



Welcome to
Holm
Early Learning and Childcare Centre

2018-2019

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HOLM PRIMARY SCHOOL
STRATHERICK ROAD
INVERNESS
IV2 4YL

SCHOOL TEL: 01463 232697

Website: www.holmprimary.co.uk

Email: holm.primary@highland.gov.uk

Head Teacher: Mrs Margaret Matheson

Acting Depute Head Teacher: Mrs Sarah Wojtunik

Early Years Practitioners Mrs Jeanette Bain

Mrs Fiona Carey

Mrs Sonya Morrison

Mrs Rita Craig

Mrs Elaine Christie

Miss Chloe Morrison

Miss Juta Campbell

WELCOME TO NURSERY

Thank you for enrolling your child with Holm Nursery. We hope very much that you and your child will enjoy your time at the in Holm Early Learning and Childcare Centre. We look forward to having the chance to meet and get to know both you and your child.

This is a very important stage in your child's development. It is now accepted that children learn more rapidly in the first seven years of life than at any other time. Therefore, it is important that children are given every opportunity to fulfil their potential. As a parent you have a vitally important part to play in this process. At Holm Early Learning and Childcare Centre we hope to play our part by treating your child as an individual and offering a variety of experiences and activities which are designed to further your child's development process.

We hope that your child finds out that learning can be an enjoyable and worthwhile process.

To help you child settle in we will stagger the intake of any new children.

ENROLMENT

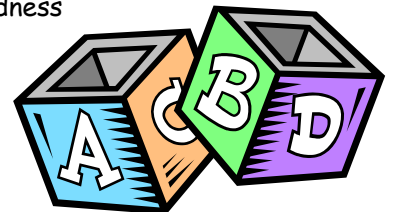
Places will be offered to children who are aged three and four year olds and resident in our catchment area. Children are able to split their time between two centres, as long as you do not exceed 16 hours per week pre-school funding.

The Local Authority has introduced a Flexible Working Model to all Nurseries in Highland. At Holm Nursery we will be offering hours between 8am and 6pm. At enrolment you will be asked your preference for the allocation of your funded 16 hours. Please note while your views will be taken into consideration we cannot guarantee that all requests will be granted.

Parents of pupils living outside the catchment area who would like a place in P.1 at Holm School are required to request a place (in writing) from the Area Education Manager at the Area Education Office, Highland Council, Glenurquhart Road, Inverness, IV3 5NX. The fact that a child has spent time in Holm School Nursery does not entitle that child to a place in P.1.

Holm School Catchment Area:-

Holm School delineated area (catchment area), starts at Island Bank Road and includes the area outwards from Drummond Circus, Drummond Crescent, Holm Mills, Holm Mains, Holm Park and Ness-side. On the east side it includes Ardholm Place, Ardbreck Place, Ardness Place and the Holm Dell.



Holm School is a learning community where everyone is capable of improving and high standards are promoted for all. The expectation is that the whole school, teachers, parents and the children take responsibility for improvement and that high quality learning and teaching should be at the heart of the school. (2004)

Holm School and Nursery Aims

In Holm School we aim to enable all children to develop their capacities as successful learners, confident individuals, responsible citizens and effective contributors to society.

We do this by:-

Successful learners

- *Promoting achievement and high expectations of children and staff*
- *Celebrating successes both within and out with the school environment*
- *Encouraging independence and creative thinking*
- *Providing a learning environment which stimulates and motivates pupils*
- *Involving children in dialogue about their learning which encourages them to make choices about their learning*
- *Providing opportunities to explore a wide range of experiences*
- *Using new technologies to enrich learning*

Responsible Citizens

- *Encouraging children to take pride in themselves, their relationships with others and their immediate environment*
- *Fostering a positive atmosphere of respect and tolerance for others*
- *Encouraging the use of good manners with the expectation of self discipline*
- *Involving children in many ways in the life and work of the school and nursery*
- *Raising awareness of the importance and influence of the wider community*

Confident Individuals

- *Ensuring children are acquiring a range of skills and abilities relevant for living in the 21st Century*
- *Ensuring a safe and supportive atmosphere where a positive and healthy sense of self-worth can flourish*
- *Listening to and valuing others' views and contributions to enable confident and well-informed decision making*
- *Encouraging a healthy and active lifestyle*

Effective Contributors

- *Promoting confidence in our own abilities*
- *Promoting a positive ethos throughout the school*
- *Encouraging initiative*
- *Providing opportunities to be individual thinkers and collaborative learners*
- *Being open-minded*

We value parents, outside agencies and local community as partners in children's learning. We encourage an open, supportive climate where all staff work effectively as a team, reflecting and evaluating their practice to improve learning and teaching. *We adhere to national and local guidelines; in particular those laid out in A Curriculum for Excellence 3- 18 and the National Care Standards for Early Education and Childcare up to the age of 16.*

STAFF

Who's who in Holm Early Learning and Childcare Centre?

The Head Teacher, Mrs Margaret Matheson, is involved with every class in Holm School, from Nursery to Primary 7 and is a regular visitor to the Nursery.

Within the school Mrs Sarah Wojtunik has responsibility for the Nursery- she is also one of the Primary 1 teachers.

The nursery is run by a team of seven experienced Early Years Practitioners who work very closely together to plan learning experiences for the children.

The staffing ratio is accordance with the Care Inspectorate guidelines of one adult per eight children.

Child Care Students from Inverness and Moray Colleges and Student Teachers from Aberdeen University and the University of the Highlands and Islands come to Holm School to gain valuable experience and training in our Nursery Class.

We value: -

- the individual child;
- equal opportunities;
- partnership with parents/carers;
- the importance of our community; and,
- education as a life long process.



NURSERY HOURS

As we are running a Flexible Working Model the nursery hours are 8am until 6pm.

It is important that you try and be as punctual as possible, both in delivering and collecting your child, as the Nursery day is very busy. No child likes to be the last one collected and it would be unfortunate if your child missed an important part of their learning. If you think you may be late contact the Nursery, Tel: 01463 251 921.

Please inform us in advance by completing the child collection log if anyone other than yourself is to collect your child. Your child's safety is of prime importance to us. We will **not** let a child leave with someone we do not know.

To ensure the safety of all children in school please remember parents are asked to park within the bays in the parent car park (please be aware this can be very busy and space is limited). The staff car park is for school staff, visitors to the school and deliveries only.

SETTLING IN

Most children settle into the Nursery routine quite quickly. Some however, find the separation from parent/carer distressing. We like to treat all children as individuals. If your child is distressed leaving you we will discuss different strategies we can put in place. Sometimes we ask parents to stay for part of the session or we might also suggest that you return to the Nursery after a short time.

We can be flexible during the settling-in period and work closely with parents/carers to ensure all children are happy, settled and enjoying their Nursery time.

QUESTIONS OFTEN ASKED

Do I have to pay for anything at Nursery?

- A snack is provided free for children every day. Milk, water fruit and vegetables are available everyday. **(If your child suffers from allergies, please let us know, so we can plan the snacks appropriately.)**
- In addition if your child is staying for lunch, the cost of a hot meal is £2.45. Children who are staying over the lunch period are required to have a hot meal provided by the school canteen in accordance with Care Inspectorate guidelines.

What should my child wear?

- Children should dress appropriately for the time of year and always bring a jacket and suitable footwear for outdoor learning.
- Children should be encouraged to put on and take off their own jackets and shoes so that they can be independent. Velcro fastenings can be a help.

- ❑ As there are many 'messy' activities in the daily routine at Nursery, such as painting, gluing, etc., washable clothes are obviously the most suitable. 'Best' clothes should stay at home. Children should bring indoor shoes (not slippers) for wearing in the Nursery and the gym.
- ❑ Please label all items of clothing your child may remove e.g. sweatshirts, jumpers and shoes.

What do I do if my child is ill?

- ❑ As you are aware, your child will come into contact with many ailments during his/her time in the Nursery and we would ask that you be aware of some of the common signs of illness, e.g. listlessness and irritability; raised temperature; vomiting and/or diarrhoea; aches and pains; and spots of any kind. Should you notice any of these in your child, please do not bring him/her to Nursery. Please let staff know if you are keeping your child at home due to illness. Children who have suffered from vomiting or diarrhoea should not return to Nursery until at least 48 hours have elapsed since last attack.

Is your child up-to-date with their vaccinations?

Children receiving out-of-home care, including at Nursery and Playgroup, have more opportunities to come into contact with infections, so it is especially important to make sure that they have all the vaccinations due. It is never too late to have your child immunised. If they have missed one, you don't have to start the course from the beginning again. Contact your health visitor/GP for further advice.

As part of our Child Protection procedures it is important to telephone the school (232697) before 9.30am or 1pm and inform the school secretary if your child is going to be absent. If parents do not contact the school by these times, the secretary will endeavour to contact home.

What if my child falls ill while at Nursery?

- ❑ If a child has signs or symptoms of illness while in the Nursery, the parent/carer will be called to take the child home. If they are unavailable your child's emergency contact will be telephoned.

What if there was an emergency at Nursery?

- ❑ Should our Nursery need to close earlier than normal you would be contacted by telephone if prior warning has not been given out. We will contact your emergency contact to come if there is no reply.
- ❑ The school has a telephone messaging service and this service allows parents to listen to a recorded message from the Head Teacher. This is used to give important information and is especially used during adverse weather conditions. To use this service:

- Dial Highland Council's access number **0800 5642272**
- Now enter the school's own pin number when prompted **04 2230**
- Press 1 to hear the school's message about adverse weather



What happens when my child has a birthday?

- When we are 3, 4 and 5, birthdays are very important occasions. To ensure that everyone's birthday is celebrated in the same way Nursery will provide a birthday cake. You do not have to provide anything.



PARTNERSHIP WITH PARENTS

How can I prepare my child for Nursery?

- It is helpful if children are as independent as possible, e.g. can fasten/unfasten shoes (velcro fastenings are helpful); can put on/take off jacket and sweatshirt, carry out toilet routines independently etc.
- You might encourage your child to recognise his/her name, to tidy up and to care for toys and games and to share with other children.

How can I help my child while s/he is at Nursery?

- The Early Level Curriculum for Excellence (CfE) is divided into eight main areas (detailed later in the Handbook). Ideas on how you might help your child in each of these areas will be given out during the session.

Can I come into the Nursery to see what happens there?

- At Holm Nursery we believe in working in partnership with parents. There are opportunities for parents/carers to come into the Nursery and see work which the children have done.
- We have "Share a Session" days where parents can come into Nursery and stay and play with their child to see what goes on.
- We have 'Rhyme Time' days where there are rhymes, singing games and action songs to be seen and heard.
- Parents are invited to help on Nursery outings.
- We also encourage parents to come in as 'helpers,' either on a one off or a more regular basis.
- We welcome parents into Nursery to share their skills, interests, hobbies and information about their jobs.

We want all parents to be involved in their child's Nursery education in any way they feel comfortable.

How can I find out more about the Nursery?

- There is a Parents' Notice Board in the Nursery cloakroom area with information on our curriculum, what is happening in Nursery each week and other relevant information. Other items of interest can be found on the noticeboard. PLEASE TAKE TIME TO LOOK AT THESE.
- We produce and email newsletters to keep everyone up to date.
- You will receive copies of the Holm School Newsletter regularly to keep you abreast of current school events etc.

- ❑ At present parent consultation meetings are held once a session (November) to discuss the individual child's progress.
- ❑ Parents are also invited to attend open afternoons and information evenings.
- ❑ At Holm Early Learning and Childcare Centre we have an open door policy. Information about a child's progress can be exchanged informally at beginning or end of each Nursery session.
- ❑ Alternatively parents can chat to staff via telephone or make an appointment to discuss matters at a mutually convenient time. Should there be information you feel it would be helpful for us to know, members of the Nursery Staff will be pleased to speak to you. Please inform Nursery staff of any changes to circumstances at home as this can often affect how a child presents themselves in the Nursery.
- ❑ Towards the end of the Nursery year a Progress Report will be issued to parents/carers.
- ❑ Learning Journeys for each child are kept in Nursery and Parents/Carers have access to this record of your child's progress, they are also sent home termly for the children to share their learning with people at home.
- ❑ We have a school Blog which you can check for photographs and pupil voice from the children within the Nursery. This can be found at www.holmprimary.co.uk

Is good behaviour important in Nursery?

- ❑ In partnership with parents the Nursery aims to provide an environment in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. We place great importance on good social behaviour at Holm School. We will work with you to ensure this aim is achieved. Our policy in Nursery is always to be as positive as possible and to praise and encourage good behaviour.

Does Nursery have written policies I can read?

- ❑ Nursery has policies on areas such as behaviour management, child protection health and safety, equal opportunities and the Nursery curriculum.
- ❑ Copies of these are available to read in the Nursery cloakroom. Should you wish an individual copy of any policy please ask staff.
- ❑ Staff are continually updating policies

Getting it Right for Every Child (GIRFEC)

If your child makes a disclosure and it is believed your child's immediate safety is at risk, we can share information without consent. This enables us to deal quickly with any potential situation e.g. child protection issues or emergency medical procedures when parents are not present.

Does the Nursery work with partner agencies?

We work closely with other agencies such as Speech and Language Therapy and pre-school Health visitor. If your child would benefit from help from other agencies, you will usually be asked for permission so that relevant information can be shared. This enables staff to get a rounded picture of your child. This is in order that the resources we have will bring the most benefit to families. The aim is to ensure we have the right services for your child at the right time.

Our Link Health Visitors is Alison Grant. She aims to visit the centre at least once a term. Her main role is to offer advice on children's development and to be the lead person if your child requires any extra support. She will also liaise with your own Family Health Visitor.

WHAT CHILDREN LEARN AT NURSERY

The Curriculum

During their time at Holm Nursery your child will be given opportunities to develop their emotional, personal, creative, communication and physical skills and build on their knowledge and understanding of the world. They will build on the experience and skills they already have.

We follow the Scottish Government curriculum framework "Curriculum for Excellence 3-18." This recognises the important role that parents and carers play in their child's education.

'We actively promote and effectively develop the essential aspects for early learning: wellbeing, communication, mathematics, curiosity, inquiry and creativity to secure the very best outcomes for our children. (How Good is our Early Learning and Childcare?, Education Scotland, February 2016,)

In Nursery we learn through taking part in:

- Spontaneous play
- Planned, purposeful play
- Investigating and exploring
- Events and experiences
- Focused learning and teaching
- Outdoor learning

We believe that all areas of the curriculum can be enriched and developed through play. Staff continually take on board the children's interest, views and ideas when planning learning experiences.

Active learning in Nursery can support your child's development in the four capacities of the Curriculum for Excellence in many ways.

They will develop as:

Successful learners who want to learn and to do their best. They will develop their ability to use language and mathematical skills and technology in real life situations. They will think things through and use their knowledge to solve problems. They will learn by themselves and with others and will develop their ability to explain their thinking.

Confident individuals knowing what matters to them and by succeeding in their activities. They will develop independence and know how to keep themselves safe. They will be able to make healthy choices in life and show how to care for themselves and others.

Responsible citizens learning to share and take turns and to respect themselves and others.

They will learn about where they live and other places in the world and find out how they can make their world a better place to live. They will show an understanding of what is right and fair and will make more of their own choices and decisions.

Effective Contributors who find trying new things exciting and keep trying even when things are difficult. They will be able to work with partners and in groups and will help others. They will work out new and different ways of doing things to solve problems.

The Curriculum for Excellence outlines eight key areas for development. Throughout Nursery and Primary 1 your child will progress throughout the Early Level in each of the following areas.

Health and Wellbeing: learning in this area ensures children develop the knowledge and understanding, skills, capacities and attributes which they need for mental, emotional, social and physical wellbeing in the future.

- Aware of my feelings and developing ability to talk about them
- Developing my ability to manage my emotions
- Understanding where I can get support if I need it
- Develop ability to form positive relationships with others
- Aware of people who look after and care for me
- Contributes to school and community life, developing my confidence and self worth
- Know how to keep myself and others safe in a range of situations
- Finding out about the wider world and the jobs people do
- Participates in physical play and know some benefits of this
- Explore different ways to move my body and develop these through practice
- Know I need different foods to keep me healthy
- Aware of where foods come from and can choose and prepare them
- Know how to get help in unsafe situations and emergencies
- Develop awareness of my own body, naming parts, knowing how they work and how to look after them
- Learning about living things and how they grow, develop and are nurtured



Literacy: children will learn that literacy is fundamental to all areas of learning for life. They will develop competence in listening, talking, reading and writing.

- Enjoy exploring stories and texts and can share my likes and dislikes and talk about the events and characters
- Develop my ability to take turns when listening and talking
- Discover new words as I take part in conversations
- Able to communicate my feelings, ideas and information in real life and imaginary situations

- Enjoy exploring sounds and patterns of language
- Explore sounds, letters and words discovering how they work as I begin to read and write
- Use signs and books to help me find new information
- Explore interesting materials for writing and recording my ideas, experiences, feelings and information



Numeracy and Mathematics: learning in this area will enable children to access many other areas of learning. It will allow them to make sense of the world around them. It will help them to solve problems and analyse information.

- Develop a sense of size and amount
- Develop ability to use everyday items to help me measure
- Explore numbers and quantities to help me count, sequence and order
- Develop awareness of using money and recognising some coins
- Aware of my routines and events around me. Know about using clocks and calendars to help me plan
- Spot and explore patterns around me
- Investigate objects and shapes around me
- Using games and technology I can describe positions and directions
- Develop ability to collect objects, and organise my findings
- Sort and match objects



Expressive Arts: this will allow children to develop their artistic skills and enhance their creative talents. By engaging in these experiences children will develop ability to represent their own and others emotions in different ways.

- Experience how to present and perform to audiences and how to be part of an audience
- Use a range of objects and materials to help me create images
- Express my ideas, thoughts and feelings through art, drama, dance and music
- Explore ways to move my body rhythmically and expressively
- Explore how to use my voice, movement and expression in role play and drama situations
- Use role play and drama to allow me to explore real and imaginary situations
- Enjoy singing and playing along to music of different styles and cultures



Sciences: learning in the sciences will enable children to develop their interest in, and understanding of the living, material and physical world. They will take part in collaborative and imaginative tasks to allow them to develop important skills to become creative, inventive and enterprising people in the future.

- Observe living things around me and am aware of how they depend on each other
- Develop awareness of how to grow and care for plants
- Able to describe how some things around me work e.g. "what makes my toy go."
- Able to talk about the sun, moon and stars and how they link to my daily life
- Aware of how to stay safe using electricity in my daily life
- Through play I explore how to make a range of sounds



- Develop awareness of my growing body, name the parts correctly and know how they work
- Able to use my senses to explore the world around me
- Able to explore materials and can explain reasons for selecting materials for different purposes

Social studies: children will develop their understanding of the world by learning about other people and their values, in different times, places and circumstances, they will also develop their understanding of their environment and how it has been shaped.



- Aware of how different evidence helps me find out about the past and the world around me
- Explore how people lived in the past and through my play can show how their lives were different from my own
- Develop awareness of my local environment, the roles of different people and how they can help
- Explore how to care for the environment
- Explore the weather and seasons by exploring them outdoors and recording findings

Religious and Moral Education: this will allow children to explore the world's major religions. They will begin to consider beliefs and values. This will help them develop awareness and appreciation of the value of each individual in our diverse society. This will assist in counteracting prejudice and intolerance.



- Explore Christian stories and images to become familiar with some beliefs Christian people have about God and Jesus
- Explore stories, images and music to become familiar with the beliefs of the world religions I am learning about
- Through play and learning develop my understanding of what is fair and unfair and the importance of caring, sharing and co-operating with others
- Develop awareness of the importance of celebrations, festivals and customs of religious people's lives
- Develop respect for others and my understanding of their beliefs and values

Technologies: learning in the technologies will allow children to develop knowledge and skills which will be essential in the future. They will participate in challenging activities involving research and problem solving.

- Play with and explore technologies to find out what they do and how they can help us
- Explore how to reduce, re-use and recycle materials I use to help care for the environment
- Explore software to solve problems and present my ideas, thoughts and information
- Explore and use technologies to communicate with others
- Take photos and record sounds to represent my experiences
- Develop problem solving skills, navigation and co-ordination as I use electronic games, remote control or programmable toys

- Select and work with a range of materials and software to develop practical skills in real and imaginary situations



What learning areas do we have in Nursery?

- Time, areas and activities in the Nursery are organised to provide opportunities for the children to develop in all key aspects mentioned on the previous pages.
 - In nursery we have: -

role play area	snack table
construction area	jigsaw puzzles and games area
interactive interest tables	drawing table
music table	sand
listening centre	water
computer	art/craft area
outdoor play area and garden	maths area
mud kitchen	sensory garden

These are changed around regularly. This is in response to the children's changing interests and development needs and ensures a stimulating environment is provided.

Do Nursery children use school facilities and equipment?

- The Nursery uses the music room and musical instruments, the gym and P.E. equipment, school computers, digital camera and microscope, the playground and field.

Are there opportunities for children to go on visits?

- We believe that taking the children out on a variety of visits is an important aspect of their education. The details of any visit will be sent to you and also posted on the Nursery Notice Board. You should look at the notice board regularly.
- At the beginning of the session we will ask you to sign a consent form to cover all local out-of-school activities, though you will normally also be informed about individual out-of-school visits.
- Many of our parents work in or have contacts in local services and help arrange these visits. Previous outings have included:
 - The NHS Dental Health Fayre
 - Tesco to see what happens behind the scenes.
 - The Library to hear stories and rhymes
 - The Post Office to post letters
 - Shopping trips with our shopping lists
 - The Garden Centre to buy plants for our garden
 - Walks in the local area
 - Glachbeg Croft Education Centre on the Black Isle
 - Aigas Field Centre near Beaully
 - Eden Court
 - Ach an Eas Nursing Home

Do you allow visitors into the Nursery?

We arrange visitors to come to the Nursery as often as possible depending what we are learning about and what the children are interested in. Previous visitors include:

- A Dad who is a builder. He came to tell us about his job and showed us how to build with bricks.
- A Mummy brought in her baby to Nursery for a bath
- A Mummy played the piano for us
- The postman came. He brought a letter from Santa
- Santa came - that was really exciting!
- Older siblings came to do some Highland Dancing
- The RSPCA officer came to tell us all about animals
- The Health Visitor came and told us all about her job
- The fire brigade brought their fire engine and told us about their job
- Parents have come in to tell us about the countries they come from or have visited.

PARENT COUNCIL

Parents are invited to be part of the whole school Parent Council. They meet regularly to discuss ongoing school events and any changes, which are to occur. They also have the chance to put forward ideas and suggestions. There is also a fundraising committee. Due to the hard work and enthusiasm of many, money has previously been raised for the Nursery Outdoor Play Area, staging for the hall and the adventure trail in the field.

MOVING TO PRIMARY ONE

Throughout the year we introduce the Nursery children to some routines and activities, which will help to make their transition to P.1 as smooth as possible. Primary 1 staff visit the Nursery throughout the year. This allows them to see the children at work in their familiar environment and to get to know the children. Nursery 4 year old children visit the Primary 1 classes throughout the year for stories, learning sessions and mini projects. They have opportunities to work with them outside and in the open area. In the spring term the children meet their Primary 6 "buddies" who will be available to help them in the playground when they begin Primary 1. They join in with playtime (when the children are still supervised, but are getting used to being out with the rest of the school) and visit the canteen for a school lunch.

In August, when your child officially begins P.1, the Nursery staff will continue to liaise with the P.1 teacher passing on useful information to ensure your child has the best possible start.

THE CARE INSPECTORATE

Holm Nursery, as a pre-school establishment, is regulated by the Care Inspectorate. Should you be unhappy about any aspect of the care we provide, please do speak to a member of the Nursery team in the first instance or the Head Teacher (see our policy on "Comments and Complaints").

Should you find this unsatisfactory, you may contact the Care Inspectorate direct at the following address -

The Care Inspectorate
1st Floor
Castle House
Fairways Business Park
Inverness
IV2 6AA

Telephone: 01463 227630
01463 227649

School Holidays

Autumn

Autumn term starts - 21 August 2018

Autumn term ends - 12 October 2018

Winter

Winter term starts - 29 October 2018

Winter term ends - 21 December 2018

Spring

Spring term starts - 7 January 2019

Mid term break - 18 and 19 February 2019

Spring term ends - 05 April 2019

Summer

Summer term begins - 23 April 2019

Summer term ends - 04 July 2019

Public holidays

Good Friday - 19 April 2019

Easter Monday - 22 April 2019

May Day - 6 May 2019

In-service days

20 August 2018

17 September 2018

18 September 2018

20 February 2019

3 June 2019

