



Welcome to Moffat Academy Nursery

Handbook





Information for Parents and Carers

Address:

Moffat Academy Nursery
Jeff Brown Drive
Moffat
DG10 9QF

School Tel. No:

01683 222000

School Fax No:

01683 221856

Email:

moffice633@ea.dumgal.sch.uk

School Website Address:

www.moffat.dumgal.sch.uk

Head Teacher:

Mrs L Watson

Nursery Teacher:

Mrs L Hesketh

Nursery Nurses:

Miss R Hewitt

Mrs M Pow

Mrs A Ryder

Early Years Support Workers:

Mrs H Mezzullo

Mrs M Pottinger



Mrs L Hesketh



Miss R Hewitt



Mrs A Ryder



Mrs M Pow



Mrs H Mezzullo



Mrs M Pottinger

Welcome from Head Teacher

Dear Parent/Carer

We would like to extend a warm welcome to you and your child as they join us in Moffat Academy Nursery. We are very proud of our nursery – our staff are very experienced and committed to their role in providing a caring, rich and stimulating environment for our youngest pupils.

In the most recent inspection by Education Scotland inspectors commented that -

“The ethos in the nursery is strong and relationships are highly effective between staff and parents and between staff and children.

The team work is effective and there exists a great deal of respect from parents”



We are keen to continue to work with parents and families and hope that this Handbook will give you the information you need so your child can thrive in Nursery. It should give you a flavour of what we think is important and how you can help us. We hope you find it interesting and helpful in clarifying some of the questions you may have about what to expect in Nursery. We are committed to building a strong partnership with you to ensure we provide the best possible care and education for your child. Please do not hesitate to contact us if you need further information or have any other questions we have not answered.

Yours sincerely

L Watson.

Mrs. L. Watson
Head Teacher



Nursery Hours

We offer morning and afternoon sessions and back-to-back sessions for children whose parents are working or in training.

Our times are -

Morning Session

Please arrive between **8.45am** and **9.05am** and collect at **11.55am**

Afternoon Session

Please arrive at **12.15pm** and collect between **3.05pm** and **3.25pm**.

Back-to-Back Sessions are **8.45am-3.05pm**. Lunches, prepared by the school kitchen are available at a cost of £1.80. (Please ask for the relevant form if you think you may be entitled to free meals). Alternatively, you may provide your child with a packed lunch.

Should your child be absent from Nursery we would appreciate a telephone call on the day to let us know the reason.

Snack

We ask for a donation of 50p per day towards our Snack Fund. We follow the latest NHS nutritional guidelines and offer a range of healthy snacks including a range of fruit and vegetables, toast, cereals and items the children have baked. Milk and water are available to drink.

A copy of our menus along with allergy advice is available in the Nursery Entrance Foyer.

Please make sure staff are aware of any food allergies that your child may have.

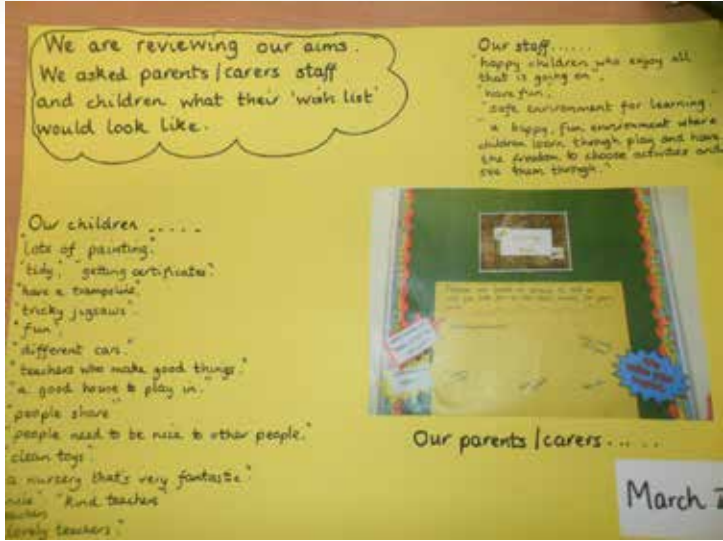




We are happy and have fun.
 Our nursery is safe and exciting.
 We can choose what to do.
 Our teachers are caring and helpful.
 We are kind to each other.

Nursery Wishes

We hope you and your child are excited about joining our nursery and that your child will have lots of fun, engage in new experiences and acquire new skills. We recently invited parents, carers, children and staff to inform us of their expectations and what the ideal nursery for their child would be like. Comments received allowed us to update our 'Nursery Wishes'.



Personal Care Plans

We will ask you to complete a Personal Care Plan before your child starts Nursery. This will contain information regarding intimate care. Should a toileting accident happen please let us know whether you wish to be called into Nursery to deal with it or if you are happy for Nursery Staff to take care of your child.

Details in Personal Care Plans will be updated termly.



Links with "Big School"

During their time in Nursery children will become familiar with the school building and many other staff members.

Activities in "Big School" will include assemblies, singing, library visits and PE. Our "Big Choosing" allows children to enjoy activities in the Primary 1 classrooms and helps ensure a seamless transition from Nursery to School.

During the Summer Term, children going to school will have several visits to the P1 classroom. They will also meet their P6 "Buddy", enjoy access to the big playground and a school lunch.

We are very much part of the school!



Links with Home

We offer a warm welcome to all parents and carers and are keen for you to become involved in Nursery life. We are happy if you can give of your time on a regular or occasional basis. Our "Little Green Fingers" Gardening Club and "French Club" have successfully been run by parents and we are always looking for new ideas and ways of involving everyone.

Your child's "My Learning Journey" gives photographic evidence of their achievements and next steps in learning. Please add any "Home Achievements" as they occur.

Thursday "Stay and Play" sessions provide an opportunity to join in activities and become more familiar with the Early Years Curriculum.

Individual meetings are also held throughout the year.

How you can help your child at home

- Encourage your child to be independent by putting on their own clothes, getting their shoes on the correct feet and fastening zips and buttons.
- Read to your child every day and talk about the stories. Encourage your child to talk about the story too!
- Encourage your child to match and sort objects.
- Use numbers and counting in everyday situations.
- Give lots of opportunities to use pens, pencils, paint, crayons and scissors.
- Teach your child to recognize their own belongings.
- Allow your child to make decisions at home in preparation for making choices in Nursery.
- Encourage sharing and turn taking.
- Talk to your child in a positive way about Nursery and familiarise them with the names of the staff.





Clothing

Please dress your child appropriately to enable them to enjoy all the activities on offer. Children can become anxious if they feel concerned about getting good clothes messy.

Outdoor Learning plays a large part in the early years curriculum. Please ensure your child always has a warm coat, hat and gloves for colder days and raincoat and wellingtons for wet days.

Children also require soft shoes for drama and PE. Slip on or velcro fastening shoes are much preferable to laces. These can be kept in Nursery in a shoe bag on your child's peg.

Please ensure they are named.

Road Safety

The school grounds can be busy at times so please ensure that you hold your child's hand when coming to and from Nursery.

Please refrain from parking in the "drop-off" lane and only use the disabled parking spaces if you or your child are disabled and your are in possession of a "blue badge".



Accidents and Incidents

As children develop physically accidents can occasionally happen. In this event, the majority of staff are trained in First Aid.

If your child has an accident in Nursery, you will be informed upon collection and asked to sign an Accident Form.

In the event of a bump to the head, you will be informed immediately by telephone.

In the event of an accident causing concern, you will be asked to collect your child and a visit to your GP recommended.



Our Curriculum

Children in our nursery learn through play, by making choices about what they want to do and by having fun. Planned active learning experiences allow us to ensure that children become

**Successful Learners,
Confident Individuals,
Responsible Citizens and
Effective Contributors.**

Moffat Academy Nursery Curriculum

Successful Learners
are able to -

- Use literacy, communication and numeracy skills;
- Use technology for learning;
- Think creatively and independently;
- Learn independently and as part of a group;
- Make reasoned evaluations;
- Link and apply different kinds of learning in new situations.

Confident Individuals
are able to -

- Relate to others and manage themselves;
- Pursue a healthy and active lifestyle;
- Be self aware;
- Develop and communicate their own beliefs and view of the world;
- Live as independently as they can;
- Assess risk and take informed decisions;
- Achieve success in different areas of activity.

Responsible Citizens
are able to -

- Develop knowledge and understanding of the world and Scotland's place in it;
- Understand different beliefs and cultures;
- Make informed choices and decisions;
- Evaluate environmental, scientific and technological issues;
- Develop informed, ethical views of complex issues.

Effective Contributors
are able to -

- Communicate in different ways and in different settings;
- Work in partnership; and in teams;
- Take the initiative and lead;
- Apply critical thinking in new contexts;
- Create and develop;
- Solve problems.



Outside Support

From time to time we benefit from the support of other professionals, for example, health visitors, speech therapists, and educational psychologists. They work with the Nursery as part of a team, but parents are always informed of their involvement and permission is always obtained before they see any child. Early detection and intervention are important as this can avoid greater problems developing later on.





Severe Weather Conditions

In the event of an emergency closure, parents and carers will be contacted and asked to uplift their children from the Nursery. Please make sure emergency contact numbers are kept up-to-date.



Child Protection

- The Nursery has a policy on the above which outlines advice, strategies and support on a number of issues which concern the protection of children.
- We believe that pupils are entitled to enjoy their educational experiences without fear of harassment from any sector of the school population.
- The Primary Child Protection Co-ordinator is Mrs. NJ Brown. Parents should contact Mrs. L. Hesketh in the first instance if there is any child protection concern.



Spread of Infection

Children suffering from any infectious diseases should remain at home. Please contact your doctor for advice regarding the infectious period or refer to information on Page 14.

Have you a Concern?

Please be assured that all concerns/complaints will be dealt with.

Hopefully, most concerns can be sorted out satisfactorily by talking with a member of Nursery staff at the beginning or end of a session.

Should this be inappropriate please contact Mrs. L. Watson, Head Teacher or Mrs N Brown/Mrs. A. MacFarlane, Depute Headteachers in the first instance.



Communicable diseases – recommended exclusion periods

DISEASE	Period of Exclusion PATIENT	Period of Exclusion HOUSEHOLD CONTACTS
Vomiting	48 hours and fully recovered	No exclusion
Diarrhoea	48 hours and fully recovered	No exclusion
Coughs and Colds	48 hours and fully recovered	No exclusion
Scarlet Fever	48 hours if on antibiotic treatment, otherwise until recovered	No exclusion
Diphtheria	Until medically certified free from infection	Until medically certified free from infection
Measles	At least until 4 days after the appearance of rash	No exclusions
Whooping Cough	Until 21 days from onset of cough	No exclusions
Chickenpox	Until 7 days after onset of rash	No exclusions
German Measles	Until 6 days after onset of rash	No exclusions
Mumps	Until swelling has subsided	No exclusions
Meningitis	Until medically certified fit to return	Until medically certified fit to return
Poliomyelitis	Until 14 days after onset of illness or clinical recovery	Until medically certified fit to return
Enteric Fever, and Gastro Intestinal Infection	Until medically certified fit to return	Until medically certified fit to return
Infective Hepatitis (Jaundice)	At least 7 days after onset of jaundice	No exclusions
Impetigo, Ringworm and Scabies	48 hours from onset and receiving medical treatment	No exclusions
Pediculosis (verminous body or head)	School Medical Officer or School Nurse should be notified. Child can attend school if treatment has been given	

The Specialists in Community Medicine (Child Health) should be advised of all cases presenting difficulty

For further information please visit:

http://www.publichealth.hscni.net/sites/default/files/A2%20Schools%20poster_1.pdf

School Holidays 2017-2018

Term 1

Teacher training - Thursday 17 and Friday 18 August 2017

First day - Monday 21 August 2017

Last day - Friday 13 October 2017

Autumn holiday - Monday 16 to Friday 27 October 2017

Term 2

First day - Monday 30 October 2017

Last day - Thursday 21 December 2017

Christmas holiday - Friday 22 December 2017 to Wednesday 3 January 2018

Term 3

First day - Thursday 4 January 2018

Mid-term holiday - Monday 12 February 2018

Teacher training - Tuesday 13 and Wednesday 14 February 2018

Last day - Thursday 29 March 2018

Spring holiday - Friday 30 March 2018 to Friday 13 April 2018

Term 4

First day - Monday 16 April 2018

May Day holiday - Monday 7 May 2018

Teacher training - Friday 1 June 2018

Last day - Friday 29 June 2018

Summer holiday - Monday 2 July 2018 to Thursday 16 August 2018

