



Welcome to Hanover Street School Nursery



**Beginning Nursery:
Information for Parents
2017-18**

Hanover Street School
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Aberdeen
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Dear Parents

Welcome to the Hanover Street School community!

We are delighted to welcome you and your family into our welcoming, nurturing atmosphere where we can work together, aiming to do the best we can for your children. We hope to give to the necessary information to make you and your child's start in Nursery as smooth and as easy as possible.

Up until now, you have worked with Health Visitors in the development of your child. In this partnership, you may have heard of an important piece of legislation – the Children and Young People (Scotland) Act 2014, or more commonly known as the **GIRFEC Approach**.

Continuing from the work of the Health Visitor, Nursery, Primary and Secondary Schools also work within this approach. This has been implemented gradually across Scotland, and the Scottish Government are currently making amendments to the Act.

What is GIRFEC?

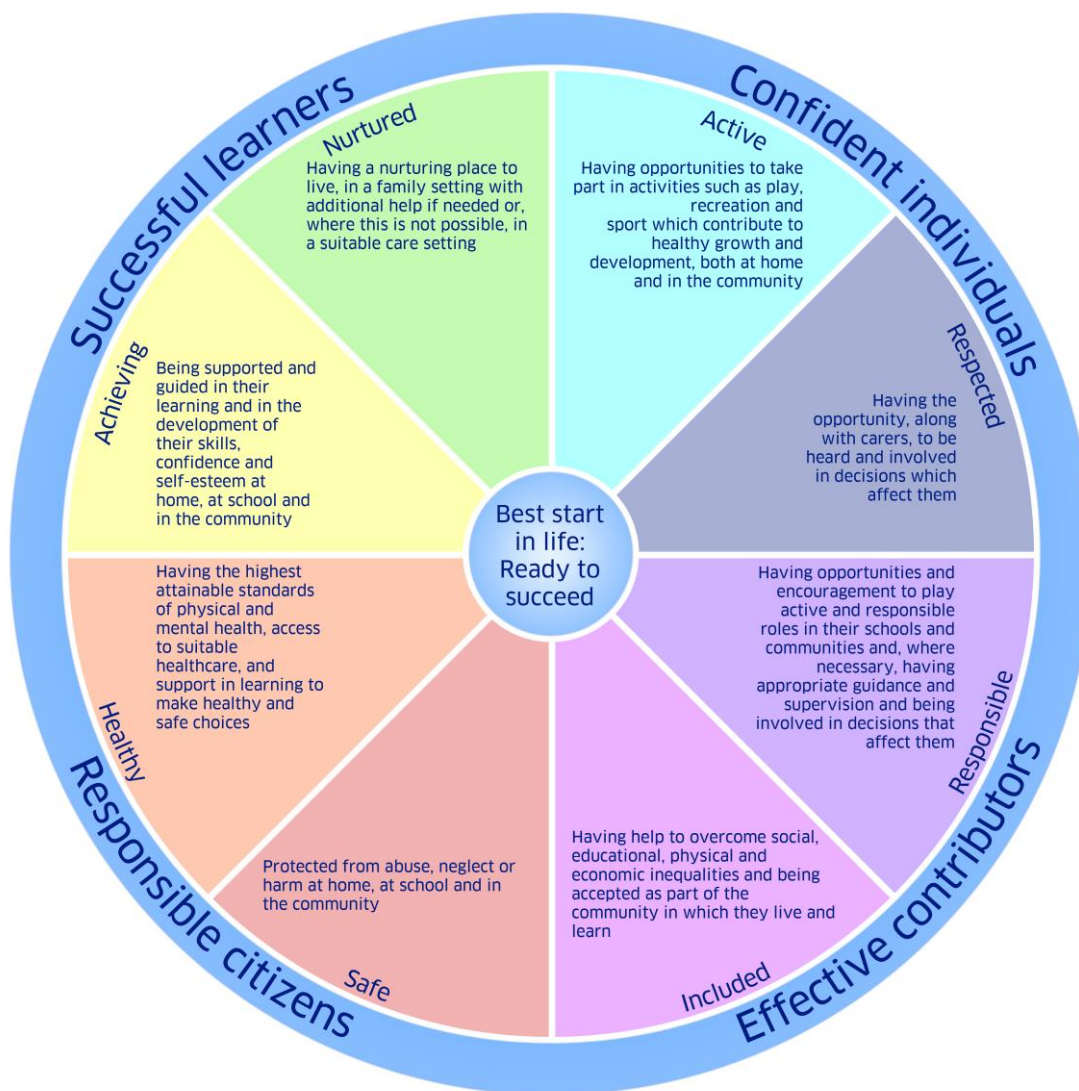
GIRFEC stands for 'Getting It Right For Every Child'. It is the Scottish Government-led approach to making sure that our children and young people – and their parents or carers – can get all the help and support they need from birth right through to age 18.

The wellbeing of children and young people is at the heart of the GIRFEC approach. Wellbeing is about how things are going for children in their lives. The GIRFEC approach uses eight words to describe what it looks like when things are going well – in other words whether a child is getting realised, the rights of being:

- ★ Safe
- ★ Healthy
- ★ Achieving
- ★ Nurtured
- ★ Active
- ★ Respected
- ★ Responsible
- ★ Included

These words can be used to find out where a child's strengths lie and also, if there are concerns, to see where some advice, help or support might be needed. They help everyone to understand wellbeing in the same way, and use the same language to talk about it. You can expect to hear wellbeing referred to when your child's health visitor or school contacts you.

These wellbeing words are often known as the **SHANARRI** indicators and illustrated in the **SHANARRI** wheel, which you may see dotted around the school and medical centres, etc.:



To raise awareness of this, we have organised the “Beginning Nursery: Information for Parents” booklet under the 8 Wellbeing Indicators, detailed above.

We hope that this booklet will be a useful tool for you to refer to both in leading up to and after your child has started with us in Nursery.

Please do not hesitate to contact us with any further queries.

Yours sincerely

Miss Gillian Forbes
Depute Head Teacher

NURSERY VISION, VALUES & AIMS

Vision Statement

Hanover Street School's vision is to create a welcoming, friendly, happy and safe environment to enable our children to achieve to their full potential and become successful learners, confident individuals and responsible, effective contributors to society.

School Aims

Our School Aims are:

- ★ to provide a welcoming, caring and friendly environment where children feel happy, safe and secure.
- ★ to provide challenging and appropriate learning experiences to promote successful learners within a full and balanced curriculum.
- ★ to promote responsibility, fairness, honesty and respect for others to enable children to become responsible citizens.
- ★ to develop communication, co-operation, perseverance and resilience to create effective contributors to society.
- ★ to encourage and develop good relationships between children, parents, staff and the wider school community.



At regular assemblies, and around the school, we display and simplify these aims to the words below, using “**HANOVER ST**” as an acronym:



- H** – Happy & Healthy
- A** – Achieving
- N** – Nurturing
- O** – (Being part of & involved with) **Our Communities**
- V** – Valued
- E** – Engaged
- R** – Respected

- S** – Safe
- T** – Teamwork

STARTING NURSERY

Who will you meet, speak to or work with your child?

Staff

Head Teacher – Mr Alan Markey (Acting – from January 2017)
Depute Head Teacher – Miss Gillian Forbes
School Administrator – Mrs A. Wilson
School Support Assistant – Mr L. Wilson

The Nursery Team

At any one time, there is a minimum of 4 practitioners in the nursery.

Nursery Teacher:

Miss Leanne Mainland

Senior Early Years Practitioners (S.E.Y.P)

Mrs Sarah Lemmon (Mon – Fri)

Early Years Practitioners (E.Y.Ps)

Mrs Laura Leaper (Mon – Fri)

Mrs Ludmila Barkovska (Mon – Fri)

Mrs Rhonda Gauld (Mon & Tues)

Mrs Morag Scott (Wed, Thurs & Fri)

Mrs Candice Westerman (currently on maternity leave)

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.

Attendance

Children should attend nursery as much as possible. To keep the place allocated by the Early Years Team at Aberdeen City Council, each child should attend at least 3 days per week, unless unable to do so due to illness. Please let the nursery know via mobile **07741 236509** (a short text will do), or call via the school office on **01224 569880**, 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.

NURSERY CLASSES & TIMES

Hanover Street School Nursery is an 80 place nursery. We have up to 40 children in each A.M. and P.M. session.

For registration purposes, the children are split into 2 x 20 classes, known as the **Red Nursery** and the **Blue Nursery**. However, this is for registration only and the children are free to play in all areas of the nursery and with all children and staff.

Nursery Times



Morning Class

8.30am – 11.40am

Drop off between

8.30am – 8.50am

Pick up between

11.20am – 11.40am

Afternoon Class

12.20pm – 3.30pm

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.

We have a 20 minute soft start and soft finish time at the beginning and end of each session. Parents and older siblings, who are in the Primary stages of Hanover Street School, are welcome to stay and play briefly between 8.30 – 8.50am, and 3.15 – 3.30pm. Parents, however, are responsible for the behaviour and safety of the older children in the nursery, at this time.

At drop off time...

- Please come into the nursery and sign your child in, indicating which adult will pick them up. **If someone arrives, who is different from the name written to collect the child, we will phone parents to gain verbal permission to take that child home, ensuring child safety.**
- Please encourage your child to get ready (jacket off, shoes changed, bag on peg) as independently as possible.
- Please encourage your child to leave their peg area tidy and nothing on the floor which could be a trip hazard for themselves or other children/adults.
- Do let the nursery team know any important information about your child to ensure a smooth transition into nursery.

Please help keep our cloakroom tidy so that our cleaners can do their best!



We show the children
what to do but would
appreciate parental support
at home time.

Thank you!



*Please pair up shoes on the shelves, off the floor, for mopping underneath.

*Bags and jackets should be hung up on pegs.

*Spare shoes and clothes to be kept in a bag on the peg also.

At pick up time...

- Please come in to nursery and sign your child out.
- Your child may be busy playing or reading; please go over and join them!
- If a member of the nursery team has any information to share with you, we will speak to you at this time.
- Please return to nursery by 11.35am/3.25pm so we can share any news with you and to allow your child to show anything they would like you to see before they leave. This will allow the team to continue with vital planning and preparation time.
- Please encourage your child to get ready (jacket on, shoes changed, bag on peg) as independently as possible.
- Please encourage your child to leave their peg area tidy and nothing on the floor which could be a trip hazard for themselves or other children/adults.

***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.**

As a nurturing school, we promote communication between children, children and adults, adults/adults, etc. We encourage mobile phones to be put away and spend these few minutes talking with your child about what they have done in nursery that day, what they've learned, what they've played with, new friends they've made, etc.



At Hanover Street School,
**greet your CHILD
with a SMILE –**



not a MOBILE!



SAFE

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.

We ask also that **parents and children should not use the school car park/gate to enter the playground** and that when entering/leaving school, that the school gate is shut behind you.

Child Protection

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. GIRFEC legislation refers to this as the '*Named Person*.'

In our school that person is the Head Teacher, Mr Alan Markey. Or, in his absence, it is Miss Forbes, Depute Head Teacher.

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.

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 online from the Tesco Uniform Embroidery Service: <http://www.tesco.com/direct/ues/> .

Uniform is not compulsory but the children do enjoy wearing it 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 is really useful to have a pair of gym shoes and a change of underwear and clothes, which stay in nursery in a separate gym bag.

HEALTHY



Health Promoting School

As a health promoting school we reinforce a positive message about healthy living through snack choices, sports activities and caring for ourselves and others, physically, socially and emotionally.

Snacks

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 positive messages to children about healthy eating 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. Snacks include milk and fresh fruit daily.

Parents are asked for £2.00 per week to cover the cost of this snack. This can be paid weekly, or, if preferred, as a lump sum at the start of each term.

***For further information regarding snack and healthy eating at Hanover Street School Nursery, ask to see the “Healthy Eating & Snack Policy” (updated November 2016)**

***You will be given opportunity to complete forms, etc., to let us know if your child has any allergies or religious reasons for avoiding certain foods. However, do keep us updated if this information changes throughout the session.**

Sickness

Please do not be persuaded by an unwell child that – “they want to come to nursery.” Bring a sick child to school puts all the other children and staff at risk. In line with NHS recommendations, children should not attend school for **48 hours after the last bout of any vomiting or diarrhoea.**



Head Lice

We encourage the regular checking of heads for live head lice and eggs (nits). Please, if you discover live head lice, do inform the school so that we can monitor the spread of any infection, and that we can make other parents aware.

Medication

If your child needs medication at nursery, whether this is regular or infrequent, we are not able to administer it until relevant permission forms and instructions are completed. These can be collected at the School Office.



Tooth Brushing – Childsmile!



Childsmile aims to improve the oral health of children in Scotland, and reduce health inequalities. At Hanover Street, our tooth brushing programme begins in the nursery and continues through to the end of Primary 3. All of the children are given their own toothbrush and toothpaste, which are regularly refreshed. Supervised tooth brushing takes place, as much as possible, after snack time.

There will be no requirement for a child to be consented to participate in this programme. There will be communication which will be sent to parents and carers, directly from Childsmile. Parents and carers will be given the option to 'opt out' of this programme on behalf of the child, by writing to the nursery/school on receipt of the communication.

Fluoride Coating & Vision Screening

At various times throughout the nursery year, after permissions being sought, the medical teams visit to apply fluoride coating to the children's teeth, and test their vision. Information will be sent out when this is planned to happen. In previous years, the dental and vision checks have considerably helped support children in their development and learning.

Sun Care



We go outside to play as often as we can. Please, as part of the "getting ready for nursery routine", apply sunscreen to exposed areas of your child's skin, especially in summer time, and even on the duller days which can quickly become bright and strong with sunshine. In the case that you forget to apply sunscreen, the nursery will have some available for you to apply when you drop your child off. ***If your child requires a certain**

type of sunscreen due to allergies, etc., please let us know so that we can purchase the relevant sun protection.

Runny Noses

As I'm sure you can imagine, we have many runny noses throughout the school/nursery year! We would thoroughly appreciate it if you could provide a box of tissues on occasion to encourage the best possible hygiene in class.



ACHIEVING

Parents are a child's first and most influential teachers. Due to your love, care and support, your child comes to nursery with lots of knowledge, skills and experiences that can be built upon and extended.

Because children learn through all of their experiences - in the family and community, pre-school centre, nursery and school - the curriculum aims to recognise and complement the contributions that these experiences can make.

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.

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

How can active learning support development of the four capacities?

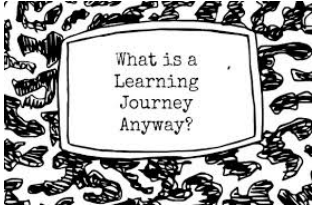
As active learners children can develop as:

- ★ **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.



Learning Journey

As staff work with your child during the year they gather information regarding his/her progress and achievements. In nursery, these experiences and development of skills and knowledge are recorded in a child's "Learning Journey".



The Learning Journey is an open record of your child's learning and development. It is a personal record of that unique child as it builds up a picture of what a child knows, understands, feels and can do. Each child will have a Learning Journey that includes:

All About Me: a "passport" of information about the child, their likes/dislikes and their interests

Children's work: photographs, pieces of work, paintings, etc.

Observations: formal observations, snapshot notes

Voices/Comments: most importantly, comments from the child, supported by comments or next steps from staff and parents

Curriculum: evidence of learning and development, linked to the curriculum

Home/school partnership: achievements at home or activities out of nursery

These folders 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.

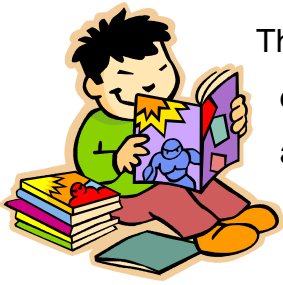
Stay and Play Sessions

Exactly what it says... drop your child off at nursery, but stay, and PLAY!

You are welcome to join your child and the nursery in their learning. Parents are regularly given the opportunity to join in at "Stay and Play" sessions. Look out for the signing up sheets near the signing in sheets!



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.

Achievements and Progress as a School

Each year, the school produces a Standards and Quality Report, identifying the strengths and positive areas of our school practices. Areas of development are then chosen in order to continuously improve our provision in the nursery and school. Along with staff, parents and children will be involved in the evaluation and improvement process through each session.

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: <http://www.careinspectorate.com>.

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

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

NURTURED

What does this mean for you and your child?

Every child has different experiences of play and childcare and therefore form relationships in different ways, and separate with different levels of confidence. Settling into nursery is very different for each child and their needs are considered on an individual basis.

As a school, we are increasing our awareness of the 'nurturing approach' and embedding it further into our policies and practices.

There are 6 principles of nurture (**Lucas,S., Insley,K. and Buckland,G. (2006)**), and how we realise these at Hanover Street Nursery is detailed below.



1. Children's learning is understood developmentally:

Teachers and Early Years Practitioners use their expertise of child development and play in the Early Years, along with developing knowledge of attachment and brain development to differentiate opportunities for social and emotional learning of specific skills. Staff model respectful, consistent and positive interactions, believing that nurturing relationships bring about meaningful change.

2. The classroom offers a safe base:

The nursery team works together with parents/carers, pupils and other staff to develop a safe, welcoming, positive and respectful environment. Independence and children's choice is promoted in a secure, well-organised and supportive environment, where additional structure and supervision is provided if/when necessary. Parents/carers are valued as part of the nursery community and staff are sensitive in maintaining key relationships.

3. The importance of nurture for the development of wellbeing

Nursery staff aim to balance supporting self-esteem, providing challenge and developing resilience. Praise and positive reinforcement and feedback is given to children. Personal achievements (whether from home or nursery) are celebrated and shared. Children are given support when required. When your child needs care, comfort and guidance, we give it to them. We talk, we listen, we look for solutions to any problems. In comfort, we give hugs, put arms round shoulders, give pats on backs, sit the children on our knee, etc., as the needs of the child dictate. Please, if you would like us not to hug your child in the event of them being upset, do let us know!



4. Language is a vital means of communication

Staff listen, show empathy, care and have positive regard for all pupils. Language used to do this is adapted to suit the developmental needs of the child. Staff are aware of the importance of displaying and observing non-verbal language.

5. All behaviour is communication

Staff will observe and “tune in” to children’s verbal and non-verbal language. Staff will work together with parents to explore the reason/function of more challenging behaviours, aiming to be restorative and focused on providing solutions.

6. The importance of transition in children's lives

The nursery team will communicate with parents and other relevant adults/agencies to support transitions and any potential disruptions in the lives of the children. Children will be involved in changes to routines and are supported to cope with these.

To promote and help embed the above principles, Hanover Street Nursery works a “Key Worker System”.

What is a Keyperson/Key Worker?

Definition:

A key person has special responsibility for a set amount of children. Parents and children will always know the name of their key person. This will be given to you at the start of your child’s first term.

Aim:

A key person will ensure that your child’s wellbeing and needs are recognised and met at each session.

Main Duties:

- To help your child settle at Hanover Street School Nursery
- Talk with parents about their child
- Keeping an extra special eye open to how your child is settling in at nursery
- Assisting your child to integrate into nursery if necessary
- To provide emotional needs to your child, if required
- To make sure, with carers and parents, that the child’s race, culture, religions, language and family values are being met.
- To observe, keep records and monitor the child’s progress and asking and encouraging parents to participate in their child’s development, further promoting it
- To feed back information that might be important to parents or any worries the key person has come across
- To continue to respect that the parent and child’s information is remaining confidential



- To work in conjunction with parents in a professional manner, in line with Aberdeen City Council, General Teaching Council for Scotland (GTCS) and Scottish Social Services Council (S.S.S.C) Codes of Conduct.

IT IS IMPORTANT TO NOTE THAT A KEY PERSON DOES NOT

1. Shadow the children throughout the session.
2. Only work with the key children they have been allocated.
3. Prevent other adults from developing a relationship with the key children they have been allocated.

YOUR CHILD'S KEY WORKER(S): _____



How will we make the above happen?

- ✓ Regular informal/day-to-day sharing of information
- ✓ One-to-one meetings between parents and Key Worker after child has settled into nursery, with a brief questionnaire to prepare for the meeting
- ✓ Regular updating and discussion of the child's learning journey with a minimum of termly parental involvement
- ✓ Stay and play sessions
- ✓ Sharing of news and events via newsletters, other letters, meetings, website, etc.

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.



ACTIVE



The Scottish Government recognises the positive impact physical education can have on a pupil's health, educational attainment and life chances. Physical Education can form a key element of a school's plan to deliver the broad health and wellbeing outcomes and experiences contained within Curriculum for Excellence.

The nursery pupils receive regular P.E. lessons in the gym hall and dining rooms.

Outdoor Play and Learning

At Hanover Street School, we are developing our garden and outdoor areas so that it is a more meaningful place to play, learn and develop. We are also developing a "Wee Green Space" project, where we visit the beach regularly.

This will foster in children, as well as a love and respect of the environment, but also vital social and resilience skills.

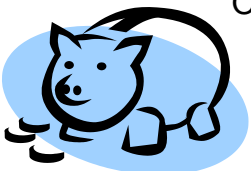
"Ideally, we want to make the most of the unique and special nature of being outdoors. We need the variety provided by:

- ***The weather – imagine a world without rainbows: the sunshine and the rain are key ingredients.***
- ***The seasons – these bring variety throughout the year, adding interest to our lives and festivals that celebrate the cyclical events.***
- ***The space and freedom of the world beyond the classroom.***
- ***The landscape – whether this is urban, wild, or somewhere in-between."***

Robertson, J. (2014). "Dirty Teaching." Independent Thinking Press. Glasgow.

As part of this we will very soon be purchasing outdoor waterproof clothing and footwear for the children to use. Please consider donating any old jackets/snowsuits/welly boots, etc.

Nursery Fund

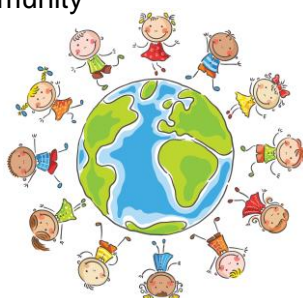


Our nursery has a fund used to provide items not included in the normal school budget, such as trips out, parties, Santa presents etc. This fund is maintained by your generous donations throughout the year. There are 'bankies' positioned at each sign in station. Parents often leave £1-£2 per week.

RESPECTED

We always promote a respectful relationship and culture between:

- Pupils and pupils
- Pupils and all staff
- Pupils and parents
- Parents and all staff
- Pupils, parents and the wider community



Aberdeen City Council Schools are committed to becoming “Rights Respecting Schools (R.R.S)” where we make children, parents, staff and the wider community aware of the United Nations Convention for Rights of the Child (UNCRC).

In June 2015, we as a school began working on the Rights Respecting School initiative and received our “Recognition of Commitment (R.O.C) Award”. We aim to take R.R.S. further and embed it into our curriculum and wider school activities. Look out for more information coming to you about this, soon!

Pupil and Parent Participation

We respect and appreciate **pupil participation** in developing the life and accomplishments of the school. Your child will receive opportunities to participate in various committees, groups, and activities to widen their experience, and most importantly, to let their voice be heard. In these groups, we encourage **parent participation**. If you have a certain skill, interest or passion for any of the following, do let us know, so that we can benefit from your parental participation too!

- **Pupil Council**
- **Eco-Committee**
- **Science Group**
- **After-School/Lunchtime Clubs**



Complaints Procedure

We aim to provide the best possible service and welcome your comments both positive and negative. If you have any concerns, in the first instance see a member of the Nursery Team, or the Depute Head Teacher/Head Teacher, where we will do our best to reassure, and solve any issues.

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:

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

RESPONSIBLE

School Clothing Grants

As outlined in the booklet 'A Guide to Education and Children's Services' 2017-2018, page 27, Clothing Grant Application Forms for session 2017/18 are now available for distribution to parents. These can be collected from the school office, library and information services, Customer Access Points and online at www.aberdeencity.gov.uk.

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.

This past session, we refreshed our Nursery's Positive Behaviour Policy. We introduced the 5 golden rules: **Walk, Talk, Share, Care & Listen**. The following posters are displayed in nursery and referred to often. Stickers rewarding these specific behaviours are sometimes given.



This coming session, we will be extending this by developing a Nursery Charter detailing rights and respectful behaviours, linking our 5 golden rules and our School Vision.

Here are examples of what the 5 golden rules mean and ways they are explained and illustrated in nursery. You will notice that they are all phrased positively, expressing to the children what we want them to do, rather than not to do.

Walk	Talk	Share	Care	Listen
<p>Look where you're going, use your walking feet</p> <p>Walk when entering, leaving, or in the nursery</p> <p>Use the bannister when walking on the stairs</p> <p>Walk around things, not over things</p> <p>Stay in your space when walking in a line</p> <p>Keep running for outside or in the halls</p>	<p>Use indoor voices (no screaming)</p> <p>Ask questions Speak in a clear big girl/boy voice</p> <p>Ask for help</p> <p>Tell the truth</p> <p>Use nice words</p> <p>Use manners- say please, thank you, excuse me, well done</p> <p>Spread good stories</p> <p>Don't talk to strangers</p>	<p>Take turns with toys</p> <p>Share your teachers and friends</p> <p>Join in activities,</p> <p>Play with others</p> <p>Share what you can do - help others by showing them what to do</p>	<p>Look after people</p> <p>Tidy up / put things back where they came from</p> <p>Include others/let them join in</p> <p>Tell a teacher if you or someone else is sad</p> <p>Give people a smile/hug when they need it</p> <p>Care for yourself - try to do something on your own - put on your coat, etc.</p>	<p>Use listening ears</p> <p>Listen to all adults - mums,, dads, teachers</p> <p>Put your hand up or wait if someone else is talking</p> <p>Think about what you're listening to - take time to think before answering questions</p>

INCLUDED

We value information from you so we can make your child feel and be included as much as possible. **Please complete the Nursery Information Gathering Sheet – see example below.**

This will highlight important information to the nursery team, and your child's key worker in an easily, accessible form.

Parents and Home/School Communication

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, bereavements, family splits etc. If we are informed we can help your child should they become unsettled. With your consent, we can also be in contact with other appropriate agencies, to offer support to the wider family.

A screenshot of a form titled 'Hanover Street School, Session 2015/17 Information Gathering Sheet'. The form contains various fields for parent information, including Child's Name, Birthdate, Parent Name and Address, Contact No., First Language, Level of English, Family (including any siblings), Other Children and Nannies/Childminders/Childcare Arrangements, Health/Toilet Issues, Food/Drink Issues, Religion, and a section for special interests/abilities. It also includes a section for 'Can your child take part in Christmas/ Easter activities?' with 'YES' and 'NO' options, and a section for 'How are you feeling about your child coming to nursery?' with smiley face icons.

We have a variety of means of communication in nursery. These include:

- The main school office phone number (01224 569880) for general queries, arranging appointments/meetings, reporting absences, etc.
- The nursery mobile phone (07741 236509) for letting the nursery know directly about absences, since the main school line can become very busy
- The school website <http://hanover.aberdeen.sch.uk/> where the nursery has a page showing their learning and sharing relevant information
- The school has a Twitter account – follow us on @HANoverStSch
- Regular newsletters – paper copies are handed out on approximately a monthly basis, and these are also displayed on the school website
- GROUPOCALL – a text message service where the school can contact you informally for brief messages

****Please update the school and nursery as soon as possible with any changes of address and especially, telephone number, so that you can always be contacted in case of emergency.***

English as an Additional Language (E.A.L.)

We have teachers and Pupil Support Assistants who support children with E.A.L. In nursery, they support children with developing use of English, talking and listening, and understanding routines. We have, and value, the many different languages being spoken at Hanover. We believe it adds to the culturally diverse and vibrant nature of the school. If any pupils are struggling in their understanding, we do our best to ask an older pupil to come and translate, if/when necessary.

Additional Support Needs (A.S.N.)

We at Hanover aim to identify and support any additional support needs children may have, be it social, emotional, behavioural or academic, short or long-term. If you feel your child is requiring further support in any of these areas, please speak to the class teacher in the first instance.

Welcoming and Including Parents

Finally, this induction is not simply all about your children! As parents, you are a hugely valued part of the school community – you have been your child’s first teachers and provide the main role-model in their lives. It therefore makes sense that we work together as much as possible.

Parent Council

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.

Parent Helpers

We hope that many of you will consider lending a hand as a parent helper in school, either on an ad hoc or regular basis. Aberdeen City Council requires all parent and adult helpers in school to complete a disclosure application before helping out in school. If you’d like to help in any way, please see the class teacher.

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.

IMPORTANT DATES FOR SESSION 2017-18

Further information for sessions after 2017-18 can be found on
Aberdeen City Council Website: <http://www.aberdeencity.gov.uk/>

In Service Days (these are slotted into each term below)

Monday 21 August 2017
Friday 17 November 2017
Tuesday 13 February 2018
Wednesday 14 February 2018
Tuesday 8 May 2018

Term 1

22 August 2017 - 13 October 2017

In-Service Day - **Monday 21 August 2017**
Term Starts - **Tuesday 22 August 2017**
September Holiday - **Friday 22 September - Monday 25 September 2017**
Term Ends - **Friday 13 October 2017**
October Holiday - **Monday 16 October - Friday 27 October 2017**

Term 2

30 October 2017 - 22 December 2017

Term Starts - **Monday 30 October 2017**
In-Service Day - **Friday 17 November 2017**
Term Ends - **Friday 22 December 2017**
Christmas Holiday - **Monday 25 December 2017 to Friday 5 January 2018**

Term 3

8 January 2018 - 29 March 2018

Term Starts - **Monday 8 January 2018**
Mid Term Holiday - **Monday 12 February 2018**
In-Service Day - **Tuesday 13 February 2018**
In-Service Day - **Wednesday 14 February 2018**
Term Ends - **Thursday 29 March 2018**
Spring Holiday - **Friday 30 March to Friday 13 April 2018**

Term 4

16 April 2018 - 6 July 2018

Term Starts - **Monday 16 April 2018**
May Day Holiday - **Monday 7 May 2018**
In-Service Day - **Tuesday 8 May 2018**
Term Ends - **Friday 6 July 2018**

In Conclusion

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

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!

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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 = poorest, 6 = best)

User friendly	1	2	3	4	5	6
Easily understood	1	2	3	4	5	6
Informative	1	2	3	4	5	6
Content	1	2	3	4	5	6
Presentation	1	2	3	4	5	6

I think this booklet could be improved if:

Signed: _____

Date: _____