



Early Learning and Childcare Glaitness Nursery



Family Information Handbook
2022-2023 Session

Welcome to Glaitness Nursery

Dear families

I would like to wish you all a very warm welcome to Glaitness Nursery. We know that the step from home to nursery is a significant one, and we look forward to working with you to make the transition as smooth as possible for you and your child. We will aim to build strong relationships with you and your family and want our nursery to be a place where everyone feels welcome and valued. We value the contributions that you will make to our setting and hopefully you will equally grow to value the support of our staff as they work with you to provide a quality service, a listening ear and lots of fun along the way.

This year is a very exciting one for Glaitness Nursery as we prepare to make full use of our new purpose-built facility. We have been working hard on lots of developments and improvements over recent years - forest schools, our site and 'polycrub' at Keelylang, family learning and Froebelian early years pedagogy to name a few. We look forward to building on this now with a facility that matches our big ambitions to be a high-quality setting for our children and their families.

I look forward to getting to know you all soon but in the meantime, this information handbook may help to answer any questions you may have. You are also very welcome to contact us at any time, using the contact details below.

Warm wishes
Shaun

Contact us:

Glaitness School, Pickaquoy Road, Kirkwall, Orkney, KW15 1RP

Tel: (01856) 873648

Email: glaitness.elc@glow.orkneyschools.org.uk

Website: www.glaitness.orkney.sch.uk

We endeavour to share your child's discoveries, achievements, struggles and successes with you. You are always welcome to spend time in the nursery, chat to us before or after a session, phone or email us with any news, queries or concerns that you may have.



This year we will be using Seesaw to share updates with you about nursery. Download the free app!

2



Please like our Facebook page for regular updates and reminders:

@GlaitnessNursery

Our Staff Team

We have a large staff team waiting to welcome your child to nursery and work with you to support their learning and development. Our ELC Manager has overall responsibility for the nursery, supported by the Senior EYP (Deputy Manager) and Lead EYPs who make up the leadership team. Our Early Years Practitioners (EYP) will be your first point of contact and will act as key workers, forest school leaders and support for learning practitioners, working with your child on a daily basis. We also have a small group of Early Years Support Workers who provide additional practical support to the team as well as working with the children.



Carol Abernethy
EYP-Outdoor Learning



Christine Bentley
EYP-Support for Learning



Emily Dennison
Lead EYP (KW Puffins)



Freya Warnock
EYP



Gemma Croy
EYSW



Jenny Drever
EYP (KW Butterflies)



Jenny Meek
EYP in Training



Jocelyn Downes
EYP (KW Cygnets)



Karen Petrie
Senior EYP



Karina Kennedy
EYP



Katie Ross
EYP (KW Otters)



Sarah Rendall
EYP (KW Bumblebees)



Shaaron Kennedy
Lead EYP (KW Caddies)



Shaun Tulloch
ELC Manager



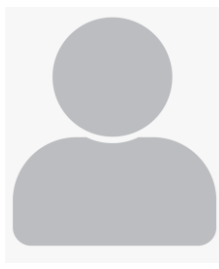
Susan Sinclair
EYP - Outdoor Learning



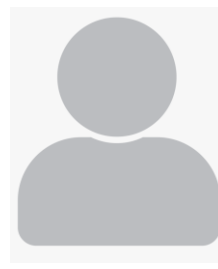
Tracey Hawkes
EYSW



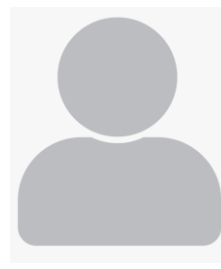
Vaila Wishart
EYP (KW Hedgehogs)



VACANT
EYP (KW Selkies)



VACANT
EYP Part Time



VACANT
EYSW Part Time



Glaitness Nursery

Our Vision

'Learning through play in a nurturing way'

Inspiring and supporting our youngest children and their families to be all they can be.

Our Ethos and Values

At Glaitness Nursery we value children as unique individuals who are naturally curious and keen to learn. We believe that young children learn well when their interests are built upon in stimulating environments. Our curriculum is play based and we value children's freely chosen play, where they marvel at the discoveries they make for themselves. We believe adults should be tuned in to each child and sensitively nurture their development by extending their learning. We value genuine relationships between our children, their parents, our staff and staff from other agencies, working together so our children grow and develop holistically to realise their potential.

Our Aims

- To create a safe, happy place where learning is challenging and fun for everyone.
- To build genuine positive relationships with children and their families and connections in our wider learning community.
- To value parents and carers as their child's most important educator and together, celebrate learning and progress.
- To provide rich, developmentally appropriate learning experiences in a well-resourced stimulating environment both indoors and out.
- To listen to children, value them as individuals and celebrate what makes us all unique.
- To continually evaluate what we do and encourage all staff to develop and remain curious so we can strive to provide excellent education and care at Glaitness Nursery.

Sessions

Our nursery caters for up to 90 children aged from 2 to 5 at one time. This year we will continue to offer up to 30 hours of early learning and childcare per week during term time or 25 hours, 47 weeks per year. This is provided using a combination of sessions from below.

Glaitness caters for a group of up to fifteen, 2-year-old children. The 2-Year-old children join our Cygnets key group. Eligible 2-Year-olds are also entitled to 1140 hours of free early learning and childcare. If you would like more information about two-year-old eligibility, please speak to a member of staff.

Nursery Hours

<u>Early Bird</u>	8.30am - 9.30am	(drop off flexible 8.30am - 9.15am - ring bell)
<u>Mornings</u>	9.30am - 12.00noon	(drop off 9.20-9.30am & pick up 11.50am-12noon)
<u>Afternoons</u>	1.00pm - 3.30pm	(drop off 1.00pm & pick up 3.20pm-3.30pm)
<u>Full Day</u>	9.30am - 3.30pm	(drop off 9.20-9.30am & pick up 3.20pm-3.30pm)
Lunch	12.00pm - 1.00pm	
<u>Late Session</u>	3.30pm - 5.00pm	(pick up flexible 4.00pm-5.00pm - ring bell)

Buying Additional Hours

We will offer parents the opportunity to buy additional hours of Early Learning and Childcare. 30 or 25 hours of funded ELC are available to each child every week but if parents would like to use more than this, they can apply for additional hours including 'Early Bird' sessions each day from 0830-0930 or late from 1530-1700. For more information, the charging policy and for a copy of the additional hours form please speak to a member of staff or see the OIC website:

[Early-Learning-and-Childcare-Charging-Policy.pdf \(orkney.gov.uk\)](#)

Key Groups

Our practitioners then operate a key group system where each of them has day to day responsibility for a key group of up to twelve children. Your child's Key Worker will be your first point of contact for all day-to-day issues concerning your child. You can however ask to speak to the one of the Senior members of staff or the ELC Manager at any time.



Nursery Calendar for 2022-2023

July 2022							August							September						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
October							November							December						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				
January 2023							February							March						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
						1			1	2	3	4	5			1	2	3	5	6
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	12	13
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	19	20
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	26	27
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			
April							May							June						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
July							August													
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su							
					1	2		1	2	3	4	5	6							
3	4	5	6	7	8	9	7	8	9	10	11	12	13							
10	11	12	13	14	15	16	14	15	16	17	18	19	20							
17	18	19	20	21	22	23	21	22	23	24	25	26	27							
24	25	26	27	28	29	30	28	29	30	31										
31																				

	In-service days (closed to all)
	Term time days (open to all)
	Year round days (open to children on year round place only)
	Public holidays and closure dates (closed to all)

Your Questions Answered...

How do we get into Nursery?

Come into the School grounds through the small brown gate into the front Playground. Entrance to the Nursery is through the Nursery gate at the other side of the playground. Please come around to the main nursery door (on the yellow wall). This is where you will drop off and collect your child at any time of day. If driving, use the school Car Park at the Pickaquoy Centre end of the building. As this can be a very busy area, please drive with extreme care. Please let us know if someone different will be collecting your child from nursery.

What if I am late?

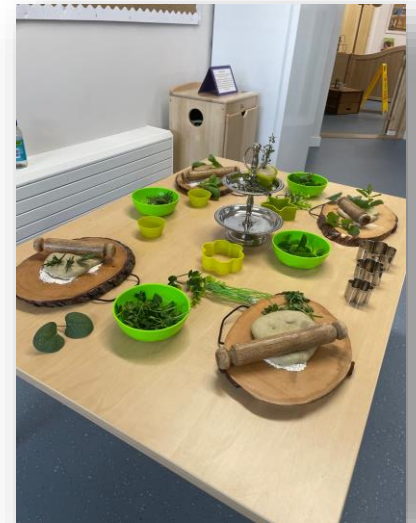
If you are late for any reason, enter by the main school entrance at the back of our school and let our office team know that you would like to go to the Nursery. We lock doors from the inside and ask visitors to report to the Main Entrance during the day as a measure to keep all children safe.

What if my child is off sick?

Please call the school office on 873648 or send a message on Seesaw as soon as you can to let the nursery team know if your child is absent.

What about toilet training?

Your child may not be fully toilet trained by the time they start with us. Our staff are experienced in supporting children with their personal care. We can help the children until they are able to do so independently and will work closely with parents to encourage this independence. Please let us know about your child's routines on their personal plan so we can support these at nursery.



How will we get to know the nursery and staff before the start?

Your child will be invited to visit the Nursery with their parent or carer so that they can play and get to know the place before they start attending regularly. Starting nursery is an important stage of a child's development. The transition process is successful when children feel safe, secure and are familiar with staff and the environment. With this in mind staff consider the individual needs of each child and their families and take these into account and plan a transition that will suit you. We also offer home visits as some children prefer to get to know new people in their own surroundings, let us know if you think your child would benefit from that.

Should I stay on the first day?

Some parents feel that it will help their child to settle if they stay for a little while when they start. Others feel that it is best to drop off and say goodbye. Each child and family are different, and we are happy to support you in whichever way suits you.

What should my child wear and take with them?

Please dress your child in comfortable clothes and soft shoes. We spend lots of time outdoors so please ensure your child has wellies and outdoor clothing so that they can play comfortably - in all kinds of Orkney weather! A change of clothes and a plastic carrier bag in your child's bag is also very useful. You can purchase school uniform if you wish. This can be ordered from KT Sports in Kirkwall or MacGregor Industrial Supplies.

What do they have for snack and how much does it cost?

A varied and healthy snack menu is planned and displayed on Seesaw. Snack consists of fruit and vegetables as well as another healthy snack such as oatcakes, cereal, soup, sandwich etc. Every day children have a choice of water or milk to drink. All staff involved in preparing snack have food hygiene training and children will be encouraged to help prepare snack too. We try to keep snack costs as low as possible; currently we will be charging for your child's second snack per day. Therefore, if your child attends for a half day they won't be charged for snack. Look out for termly snack payment slips in your child's tray. It is possible that snack foods may contain one or more of the allergens listed ***Please let us know if your child is allergic to any of these:** *Celery, cereals containing gluten, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, nuts, peanuts, sesame seeds, soya, sulphur dioxide.



What is the procedure for lunch?

If children are staying for lunch, they can order a school lunch or bring a packed lunch from home. School lunches can be ordered each day when you drop your child off to their key worker. Please have a look at the menu beforehand (displayed in the foyer each day) and indicate a choice to the keyworker. For the 2022-2023 academic session school dinners are **free** for all nursery pupils. If you choose to bring a packed lunch to nursery, please place it in the large box on the snack table as you come into your child's key group. They will then be refrigerated until lunch time. We ask that parents provide a healthy packed lunch and guidance on packed lunch ideas for 2-5 year olds is available in our waiting area or online at [Lunchbox ideas and recipes - Healthier Families - NHS \(www.nhs.uk\)](https://www.nhs.uk/healthierfamilies/lunchbox-ideas-recipes)

What happens if your child becomes unwell?

If your child is in distress or becomes ill, we will contact you, or the person you named as an emergency contact. Please inform the staff if your child suffers from a specific medical complaint e.g., asthma and this will be recorded on their personal plan. Please ensure that we have up to date emergency contact information at all times.

Administering Medicine

Your child may require medication during the session. Please talk to a member of staff who will make sure the medicine is carefully looked after and administered to your child. You will be asked to fill out and sign a form with this information, which helps us keep children safe.

First Aid

Children are busy and active during our sessions. Occasionally they may have an accident, for example, bump their head or scrape a knee. A trained First Aider from our staff will attend to your child and make sure you are told about the injury and any treatment given. In the event of a more serious accident, parents/carers or the designated emergency contact will be contacted immediately, and we will follow guidelines to make sure your child receives appropriate medical care.



Meeting the needs of all our learners

At Glaitness Nursery we aim to ensure we get it right for every child by providing the appropriate support at the right time in the right way. We are always keen to work with parents and carers to make sure we have a good understanding of your child's needs and learning style to enable us to meet these to the best of our ability.

Throughout the year, school staff, additional Early Years Practitioners and Support for Learning Assistants may also work with us in the nursery to give additional support to individual pupils, or to enable the staff to work with smaller groups or individuals at key times for the children.

We also work closely with a range of other professionals who provide specialist support and advice. We have close links with the Health Visiting, Speech and Language Therapy, Pediatric Occupational Therapy and Physiotherapy, Early Years Support and Educational Psychology services.

If you have a concern or question regarding supporting your child's learning and wellbeing or if you feel your family benefit from accessing one of the services listed, please speak to your child's keyworker or the nursery leadership team.

Learning through play

The Scottish Government's first National Strategy for play was published in 2013. It defines play as follows *"play encompasses children's behavior which is freely chosen, personally directed and intrinsically motivated. It is performed for no external goal or reward and is a fundamental and integral part of healthy development."*

Often play can be misinterpreted as 'just play' but we, as an Early Learning and Childcare setting, see play as the basis of learning where children can test out thoughts and ideas, cope with real life situations through role play and imagination and form social relationships.



As early years practitioners we carefully plan the learning environment and observe to see how we can spark curiosity and play in the children. We interact with the children as they play, provoking new thought to extend their thinking and learning. Our aim is to create deep engagement in flowing play which supports children to test out theories and learn from the environment, peers and adults.



Learning with our youngest children

The 'Pre-birth to three' guidance supports practitioners to create positive experiences for our younger children and their families. This guidance is used in conjunction with 'Realising the Ambition', the national practice guidance for Early Learning and Childcare. Realising the Ambition helps us to explore how we use effective adult interactions, plan engaging experiences and create stimulating and nurturing environments for all our children.



'Each child's needs should be at the centre of how we think about and plan for their unique development. Children have their own ideas and plans, and their brains and bodies are good at seeking out the kinds of activities, environments and encounters that they need to help them develop. Much of what children learn in the first few years, they often discover naturally for themselves, in their own way and in their own time. For this development to be successful, babies in particular, need to know their caregiver is nearby and that the support they provide is unconditional, continuous, reliable and predictable (O'Connor, 2018). Everything we do in ELC and early primary should be about helping the child to grow emotionally, socially, physically and cognitively.'

Realising the Ambition (Scottish Government 2020)

What do Children Learn?

Curriculum for Excellence is the national curriculum for children aged 3-18. It provides formally suggested curricular areas, as described below, and clearly defines what we anticipate children to learn as they get a little older and develop. We use this to plan learning experiences for the children in play but also as adult directed experiences with groups of children.

Literacy and English

Children develop their skills in reading, writing and listening as they play. They explore songs, rhymes and stories in groups and individually with adults as they play. They are encouraged to make marks and explore early writing in real life contexts.



Numeracy and Mathematics

Children will explore number concepts and their early counting skills. They will also have experiences that develop mathematical thinking and knowledge in measure, money, information handling and more.



Health and Wellbeing

Children learn to plan for choices and changes. They develop independence, self-care skills and begin to develop friendships. They explore different foods, what our body needs to be healthy. They participate in daily physical activity.



Sciences

Children use their senses to find out about the world. They make discoveries about the properties of materials as they play and explore.



Religious and Moral Education

Whilst at nursery children learn about sharing spaces and resources, caring for others and appreciating differences. We may look at world religions and discuss that people believe different things.



Expressive Arts

Children experience a variety of opportunities in drama, dance, music and art. They learn to express their ideas in a variety of creative ways.



Social Studies

Children develop an awareness of the world around them. They explore familiar and unfamiliar environments and learn about the past. Role-play will be a key experience in this curricular area.



Technologies

We explore different types of technology and investigate what makes things work. They plan and create a variety of models with junk materials and construction resources.



0830-0930	Early Bird Session A small group of children come in for the early bird session. They do lots of things during this time including making playdough, choosing how to set up the spaces for the day, helping with snack preparation and exploring some of their favorite places in the school before the rest of the children come in.
0930	Morning Session Our morning session starts at 9.30am with drop off from 9.20am. Families wait in the outdoor waiting area or foyer and a member of staff will open the doors to the nursey. Children collect their name tag and bring it in to their key group area. Families are encouraged to speak to the staff in the morning and pass on any relevant information.
0930-1000	Key Group Time Children spend the first part of the day with their key group. They do a variety of things during this time including, songs, stories, rhymes and planned learning experiences which are suited to the child's stage of development.
1000-1130	Play It is during this time that children explore the nursery environment and immerse themselves in learning through play. Adults are stationed in all areas of the nursery to ensure children's learning and ideas can be supported and built upon. Practitioners respond to each child's needs and alter their approach to ensure everyone is receiving the support and challenge they require depending on their developmental stage. During this time, we also have a free flow snack bar where children can eat and drink when they wish.
1130	Tidy Up Time The children are supported to tidy the learning areas so that they can be used again in the afternoon. Children then gather in their key groups to review their learning.
1200	Morning Pick Up Children who are staying for the morning only can be collected from the foyer from 11.50am.
1200-1300	Lunch Children have lunch in the nursery with staff. After lunch we usually all go out for some fresh air and play in the nursery garden or in another outdoor space.
1300	Afternoon Session The afternoon session will mirror the pattern of the morning but often has a slightly slower pace to suit the children who have been with us all day.
1500	Tidy Up
1530	Afternoon Pick Up The door will open from 3.20pm and children are collected from their key group area.
1530-1700	Late Session Like the early bird, children staying for the late session will be supported by a smaller number of our Early Years Practitioners who take turns on a rota to work this shift. When arriving to pick children up from the late session please come to the door where you would drop off in the morning and ring the bell.

Sharing learning

We promote the fact that parents and carers are a child's first and most important educators. Young children are constantly learning and exploring the world and spend more time with their family than in the nursery environment. We hope to make sure that each child at Glaitness Nursery has a rich learning experience both within and out with the setting.

Discussion between staff and parents/carers

The period at the drop off and pick up times each session gives parents a chance to speak informally with the nursery team, please ask questions about your child's learning at nursery. Parents Evenings and more informal gatherings are held each year and you will receive information about how to arrange appointments for them near the time.

Plans

Staff plan learning experiences in a variety of ways. Have a look at our big planning boards where plans are displayed each week. If you have any ideas as to how we may be able to extend the children's learning or have any skills which you may be able to share, we'd be delighted to hear from you.

Learning Journey Folders

Each child will have a 'Learning Journey' folder where children and nursery staff gather information about each child's individual learning. The folders will contain photos, observations and pieces of work that the children produce. We will send the folders home on a regular basis but they are accessible all year round for children and parents. Please feel free to add any learning you have been doing at home.

Photographs and displays

We will post pictures each week of activities your child has been enjoying on Seesaw. We will also post videos through the year of the learning your child has been involved in.



Continuous improvement

Glaitness Nursery will follow quality assurance procedures using 'How Good is our Early Learning and Childcare?' (Education Scotland 2014) and 'A quality framework for daycare of children, childminding and school aged childcare' (Care Inspectorate 2021). These documents help us to ensure we keep the service that we provide under constant review, taking the views of children, parents and staff into account. We will look inwards at our own service, outwards for best practice examples and forward to ensure we are on a journey of continuous improvement.

Comments, compliments and complaints

Glaitness Nursery is committed to delivering a quality service to all our families. We very much welcome comments about the service we provide to help us evaluate our practice. Please share your thoughts, on any aspect of the provision, with a member of our team. We will also regularly ask for feedback in a variety of ways throughout the year.

We aim to ensure the highest standards of care are upheld. Therefore, we encourage you to get in touch as soon as possible if this is not the case. Please share any concern with the **Manager, Shaun Tulloch** or **Senior Practitioner, Karen Petrie** who will make sure your concern is acted upon. We will talk to you about how we plan to move forward, and check that you feel the matter is resolved. This is in line with The Orkney Islands Council complaints procedures, displayed on the information board. Alternatively, please contact **Catherine Diamond**, Early Years Service Manager, Orkney Islands Council on **01856 873535 ext.: 3220**.

We are also a service that is registered with and regulated by the Care Inspectorate, and you can also contact them if you are not happy about any aspect of the service. They can be contacted on 0345 600 9527. More information about the Care Inspectorate and the National Care Standards can be found at www.careinspectorate.com.

