



# ST CYRUS NURSERY

## Information Booklet

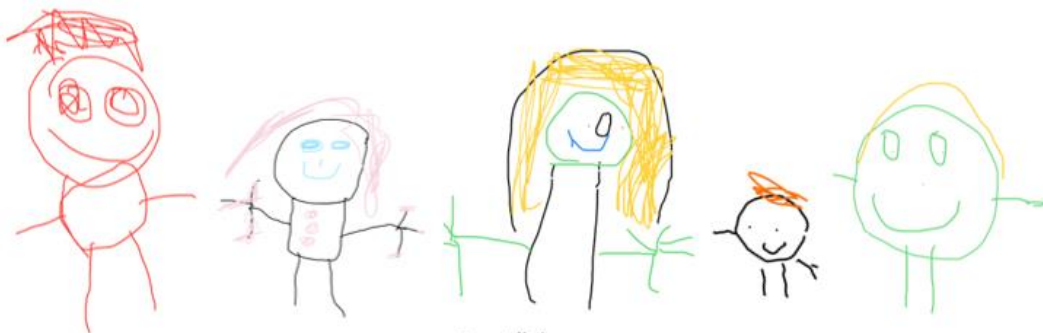


**2023/24**

# St Cyrus School Nursery



## Reach for the Stars



### Our Vision

Our school and nursery and its family are a happy and successful place. A positive environment where people care for and encourage each other in order to achieve everyone's full potential.

## Our Staffing



**Mrs Bev Rae**  
-Early Years Lead Practitioner



**Mrs Marie Faherty**  
- Early Years Practitioner



**Miss Jodi Scott**  
- Early Years Practitioner



**Miss Donna McRobbie**  
- Early Years Practitioner



**Mrs Lauren Allan**  
- Early Years Senior Practitioner



**Mrs Isla Mann**  
- Head Teacher



### **Transition to Nursery**

This is an important part of the Nursery induction process. You will have already been involved as our nursery team invited you to visit the setting for a Stay and Play session before joining a member of the nursery team to complete a Care Plan. All this valuable information will help us get to know your child and assist with the settling in process.

### **Opening and Closing Times**

The nursery hours are from 9-3pm. There are two additional collection times of 12.10 & 1pm for children who attend a morning only session. Lunch will be provided for those children staying until 1pm and 3pm. For those who attend a full day session, could you please ensure that your child is collected at 3pm.

From 3pm, Nursery staff then continue working, doing administration, observations, photo updating in Learning Journals, floor book updates and preparing for the next session. Timing is crucial in order that our timetable works.

### **Appointments**

If a child has an appointment, they can be collected and dropped off at any point during the nursery day. We would encourage parents to keep to the nursery times as much as possible. The opening and closing of a nursery door can be unsettling for children and disruptive to class activities and learning. We would like to encourage parents to collect/drop off over the lunch time slots when possible.

### **Allergies/Medical Conditions**

During the settling in/ Care Plan meetings staff will ask you about your child's health. Please let staff know about any allergies or medical conditions that your child may have. Individual- detailed, medical forms will be completed by a member of staff. These documents will be confidential and kept in safe storage. Medication should be handed over to nursery staff who will ensure all the relevant documentation is completed. Medication should be received in the original box/packing with the label and child's name on it and will be stored in a safe, lockable place in the nursery room. Children will not be able to attend nursery if their medication has not been received.

### **Settling In**

Each child will need to bring the follow items with them when they start with us:

- A change of shoes
- A warm jacket
- A school bag with a change of clothes including socks.



- Nappies/wipes/nappy sacks if applicable
- Indoor shoes- this will be an extra pair that will be kept in nursery. We have found that slippers are not suitable as they can cause trips and falls. Velcro preferred.

All items should be clearly labelled.

We would appreciate if you could also bring a box of tissues at the start of your child's nursery to help support with all the runny noses throughout the year.

### **How you can help prepare your child for Nursery**

There are activities that you can practice with your child at home in the run up to them starting nursery to help them get the most out of our activities.

These can include:

- Recognising their name.
- Discussing picture books.
- Reading stories.
- Any activities involving colouring, cutting out and gluing.
- Age-appropriate jigsaws.
- Singing along to nursery rhymes.
- Show your child how to put on his/her coat properly.
- Show your child how to put on his/her shoes and fasten them.
- Encourage your child to dress and undress himself/herself.
- Model good handwashing and talk about when you should wash your hands e.g. before eating, after playing outdoors or when dirty.

### **Absences**

If your child is unwell or unable to attend a nursery session, please contact the nursery directly on 01674 902473 or email [beverley.rae@aberdeenshire.gov.uk](mailto:beverley.rae@aberdeenshire.gov.uk)

If we have not heard from you by 9.20, a member of the nursery staff will contact you.

### **Snack**

Each nursery child will be offered a healthy snack option in the morning and afternoon each day. There will be no charge for nursery snack items.

Nursery lunches are available for those children being collected at either 1pm or 3pm.

We would encourage your child to access the nursery lunches, but a packed lunch option provided from home is available. All lunches should be provided in an insulated packed lunch box with an ice pack if items need to remain chilled as



lunches will **not** be stored in a refrigerator. *We are a nut-free school and nuts should not be included in packed lunches.*

Lunches are provided in the school gym hall. The children will access the hatch and engage with a member of the catering team who meets any dietary requirements that have been identified. The catering staff get to know each child by name and build up a wonderful rapport with the children as they begin nursery. The children will be supported by the nursery staff as they collect their nursery tray and join their friends at the table. We promote good manners, independence, table etiquette and social interaction as the children access their healthy nursery lunch.

It is a two/three-course lunch, and you will be provided with a Summer and Winter Menu each year, this is available to view online. The children are joined in the hall by the school children who access the school lunches around 11.50/12. Our Early Years experiences starts in nursery and transitions into the school.

### **Learning Journals**

We will write about all the things you have been learning over the week and this will go into your very special Learning Journey folder. Please share this with your family. We hope you will share things that you do at the weekend, or anything special you have done, and we will display this in your learning journey. If you ever want to see/take home your child's learning journal, just ask a member of staff they would be happy to direct you to where they are stored.

### **Outdoor Clothing**

Learning outside is absolutely integral to our Nursery life we have our outdoors open at all times. Please ensure that your child has a coat/jacket and boots on cooler/wet days.

### **Sun Protection**

Following on from the above, we must ensure the protection of the children from the sun. We insist that children wear a sun hat on sunny days, you can keep a hat in nursery if you would prefer. Sun cream needs to be applied to your child before coming to Nursery each sunny morning. Please could you provide the nursery with sun cream to reapply during the day. There will be a permission form to fill out when you attend the settling in session. Children accessing the extended nursery sessions, will spend a period of time around midday sheltering from the sun.

Feel free to see our sun policy in the nursery.

### **Nature Nursery - Every Second Tuesday**

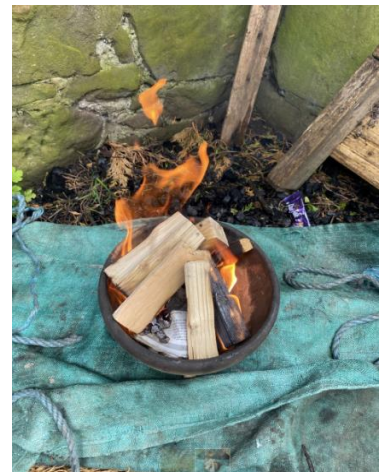
As a nursery staff, we have dedicated an entire day to outdoor play experiences. The children at St Cyrus Nursery always have the option to use the outdoor play area but we would like to spend time exploring the wildlife garden, enjoying snack outdoors on our fire pit, experimenting and exploring with natural resources, treasure hunting, leaf printing, den building, stick hunting, planting, and growing, mini beast hunts, hide and seek, climbing and much more!



Outdoor play isn't just great fun it also develops children's creative thinking, builds their confidence, and offers a vast number of opportunities for learning in a natural learning environment.

The weather won't deter us enjoying the outdoors. Warm outdoor clothing should be provided every second Tuesday. Could you please ensure that your child brings:

- (I) A warm waterproof winter jacket
- (II) Hat, gloves and scarf
- (III) Warm socks
- (IV) Waterproofs suit or trousers (can be provided by Nursery).
- (V) For the purposes of Nature Nursery, we would suggest that your child wears snow boots as these provide more warmth than boots but an extra pair of socks inside wellington boots will also be sufficient. Please label all clothing with your child's name.

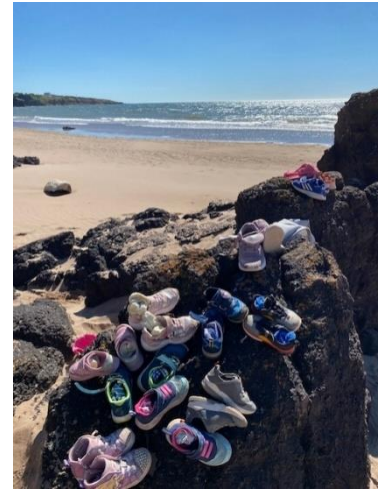


If you have any questions, please let the nursery staff know.

### **Village Outings in the community and Beach Visits**

The surrounding countryside and beach provide the nursery children with a natural play area promoting curiosity, creativity, and a love of the outdoor doors. We make regular trips to the beach, parks and enjoy a village walk on a regular basis. We will provide you with details of these visits in advance. Please ensure that your child is dressed in the appropriate footwear for walking, suitable clothing, sun cream and hat. Thank you for your co-operation.



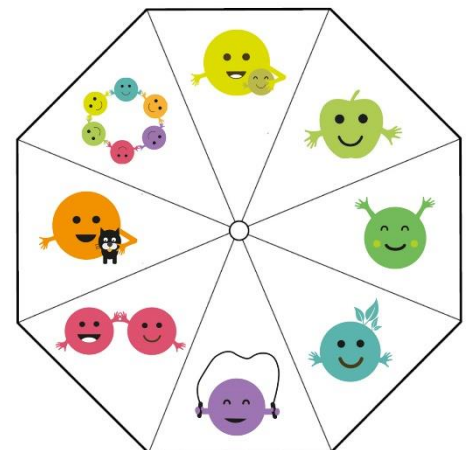


### Emotional Well-Being

The emotional wellbeing of the children is supported and developed during their time at nursery through a range of interactive activities and staff dialogue.

**SHANARRI** (Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included.)

We have revisited SHANARRI and have created a new wall display to share the well-being indicators. These indicators are necessary for the children to learn about and reach their potential. The staff will be discussing the importance of the indicators and encouraging the children to share their views throughout the year that will be documented in our floor books.



The SHANARRI indicators support the Articles of the United Nations Convention on the Rights of the Child and directly links to the Principles of Nurture. I have attached the links to the document for your consideration.

[UN0332751.pdf \(unicef.org.uk\)](https://www.unicef.org.uk)

[GIRFEC wellbeing resources \(SHANARRI\) - gov.scot \(www.gov.scot\)](https://www.gov.scot)

[What is nurture? - NurtureUK](https://www.nurtureuk.com)

### **What will you do at Nursery?**

We do lots of activities at nursery. Here are some of the areas the children will enjoy visiting:

- Home Corner
- Construction and Block Play
- Writing Table
- Role Play Area
- Craft Area
- Sand
- Book Corner
- Choosing area
- Sand and Water Play
- Tool bench
- Tuff Top Activities
- Outdoor Play Area
- PE in the gym hall and outdoors
- Community walks
- Toothbrushing

Within these areas we will have opportunities to develop all areas in the Curriculum for Excellence.

### **Writing Materials**

A variety of materials add greatly to your child's experience of writing/reading in the world around and enhance their emergent writing skills. If you have any unwanted notebooks, paper (large or small), wallpaper, party invitations, envelopes, postcards etc we will gladly accept them.



### **Tool Bench**

We would appreciate bits of wood, nails, handles and any other bits and pieces that the children can utilise at the tool bench.

### **Communication and Interaction**

The nursery team are here to facilitate a happy and welcoming learning environment and experience. We always seek to keep the learning dynamic and fresh. Our families are encouraged to take part in this in what every way you are

able. Speak to the Nursery team to discuss your ideas. The Nursery team will always find time to chat with you. If you ever have any problems, please arise this with our staff members or Lauren Allan (EYSP) via face to face, phone call or in writing, if you feel this was not dealt with appropriately please see below our complaints policy.

### **Food and Clothing Bank**

We have a food and clothing bank located at the front of the school in the office. Any families can use this when the school and nursery are open. If you ever need anything just speak to us, we will always try our best

### **Parent Council**

The school/nursery has a parent council that parents/carers are more than welcome to join. If you would like to join please speak to a member of our staff or the school.

### **Parents Notice Board**

We have a notice board located to the side of the nursery. This is there to share support agencies available in the community, nursery events and other important information. If you would like anything to be displayed please speak to Lauren or Bev.

### **Holiday/Term Dates 23/24 St Cyrus School**

#### **2023/24**

##### Term 1

- 21 August 2023 - In-Service Day
- 22 August 2023 - Term 1 start
- 13 October 2023 - Term 1 end
- 16 October 2023 to 27 October 2023 - October Holiday

##### Term 2

- 30 October 2023 - Term 2 start
- 16 November 2023 to 17 November 2023 - In-Service Day





- 22 December 2023 - Term 2 end
- 25 December 2023 to 5 January 2024 - Christmas Holiday

#### Term 3

- 8 January 2024 - Term 3 start
- 12 February 2024 - Midterm Holiday
- 13 February 2024 to 14 February 2024 - In-Service Day
- 28 March 2024 - Term 3 end
- 29 March 2024 to 12 April 2024 - Spring Holiday

#### Term 4

- 15 April 2024 - Term 4 start
- 6 May 2024 - May Day Holiday
- 5 July 2024 - Term 4 end
- 8 July 2024 to 16 August 2024 - Summer Holiday

### Complaints Policy

HSCS - 2.3, 4.1, 4.4 and 4.8

**UNCRC- Article 42: (Knowledge of Rights): You have the right to know your rights. Adults should know about these rights and help you learn about them, too.**

At St Cyrus, we aim to provide a service that you will always be satisfied with. However, we recognise that, on occasion, you may not be entirely satisfied with the service. If you feel that you wish to complain about any aspect of our service, please feel free to discuss your complaint at any point with any member of our team. We will deal with your complaint professionally and promptly in order to ensure that any issue arising from the complaint are handled effectively and timeously. We welcome any



suggestions on how we can improve our service, and we will give prompt and serious attention to any concerns that you may have by following our complaints procedure as outlined below. In the case of any complaints raised regarding our service with the Care Inspectorate, we will co-operate fully in order to resolve any issue.

### **Our Procedure**

We regard a complaint as any expression of dissatisfaction about our action or lack of action, or about the standard of service provided by us or on our behalf. It is the responsibility of the Head Teacher and Senior Lead Practitioner to ensure that all Nursery complaints are handled satisfactorily.

In the event of a parent/carer wanting to complain about a member of staff or incident at St Cyrus Nursery, the following guidelines apply:

- Speak to a member of staff or directly to management about the complaint, giving as much information as possible. If this fails to resolve matters, the member of staff will report the complaint to the Head Teacher or EYSP immediately. The Management Team will acknowledge receipt of the complaint to the person raising the issue. The complaint will then be investigated, and an action plan put in place to address the issue. The action plan will be discussed and agreed with the complainant. Details of EYSP and HT can be found below.
- If the parent/carer feels that they are unable to speak to a member of staff, then they can also send their complaint in writing to the Head Teacher or Senior Lead Practitioner who will acknowledge the complaint by return in writing. If the complaint relates to the Senior Management Team or the parent/carer feels that they are unable to address the complaint with one of the nursery staff, please send complaint in writing to Care Inspectorate (0345 6009527) or [www.careinspectorate.com](http://www.careinspectorate.com).

At St Cyrus Nursery we are committed to delivering a quality service to all our users. We aim to take effective action to ensure standards are upheld and welcome being informed, where they have not been satisfactory.

We believe a concerns or complaints procedure can contribute to the quality and effectiveness of the service. This policy statement sets out a procedure for parents and carers to raise a concern or complaint about any aspect of the service. Concerns and complaints should be made constructively, and every effort will be made to resolve them at an early stage. It is in the best interests of parents, carers, children, and staff that concerns and complaints are dealt with fairly and confidentiality.

- At St Cyrus we shall respond to the concerns and complaints of all parties as promptly and positively as possible.
- In the first instance, a concern or a complaint may be raised with the nursery staff for informal feedback. This may be all that is required to solve the problem.
- Persons making a complaint may be supported by a friend, relative or representative at different stages of the procedure.



- If the problem remains unresolved, the complainant should contact the Head Teacher or EYSP by email, letter, telephone or in person.
- The Head Teacher or EYSP will listen to the complaint and investigate the circumstances surrounding it.
- The Head Teacher or EYSP will then report back to the complainant and try to resolve the problem.
- If the complaint cannot be resolved at a school level, the complainant or the Head Teacher may contact the Quality Improvement Officer for the Laurencekirk Cluster of schools.
- Complaints will be acknowledged within 48 hours and a plan to resolve the issue will be formed.
- Attached is a copy of the complaints procedure that the setting will follow.
- We will give you a full response to the complaint as soon as possible and within 20 working days.
- A record of complaint is kept in school. It may be shared with Aberdeenshire Council officials or officers of the Care Inspectorate. Otherwise, it is confidential. [www.careinspectorate.com](http://www.careinspectorate.com).
- This procedure is displayed in the nursery for the information of parents and visitors and displayed at the back of the handbook.
- We comply with Aberdeenshire Council's 'Procedure for Council Employees' on Comments, Compliments and Complaints. Copies of this policy are available on St Cyrus School webpage.
- After we have fully investigated, if you are still dissatisfied with our decision or the way we dealt with your complaint, you can ask the Scottish Public Services Ombudsman (SPSO).

### **Contact Details**

#### **Early Years Senior Practitioner (EYSP)**

Lauren Strang

[lauren.strang@aberdeenshire.gov.uk](mailto:lauren.strang@aberdeenshire.gov.uk)

01467469930

#### **Head Teacher**

Isla Mann

[isla.mann@aberdeenshire.gov.uk](mailto:isla.mann@aberdeenshire.gov.uk)

01674 902470

### **SPSO**

By Post:

SPSO

4 Melville Street Freepost

Edinburgh

EH3 7NS

Freephone: 0800 377 7330

Online contact: [www.spsso.org.uk/contact-us](http://www.spsso.org.uk/contact-us)

In Person:

SPSP

EH641

Edinburgh

EH3 OBR



Website: [www.spsa.org.uk](http://www.spsa.org.uk)

Mobile site: <http://m.spsa.org.uk>

**The Care Inspectorate** has several offices around Scotland.

Please refer to: <http://www.scswis.com/> or Telephone: 0845 600 9527

Fax: 01382 207 289

Online complaints form

Email: [enquiries@careinspectorate.com](mailto:enquiries@careinspectorate.com)

Date of issue - 3<sup>rd</sup> of May 2023

Date of review - Annually

Policy Author - Lauren Strang (EYSP)

Within nursery policy file