

Milton Primary

Early Learning Childcare Service

Parent & Guardian Handbook



2022/23

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Centre Information

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Centre Manager: Mrs G Dunnett
Head Teacher

Centre address: Milton Nursery
The Mercat Centre
Munro Crescent
Milton
IV18 0NX

Telephone No: 01862 842537 (School Line)
01862 842499 (Mercat Centre)

E-mail: Milton.primary@highland.gov.uk

Blog: www.miltonprimary.com

Adverse Weather

In the event of adverse weather – please dial: **0800 564 2272**
and enter Milton's pin number when prompted: **04 2630**.

You can also find out about school closures due to bad weather via the Highland Council website www.highland.gov.uk

School closures are announced on Radio Highland news broadcasts at 6:55am – 7:00am and 7:50am – 8:00am. Moray Firth Radio also announces school closures on a regular basis and on the web site www.mfr.co.uk

We will also endeavour to update our School Blogs and your child's Seesaw profile as soon as a decision has been made.

Should you have any concerns about the prevailing weather conditions do not send your child to school.

The Care Inspectorate are responsible for inspecting our service to ensure we meet the very high standards set by them. The centre can be inspected at any time by the Care Inspectorate at which time they will seek your views.

Their contact details are as follows:

E-mail Address: enquiries@careinspectorate.gov.scot

Telephone No: 0345 600 9527

A copy of our most recent Care Inspectorate Report is available on the nursery noticeboard or you can view it online through the Care Inspectorate website/by following the web address below.

<https://miltonearlylevelclass201718.files.wordpress.com/2018/03/inspection-report-2018.pdf>

Staffing



Head Teacher
Mrs G Dunnett



Principal Teacher
Mrs J Christie



Early Years Practitioner
Ms E O'Brien

Early Years Practitioner
Mrs Kym Bruce

Early Years Practitioner
Kristi MacLeod

Early Years Practitioner
Mrs N Fletcher

Term Dates

2022-2023

Winter

- Winter term starts – 24th October 2022
- Winter term ends – 22nd December 2022

Spring

- Spring term starts – 9th January 2023
- Mid-term break 20th and 21st February 2023
- Spring term ends – 31st March 2023

Summer

- Summer term begins – 17th April 2023
- Summer term ends – 29th June 2023

Autumn

- Autumn term starts – 15th August 2023
- Autumn term ends – 6th October 2023

Winter

- Winter term starts – 23rd October 2023
- Winter term ends – 22nd December 2023

Centre Aims

Milton Early Learning and Childcare aims to:

1. Provide a warm and welcoming environment for your child to feel happy and secure.
2. Offer opportunities for children to stimulate interest and imagination through both, indoor and outdoor play.
3. Deliver Early Level education experiences in line with 'Curriculum for Excellence' across all 8 subject areas.
4. Provide a setting where the children can become: Successful Learners, Effective contributors, Confident Individuals, and Responsible Citizens.
5. Meet the National Care Standards (Early Education and Childcare up to the age of 16).
6. Provide opportunities for you to become involved with your child's progress and development.
7. Provide parents/carers with regular information about their child's progress and development mainly through your child's personal learning journey.
8. Regularly evaluate provision in line with the national documents 'Realising the Ambition' and HGIOSEL and with the school using HGIOS 4.
9. Arrange appropriate professional development and training for all staff, including that required to meet the SSSC registration requirements.

Welcome to the Setting

We hope that you and your child will enjoy your time with us at Milton.

Your child is at a very crucial stage in his/her development with research showing that children learn more rapidly in the first seven years of life than at any other time. It is therefore important that your child is given every opportunity to fulfil their potential. As a parent you play an important role. We, at Milton, hope to play our part by offering your child a variety of learning experiences designed to further the development process.

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

This handbook is intended to provide you with information about Milton Early Learning and Childcare Centre. However, should you have any queries, please do not hesitate to contact us.

Session Timings

Nursery

We are now delighted to be able to offer all eligible nursery children to attend from 09:00-15:00 each day although you do not need to use these amount of hours. Each nursery child is entitled to 30 hours per week funded by the Scottish Government and you are free to choose how these are used. You must let Nursery staff know what time you will collect your child.

All children must be accompanied to and from Nursery by an adult known to the child. They must be dropped off at the Mercat Centre door and staff will sign them in. If someone other than those listed is collecting your child, they must provide a password agreed by you and passed on to a member of staff.

We open our doors at 9.00am and close them again at 9.15am. If you are late arriving to drop off your child, please enter through the main school reception. If you are late in arriving to collect your child, please try the Nursery Door first and then proceed to the School Office.

Please try to be as punctual as possible when collecting your child as some children can become very anxious if they are left at the end of the session.

Enrolment, Induction & Transition



Enrolment

Enrolment takes place at the end of January/beginning of February.

Please keep an eye on our School Blog, See-Saw and look out for posters to keep you updated on eligible enrolment dates. These will be published after Christmas.

Induction

We would welcome you to come and have a look around the Nursery and Primary School before your child starts to see the kind of learning experiences your child will be involved in and the environment in which they will play and learn.

Once you have made a decision and enrolled your child, your child will be offered induction sessions alongside others joining the Nursery. These will give your child a chance to familiarise him/herself with the Nursery environment, the staff and the other children. Details about these sessions will be given to you. In exceptional circumstances, we may invite you to support this transition for your child.

How can I help to prepare my child for Education in an Early Years Setting?

Before your child can settle into the routine in a Nursery/School environment, he/she has to come to terms with leaving you. He/she will be faced with a whole new environment full of other children and unknown adults.

A good idea is to talk about the Early Years setting in a positive way – keep talking about all the fun activities that will be available and the new friends that they will make.

What if my child has a problem settling into the Early Years Setting?

Despite your best efforts your child may still have some issues settling into a new setting, remember you are not alone – lots of parents have gone through the same issues. Every child and their situation is different. We are here to help make the transition into our setting as easy as possible for you, and your child, so please speak to us should you have any concerns.

Transition into School

Children normally spend up to two years in Nursery and will then transfer into school as a Primary one pupil.

The Nursery children work closely with school throughout the year taking part in activities alongside the older children. The Nursery pupils are all assigned a Primary six buddy in their pre-school year who will support them with the transition from Nursery to Primary one too. Plenty of opportunities are provided for the Nursery children to meet their buddy and build up a relationship with them to ease the transition into Primary one.

Behaviour at the Centre

How is my child expected to behave in Nursery?

At Milton, we all encourage and promote positive behaviour. There are certain rules and routines that your child will be expected to follow which they will explore when they begin their pre-school education with us.

What if my child misbehaves?

When your child begins attending an Early Years Setting he/she may find it difficult to adapt to the rules of the Nursery. Our policy is to use praise and encouragement. We also reward good behaviour.

On occasion, staff may feel your child would benefit from some time out, with a member of staff, from free play if things get a bit overwhelming. If this is a regular occurrence with your child, we will inform you of this. It is hoped that by speaking with parents we can work together to ensure we are meeting the needs of your child.

More information on behaviour can be found in our Positive Behaviour Policy. Please see the policy folder for details or speak to a member of staff to request a copy.

Clothing

What should my child wear to Milton Early Years Setting?

Children will need indoor shoes that are Velcro or slip on so they can change these easily by themselves. These can be kept in your child's shoe box outside the Nursery main door.

We go outside every day, in all weathers, so please ensure they come suitably dressed. The Nursery/School provides aprons for messy play however new or expensive clothing is not recommended as accidents do happen. Please also provide your children with a change of clothes to hang on their peg – we want them to be prepared for any spills that may occur while they're at Nursery.

We have Milton Nursery polo-shirt uniform and Milton Primary School Jumpers available to order from the school office for a small fee. We would encourage pupils to wear uniform to Nursery as this is excellent preparation for them moving into school where it is an expectation for them to wear uniform every day.



The Curriculum

Early Years Education is about focusing on the development of each child. During your child's time in at our school he/she will participate in a variety of learning experiences based on the four capacities of the Curriculum for Excellence:

- Confident individuals
- Responsible citizens
- Effective contributors
- Successful Learners



Learning Experiences your child will be able to access include:

- Role play
- Sand/water play
- Snack and baking
- Construction
- Stories and together time
- Modelling
- Painting
- Gym Sessions
- Jigsaws
- Drawing and writing
- Craft
- Games
- Music and singing
- Woods Sessions



- ICT experiences



Woods Sessions

Every Wednesday the Nursery visits the Woods. All children are provided with a red waterproof suit to wear to protect their clothing that day or they are more than welcome to bring their own. There are other times when the children visit the Woods too but staff ensure they are dressed appropriately.

The visits are very good for children's physical and emotional development, mental and natural well-being and social skills. It also gives many opportunities for creativity using natural resources. The children are encouraged to take different risks

such as climbing trees, building dens, making obstacle courses and to build up relationships by working as a team.



Snack Time

For Nursery children, a healthy snack is provided every day and usually consists of milk or water to drink, a choice of fruit or vegetables followed by a healthy option such as yoghurt, crackers, breadsticks etc.

Children are encouraged to try whatever is on offer at snack time, however, if your child has any strong dislikes or allergies please inform us when you enrol your child with us.

Lunches

All Nursery children are entitled to a free lunch provided by the School Canteen. There are three choices available each day which the children will be asked to choose from in the morning so the order can be placed. You are also very welcome to provide your child with a packed lunch.

Parental Involvement

How will I know how my child is doing?

Throughout our sessions in Nursery, we will be continually working with your child to develop their very own "My Learning Journey." This sets targets for your child's learning and also records, by way of observations, pieces of work and photos, their achievements in all areas of the curriculum. We also use See-Saw in the setting. This allows us to communicate directly with you and share your child's learning from the setting with you at home.

We also encourage you as parents to add to your child's folder. If your child achieves something at home, for example riding their bike with no stabilisers or achieving a medal/certificate for something. This is part of your child's learning journey and can be logged in their folder.

Parents will be offered a short parent contact slot in Term 3 for Nursery 5 children or Term 4 for Nursery 4 children. This will give your child's key worker the opportunity to discuss their 'Developmental Overviews' with you and talk about what they may need to work on.

Milton Blog



When you ask your child the question “What were you doing in nursery today?” the reply will often be “Only Playing” and this is exactly what they will have been doing! However there is so much more to play than meets the eye.

Play comes naturally to children. Through play, children learn new skills, encounter new experiences, develop new interests and build on previous knowledge. At Milton, we aim to provide a happy, secure, caring and structured environment where the children learn through meaningful play.

If you'd like to keep up to date with what your child is getting up to in the Early Years Setting you should follow our school blog and download the See-Saw application to connect to your child's online learning journal. You will receive instructions on how to join with your welcome letter.

You can sign up to retrieve notifications via e-mail of any blog updates using the following web links:

www.miltonprimary.wordpress.com

How can I be involved?

The current pandemic has affected the way in which we are able to engage with parents, and this may change further depending on how the pandemic progresses. For the latest information, please contact the school.

Parents are always welcome to come into the Early Years Setting, however, given the current pandemic we are only allowing entry in exceptional circumstances.

Please speak to staff if you'd like to become involved in any other way and we will do our best to accommodate you.

We would usually run stay and play sessions where parents/carers are invited in to take part in crafts, games, treasure hunts etc. These are really popular with both the children and adults.



Milton Primary has a Parent Council group who meet regularly and all parents are welcome. Please ask a member of staff if you would be interested in joining or attending meetings.

Throughout the year we will keep you informed and seek your views to continually improve our setting.

We will use the following means:

- Questionnaires
- Conversations at drop off/pick up times
- Inviting you into the setting
- Asking you to share your ideas/contribute to mind maps
- Sharing Planning documents
- Requesting resources
- Letters
- Termly Calendars
- School Blog

Policies



Milton Early Learning and Childcare Setting uses the Highland Council's Early Learning and Childcare Setting Policies to guide their practice.

These are stored in a folder in the Nursery corridor between the cloakroom and the Nursery room. Please feel free to access these at any time, we would welcome your input. If you have any queries or questions about their content then please feel free to speak to a member of staff.

Care for Your Child



Medication

You will be asked to complete, and update, a 'My Health' questionnaire for your child every six months. You should use this form to tell staff about how we can support your child's medical needs. If you need us to administer any medication to your child while they are in our care then you need to complete a permission slip. Please speak to a member of staff for more details.



Toileting

We understand that in some cases young children are not quite independent when it comes to toileting or may still be in nappies/ training pants. Please, let us if this is the case so that we can discuss the best way of supporting your child.

At all times, the child's dignity and privacy will be protected and consent for personal care through the production of an intimate care plan is always sought. You are responsible for providing all materials your child requires to be changed appropriately. This includes: nappies, wipes, nappy sacks and a change of clothes.

Child Protection



From time to time incidents can occur within the school setting which cause concern and could indicate that a child is not safe.

In line with Highland Council Guidelines, Education staff must report any incident or concerns to Social Work Services which can lead to a joint Social/Work/Police investigation.

All agencies involved in Child Protection are obliged to make the welfare of the children their paramount consideration and this will be a priority for Education Service Staff.

Further information on our Children Protection Policy can be found in the Nursery/school Policy folder.

Comments and Complaints



We hope you will enjoy your child's time at our Setting and we welcome comments or suggestions, which could help us to improve our service.

However, we are aware that difficulties can occur from time to time and if you feel you have reason to complain, then please follow the procedure outlined below.

Please use the open door policy and speak to your child's Keyworker, either at the beginning or end of a session. If you prefer, an appointment can be made to speak in private. It will then, in consultation with parents/carers, be decided, if the matter needs to be taken further, in which case the Head Teacher/Manager will be informed and a meeting arranged. This will take place within 10 working days from the time the complaint is received.

In Local Authority nurseries, if necessary, the matter will be brought to the attention of the Area Care and Learning Manager – Mr Derek Martin- who will decide what the next steps should be. Parents will be kept fully informed at each stage and will be invited to attend any meetings being held.

Parents/carers are also able to contact the Care Inspectorate directly with a complaint, if they so wish.

Care Inspectorate

enquiries@careinspectorate.com

or

Contact Centre - 0345 600 9527

Scottish Natural Heritage

Great Glen House

Leachkin Road

INVERNESS

IV3 8NW

Support Your Child at Home



How can I help my child at home?

Throughout your child's time in Nursery and in school it is hoped that you will continue to take on the role of your child's Primary Educator. As soon as your child comes into the world, you are preparing them for the life they have ahead of them. Many of the skills required are not learned automatically and children need encouragement and practice to acquire them. As a parent you can work alongside Nursery staff to help your child prepare for the formal learning of school.

Talking and Listening

Children need lots of encouragement and practice to LISTEN as well as TALK! We use the Words Up key messages to encourage this in our setting.

- Talk to your child, and listen to them when they are talking to you
- Name objects when you show them to your child
- Talk to your child about colours and numbers in the World around them
- Rhythm is important. Use words of varying length and perhaps play clapping games to "clap" words (e.g. NUR-SER-Y)
- Talk about what you can hear when you are out and about with your child or in the home

- Play silly rhyming games e.g. make up silly names for one another e.g. maddy daddy, Hanna banana etc
- Play memory games

Moving and Doing

- Clapping helps the hearing and memory. Let your child copy simple clapping rhythms
- Play lots of movement games such as Simon Says
- Encourage games which use positional language such as *on top of*, *underneath*, *next to*, *beside* as these are words which children can often confuse
- Spend time in the great outdoors – visit the local woodland, parks and beach.

Hand Control

Encourage the muscles that will eventually allow your child to hold a pencil by allowing your child to participate in activities such as:

- Playing with water, sand and playdough
- Writing or drawing with a variety of pencils, pens and crayons
- Gluing and other craft ideas
- Threading beads, making jigsaws, using peg patterns and other games which use counters and dice
- Supervised cutting activities with scissors

Help with Reading

- Encourage positive reading experiences by setting aside special times for the purpose. Create cosy reading situations where you will not be interrupted or distracted
- Talk about the sounds of words – what does *apple* start with? Can you hear what *cat* ends with? Use the sounds of the letters as opposed to the letter names (e.g. the letter a is always pronounced aah (as in apple) not ai (as in chair)
- Let your child choose books that he/she wants to read
- Talk about the front cover, what might happen in the story?
- Use books with flaps
- Continue to read aloud to your child, providing a good model, long after your child learns to read

Social Skills

- Play games with your child which encourage turn taking and sharing
- Encourage your child to listen to and carry out simple instructions
- Encourage your child to become more independent by doing simple tasks by themselves (even if it takes longer to get the job done!) such as putting their own shoes and coat, buttering their own toast, tidying their toys away etc
- Encourage your child to play and interact with other children