any vomiting.



Schools are required by law to report any suspected harm done to a child by possible abuse. Every school has a named senior member of staff appointed responsible for Child Protection matters.

In our school that person is the Head Teacher, Mr Gibb.

Parents

We consider our daily contact with you to be vitally important – time for us both to exchange information – for the benefit of your child.

Please don't rush away!

It is helpful to share with staff any special events, or problems, happening out-with school – weddings, deaths, family splits etc. If we are informed we can help your child should they become unsettled.

Children enjoy having a parent or relative spending a session in nursery with them. Please ask staff if you would like to do this.

Hanover Street School has an active Parent Council, which relies on the support of every parent in the school. You are a member of the Parent Forum and will receive regular updates on its activities. Please try to help by becoming involved and supporting organised events.

Complaints Procedure

We aim to provide the best possible service and welcome your comments both positive and negative! If you feel your concerns are not being addressed satisfactorily you can contact the Care Inspectorate by telephone or in writing at the address below:

Johnston House
Rose Street
AB10 1UD
Tel: 0345 600 9527

Attendance

Children should attend nursery every day unless unable to do so due to illness. Please let the school office know if your child is ill and unable to attend. Prolonged absence from nursery without reason may, unfortunately, result in the loss of your child's nursery place.

Monitoring

Our nurseries are regularly inspected by the Care Inspectorate and by Her Majesty's Inspectorate of Schools. Copies of these inspection reports are available from the school office.

If you have any queries regarding this you are able to contact:

Care Inspectorate,
Johnston House,
Rose Street,
Aberdeen.
AB10 1UD
Tel. 0345 6009527

In Conclusion

We hope you have found the information in this booklet helpful. It can only give you a brief insight into our nurseries.

Should you have any further queries you are welcome to talk to the staff at any time. This can be done informally as you drop off or pick up your child, or by making an appointment.

We look forward to getting to know you and your child and trust we will have a happy and fulfilling time together.

Evaluation

To help us evaluate and improve this booklet, it would be appreciated if you could spare a few moments to complete this form and return it to a member of the nursery team.

THANK YOU!

Please circle your score. (1 = best, 4 = poorest)

User friendly	1	2	3	4
Easily understood	1	2	3	4
Informative	1	2	3	4
Content	1	2	3	4
Presentation	1	2	3	4

I think this booklet could be improved if:

Signed: _____

Date: _____