

# Nursery Handbook

## 2023 – 2024



The heart, soul and future of our island community.



## Welcome to our nursery

As a school and nursery we work together to encourage children to achieve the best, be happy and thrive. Nursery is about making learning fun and helping the young children of our island community to explore and make sense of the exciting world that is around them.

In our nursery we want children to have fun but also to feel safe, respected and be able to grow in an atmosphere of trust and understanding.

In nursery we always start with the children's interests. We use the child's own enthusiasm for a topic to drive the learning.

Starting nursery is an exciting and nerve wracking experience and we are keen that you talk with the nursery staff as you drop off and collect your child. We would like to see ourselves as working in partnership with you to develop and enrich your child's education.

As the nursery adjoins the P1-4 classroom there are lots of opportunities for the children to become familiar with the Room One classroom and class teacher. This will help your child make the next step into school as natural and stress free as is possible.

You can contact the Acting Head Teacher/Nursery Manager (Kristen Muir) directly or else arrange a mutually convenient time to speak with the nursery Early Years Lead Practitioner Angela Lennie.

The school telephone number is 01857 600 228.

You can email us at: [admin.sanday@glow.orkneyschools.org.uk](mailto:admin.sanday@glow.orkneyschools.org.uk)

This handbook aims to provide you with a brief outline of life at our nursery.

You can keep abreast of our current events at our website:  
<http://sandayschool.weebly.com/>

You can also check out our 'Sanday Nursery' and Sanday J H Community School' Facebook pages.



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## SANDAY COMMUNITY SCHOOL

### Our values

Our 13 values are:

Respect, Teamwork, Happiness, Humour, Love, Friendship, Trust, Responsibility, Commitment, Manners, Confidence, Honesty and Resilience.



### Service Pledges

#### Vision

The Schools service is committed to working together with the wider community so that Orkney is a place where, as children and young people grow up, they get the right help, at the right time, and in the right way in order to ensure that they can 'be all that they can be' (and, indeed, maybe more).

#### Values

This work is underpinned by a set of core values:-

- Enjoyment;
- Respect, Responsibility;
- Being Healthy,
- Being Active,
- Being Safe;
- Being all we can be;
- And the belief that: this is our community, We want the very best for everyone.

#### Aims

Our schools are expected to prioritise their actions to ensure that children and young people get the best start in life; become successful learners, confident individuals, effective contributors and responsible citizens; and are better educated, more skilled and more successful.



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Tel: 01856 873035  
Fax: 01856 870302  
Email: [education.recreation@orkney.gov.uk](mailto:education.recreation@orkney.gov.uk)

# Our Nursery

Sanday Community School is a non denominational Junior High School. We take pupils from Nursery to S4, approximately there are around 60 children and young people in our school.

In the nursery there are a number of different areas where children can learn a variety of skills with lots of natural materials for the children to use and play with.

Children can play with small world toys. They also have the opportunity to create things with paper, wood, junk or bricks.

The children have access to a quiet area in the nursery which promotes early reading and listening skills.

You will find a “home” corner, which will change throughout the year into a variety of guises depending on the interests of the children.

In the messy area children will play with sand, water, gloop (corn flour and water), play dough, paint, clay... the list is endless.

Nursery children will use the large gym hall for games and take part in swimming lessons using our on-site pool.

Outside we have a playground and a large play park,. Nursery has its own shed full of outside toys, an outdoor play house, mud kitchen and separate garden area. The children also enjoy playing in the sandpit and wooded plantation.

Children will spend time outside most days regardless of the weather! Lots of adventurous play is encouraged, and waterproof suits are provided.

From time to time the nursery children take part in growing projects where the children will be able to watch baby ducklings hatch, or tadpoles change to frogs.

The school has a small toy library and a large book lending library. You can speak to Angela Lennie the Early Years Lead Practitioner for more information about borrowing items.



# What to expect?

A typical day in our Nursery looks like:

## **8.50am** Start time

Group meeting in the cosy corner

Free play

Outside play

Snack time

Free play / activity time

Cosy corner story time

## **12.20pm** Home time for some

## **12.20pm** Dinner time for some

## **12.50pm** Afternoon session starts

Free play

Outside play

Free play / activity time

Cosy corner story time

## **2.50pm** Home time



## When is my child entitled to funded early learning and childcare?

Please contact the school office regarding your enrolment. The web link below provides all the details from Orkney Islands Council regarding Early Years placements.

[https://www.orkney.gov.uk/Files/Education-and-Learning/Early-Learning-and-Childcare/ELC\\_Policy.pdf](https://www.orkney.gov.uk/Files/Education-and-Learning/Early-Learning-and-Childcare/ELC_Policy.pdf)

## The staff

We have an experienced team who will be working with your child.

### **Acting Head Teacher**

Kristen Muir

### **Principal Teacher/Nursery Manager**

Kristen Muir

### **Nursery**

Angela Lennie—Early Years Lead Practitioner

Jennifer Hough—relief cover

### **Primary**

Jo Jones P1-4 teacher

Liz Briggs P5-7 teacher

### **Support for learning teacher**

Lorna McPhail

### **School Secretary**

Caitrian Leslie

### **Janitor**

Vacant post

### **Cleaners**

Bridget Sinclair

Gloria Yould

### **Cook/ Catering**

Lauren Redmayne

Susan Boyd

Our pupils say,

“Nice staff”

“We are a friendly school community”

“The teachers go beyond the call of duty to help you.”



## What to wear to nursery

- Comfortable play clothes
- Spare change of clothes to be kept at Nursery
- Easy to manage clothes—avoid fiddly fastenings that may frustrate children who are striving to be independent
- Slippers/Velcro shoes for indoors
- Welly boots
- Hat and gloves
- Coat



Please can all items should be marked with the child's name for easy identification.

## Snack

The children in nursery should not bring a snack to school, this will be provided. Snack will consist of a variety of fruit and vegetables.

The children are usually involved in the preparation and serving of the snack. Snack time provides a rich learning experience for the children helping to develop their own independence skills and promotes a healthy diet. Please let us know if your child has any allergies.

Children with dietary requirements will be catered for and any requirements should be recorded when the child registers for nursery.



## Illness

If a child becomes ill during nursery then the nursery Early Years practitioner or school secretary will contact the parents and the child will be sent home. Please ensure that your emergency contact details are up to date.

If your child has an infectious illness eg. sickness and/or diarrhoea, they should not return to school until **48 hours (2 days)** after the last episode.

Please keep the school informed if your child contracts common childhood illnesses such as chicken pox, measles, slap cheek (parvovirus) or German measles as they can be very contagious and dangerous to members of staff and parents who may be pregnant.



## Absence

Children of nursery age are not required to be in nursery every day but it is helpful to tell the nursery that your child is going to be absent.

Our top priority is always the safety of children and should we have concerns about the safety or welfare of your child and we cannot contact you, we may call your emergency contact.

## Medication

Please inform us if your child has a medical condition, or if there are any significant health changes to your child which might put them at risk or affect their educational progress. The confidential nature of this information will be respected.

Sanday Community School has a medical protocol in place for the handling of drugs and medicines.

Should your child require any medication you must complete a form from the Office. All medication must be clearly marked with the child's name.

Children are not permitted to carry or administer any form of medication.

All medication will be stored in a locked cupboard and a record of medicine administration is kept for each child.

Most staff are trained first aiders.



# Emergencies

## Fire Drills

We have a series of fire drills throughout the session. These are serious exercises and are practiced until the Head Teacher has confidence that safe evacuation procedures are being followed.

## Emergency Plan

In the case of a major emergency this would be coordinated by Orkney Islands Council.



## Accidents



Caitrian Leslie and Angela Lennie are our fully trained First Aiders, most other staff have basic first aid training. Our first aiders in school will assess the injury. For minor cuts and bruises First Aid treatment will be administered. The child's parents or the child's emergency contact will be informed in the event of accidents. In more serious cases we may take the injured child directly to the Sanday Surgery, and meet parents there. We may contact the Balfour Hospital and have the doctor paged depending on the

severity of the injury sustained.

We follow Orkney Islands Council accident reporting procedures and we ensure that all necessary risk assessments have been carried out.

# Child Protection

It is everyone's business to protect our children, both staff, parents and the wider community.

From time to time incidents can occur within the school setting which cause concern and could indicate that a pupil is suffering from some form of neglect or abuse.

In terms of Orkney Islands Council child protection policy, education staff have a duty to report such incidents to Social Work Services. This may result in a joint investigation taking place which will involve Social Work and Police.

The school's protection officer is the Head Teacher

In the event of the Head Teacher's absence Kristen Muir will deputise.

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education Service Staff.

More information about Child Protection Procedures with Orkney Islands can be obtained from:

[http://www.orkney.gov.uk/Files/Social-Care-and-Health/DUPLICATECPC\\_Guidelines.pdf](http://www.orkney.gov.uk/Files/Social-Care-and-Health/DUPLICATECPC_Guidelines.pdf)



# School Emergency Closure

## Morning School Closures

For information of morning school closures you can listen to Radio Orkney at 7.30am on FM93.5. You should consider having a battery operated radio.

You can also check the OIC School Transport Facebook page or the OIC Updates Facebook page. You don't need to join Facebook to view alerts.

We use a communication system called Groupcall for sending out messages via email.

## Closures during the school day

Make sure your that your child's emergency contact details are up to date and that you are contactable i.e. mobile phones are switched on, or you have a mains plug in phone which does not rely on electricity.

The decision whether to send your child to school / nursery ultimately rests with the parents.

Educate your child on the importance of crossing the road safely and being seen in the dark. Nursery pupils are issued with a reflective vest.

**Remember, be safe, be seen, be warm.**

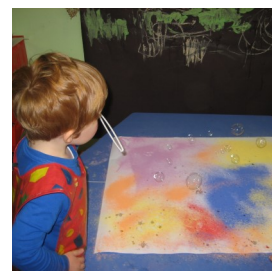
# Behaviour

We have a positive behaviour policy in operation in the school.

Our expectations for everyone in our school community is that we shall:

- expect high standards of behaviour and conduct,
- encourage and acknowledge good manners,
- respond to one another in a positive manner,
- enhance our pupils self esteem by highlighting their successes,
- solve our problems using restorative practices.

In order to promote good behaviour in nursery, staff use lots of positive verbal encouragement. Staff in nursery also promote the use of good manners and being polite to everyone.



# Transitions

As we are a small school we try to make all transitions as natural as possible. There are lots of opportunities for children to work with other year groups and staff over the course of the year.

On occasion Nursery children may join the rest of the school at break time, assemblies and special events. During their last term in pre school, children will join P1 in the dining room for school lunches. This ensures that the change from Nursery to P1 is smooth, and the staff are familiar with the children, having already formed good relationships.



# What do Children Learn?

We link the children's learning experiences at Nursery with the Curriculum for Excellence subjects, including Numeracy and Literacy, whilst being inspired by our National Guidance - Realising the Ambition: Being Me as we strive to offer the right interactions, spaces and experiences to support them to develop and create new skills and passion for learning. We monitor what is being offered to ensure that there is relevance, depth, breadth, progression, personalisation/choice, coherence, challenge and enjoyment.

## Health and Wellbeing

We aim to provide a secure and caring environment, where children can explore new ideas. We hope that the children will develop confidence and fully enjoy the activities planned for them. Through their involvement with staff and other children, they will be aware of the needs and feelings of others in the classroom, and learn to play co-operatively and share. They will build friendships with children and form positive relationships with staff and other school members. As time goes on, they will become more independent in looking after their belongings, dressing/undressing for outdoor play, personal hygiene etc.

## Literacy

Through play and day to day group activities children are encouraged and supported to listen and talk to other children and adults. They will also listen to stories, songs, rhymes, information and simple instructions from each other, the Nursery staff and visitors to the Nursery. There is always books available for children to look at in each area of the nursery. We weave opportunities for literacy development in all areas of the nursery including ICT. Computer programs will provide opportunities for developing both literacy and numeracy as well as basic computing skills. Mark-making is encouraged and there will always be a variety of materials to allow for this in all areas of the nursery.



*Teaching your  
child to say  
nursery rhymes  
and counting  
songs can really  
help a child's  
development.*



### **Numeracy and Maths, Sciences, Social Studies & Technologies**

We encourage the children to become fascinated by the world around them including plants, flowers, animals etc. that they see when we are out and about. Their powers of observation will be developed through using their senses. Through play, asking questions, experimenting and solving problems, children will broaden their knowledge of simple mathematical language, concepts and skills such as weighing, measuring and counting to name but a few.

### **Expressive Arts**

Children will be given the opportunity to be creative with a variety of art and craft materials, manipulate malleable materials such as clay or playdough and collaborate with others on big scale projects. They will be encouraged to take pride in their efforts which will either be taken home or displayed in the nursery. We shall be making music by singing, clapping rhythms and playing percussion instruments. Singing games and movement to music will also be enjoyed. We aim to provide a stimulating environment for role play, imaginative games and drama.

### **Gross and fine motor development**

In the Nursery, we will provide opportunities for your child to develop their hand control (fine motor skills). Some of the opportunities include handling scissors, pencils, brushes and crayons. Activities such as baking, woodwork, playdough and clay will also develop this skill. Construction materials, jigsaws and threading help improve hand-eye coordination as well as fine motor skills. Energetic play in the outdoor area is an important part of physical development, including the development of gross motor skills.



## Equal Opportunities

Orkney Islands Council is committed to promoting equal opportunities, challenging discrimination and fostering good relations, both in employment and in carrying out its work and delivering services, and we at Sanday School are part of that commitment.

The Council has developed an Equality and Diversity Strategy which promotes equality and diversity in the work they do.

The Equality Act 2010 introduced a single equality duty covering age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. The message of the Act is that everyone has the right to be treated fairly, whether at work or when using services.

Education, Leisure & Housing has policies and statements to address equalities issues specific to education to enable us to fulfil these legal duties. All schools have copies of these policies.

Please see:

<http://www.orkney.gov.uk/Service-Directory/E/Equal-opportunities.htm>

## The Parent Council

### **Sanday School Parent Council aims:**

- promoting effective communication between parents and the school
- representing parental and community opinion on issues affecting the school
- supporting the development of the school in all its aspects
- suggesting new ideas and initiatives, researching and developing these
- supporting the school by lobbying where necessary
- organising a programme of training for its members.

### **From time to time the Parent Council organise events:**

- Fundraising - to provide “extras” for pupils and the school
- Information - arranging meetings and workshops to inform other parents about aspects of their children’s education.
- Social- running social events for parents and children

### **For further information please contact:**

Acting Chairperson—Jenny Hough 600 740, or contact the school office/see school website.

## Reporting to parents

Parents have lots of opportunity to speak with the Early Years Worker at the start or finish of the session.

However it is also good for you to come to parents evenings/ parents afternoons to speak with the Early Years Worker. There the worker can go into more detail about your child's learning.

Learning Folders are kept up to date and shared with parents regularly.

If you have any queries or worries at any other time, we are very happy to see you and talk to you about your child's progress.

Call the school on 01857 600228 to arrange an appointment with the Early Years Worker or contact the Head Teacher at [admin.sanday@glow.orkneyschools.org.uk](mailto:admin.sanday@glow.orkneyschools.org.uk)



## Learning Folders

We use Learning folders to record what pupils are learning, and how they are progressing. We hope this will enable you as parents to get a better picture of your child's progress, and what they are doing in the nursery.

Learning folders are sent home at least once a term. These are a great way for children to show you what they enjoy at Nursery and have a meaningful conversation and reminisce about their experiences.

There is a page at the back for you to comment and sign. If your child does something outside of school we'd love to hear about it, please tell the Early Years worker so it can be put in the folder.

At the end of their Nursery education, each child will have a folder full of information which will give us and you a very clear picture of their strengths and next steps.

Children are able to look back and consider the learning experiences that they have taken part in.





## Support for pupils

All children need support to help them learn. Some children require more help than others.

**Getting it Right for Every Child** is a programme that aims to improve outcomes for all children and young people. It promotes a shared approach that:

- builds solutions with and around children and families
- enables children and parents to get the help they need when they need it
- supports a positive shift in culture, systems and practice
- involves working together to make things better

The Getting it Right approach looks at eight areas of 'well-being'. The eight well-being indicators are:

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

We carry out regular parent meetings to discuss children's progress and development. We use the wellbeing indicators to help us with these conversations.

**If you have a concern about your child** please contact your nursery Early Years lead practitioner or the Head Teacher.

## School Improvement

We continually strive to ensure that each pupil is able to reach their full potential and a robust programme of school self evaluation takes place. Therefore, we are always keen that parents are listened to.

Children have a say in the running of the school and the nursery. In school this is done through the house teams and Pupil Council.

Staff continually reflect on their work and use assessment information to inform and improve teaching and learning.

All these processes enable us to have a good picture of the life of our school.

The main framework for planning whole school planning and progression is through the School Improvement Plan. You can access this document by asking for a copy from the school office.

We publish an annual Standards and Quality Report and you can access this within the report section of the school website <http://sandayschool.weebly.com/>



# Complaints

Should you have a concern or complaint about any aspect of your child's time here, please contact the school. You can do this by writing a letter, sending an email or telephoning the school to make an appointment to see Mr McPhail (Head Teacher).

We aim to deal with complaints as swiftly as we can as it is important for us to have a good relationship with all our parents and children.

If you are still unhappy with the service or with our response then you have the right to take the matter further using the Orkney Islands Council complaints procedure. You can put your complaint in writing or fill in a complaint form, available in the school or any council office. We can help if you have difficulty with this.

Completed forms should be sent to:

**Complaints Officer,**

**Education, Leisure & Housing,**

**Council Offices,**

**School Place,**

**Kirkwall**

**KW15 1NY or email [education.leisure@orkney.gov.uk](mailto:education.leisure@orkney.gov.uk).**

If you are still unhappy after the further investigation and reply you can take the matter up with the Scottish Public Services Ombudsman; our reply will include the contact details.

You should also note that you have the right to raise unresolved concerns with your local councillor, MSP or MP.

Complaints can be made directly to the Care Inspectorate

**Compass House  
11 Riverside Drive  
Dundee  
DD1 4NY**

**T: 0345 600 9527**



## Sanday Community School

Isle of Sanday  
Orkney  
KW17 2BN

Phone: 01857 600 228

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Acting Head Teacher - Kristen Muir  
E-mail: [kristen.muir@glow.orkneyschools.org.uk](mailto:kristen.muir@glow.orkneyschools.org.uk)



## Orkney Islands Council

School Place  
Kirkwall

01856 873 535

Director of Education: James Wylie  
Head of Education: Peter Diamond  
School Improvement Officers: Graham Bevan  
Principal Teacher of Early Childcare and Learning:  
Catherine Diamond