

# WELCOME TO



Aboyne Primary School  
Morven Place  
Aboyne  
Aberdeenshire  
AB34 5JN

*Head Teacher: Mrs Amanda Whitfield*

*Nursery Tel: 01339 267680*



## **Aboyne Primary School Nursery**

Welcome to our Nursery. We hope that both you and your child/ren enjoy your time with us. The following information will help you to prepare your child/ren for starting nursery. In partnership with parents/carers, nursery education has a vital role to play for young children and it provides an important boost for young children before they start primary school.

### **NURSERY SETTINGS AND TIMES:**

At Aboyne Primary Nursery we have one nursery setting, which is situated at the front of the school and can take up to 50 pupils in each session.

Drop off times should be that parents have left Nursery by the end of the slot. Parents should arrive between

8- 8.20am	8.30- 8.50am	12.10- 12.20pm	12.30- 12.50pm
1- 1.20pm	4.10- 4.20pm	4.30- 4.50pm	5.00- 5.45pm

Regarding session times, please see your acceptance letter and discuss final session arrangements with Mr Redmond.

### **NURSERY STAFF:**

Early Years Senior Practitioner: Mr Redmond  
Early Years Lead Practitioners: Ms Finney, Ms Davenport  
Early Years Practitioners: Mrs Ellington, Mrs Robb, Mrs Cocker, Ms Yeats  
Mrs Robertson (Mon/Tues), Mrs Nicoll (Wed/Thur/Fri),  
Ms Walker

Occasionally we may have student teachers / student Early Years Practitioners / work experience pupils in nursery. Parents are encouraged to join us as helpers to support the children's learning. All helpers require to be PVG checked prior to helping in Nursery.

### **WHAT SHOULD MY CHILD WEAR/BRING TO NURSERY?**

We access the outdoor learning possibilities of the campus regularly. Each day your child should come to school in sensible shoes for running around outside and have a pair of indoor shoes to change into. If your child has long hair we would appreciate that it is tied back each day for safety reasons. If your child has their ears pierced please ensure that you leave a roll of micropore tape in their bag so we can cover over the earrings when we do PE.

### **The following items are required:**

- Waterproof jacket and trousers (*we access the outdoor area throughout the year*)
- Gloves and a hat (*for cooler weather*)
- Outdoor shoes/wellies (*but not crocs as they do not provide secure footing when climbing/cycling indoors or out*)
- Indoor gym shoes for safety (*we access the school hall and use the gym equipment there*)
- Change of clothes (*we do get dirty at times*)
- Backpack to put all the clothes in
- Plastic bag (*for any wet clothing*)
- Sun hat (*for sunny days*)
- Sun cream (*for you to apply on arrival, if appropriate*). Please note that we will not be able to access outdoors on a sunny day if children are not protected from the sun.
- Spare hair bobble (*for those with long hair*)
- Micropore tape (*for those who have pierced ears*)

Everything should be **clearly named not just initialled please**. As we foster independence in our children, you can help by choosing jackets, gloves, shoes, and bags that your child can easily fasten and unfasten. Simple zips are best rather than complicated clips and toggles. Laces should be avoided. A complete change of clothing is essential as, even if your child has no toileting issues, accidents and spills can happen at the snack table or when playing with paint or outdoors.

At the beginning of each session we would ask that you support your child to hang up their coat, change their shoes, take them to the toilet and supervise their hand washing before they enter the nursery ready to start their choosing.

### **WHAT IF MY CHILD IS ILL/LATE?**

Should your child be absent, or if you are running late, we would appreciate a telephone call to the nursery **before the start of your child's session** where possible on:

<b>School Office</b>	01339 267680 then Option 1 for absence.
<b>Nursery:</b>	01339 267680 then Option 3 for Nursery.
<b>Office e-mail</b>	<a href="mailto:aboyne.sch@aberdeenshire.gov.uk">aboyne.sch@aberdeenshire.gov.uk</a>

This allows staff to be aware of which pupils will be in nursery each day.

To prevent the persistent and further spread of infection, parents are asked not to bring a child to nursery who has been vomiting or had diarrhoea until at least 48 hours after the last attack. If your child becomes ill at nursery and needs to go home, you will be contacted. If you are unavailable then the school will contact the emergency contact number, so we would appreciate you keeping us informed of any changes.

When you complete the registration forms for Nursery it is important that you provide details of any allergies or medicine required for your child, and this medication is brought to school clearly labelled, with the appropriate permission slip completed.

### **WHAT DO I PAY?**

A healthy daily snack is provided at each nursery session. The cost of this is currently 50p per session and payment by cheque at the start of each term would be the most convenient.

## **THE CURRICULUM**

In our Nursery classes we aim to build upon previous learning developed at home. We will ensure teaching and learning is developed through the experiences and outcomes of the 3-18 Curriculum for Excellence. The school's Belief, Vision and Values are used in Nursery to underpin pupils' learning experiences and our aim is that all children can reach their full potential within a safe, happy and stimulating environment.

Each session begins with an opportunity for the children to choose from a range of carefully planned activities, which will contribute to supporting your child's maturation and learning as set out in the Curriculum for Excellence, before being called together to discuss the day's plans. There is a focus on the children leading the planning through the use of large floor books.

## **GENERAL INFORMATION**

The children will have the opportunity to learn about and practise cleaning their teeth, attend assemblies, meet nursery visitors such as the school photographer, go on local walks and trips out as well as have regular visits to the local library. Details of each of these will be given to you throughout the school year.

We are in the process of establishing a new school website and, when this is live, further information will be posted on the site. As we are an Eco friendly school, we like to send out newsletters etc by e-mail, so please keep us updated of any change of contact details for our records, and so we may also contact you promptly in the case of an emergency or your child becoming unwell. We also send messages and reminders out by text so please provide us with a current mobile number.

Each child is allocated a pigeon hole where their art work and letters to go home can be found. Please ensure that you check this daily, along with the notice boards for any new information.

Each class has a parent rep who will send out information from time to time via e-mail. They will contact you to arrange this if you are happy to be contacted in this way.

## **COMMENTS, COMPLIMENTS, COMPLAINTS**

At Aboyne Primary we shall respond to the comments or complaints of all parties as promptly and positively as possible. The staff value your opinion on the quality and way in which we provide these services. If you are dissatisfied for any reason, please contact us.

- In the first instance you should contact the nursery staff for informal feedback. This may be all that is required to resolve the problem.
- If the problem remains unresolved, please contact the Senior Management Team either by letter, telephone or in person.
- Complaints will be acknowledged within 5 working days. Please allow 28 working days to investigate a complaint.
- A record of complaints is kept in school. It may be shared with Aberdeenshire Council officials or officers of the Care Commission, otherwise it is confidential.
- The procedure is displayed in the nursery for the information of parents and visitors.

## POLICIES AND PROCEDURES

We have a range of nursery policies and procedures. Parents/Carers are welcome to access these for consultation.

## CHILD PROTECTION STATEMENT - POLICY ADVICE

"Everyone has a responsibility to protect children from harm. School staff are in a unique position to contribute to the protection of children and must share concerns with appropriate colleagues and agencies.

Aboyne Primary has a Designated Officer who has been specially trained to listen to concerns and act on them as necessary."

*Where there is the possibility that a child could be at risk of abuse or neglect, the school is required to refer the child to Social Work, the Police or the Reporter and under these circumstances, the parent would not normally be consulted first.*

"Unless satisfied that a child has not been harmed or is not at risk of being harmed, the school must relay their concerns immediately to the social work service and/or the police. Social work and the police will determine when and how the child's parent's/carers and other services are to be informed of the concerns."

Local Social Work Office: Aboyne Social Work Offices, Low Road, Aboyne  
Tel: 013398 87096

## SCHOOL STAFF

Head Teacher	Mrs Amanda Whitfield
Depute Head	Mrs Valerie Stoddart
Depute Head	Ms Cheryl Sharp
Principal Teacher	Mrs Dawn Lobban
Administrators	Mrs Pauline Smith & Mrs Lynn Mackie

## SCHOOL CONTACT INFORMATION

Aboyne Primary School  
Morven Place  
Aboyne  
AB34 5JN

School Tel No: 01339 267680  
School e-mail address: [aboyne.sch@aberdeenshire.gov.uk](mailto:aboyne.sch@aberdeenshire.gov.uk)  
Aberdeenshire website: [www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk)  
Social Care and Social Work Improvement Scotland: [www.scswis.com](http://www.scswis.com)

We hope that this information helps you prepare for your child's transition to our Nursery. If you have any questions which you feel have not been answered then please ask us.

Thank you.  
The Nursery Team

September 2018