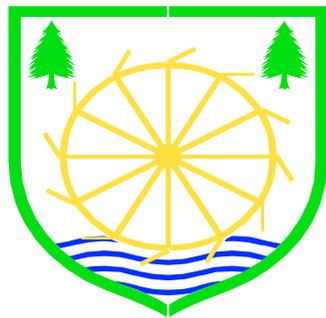


# Milltimber Nursery



Working together to be the best we can be



Handbook

2019-2020

# CONTENTS

## 1. School Information

- Head Teacher, Depute Head, School Administrator
- Address
- Nursery Team
- Schools Information Line
- School Closure Details
- Session Times
- Our Vision
- Our Aims
- Our Nursery Values
- Communication
- Signing In and Out
- Absence
- Late Collection

## 2. Nursery Essentials

- Getting to Know You
- Joining Nursery
- Snack
- Clothing
- Toothbrushing
- Sun Protection
- First Aid
- Health/Medication
- Fire Drills

## 3. Nursery Learning

- Curriculum
- Parents in Partnership

## 4. Looking Ahead

- Transition into Primary One
- Deferring Entry into Primary One

## 5. Administration

- Policies, Documents and Guidelines
- Child Protection
- Insurance
- Quality Assurance
- Suggestions or Complaints
- Scottish Public Services Ombudsman

## 6. National Contacts

# 1. SCHOOL INFORMATION

Head Teacher: Mrs D Hagan  
Depute Head Teacher: Ms L Farquharson  
School Administrator: Mrs A Dunn

## SCHOOL ADDRESS

Milltimber School  
Monearn Gardens  
Aberdeen  
AB13 ODX

Telephone Number: 01224 732517  
Email: [milltimber@aberdeencity.gov.uk](mailto:milltimber@aberdeencity.gov.uk)  
Website: <http://milltimber.aberdeen.sch.uk>  
Twitter:  @milltimbersch

## NURSERY TEAM

Nursery Teacher: Mrs M Booth  
Early Years Practitioners: Mrs W Macduff (Full Time), Mrs I Newlands (Part Time)  
and Mrs A Ross (Part Time)

## SCHOOLS INFORMATION LINE

Telephone: 0870 054 1999 (national rate number)  
Unique Milltimber PIN: 011530

The main features of this service are:

1. Emergency Arrangements Message for Parents/Guardians  
Used to inform parents/guardians of emergency arrangements and important announcements, e.g. early closure arising from adverse weather conditions.
2. Voicemail for Recording Non-urgent Messages from Parents/Guardians  
Facilities to record brief messages of a routine nature from parents/guardians for the school.
3. List of Messages Containing School Information  
Could hold routine information for parents/guardians, e.g. School Concert details.

## SCHOOL CLOSURE DETAILS

The Head Teacher may have to close the school/nursery when conditions such as power failure, water failure or storm conditions may put the children at risk. If the weather conditions are difficult before you set out for Nursery, please check the likelihood of a closure.

Parents can access school closure details by logging on to Aberdeen City schools closure page: [www.aberdeencity.gov.uk/closure](http://www.aberdeencity.gov.uk/closure)

## SESSION TIMES

Our current sessions run;

Morning 8.30 - 11.40

Afternoon 12.25 - 15.35

Please be prompt collecting your child at the end of a session as staff need time to reset the nursery for the afternoon session and have their lunch. They also may have meetings and courses to attend.

## OUR VISION

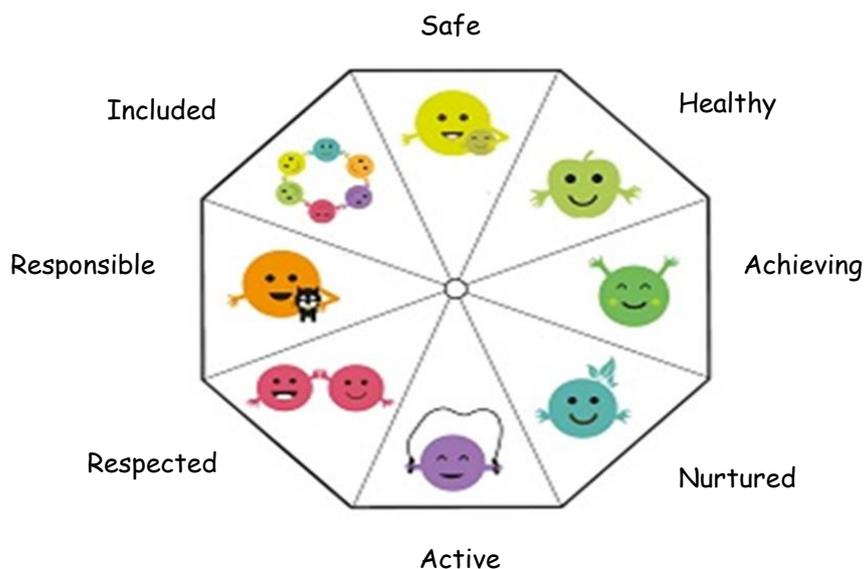
Milltimber Nursery where all children are involved in their learning, are included, active, engaged, challenged and their creativity is encouraged within our indoor and outdoor environments.

Our aim is to provide the children with the skills needed for the next stage of their lifelong learning.

## OUR AIMS

- To welcome all children, parents and carers into a safe, caring, nurturing and stimulating environment
- To treat all children, parents and carers with fairness and respect, where we celebrate and value cultural diversity
- To deliver high quality learning experiences which are purposeful, motivating, relevant, active and enjoyable to meet the needs of all children
- To develop skills children will need in the future for learning, life and work
- To build relationships with our parents by informing them of their children's progress and by involving them in the life of the Nursery
- To actively involve staff, children, parents and carers in all Nursery improvements
- To have skilled staff who actively seek professional development and leadership roles within the Nursery
- To develop children's personalities, talents and physical abilities, raise their self-esteem and achievements through the celebration of achievement and success

We aim to Get It Right for Every Child (GIRFEC) by using the Health and Wellbeing Indicators to ensure that every child is;



Our School and Nursery Values are at the **HEART** of our School.



### Our School and Nursery Charter

- ❖ **Be Ready**
- ❖ **Be Respectful**
- ❖ **Be Responsible**
- ❖ **Be Safe**



**Working together to be the best we can be**

## COMMUNICATION

- You will receive a termly Newsletter which will let you know about some of the exciting activities your child has been involved in, upcoming events etc.
- Keep an eye on the School Twitter Feed and School Website. Staff often post what the children have been learning about [www.milltimber.aberdeencity.gov.uk](http://www.milltimber.aberdeencity.gov.uk)
- The School Senior Leadership Team are available - please feel free to approach either Mrs Hagan or Ms Farquharson about any matter
- You will receive messages about events, school and nursery updates etc. through the School Groupcall and Xpressions systems as well as e mail
- Cloakroom Area;
  - Please take time to read the various noticeboards in the cloakroom area.
  - Daily information is put on the whiteboard as well as details of events that are up and coming. Notices asking for help may also be put up.
  - Information leaflets and booklets are available which can be taken home.
  - The weekly snack menu is displayed.
  - A Learning Journey Wall will show you what the children have been learning each week. You will see a mix of text, pictures, photos etc.
  - There is a board displaying the children's 'WOW Moments'. We encourage you to please let us know of your child's successes and achievements.

## SIGNING IN / OUT SYSTEM

This is for your child's safety and aims to ensure your child is collected from nursery at the end of the session by the correct person. Once you have signed your child in they are the responsibility of the Nursery Staff and so should remain in the classroom, rather than the cloakroom changing area. At the end of the session the children will wait with a member of staff and be asked to join you once you have signed them out.

## ABSENCE

If your child is unable to attend due to illness/family situation please telephone the main School Office, the School Administrator will then inform the Nursery Staff. Please allow at least 48 hours after sickness or diarrhoea before returning to Nursery.

If you are intending taking your child out of Nursery for a family holiday/family celebration we ask that you please provide written confirmation, to the Main School Office.

Unexplained absences will be followed up by a telephone call from the School Office.

## LATE COLLECTION

If you are going to be late, due to an unforeseen circumstance, in collecting your child please phone the School Office, the Administrator will let the Nursery Staff know.

The Nursery Staff regularly have meetings and courses at lunchtime and after school, so please arrange for another adult to pick up your child on time. If someone else is collecting from Nursery the school **must** be informed.

## SCHOOL HOLIDAYS

Details of school/nursery term dates as well as holiday and in-service training days are sent home in termly newsletters. Reminders are often displayed on the nursery noticeboard. These dates can also be found on the school website and Aberdeen City Council Website. <https://www.aberdeencity.gov.uk>

## 2. NURSERY ESSENTIALS

### GETTING TO KNOW YOU

Before your child starts Nursery you will be asked to complete various forms, sign a number of permission slips and will also be asked to complete a Snapshot Booklet. These documents are really important and will give us important information about your child's food allergies, medical information, family circumstances, likes/dislikes etc. They will provide staff with a starting point for your child's learning.

### JOINING NURSERY

We hope that starting at Milltimber Nursery will be a happy experience and that your child will soon feel secure and confident in our care.

Children are phased into Nursery in small groups. Ante pre-school children are admitted in line with their date of births as outlined in the Aberdeen City Council's Nursery Admissions Policy.

On your child's first day they will visit with you for approximately one hour, this will give your child a chance to explore the environment and some of the equipment available to them as well as meet some new friends. Although it may not be your child's first experience away from home, the staff and environment will be new. During this visit you will be able to talk to your child's allocated Key Worker and share any important/key information giving the staff a fuller picture of your child.

After the first visit your child may start Nursery for the full session the next day if they are ready, however some children take longer to settle than others and in these cases we will work in partnership with you to find the right solution for your child to ease their transition into Nursery. Some short term strategies could be; shorter daily sessions, reducing the number of sessions your child attends, stay with your child until they are settled. Each child is treated as an individual with unique needs, the Nursery staff will discuss any transition difficulties with you.

## SNACK

We provide a small, nutritious snack each session and this is paid for termly, currently £2.50 a week.

The children help in the selection and preparation of snack and this offers an opportunity to talk about food, where it comes from and to develop social skills. We encourage the children to be independent, choosing what and when they would like to eat. Water, milk and fresh fruit are always on offer. The children are also asked to tidy up after themselves, putting rubbish in the bin, leftover food in the food recycling bin and dirty plates, cups etc. in the dishwasher.

Any dietary requirements or allergies should be included in the initial paperwork handed into school before your child starts Nursery. Please do not bring food for your child into nursery unless discussed with staff.

## CLOTHING

By the time children come to Nursery most are able to go to the toilet by themselves. Please help your child by making sure that they are able to manage the fastenings on their clothing and avoid tricky buttons, braces or buttons.

In case of accidents spare clothes should be kept in a bag on your child's peg - remember to replace any items that have been used!

It is important to dress your child for energetic, physical outdoor activities and to provide appropriate outdoor shoes. The children will be taken to play and learn outdoors regardless of the weather.

We also ask that indoor non-slip shoes are provided, these will be worn in Nursery and the Gym. Crocs and slippers are not recommended as they cannot be used in the hall. The children will be taught to be independent and to take off/put on their own shoes. Please help us by encouraging this at home. Both pairs of shoes preferably should be slip-over or have Velcro fastenings.

**Please name all items of outdoor clothing and shoes.**

## TOOTHBRUSHING



Your child will take part in the Childsmile toothbrushing scheme which is set up in partnership with the Community Dental Service and NHS Grampian. Your child will be given his/her own personal toothbrush and toothpaste which will be kept in the Nursery. Your child will be supervised and helped to toothbrush after snack. A parental consent form will be distributed before toothbrushing starts, your consent is assumed unless you opt out of the scheme.

## SUN PROTECTION



At Milltimber Nursery we promote and encourage outdoor learning and your child's health and wellbeing are very important to us. Could you please ensure that during the summer months you:

- Apply sunscreen to your child before arriving at Nursery
- Ensure that your child has a comfortable, wide brimmed hat or legionnaire style cap

## FIRST AID

All staff in the Nursery are First Aid Trained and First Aid Supplies are readily available. Should your child have a small accident whilst at nursery e.g. scrapped a knee, the a member of the Nursery Team will administer appropriate first aid, this will be recorded on our incident paperwork and shared with you at pick up time. On very rare occasions, children may have a slightly more serious mishap whilst at Nursery, under these circumstances parents/carers will be called immediately or, if unavailable, the emergency contact will be informed and medical help sought.

## HEALTH/MEDICATION

At the initial meeting with your child's Key Worker in August you will be able to let us know about any special circumstances relating to your child's health. Please keep your child at home if he/she is not feeling well and let us know by phoning the main school office if he/she is going to be off, the office staff will inform the Nursery Team. If your child has been physically sick or has had a bout of diarrhoea we ask that you keep him/her off for 48 hours from last bout of sickness to help prevent the spread of infection.

If your child becomes unwell while at Nursery a member of the Nursery Staff will contact you to take him/her home. It is for this reason that it is vital that the school always has the most up-to-date contact details/telephone numbers of how we can contact you or your designated emergency contact.

If your child suffers from any ongoing ailments for which medicine may need to be administered e.g. asthma, allergic reactions etc. you must include this vital information on the initial Nursery paperwork. Your child's medication will be stored in a secure cabinet, staff will record when medication is administered and this information will be shared with you when collecting your child at the end of the session. Please make sure you regularly check the dates on medications that you hand into Nursery and replace when necessary.

## FIRE DRILLS

Regular fire drills are held throughout the session. The Nursery evacuates to the Early Stages Playground.

### 3. NURSERY LEARNING



#### CURRICULUM

We are committed to providing a stimulating curriculum for children and aim to build upon each child's previous learning experiences. We follow 'A Curriculum for Excellence' framework, and the Experiences and Outcomes within this describe the expectations for learning and progression in all areas of the curriculum. Curriculum for Excellence encourages all children to become successful learners, confident individuals, effective contributors and responsible citizens. The principles which underpin A Curriculum for Excellence are; challenge and enjoyment, breadth, progression, depth, personalisation and choice, coherence and relevance.

Young children learn through play and practical experiences. Through play, indoors and outdoors your child will learn about themselves and the world in which they live. Each activity that your child will engage in will offer a wide range of learning opportunities.



#### PARENTS IN PARTNERSHIP

We realise that parents/carers make the most significant contribution to their child's education. We, as teachers, must get to know the child in order to extend and complement the education already received and therefore it is important share with each other significant events and developments.

A curriculum evening will be held sometime during the first term, usually in September. This is an informative evening and gives parents/carers the opportunity to ask questions, explore the Nursery Room and look at some of the resources.

The Nursery uses a communication portal called the 'Interactive Learning Diary' to share observations with a parent/carer on their child's learning. The Nursery staff will keep parents/carers informed of their child's progress and of significant 'WOW' moments through the use of the ILD. Staff will upload text, picture, sometimes audio and video to provide parents/carers an insight into their child's nursery experiences and achievements. Observations link to the Curriculum for Excellence Experiences and Outcomes and includes next steps where appropriate. Observations also link to the Health and Well-being Indicators; Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included. Parents/carers can also upload observations of significant moments at home if they wish. The portal is password protected and so parents/carers can only access information on their own child. The portal can be accessed through the internet on any device or via a downloadable app.

Throughout the school year parents will be given opportunities to come into Nursery to discuss their child's progress with their child's Key Worker.

Parents/carers have the opportunity to talk to the Nursery staff daily at drop off and pick up times and are welcome to share information at these points of the day, however, if it is felt that more time or privacy is needed, you are welcome to make an appointment.

The Nursery Staff regularly ask parents if they would like to join us in Nursery and there are 'sign-up' sheets in the cloakroom.

Our 'Mystery Reader' and 'Stay and Play' sessions are great fun and give parents (and younger children) the chance to drop in and interact with the children during a Nursery session. There is no need to stay for the whole nursery session, you can choose when you would like to come into nursery and for how long.

At times we may ask for your assistance either in Nursery or on outings. There will also be special events and celebrations for which you will be invited to join us. We look forward to sharing your child's experiences with you.

We hope parents/carers will always feel welcome in our Nursery and will take time to look around and give encouragement to your child's learning.

Milltimber School and Nursery has a Parent Council which contributes to aspects of school improvement and A Parent Teacher Association (PTA) which works hard in organizing a variety of events to help us purchase much appreciated equipment for the school and nursery. We welcome all parents/carers to attend and become involved in either of these groups.

## **4. LOOKING AHEAD**

### **TRANSITION TO PRIMARY ONE**

The Nursery is an integral part of the school and throughout the year the nursery children are integrated into school life. The children regularly visit the school, attend class assemblies, have gym lessons with the PE Teacher, use the Early Stages Library, the Music Room and the school playgrounds. The children will also have opportunities to play and learn alongside other classes within the school. They will get to know the School Leadership Team, other teachers in the school, Pupil Support Assistants, the School Administrator, the Dinner Ladies and the Janitor. This is important as it ensures continuity between nursery and primary one and helps the children gain confidence for the transition into primary one.

Please be aware that children who are zoned for Milltimber Primary will be allocated a place in Primary One.

Children who live outwith our catchment will be allocated a place in their local school. Attending our nursery will not guarantee a place in our school, nor will having a sibling already in school.

In such situations a 'placing request' must be made and a decision will be taken near the end of the last term as to whether it is possible to accommodate such children into the Primary One class/classes.

## **DEFERRING ENTRY INTO PRIMARY ONE**

In a small number of cases it is felt that children who are of the age to attend school, e.g. 4 years old before the end of February would benefit from an additional year in Nursery.

Parents/carers of children wishing to defer the entry of their child into primary school must apply for a deferral. Parents/carers should apply for Nursery and Primary One in order to ensure a place is allocated to them in the event that the request for deferral is unsuccessful.

If your child's date of birth is during January or February (i.e they celebrate their 4<sup>th</sup> Birthday in January or February) you have the right to defer entry to school. If you wish to consider this you will be required to be complete a delayed entry request form.

If your child's birthday is between 1<sup>st</sup> August and 31<sup>st</sup> December, requests for deferral need to be supported by at least one other agency which is associated with the child e.g. Health Visitor, Educational Psychologist etc. Such requests are then presented to the Admissions Panel who make the decisions as to whether or not they will be allocated another year in nursery.

If you wish advice on deferred entry please discuss this with your child's Key Worker, the Depute Head Teacher or the Head Teacher.

## **5. ADMINISTRATION**

### **POLICIES, DOCUMENTS AND GUIDELINES**

Nursery Policies, Key Documents and Guidelines are available on the school website and in the Nursery Cloakroom area for you to look at if you wish.

### **CHILD PROTECTION**

Each school has a named member of staff appointed for Child Protection matters. Mrs. Hagan, Headteacher, is the named person for Child Protection in Milltimber School and Nursery.

## **INSURANCE**

Please note: The Education Authority has no insurance cover to provide compensation in the event of a personal accident or injury. It is the responsibility of the parents to insure their child, if they wish. More details on this matter may be obtained at the school office.

## **QUALITY ASSURANCE**

The nursery is regularly inspected by the Care Inspectorate and by the HMIe. Copies of reports are available from school and can also be accessed on the internet.

## **SUGGESTIONS OR COMPLAINTS**

We hope to work in partnership to improve our pre-school provision. If you have any suggestions which you feel would enhance our teaching and learning programmes please communicate these to the Nursery Team. Similarly if you have a complaint about any aspect of nursery life, you should in the first instance speak to the Nursery Teacher. If you feel that the complaint has not been satisfactorily resolved please contact a member of the School Leadership Team; Head Teacher - Mrs Dorothy Hagan,

Depute Head Teacher - Ms Lindsay Farquharson .

If the complaint is subsequently still unresolved, parents can;

- raise their concern to the Care Inspectorate, SCSWIS (Social Care and Social Work Improvement Scotland).

<http://www.careinspectorate.com/index.php/scswis-complaint-form>

- Raise their concern through the following Aberdeen City Council Website;

<https://www.aberdeencity.gov.uk/services/have-your-say/make-complaint>

## **SCOTTISH PUBLIC SERVICES OMBUDSMAN**

Under the Scottish Public Services Ombudsman Act 2002 members of the public have the right to complain to the Public Services Ombudsman about services that they receive from public bodies, including local authorities.

The Ombudsman has the power to investigate complaints against Aberdeen City Council in relation to maladministration and service failure.

This includes the power to investigate maladministration in the internal organisation and management of schools.

The Ombudsman does not have the power to investigate professional education matters i.e. the giving of instruction, conduct, curriculum or discipline in any educational establishment under the management of Aberdeen City Council.

The Ombudsman may investigate matters only where there is a claim that a member of the public has sustained injustice or hardship in consequence of the maladministration, service failure or other action as appropriate.

## Time Limit

A complaint must be submitted within 12 months after the day in which the person aggrieved first had notice of the matter complained of, unless the Ombudsman is satisfied that there are special circumstances which make it appropriate to consider a complaint out with that period.

## Contacting the Ombudsman

Members of the public may contact the Ombudsman direct. Individuals may also give written authorisation to a representative to act on their behalf e.g. MSP or Local Councillor. Complaints should normally be made in writing to:

Public Services Ombudsman  
22 Walker Street  
EDINBURGH  
EH3 7XX  
Tel: 0870 011 5378  
Fax: 0870 011 5379  
Email: [enquiries@scottishombudsman.org.uk](mailto:enquiries@scottishombudsman.org.uk)

We hope you have found the information in this booklet helpful. It can only give you a brief insight into our nursery but you are welcome to talk to the staff at any time, if you have any queries. This can be done either informally or by making an appointment.

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



Working together to be the best we can be

## 6. NATIONAL CONTACTS

NAME & ADDRESS	CONTACT DETAILS
<p>Care Inspectorate (Social Care and Social Work Improvement Scotland) Johnstone House Rose Street ABERDEEN AB10 1UD</p>	<p>Tel: 0345 6009527 <a href="mailto:enquiries@careinspectorate.com">enquiries@careinspectorate.com</a> <a href="http://www.careinspectorate.com">www.careinspectorate.com</a></p>
<p>Childline</p>	<p>Tel: 0800 1111 <a href="http://www.childline.org.uk">www.childline.org.uk</a></p>
<p>Children in Scotland Children in Scotland is a national agency for voluntary, statutory and professional organisations and individuals working together with children and their families in Scotland.</p>	<p>Tel: 0131 313 2322 <a href="mailto:info@childreninscotland.org.uk">info@childreninscotland.org.uk</a> <a href="http://www.childreninscotland.org.uk">www.childreninscotland.org.uk</a></p>
<p>Enquire The Scottish Advice Service for Additional Support for Learning</p>	<p>Tel: 0345 123 2303 <a href="mailto:info@enquire.org.uk">info@enquire.org.uk</a> <a href="http://www.enquire.org.uk">www.enquire.org.uk</a></p>
<p>Education Scotland Denholm House Almondvale Business Park Almondvale Way Livingstone EH54 6GA</p>	<p>Tel: 0141 282 5000 <a href="mailto:enquiries@educationscotland.gov.uk">enquiries@educationscotland.gov.uk</a> <a href="http://www.educationscotland.gov.uk">www.educationscotland.gov.uk</a></p>
<p>Grampian Racial Equality Council (GREC) 41 Union Street Aberdeen AB11 5BN</p>	<p>Tel: 01224 595505 <a href="mailto:info@grec.co.uk">info@grec.co.uk</a> <a href="http://www.grec.co.uk">www.grec.co.uk</a></p>
<p>ParentLineScotland</p>	<p>Tel: 0800 028 2233 <a href="http://www.parentlinescotland.org.uk">www.parentlinescotland.org.uk</a></p>
<p>Scottish Government Education Department</p>	<p><a href="http://www.scotland.gov.uk">www.scotland.gov.uk</a> (Click on Education &amp; Training)</p>
<p>Scottish Parent Teacher Council The national organisation for parents' groups in Scottish Schools.</p>	<p>Tel: 0131 4746199 <a href="mailto:sptc@sptc.info">sptc@sptc.info</a> <a href="http://www.sptc.info">www.sptc.info</a></p>
<p>The National Parent Forum of Scotland Gives parent councils and parents an opportunity to discuss and raise educational issues or mutual interest or concern at a national level.</p>	<p><a href="http://www.ltscotland.org.uk/parentzone/getinvolved/forumscotland/index.asp">http://www.ltscotland.org.uk/parentzone/getinvolved/forumscotland/index.asp</a></p>
<p>The Parent Zone Find out how you can support your child's education; information for parents and carers.</p>	<p><a href="http://www.ltscotland.org.uk/parentzone/">http://www.ltscotland.org.uk/parentzone/</a></p>

This booklet can be made available electronically or in large print format for the visually impaired. Translations into other languages can also be arranged.