Banff Nursery is very much a part of Banff School and, as such, follows many of the school's policies, guidelines and procedures.

We aim to ensure the admission of children is fair, equitable and responsive to the needs and preferences of individual children and their parents or carers. No child will be excluded because of ethnicity, culture, religious beliefs, language, family background, special educational needs, disability, gender or ability. Banff Nursery is an integrated nursery, catering for the needs of all children.

Information for parents regarding admission is posted in school and in the local press in January each year.

**Admission to Nursery**

Banff Nursery is open to children in their pre-school year and ante-pre-school year. Priority is given to those in their pre-school year in line with the Local Authority’s Admission Procedures. These procedures are distributed to parents in January, along with the relevant application forms. A meeting of all pre-school providers (Local Authority, Private and Voluntary Sectors) is held to ensure procedures are followed. There are three intakes a year in August, January and April. Children may start nursery in the term after they have reached three years of age.

Nursery places are funded by the Scottish Executive via the Local Authority. Parents are asked to pay for snacks, either weekly or termly as preferred, and to contribute to the cost of special outings or events e.g. transport or theatre tickets. Each child is offered up to five sessions, lasting 2 hours 30 minutes. Sessions are offered as morning or afternoon placements. Nursery staff are happy to discuss reduced sessions or particular needs with parents to ensure a positive start to nursery. The induction process is phased but within a very short time children can attend all five sessions, if appropriate.

**Induction**

- On application to the nursery, parents/carers are asked to provide personal details and information about their child and themselves. Confidentiality will be respected.
- Parents/carers are given a copy of the nursery handbook. This gives details of the aims, policies and procedures.
- Parents are invited to a parent meeting in May/June when nursery procedures and curriculum are discussed for pre school children.
- All parents /carers of anti-preschool and pre school children are invited to a parent meeting in the term that their child starts nursery.
- Staff are always willing to set up an extra meeting if the parents wish
• If a child is admitted to the nursery under the Priority A or Priority 1 Scheme, an approach is made to parents to meet with a staff member, either at home or in school to discuss the child’s needs more fully.
• If a child is admitted under the priority schemes, approaches will be made to other involved outside agencies to begin the process of consultation.
• Links are made with any previous pre-school providers (e.g. playgroups or private nurseries).
• Playgroup arrange visits to the nursery for children in the term before the child starts
• Parents /carers and their child are invited to attend an open afternoon in the term before starting at nursery

Settling in
• We make arrangements for the child and parents or carers to visit the nursery so that they can familiarise themselves with the group
• We offer a warm and welcoming environment and ensure each child feels included, secure and valued.
• We deal sensitively with the child’s readiness to leave the parent/carer and the parent/carers’ readiness to leave the child.
• We stagger the intake of the new children to the group. We try to invite them in friendship groups.
• We provide positive feedback to parents/carers about how their child is coping in the nursery.

The Nursery and the School
The nursery sessions vary slightly from school hours in order to facilitate ease of collection when there are children in both settings. The nursery is able to make use of the school’s facilities such as the library, music room and games halls.

Other links with the main school are made through joint assemblies and on occasions older children are invited to visit and help in the nursery (e.g. Nativity).

We support the child’s transfer to Primary 1 (see Nursery P1 transition policy).

Communication with parents/carers
Banff Nursery welcomes all children and their families. Communication is particularly important. Newsletters and bulletins are frequent and we are always prepared to discuss concerns or provide reassurance if needed. Parents are invited to interviews to discuss their child’s progress and wellbeing twice a year.

Once children are settled in nursery, parents are welcome to attend shared sessions to find out more about the nursery routines and activities.