

# Banff Primary Nursery School

## *HANDBOOK*



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# Aberdeenshire Education



## Banff Primary

HT: Margaret Thomson

Academy Drive Banff AB45 1BL Tel No 01261 813100

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Dear Parent/Carer,

I wish you a very warm welcome to Banff Primary Nursery.

We are committed to ensuring that every child feels comfortable, confident and happy. A child who feels comfortable and secure at is able to learn effectively and to make the most of their time at Nursery.

We hope they will make lots of new friends and learn lots of interesting things. Nursery is about developing a child's curiosity and providing children with opportunities to think, investigate and explore.

Please do not hesitate to contact me if you need any more information or have any further questions.

Yours sincerely,

Margaret Thomson  
Head Teacher

## Introduction

Banff Primary School was completed in 2002 and opened to pupils on February 22nd. The school is located in the centre of Banff comprising a new, modern building and the refurbished former Academy. The school was the first in Aberdeenshire to have been part of a Private, Public Partnership. It is maintained by Robertson (Scotland) PLC.

We have an intake of 110 children from the age of three. Most pupils will spend two years in the Nursery before moving to a Primary 1 class at the beginning of the next school year in August. We have fourteen classes in the mainstream school, two classes for each age group from Primary 1 to Primary 7. At the end of Primary 7 around the age of twelve years pupils transfer to Banff Academy. In addition we have pupils with Additional Support Needs, who benefit from working in smaller groups and they make up four enhanced provision classes.

The full inclusion of each individual child, and meeting of their individual and specific needs is central to everything we do at Banff Primary school.

Our integrated Nursery is staffed by one teacher and nursery nurses. We strive to support, include and challenge all the children in our care.

## Parental Involvement

We believe that the person who knows your child best is you! It is important therefore, that we at Nursery, work hard to build up a close partnership with you so that we ensure your child makes good progress and has all the support she/he needs.

It is important also that you tell us when either you or your child is uncertain of something or you feel that some more explanation would be helpful - we will be happy to help. It is only by working together that we can do our very best for all of our children.

From Term 2 we open our doors for parents (Mums and Dads are both welcome on different days) to join us for "share a session." This is when you are welcome to come in and spend the morning or afternoon with your child to see what they do within Nursery. You may even get a cup of tea! Watch out for the invitation that will go up on the notice board for you to sign up for these days.

Outdoor learning is an important aspect of Nursery. We go out into the community to visit the harbour, the shops, the town library and Duff House. On some of these occasions we need parent helpers. These trips can only go ahead if we have enough parent helpers. Please help if you can.

If any Parents/Carers have any special talents or have interesting jobs we would really like you to share your experiences with the children. Please inform us if you feel you could do this and we will arrange a date for you to come in and demonstrate these special talents.

## Enrolment

When your child is enrolled at our school we need to know the following information:

- Name
- Age and date of birth with birth certificate or Passport
- Address and telephone number
- Nationality and religion
- Languages spoken at home
- Schools attended
- Any medical information that might affect the pupil in school - for example if she/he has asthma and may sometimes need to use an inhaler
- Anything that will affect your child's learning
- Telephone number where parents can be contacted during the day
- Emergency contact details of another family member or friend in case you cannot be contacted

You will be given a 'Welcome Pack', which includes some important information and some forms that we need you to read carefully.

These are:

1. A photo form - telling us if you agree to photos being taken of your child, in connection with the work and life of the Nursery.
2. An Internet use form, on which you tell us if your child has your permission to access the Internet as part of their Nursery work programme.
3. A Short Excursions Permit, on which you are asked to give your permission for your child to take part in short, local excursions which do not involve the use of transport.

These need to be completed in full and returned to the school office BEFORE your child is due to start in Nursery, PREFERABLY ON STEP UP DAY.

## Useful Information

Banff Primary School serves Banff town and the surrounding country areas. At the moment there are 380 pupils in the mainstream school, 42 pupils in the enhanced provision classes and 110 pupils in the Nursery. There are twenty-seven teachers, one of these being a Support for Learning teacher, four enhanced provision teachers, one Principal teacher, two Deputy Head Teachers and the Head Teacher.

The Parent Council meet regularly and is made up of representatives of parents whose children are at every age and stage of school. All parents are eligible to become a member of the Council. The Council supports the work and the developments of the school and nursery and plays a big part in liaising between parents and the school.

The Parent Council also helps to organise fun events for the children such as the regular Discos, and the leaving gift for pupils at the end of Primary 7. There are also a number of community- based fund raising events that the members organise. Do join them if you can!



*The school from the front of the new part of the building*

## Insurance

Please note that pupils are not covered for insurance against accidental injury, so no compensation would be available in the event of an accident. The authority position is:

*No insurance cover is held by Aberdeenshire Council to provide automatic compensation to pupils in the event of a personal accident or death. It is your responsibility as parents to insure your child against personal accidents, or death if you feel this is appropriate.*

*The authority does hold third party liability insurance which indemnifies it from claims from third parties, who have suffered injury, illness loss or damage arising from negligence of the Authority or its employees. However, if there is no negligence, no claim would be acceptable to the council.*

## Pupil Reports and Parent's Meetings

A written report detailing your pre school child's progress is sent out once a year in April for pre-school pupils and June for ante-pre school pupils. This report can be translated for you if that would be helpful. You can then discuss the report with the class teacher at evening meetings. It is really important that parents come along to these meetings. You can arrange a meeting directly with the teacher if you would like an appointment at any other time of the year.

## English as an Additional Language

For families for whom English is an additional language we need to make special arrangements at the time of enrollment. We may need to arrange for an interpreter to meet parents and teachers. The EAL teacher will get to know the child and will decide how best to help them gain the knowledge and understanding they will need.

## Closure for Bad Weather

Occasionally there are one or two days when Banff Primary is closed due to bad weather - usually snow. There is not often snow in Banff because the town is beside the sea but, teachers travel from a wide area and travel can be very hazardous on snowy roads. If you think the school may be closed you can find out by:

Checking the web site : <http://www.aberdeenshire.gov.uk>

There you will see a list of schools which are closed for the day.

By telephone - call 0870 054 4999

Enter the PIN NUMBER 021320 you will hear a message recorded by the Head teacher, which will tell you what the arrangements are.

By listening to the local Radio Stations - full details on the Aberdeenshire website.

## School Uniform

You may purchase the Banff Primary uniform from [www.tesco.com.ues](http://www.tesco.com.ues) This is not compulsory within Nursery but may be a good option for you. Please remember that Nursery is a messy, fun place to be and 'best clothes' shouldn't be worn incase they get spoiled.

## Additional Support for pupils

In line with the Education (Additional Support for Learning) (Scotland) Act 2004, the term special educational needs will no longer be used. The term additional support needs will be used instead.

A child or young person may need additional support if they

- are being bullied
- have learning difficulties
- are deaf or blind
- are particularly talented
- have been bereaved
- do not attend school regularly

All children and young people may need support at some point to help them benefit from school education. Most of the time the class teacher is able to provide the help that many children and young people need. However, if additional help over and above this is needed then there is a process that we follow to ensure the right help is given. Please ask for more details if necessary.

There may be a few children and young people who may need more help than the school can give. They may need significant help from, for instance health services or social work services. In these cases a Multi Agency Action Plan or a Co-ordinated Support Plan will be written which will state the help that is being given. The authority in partnership with schools, health and social work have developed procedures to ensure these are in place.

## Snack

At Banff Nursery children are involved in planning, choosing and preparing our healthy snack. Children daily choose which type of fruit they would like. We offer a wide variety of healthy choices. If your child has any allergies to food, please inform a member of staff as well as filling in the information in your welcome pack.

Snack money can be paid on a weekly or termly basis. Snack is 50p per session. If your child attends 3 days, your weekly snack will be £1.50, 4 days is £2.00 and 5 days is £2.50. If you wish to pay termly please ask a member of staff how much it would amount to. The full amounts are also written on the notice board termly. Please put all money in an envelope marked with your child's name and coloured group and hand to a member of staff. Monday is snack money collection day. Cheques can be made payable to Banff Primary School. Envelopes are provided at the door if needed.

We brush our teeth in Nursery. Each child has their toothbrush. These are supplied by the NHS Tooth Brushing Scheme. We aim to brush our teeth three times a week in Nursery.

## A few others things to keep in mind

- ❖ If the weather is fine could you please pop a sunhat into their bag and apply sunscreen to your child, as Nursery staff are not permitted to do so.
- ❖ We ask that children leave their own toys at home, as they can get lost or broken.
- ❖ If your child has been sick, we ask that you keep them off Nursery for 48 hours **after** the last bout.
- ❖ Any absences should be reported to the school office on 01261 813100 before classes start. If we do not know why your child is absent from school you will be sent an automated message from SEEMIS asking you to contact school as soon as possible. Nursery Direct Dial 01261 813142 or 01261813143

Sometimes it gets very busy in Nursery, keep your eyes peeled for any exciting information on our notice boards.

Please send your child to Nursery with outdoor shoes and a jacket, we then hang up jackets and bags on the named pegs and change children into gym shoes. (**not slippers**)

Please **name all of your child's clothes and gym shoes**. In case of any accidents we do have spare clothes in Nursery but having some inside your child's bag would be very helpful.

In addition to our gym time we also visit other places in the school. These include the music room, the school library and the Astroturf.

Gym bags have been provided by the parent council. Children should bring shorts and a t-shirt (clearly labeled with their name) in term 4.

We ask parents/carers to sign their child in to Nursery. Please sign with **your signature** in and out rather than Mum or Dad and tell us who is collecting them by printing name or relationship to child. After you have signed your child out we will dismiss them to you. We ask them to sit until we have said their name so that we can dismiss all 55 children safely.

If you ever have any questions, please do not hesitate to ask a member of the Nursery team, we are here to help! It is better to try to catch us at the end of the session when we have dismissed the children safely.

AM Nursery time is 8.40 - 8.55am Soft finish 11.35 - 11.50 and  
PM Nursery time is 12.25 - 12.40 Soft finish 3.20 - 3.35



# Banff Nursery planning and assessing

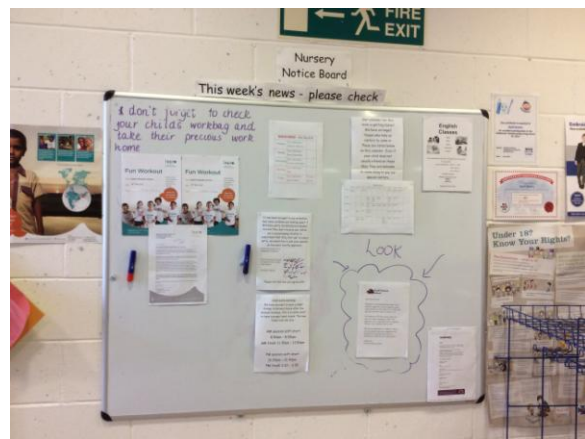
At Banff Nursery our planning is child led. This means that every child is involved in planning what they want to learn and activities they want to take part in. Our plans run for a fortnight at a time and are up for you to see in the Nursery foyer.

You will also find our timetable of daily activities such as gym, library and music here, along with what the children have chosen for snack.

We have introduced online learning journals for assessment of your child. You will be signed up and can access them to see photos of your child at any time.



Nursery Planning Wall



Nursery notice board,  
please check daily for busy info



Please also look in the bags on the trolley above, this is where your child's pictures are placed to be collected by you.



We also keep some of your child's work to make up a learning journey for each child. These are available for you to see at anytime and make a lovely keepsake at the end of Nursery.

## Checklist

- ❖ Gym shoes - **not slippers**
- ❖ A school bag
- ❖ A complete change of clothing, in case of any accidents
- ❖ A jacket and sun hat for outside play, we go out in all weathers
- ❖ Suitable footwear for outside play

These things should be **CLEARLY LABELLED WITH YOUR CHILD'S NAME**.  
Please bring them every day.



book all about  
Banff Nursery

My card is

Please discuss the next part of the book with your child.  
Complete forms and return to a member of staff on our  
step up day. Thank you.

These are some things at Nursery to play with



Play dough is great fun!  
What colour is our play dough?  
What's your favourite colour?

Our literacy table has  
lots of activities to do.  
What can you see on  
the table?



Our story corner is lovely.  
It has twinkly stars on the  
roof.  
Do you like books?  
What is your favourite  
book?



This is our playmobil garden centre.  
We will be planting some real flowers in Nursery.  
Do you like planting flowers?  
Will you help us?

Our choice trolley has lots of toys for you to choose from.  
Will you remember to tidy up after you have finished?



The sand tray is great fun!  
It's filled with sand, just like the sand at the beach.  
Do you like going to the beach?



## When you get to Nursery



Put on gym shoes, put your outside shoes in your bag, hang it up and get your card



Pop your card into the wall then choose which fruit you would like



Check what is for snack today and then find something to play with in Nursery.

After all Parents/Carers have gone we will all find a spot to sit on for register.

# Banff Nursery Child Passport

Child's name		Date of Birth					
Days attending	Monday	Tuesday	Wednesday	Thursday	Friday		
Who will normally be dropping off and collecting?							
Names of Parents/Carers							
Address							
Toileting issues							
MEDICATION							
ALLERGIES							
Fears/Worries							
Interests							
Siblings names and ages							
Other agencies working with your child							
SALT	Educational psychologist	Physio - therapy	Occupational therapy	Social work	Health visitor	Visual support	Hearing support
Emergency contact 1				Emergency contact 2			
Name				Name			
Phone number				Phone number			

Please return this sheet to a member of staff on step up day

## Learning Journals

We have introduced *Online Learning Journals* for the children. These *Journals* will track and record your child's progress during their time in Nursery.

As photos included in the Learning Journals will show your child in group learning situations, we need to understand and approach the privacy issues involved in a sensible manner.

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Please tick, sign and return the following to Nursery

Child's name \_\_\_\_\_ Coloured group \_\_\_\_\_

Your child may appear in photographs alongside other children in their online profile. This information can only be seen by people registered with learning journals.  
PLEASE COMPLETE THE FOLLOWING AND RETURN TO NURSERY ASAP

GIVE PERMISSION FOR MY CHILD TO APPEAR IN OTHER CHILDREN'S  
LEARNING JOURNALS

I WILL NOT SHARE THE PHOTOS FROM MY CHILD'S LEARNING JOURNAL ON  
ANY SOCIALNETWORK SITE

I do/do not have access to internet.

Signed

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Please encourage your child to draw a picture of themselves here and return to a member of staff on step up day.

Name \_\_\_\_\_ Coloured group \_\_\_\_\_