

Updated March 2023



HILLSIDE
school



**Nursery
Handbook
2022/2023**



HILLSIDE
school

Vision, Values and Aims

We are on our journey to grow, believe and achieve.



Aims

At Hillside School we are on a journey together, developing skills for life through:

- Creating a welcoming, supportive environment where everyone is encouraged to achieve their full potential and successes are celebrated
- Valuing mental and physical health to promote greater well-being and resilience
- Establishing lasting partnerships with our community and the wider world
- Using the outdoors as a way of staying active and as an important context for learning
- Promoting responsibility by caring for ourselves, each other and the environment
- Appreciating the diversity of our school family and celebrating our individuality
- Encouraging curiosity and a thirst for learning
- Creating exciting learning opportunities which reflect the challenges of the 21st Century

Hillside School Nursery

Dear Parents/Carers,

A very warm welcome to Hillside School Nursery! We look forward to establishing a mutually supportive partnership to ensure a happy and fulfilling time for your child. This handbook is designed to equip you with the basic information that you will need during your child's time in Nursery. You will be kept up-to-date on a regular basis through contact with the Nursery Team, our information noticeboard, Twitter and through Nursery Newsletters. Please remember to look in the Nursery reception area at the display boards as we often use this area to distribute additional forms to capture parent/carer feedback to help us improve and maintain high standards. We always have our feedback box available for comments, questions, and suggestions too and once a month we pose a 'Question of the Month' for consideration and feedback as part of our Nursery newsletter. All of this information will be shared via email, Individual Learning Diary, Nursery Twitter @HS_Nursery and the school website.

At Hillside School Nursery we currently have provision for 48 pupils in the morning and 48 pupils in the afternoon. This enables us to have the full time equivalent of an Early Years Senior Practitioner (EYSP), two Early Years Lead practitioners (EYLP) and seven full time Early Years Practitioners (EYP).

We hope your child will be happy with us and will respond to the many opportunities for learning we offer at Hillside School Nursery. We look forward to working in partnership with you.

Kind regards,

Mr Jordan Leslie
Head Teacher (Thurs/Fri)

Mrs Gemma Grieve
Depute Head Teacher

Mrs Maryanne Middler
EY Senior Practitioner

Information

Address Hillside School
Newlands Drive
Portlethen
AB12 4LX

Telephone: 01224 472850 (nursery option 3)

Email: hillside.nursery@aberdeenshire.gov.uk & hillside.sch@aberdeenshire.gov.uk

Website: hillside.aberdeenshire.sch.uk

Twitter: @SchoolHillside1

Nursery Twitter: @HS_Nursery

Opening Hours

Morning Session – 8am – 1pm (12.45 latest collection)

8am-8.15am (Extended drop off)
8.45am-9am (Core drop off)
11.40am-11.55am (Core collection)
12.30pm-12.55pm (Extended collection)

Afternoon Session – 1pm – 6pm (5.45pm latest collection)

1pm-1.15pm (Drop off for all children)
3.25pm (Early collection)
3.55pm-4.10pm (Core collection)
5.30-5.45pm (Extended collection)



Staff

Our Staff Team (August 2021)

Miss Lesley Anne Munro	Head Teacher (Mon-Wed)
Mr Jordan Leslie	Head Teacher (Thurs-Fri)
Mrs Gemma Grieve	Depute Head Teacher
Mrs Kayleigh Petrie	Depute Head Teacher
Mrs Stephanie Bain	Depute Head Teacher
Mrs Judith Simpson	Education Support Officer (Early Years)
Mrs Louise Azode	Principal Teacher (Cluster)
Mrs Maryanne Middler	Early Years Senior Practitioner (EYSP)
Mrs Debbie McDermott	Early Years Lead practitioner (EYLP)
Mrs Kirsty Clarke	Early Years Lead Practitioner (EYLP)
Mrs Alla Milne	Early Years Practitioner (EYP)
Mrs Elizabeth Aiton	Early Years Practitioner (EYP)
Miss Megan Bradley	Early Years Practitioner (EYP)
Mrs Jenny Craig	Early Years Practitioner (EYP)
Ms Leanne Guyan	Early Years Practitioner (EYP)
Miss Gillian Smith	Early Years Practitioner (EYP)
Mrs Paula Sherratt	Early Years Practitioner (EYP)
Mrs Claire Lewis	Early Years Practitioner (EYP)
Mrs Jenny Riddoch	School Administrator
Mrs Michelle Duffy	Admin Clerical Assistant

Arriving & Leaving

The Nursery morning sessions are 8.00am - 1pm (12.50pm) and the afternoon sessions are 1.00pm - 6.00pm (5.45pm). You are welcome to speak to the Nursery staff upon drop-off and pick-up. Should you wish to discuss your child or any issues in more detail, you can ask to make an appointment for a more suitable time. We operate a flexible arrival and collection policy and allow a 15 minute window at the beginning and end of each session for parents to drop off and collect their children. Children should always be taken to and collected from the Nursery classroom by a responsible adult. We have a signing in and out system in place which we encourage parents/carers to complete at every drop off and collection time. We cannot release your child into the care of a person other than who you have indicated on the drop off and collection board without your instruction so please let us know who will be collecting your child every day and update us of any changes. As there is only a short turn around period for the staff to be prepared for each session, we kindly ask that children are collected promptly by the end of the morning session.

What Your Child Needs for Nursery

Your child will require the following items:

- A small, named bag to hold shoes and change of clothes
- A change of clothes that are labelled
- A waterproof jacket that is labelled



Please help us by making sure that any personal belongings are **clearly named**. If you do lose something please look on the 'Lost Property' rack and box that is located in the cloakroom area. To cater for energetic, physical outdoor activities or walks around the local environment children should always be provided with appropriate outdoor clothing.

We encourage children to become independent when dressing and when going to the toilet so please refrain from dressing your child in tricky buckles, braces or buttons! It is not advisable for children to wear jewellery in the nursery. We do insist that children wear an apron during art and craft activities and when playing in the water but accidents do happen- please do not dress your child in their best clothes.

Please make sure everything your child brings to Nursery is clearly labelled with their name.



Outdoor Play and Walks

The children are encouraged to venture outside regardless of the weather so please ensure your child is suitably dressed for outdoor activities. A jacket is essential as well as suitable shoes or boots. We may like to take advantage of the local environment or ongoing learning, so we ask that you please complete the parental consent form which allows for incidental trips (trips within the local area and within walking distance from Nursery). These can be found in your welcome pack.



Snacks/Meals

Your child receives a small fruit/veg snack each session along with a lunch and/or high tea depending on your child's attendance pattern. The menu is on display on the nursery window and in the cloakroom and will be emailed to parents bi-annually. Staff and the catering team ensure that all snacks and meals are balanced, nutritious and varied. A choice of milk or water is offered at every meal sitting and at the children's request during the session. Children are encouraged to sample the food they are provided with and to chat about their likes and dislikes. During mealtimes, emphasis is placed on hygiene, enjoying food, early language and mathematical concepts and the creation of a sociable scene for the children. All snacks and meals are provided to families free of charge as part of the Scottish Governments 1140 Expansion incentive. If your child has an allergy or intolerance to any food or should not eat a particular food for religious reasons, please inform a member of the nursery staff who will support you to complete the relevant forms and documentation. All staff who handle food have Food and Hygiene Certificates so we can ensure that there is a high standard of hygiene in our nursery at all times.



Tooth Brushing

Each child will regularly brush their teeth at Nursery. We work closely with our NHS Oral Health Co-ordinator (Childsmile) who visits the Nursery regularly to talk to children about good oral hygiene and ensures children are encouraged to use the correct technique when brushing their teeth. Nursery provides each child with their own toothbrush and toothpaste. More information on our toothbrushing routine will be issued to parents in due course.

The Nursery Curriculum

We want our nursery to be a friendly and welcoming place and our aim is that your child will enjoy the experience of nursery. The nursery staff work together as a team to create a caring and stimulating environment where each child can develop as an individual. Our nursery curriculum is based on "Curriculum for Excellence" which is published by the Scottish Government and Education Scotland. We also adhere to Aberdeenshire's Framework for Learning. These documents provide schools with guidance for the learning and teaching of children aged 3 - 18 years. These documents describe the wide range of learning experiences to which preschool children are entitled. They emphasise partnership with parents. Our nursery team firmly believes in building upon your child's prior learning. The aim of pre-school education is to develop and broaden the range of children's learning experiences, to encourage them to become confident individuals, responsible citizens, successful and enthusiastic learners who are looking forward to continuing their learning journey throughout primary and secondary school.

The nursery curriculum places a careful emphasis upon the nurturing of your child's social and emotional development. Health & Well-Being is firmly placed at the core of a holistic approach to child development. It also includes the development of your child's early language and communication skills and development of early mathematical and numeracy skills and knowledge. We offer experiences, which build upon his/her knowledge and understanding of the world and promote his/her creative and physical abilities. There is a strong emphasis on play at Hillside School Nursery, and practitioners aim to respond to children's interactions within the setting.

The *Curriculum for Excellence* identifies key aspects of children's development, including:

- Expressive Arts
- Health and Wellbeing
- Languages
- Mathematics
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies



Young children learn through play and practical experience. 'Hands on' activities allow children to explore; investigate; experiment; act out experiences and listen and learn from others. We aim for our learning environments to encourage curiosity, inquiry and creativity, with our staff interacting sensitively to extend the quality of play and learning opportunities, and act as role models. At Hillside our planning process

includes mind mapping and following children's experiences/learning through floor books. Children are encouraged to take responsibility for their own learning so that we can plan activities that provide the highest quality of educational experiences. We value and aim to build upon each child's previous learning experiences and recognise the need to establish strong parental partnerships to support their development. Learning happens throughout nursery environments, the nursery outdoor learning area, areas in school (e.g. library, garden, playground and gym hall) and through planned and incidental trips/walks.

Parental Engagement

We consider our daily contact with parents and carers to be vitally important - a time for both of us to exchange information.

We appreciate that this is more difficult due to the logistics of the 1140 expansion and tight cross over between sessions, so invite you to phone or email the school to arrange a time to chat in more depth should this be required.

Usually, after the initial settling in period there would be opportunities for you to help in the nursery and go on walks and outings e.g. through *Stay and Play* sessions, community links and events, special occasions etc and if you would like to help in Nursery on a more regular basis, you would need to complete a PVG form. (See School Office). Due to the size and nature of this setting since the roll out of the 1140 Expansion, visitor events and occasions are usually kept to a manageable level which may mean capping numbers and spreading opportunities across a period of time. Nursery are continuing to develop alternative opportunities to support family partnerships for those who are not able to attend the setting due to other commitments including the use of

Twitter and on our Individual Learning Diary to enable all family members to play an active role in nursery life.

Throughout the year there will also be more formal opportunities for you to discuss your child's progress with staff on an individual basis. Please remember that if you are concerned about anything, however small, please do not hesitate to come in and talk about it. Mrs Middler, our EYSP, is always happy to help.

At Hillside School we have an active Parent Council (Hillside Parent Group). We welcome all parents to attend meetings and become involved in school decision making, discussions and fund-raising events. All fund raising goes towards supporting the school with help towards the cost of trips, workshops and equipment for our learners.



Personal Plan

In order to achieve the best outcomes for your child we refer to eight well-being indicators- safe, achieving, nurtured, active, respected, responsible and included (SHANARRI). These indicators are promoted, supported and safeguarded within our nursery and a personal plan will be completed with you when your child first attends Hillside School Nursery. The plan supports the GIRFEC approach (*Getting it Right for Every Child*) and helps ensure that we are meeting the individual needs of your child. Plans are reviewed **at least** every 6 months and the information you share with us will help contribute to your child's overall well-being and support staff caring for them. If more specific needs need to be met through regular target setting and evaluation, then a Care Plan and other support plans may be created.

Health

At the initial meeting with your child's key worker you will be able to let us know about any special circumstances relating to your child's health. Please keep your child at home if he/she is not feeling well and let us know by phoning or emailing the nursery directly (telephone number at the start of this booklet) if he/she is going to be off. Nursery is a busy and sometimes noisy place, and not an appropriate place to be if your child is feeling under the weather. Not only will their capacity to learn and enjoy themselves be compromised, but there is the possibility that they may pass illness and infection to staff and their classmates. If your child becomes unwell at Nursery we will contact you to take him/her home. You can understand that it is vital that school always has up-to date details of how to contact you or a friend or relative. We ask for at least two emergency contact numbers.

Children who have had sickness or diarrhoea should not return until **48 hours** after the last bout.

Should your child require vital medication whilst at Nursery, you will need to fill out a form after which medication may be kept within Nursery to be administered when necessary. Should your child have a small accident whilst at Nursery, we will administer appropriate first aid and make a note of the details in our accident book. You will then read and sign this at the end of the session, keeping a copy should you need to refer to it at any time. On very rare occasions, children may hit their head or have a slightly more serious mishap whilst at Nursery. Under these circumstances you will be called immediately - we like to err on the side of caution.

Pupil Profiles

This year we have introduced Pupil Profiling via the Individual Learning Diary App. Your child's key worker will add photos/videos and comments which highlight aspects of your child's learning in nursery and suggested next steps for their development. We would also encourage parents/carers to add wider achievements and information about interests out with Nursery where possible, to help build a more holistic picture. We also have a *Wider Achievements* wall where we like to celebrate pupil successes within and out with nursery.

Rights Respecting Schools

In June 2017, Hillside School was awarded the **Bronze Award**, and in 2023 this was upgraded to the **Silver Award** as part of UNICEF's Rights Respecting Schools programme.

UNICEF is the world's leading organisation working for children and their rights, adopting the *United Nations Convention on the Rights of the Child* (UN CRC): a series of rights focusing on what children need to survive, grow and fulfil their potential. The Rights Respecting School Award seeks to recognise schools that teach, respect, promote and protect these rights.

Children at Hillside School, including Nursery children, will be introduced to the rights (or needs) of the child and may reference them in child friendly language/terms during gather discussions or during restorative discussion.

Hillside School are hoping to begin working towards achieving **Gold Award** accreditation in the near future and look forward to informing you of our progress. In the meantime look out for the Rights respecting logo we have permission to use and display throughout our school community. For more information on Rights Respecting Schools please visit www.unicef.org.uk/rights-respecting-schools.



CHILD PROTECTION STATEMENT / POLICY ADVICE

Everyone has a responsibility to protect children from harm. School staff members are in a unique position to contribute to the protection of children and must share concerns with appropriate colleagues and agencies. Every school has a Designated Officer (HT/EYSP) who has been specially trained to listen to concerns and act on them as necessary. Unless satisfied that a child has not been harmed or is not at risk of being harmed, the school must relay their concerns immediately to the social work service and/or the police. Social work and the police will determine when and how the child's parents/carers and other services are to be informed of the concerns.

Local Social Work Office - Portlethen

Address & Telephone No. Rowanbank Road, Portlethen, AB12 4NX.

Tel: 01569 690533.

For more information, please refer to our Child Protection Policy which can be found within our Policy folder, available at Nursery reception.

Nursery Policies

Hillside School Nursery Policies follow school, local authority and national guidelines. Policies are reviewed and updated regularly. All policies are available to view on our school website and may also be requested at the School Office/Nursery.

SCHOOL PUPILS INSURANCE

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 a parent to insure your child for personal accident or death if you feel this is appropriate. The Council does hold third party liability insurance, which indemnifies the Council for claims from third parties (e.g. parents of pupils) who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees. However if there were no negligence, no claim would be accepted by the Council. Please make sure the school always has up to date details of how to contact you, a friend or relative. We ask for at least two emergency contact numbers. In this time of ever-changing mobile phone numbers, it is vital that you tell us of any changes to our contact information.



For up-to-date information and about experiences, events, successes and learning taking place at Hillside School, you can follow us on Twitter [@SchoolHillside1](#) and [@HS_Nursery](#)

Thank you for taking the time to read our Nursery Handbook. Please feel free to contact us by email, phone or in person if you have any questions. 😊