

WELCOME TO KEMNAY PRIMARY SCHOOL NURSERY



HANDBOOK FOR PARENTS

SESSION 2017-18

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Classes

Kemnay Primary Nursery has two classes, each with a maximum of 30 children, who attend for up to 5 half-day sessions per week. The nursery is an integral part of Kemnay Primary School and shares the aims, policies and ethos of the school.

The classroom area is the responsibility of a nursery team consisting of an Early Years Lead Practitioner and Early Years Practitioners.

All children are offered a mixture of five sessions of three hours, ten minutes - a combination of morning and afternoon, as follows:

Yellow group

Monday, Tuesday morning & Wednesday, Thursday, Friday afternoon

Blue group

Monday, Tuesday afternoon & Wednesday, Thursday, Friday morning.

Arriving and Leaving

The nursery sessions are 8.45am - 11.55am for morning sessions and 12.20pm - 3.30pm for afternoon sessions. You will be given details of your child's timetable for the phased entry period.

We would like the children to arrive at nursery within 15 minutes of the starting time and we would ask you to collect them during the final 30 minutes of each session. Please come into the nursery and take time to chat about what your child has been learning during the session.

Children should always be delivered to, and collected from, the nursery classroom by a responsible adult. If you cannot collect your child yourself you should let us know in advance who is going to collect your child. We have a board in the nursery where these details must be written up. If you need to change your plans at short notice do please phone us on 01467 536960 to inform us. We cannot release your child into the care of a person other than one of their parents or carers without your instruction. We need to be aware of designated contacts.

If you are held up and are going to be late please phone us and we will be able to reassure your child who may otherwise be distressed at being the last one 'left behind'.

Parking



If you are arriving by car, please park safely outside the school grounds avoiding the double yellow lines. Parents are not permitted to park in the school car park when delivering and collecting children.

Phased Entry

The classes are divided into two smaller groups for the first two weeks of the session, group 1 or 2, *e.g. Yellow 1 or Blue 2*. These smaller groups attend nursery at different times to allow the staff to get to know the children well and give them the individual attention they need at this stage. Even if your child has been used to attending nursery, playgroup, or a day care centre, the small groups are beneficial as it takes time for each child to adjust to the new environment and new routines and for the nursery staff to get to know your child as an individual.

You are welcome to stay with your child for part of these early sessions, until you are confident that he/she is settled. Generally a child finds it easier to settle after their parent/carer has gone. The staff have experience in this and may suggest that you leave. It is often the case that the tears disappear the moment their parent/carer is out of sight! We will telephone to let you know how quickly your child has settled.

Getting To Know Other Parents

At Kemnay Nursery we hold a variety of events throughout the year including reading breakfasts, maths mornings, coffee mornings, soup and sandwich and barbeques. Parents from both classes have a chance to meet and chat whilst the children play. Some are joint sessions which give parents ideal opportunities to socialise and read their children's learning journals. The children also become familiar with children from the opposite class.



The Nursery Curriculum

Our nursery is 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 learning and teaching of children aged 3 - 18 years.

These documents describe the wide range of learning experiences to which pre-school 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, effective contributors, successful and enthusiastic learners who are looking forward to continuing their learning journey throughout primary school, secondary school and beyond.

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 & numeracy skills and knowledge. We offer carefully planned experiences, which build upon his/her knowledge and understanding of the world and promote his/her creative and physical abilities.

The curriculum document identifies key aspects of children's development.

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



What Your Child Needs For Nursery

Please provide your child with indoor shoes, a painting apron and a complete change of clothes in an easy to access zip bag, as accidents do happen. The children put on their indoor shoes at the start of each session. Initially we would like you to help your child to do this. Later on we encourage the children to do this without help. Pull on gym shoes or Velcro fastenings are easier for the children to manage.

Painting aprons should be fabric rather than plastic. Plastic ones restrict movement, tear easily and get rather hot and sticky. We provide plastic aprons for water play and any other messy art activities.

Names : *James Jones*

Please make sure everything your child brings to nursery is clearly labelled with their name, not just initials.

Naming/labelling of belongings helps your child to recognise his/her name or symbol. Un-named identical sweatshirts, gym shoes and welly-boots can make life very difficult for everyone concerned. Please name all spare clothing too.



Outdoor Learning and Walks

This year we plan to take the children for outdoor learning at our local woods every Monday when possible. The children will be outside for the whole session. It is essential that your children are suitably dressed for Scottish weather. Please make sure they have suitable outdoor clothes and footwear every day as we utilise our outdoor space at every opportunity. When we go out of the school grounds we always ask extra adults to accompany us.



Parent Helper Scheme

After the initial settling in period there will be opportunities for you to help in the nursery and on walks and outings. We require 2 parent/carer helpers for every woods session. Lists will be displayed on the class notice board and you are invited to discuss with the nursery staff ways in which you can share your child's pre-school learning experiences. If you would like to help in Nursery, you will need to complete a PVG form. (See School Office).

Snack

Snack is an important part of the nursery routine. The children sit down in a small group for this. They take turns in helping to prepare the snack and learn to clear away and wash up their own cup and plate. Staff will then ensure that the dishes are sterilised in the dishwasher. Milk is provided for each child. We provide a wide variety of 'healthy' snacks and encourage the children to try new things. If you have ideas for new things to try at snack time please let us know. The charge for snack is £2.50 a week, which is collected soon after the start of each term. If you would rather pay weekly please tell a member of the nursery team. Parents help with snack shopping on a weekly rota. The children also go shopping in the village for snack ingredients and learn about foods and about money. Our nursery follows national guidelines on nutrition; ***Setting the Table - Nutritional Guidance and Food Standards for Early Years Childcare Providers in Scotland (2015)***

<http://www.healthscotland.com/uploads/documents/21130-Setting%20the%20Table%20Nutritional%20Guidance%20and%20Food%20Standards.pdf>

If your child is allergic to any food please let us know. An alternative will be provided.

Piggy

Piggy is our piggy bank fund for 'extras' in the nursery. It pays for items such as developing photographs. It used to be fun to put "pennies" in a piggy bank each week, but because of the administrative time this demands, we now ask for a voluntary donation of £1 per term along with the snack money.



Health and Absence

At the initial meeting with your child's teacher you will be able to let us know about any special circumstances relating to your child's health. It is vital that you tell us everything that might affect your child's enjoyment of his/her pre-school year, and of course this information will be treated in the strictest confidence. This information [however small it may seem] can help us to support your child and to recognise his/her needs.

It is also important that you keep your child at home if he/she is not feeling well. At this age all young children want is the "tender loving care" of their "special person". If your child is going to be off for a few days please phone to let us know. If your child becomes unwell at nursery we will contact you to take him/her home.

If your child is suffering from sickness/diarrhoea he/she must not return to Nursery until he/she has been clear of these symptoms for 48 hours.

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 Child Protection Coordinator/s, at Kemnay Primary School this is Mrs Gregor and Mr Still who are 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 Inverurie

Address & Telephone No. 93 High Street, Inverurie, Aberdeenshire
AB51 3AB Tel: 01467 532888

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 was no negligence, the claim would not 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 two emergency contact numbers.

In this time of ever changing mobile phone numbers, it is vital that you tell us of any changes to your contact information.

School and Staff Information

Address

KEMNAY PRIMARY SCHOOL
Grove Road
Kemnay
Aberdeenshire
AB51 5RA



Telephone Numbers

Kemnay Primary School 01467 536960

Head Teacher:

Mrs Audrey Gregor

Depute Head Teacher:

Mr Graham Still

Lead Practitioner:

Mrs Lorraine Toal

Practitioners

Mrs Marion Ingram
Mrs Charlie Nicol
Mrs Laura Miller
Miss Angie Spence

Office Staff

School Administrator:

Mrs Lorraine Douglas

Clerical Assistant

Mrs Kirstin Wallace

We hope your child will settle quickly into nursery.
If you have any questions please do not hesitate to call us.



Child Protection Policy

"All children and young people in Scotland have the right to be cared for and protected from harm and to grow up in a safe environment in which their rights and needs are respected. The welfare of children is paramount".

Protecting Children and Young People: Framework for Standards, Scottish Executive 2004.

Protecting children and young people is a priority for Aberdeenshire Council Education and Children's Services. It is everyone's job to ensure that children are kept safe. Schools are required to report any suspected child abuse to appropriate services such as police or social work.

'Child protection means protecting a child from abuse or neglect. Abuse or neglect need not have taken place; it is sufficient for a risk assessment to have identified a likelihood or risk of significant harm from abuse or neglect.'

"Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child.

Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger."

From National Guidance for Child Protection in Scotland 2014.(page 11)

Categories of abuse include:

- Physical
- Neglect
- Emotional
- Sexual
- Non Organic Failure to Thrive
- Indicators of risk (includes CSE & FGM)

A comprehensive set of guidelines provide all staff and volunteers who come into contact with children the essential information about protecting children from harm can be found in THE NATIONAL GUIDANCE FOR CHILD PROTECTION IN SCOTLAND 2014. <http://www.gov.scot/Resource/0045/00450733.pdf>

All Education, Learning and Leisure Service Managers and School Child Protection Co-ordinators have received training to ensure that they are confident, well informed and supported to promote the protection of children.

All establishments are required to provide Child Protection awareness raising to all teaching and non-teaching staff on the first day of each session.

More information: <http://www.girfec-aberdeenshire.org/child-protection/>

Getting It Right for Every Child (GIRFEC)

Taking care of our children's well-being and making sure they are alright - even before they are born - help us ensure the most positive outcomes for them later in life. It gives them the potential to grow up ready to succeed and play their part in society. Getting it right for every child is a programme that aims to improve outcomes for all children and young people. It promotes a shared approach that:

- Builds solutions with and around children and families
- Enables children to get the help they need when they need it
- Supports a positive shift in culture, systems and practice
- Involves working together to make things better

Getting it right for every child is the foundation for work with all children and young people, including adult services where parents are involved. It builds on universal health and education services, and is embedded in the developing early years and youth frameworks. Developments in the universal services of health and education, such as Better Health Better Care and Curriculum for Excellence, are identifying what needs to be done in those particular areas to improve outcomes for children.

The Getting it Right approach looks at eight areas of 'well-being'. These are recognised as areas in which children and young people need to progress in order to do well now and in the future. They allow those responsible for the care and support of children - including members of their own families - to look at a situation in a structured way that

will help them identify any needs and concerns and plan with the child and family any action they need to take. The eight wellbeing indicators are:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Responsible
- Respected
- Included

For more information about Aberdeenshire's approach to GIRFEC go to;

<http://www.girfec-aberdeenshire.org/child-protection/>

The approach provides all with a common language and a way to gather information about a child's world, making sure the child is growing and developing, and has everything they need from the people who look after them both at home and in the wider community. It also encourages practitioners to think about who else might need to be involved (for example a teacher might need to contact other professionals to make sure that an education improvement plan with the child and family was meeting all the child's needs).

August 2017

Admissions.

We follow Aberdeenshire guidelines for admission to nursery. 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.

Information for parents regarding admission is posted in the school and in the local press each year. The admissions period generally takes place in January for August starts. Further information is available on Aberdeenshire's website at:

<http://aberdeenshire.gov.uk/schools/information/early-learning-and-childcare-information/>

Induction

- On application to nursery, parents/carers are asked to provide personal details and information about their child and themselves. Confidentiality of information will be respected.
- Parents/carers can access the Nursery handbook on Kemnay Primary website. 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 children with additional support needs, 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 to support effective transitions. (e.g. playgroups or private nurseries)

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 prior to starting nursery.
- 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/carer's readiness to leave the child.
- We stagger the intake of the new children taking account of their friendship groups.
- We provide feedback to parents/carers about how their child is coping in the nursery.

Transition

- We make arrangements for the child to visit the relevant primary 1 classroom and to meet their primary 1 teacher. We pass reports and records of achievement to the primary 1 teacher detailing specific needs and next steps in learning.

August 2017



BEHAVIOUR MANAGEMENT POLICY

Rules are in place to ensure that all children enjoy a safe and stimulating environment where positive behaviour is promoted and children are encouraged to think of others as well as themselves.

In order to provide a safe, positive environment staff will:

- Provide positive role models, show consideration, good manners and respect for all children and adults.
- Understand stage/age appropriate behaviour including behavioural differences. Eg. Autistic Spectrum Disorder (ASD).
- Make an effort to differentiate between deliberate and accidental occurrences.
- Be consistent in the way we approach children, bearing in mind it is better to avoid confrontation.

Children should be treated as individuals and be made aware of the effect their behaviour has on themselves and others, and staff will:

- Praise and encourage good behaviour and ensure that children do not receive adult attention only for inappropriate behaviour.
- Engage the children in activities, such as circle time, to raise self-esteem and encourage mutual respect.
- Liaise with parents, team members and members of the management team if a child is in need of behaviour support; if necessary agree an individual action plan.
- If necessary seek parental permission to consult external agencies.

Nursery rules should ensure children know what is expected of them, and to achieve this staff will:

- Develop a positive set of rules, which establish expected behaviour.
- Display and discuss the rules with the children.
- Where relevant include the children, as well as parents and carers in drawing up the rules.
- Inform parents, carers and children of the rules and check that they are accepted and understood.
- Deal sensitively with anyone who breaks the rules.
- Offer fair and consistent treatment if the rules are broken.
- Never use or threaten physical punishment. Remember children take false threats literally.
- Never ridicule or humiliate children.
- Never shout at children in a threatening way.
- Make clear to everyone, especially the child, that it is the behaviour that is not acceptable - not the child.

August 2017

CONFIDENTIALITY POLICY

This policy exists to protect children parents, carers, families and staff and to ensure that everyone using the nursery is absolutely clear about issues of confidentiality and what the nursery's procedures and routines are in respect of this matter.

In the course of their work staff will have access to information that is confidential.

This will include:

- Medical details
- Marital status
- Parents' employment situation
- Court orders - concerning child's residence or contact with family members, including foster children and Social Work Department placements.
- Child protection - where there is cause for concern, staff can pass on relevant information following the set procedures without parental knowledge. This is the only exception to the policy of open information to the parent.
- Race, disability, gender, age, religion or sexual orientation
- Addresses and phone numbers
- Child development records - shared with parents, staff and relevant professionals and schools at appropriate times

It is essential that information be kept within these boundaries. It is therefore expected that staff (including students) -

- Do not discuss children/parents/carers outside the school
- Do not discuss other people's children with a parent/carer
- Do not discuss children/parents/carers in school where they may be overheard
- Only discuss confidential information with outside agencies with permission of the Head Teacher.

Parents/carers will be made aware that records are kept on their child and that information may be shared with staff where necessary. Parents/carers have access to their child's records.

Files are kept in a locked office in Nursery and in the school office. They will only be accessed by staff who are bound by the confidentiality policy.

Personal information relating to health matters will be kept available and accessible to those who need it in the school office.

No personal information will be kept in open access documents (e.g. diaries, profiles).

All staff records are kept confidential. Staff may see their own records at any time.

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EQUALITY AND DIVERSITY POLICY

We follow National and Aberdeenshire policy and procedures to ensure equality and fairness for all stakeholders.

We are committed to providing and maintaining equality of opportunity for all children, parents and carers within the group.

Equal Opportunities Statements of Principle

- Discrimination on the basis of race, disability, gender, age, religion or sexual orientation and ability is unacceptable in nursery.
- Every person in nursery will contribute towards a happy and caring environment by showing respect for and appreciation of each other as individuals.
- We promote the principles of fairness and justice for all through the experiences that we provide in nursery.
- We ensure that all children have equal access to the full range of opportunities provided in the nursery class.
- Children's progress is monitored to ensure all children achieve success.
- Staff training is provided where relevant to ensure that all follow these principles.

Equality Statements of Principle

- We are committed to combating discrimination and harassment by challenging stereotyping and prejudice whenever it occurs.
- We are conscious of the need to put effort into the celebration of cultural diversity of our community and show respect for all minority groups.
- We endeavour to make the nursery a welcoming place for all ethnic and national groups represented in our community.
- We ensure that all recruitment, employment, promotion and training systems are fair to all, and through our Continued Professional Development scheme, provide opportunities for everyone to achieve.
- We strive to remove any forms of indirect discrimination that may form barriers to learning. (e.g. books reflect diverse society without negative images of some cultures)

Methods of Promoting Equality

- We follow Aberdeenshire admissions policy for Nursery classes. This does not permit gender, race, colour or disability to be used as criteria for admission.
- Registration - Children's names are accurately recorded and correctly pronounced. Children are encouraged to accept and respect names from all cultures.
- We will regularly check our books, posters and other resources to ensure that they reflect a multi-racial society, positively and accurately. Boys and girls will have the opportunity to use, and be actively encouraged to use, all activities.
- In assemblies we use stories and poems from a variety of cultures.
- Opportunities to experience other cultures, languages and celebrations will be included in the nursery curriculum.

- Children will be encouraged to welcome a range of different festivals together with the stories, celebrations and special food and clothing they involve as part of the diversity of life.
- Medical, cultural and dietary requirements will be met.

COMMUNICATION

- Any information, written or spoken will be clearly communicated in as many different languages as necessary. Further information available on the Aberdeenshire website:
<http://aberdeenshire.gov.uk/schools/additional-support-needs/english-as-an-additional-language/>
- Care is taken to ensure that parents who require assistance with literacy receive support with newsletters and written information.

INCLUSION and ADDITIONAL SUPPORT NEEDS

- Kemnay Primary School and Nursery is inclusive in terms of the additional needs of any child / family. We will endeavour to work in partnership to meet these needs as best we can.
- We recognise the wide range of special needs of children and families in the community and will consider what part we can play in meeting/supporting these needs. We take account of the needs of people with disabilities when planning meetings.

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HEALTH AND SAFETY POLICY:

- The nursery is included under the whole school Health and Safety policy which is located in the Head Teacher's office.
- All staff members are familiar with the contents of this policy and can access it freely.



Nursery staff work towards developing a safe, caring and stimulating environment in which children can feel happy and secure. Nursery rules have been formulated to ensure a safe environment for the children.

- All staff will undertake a risk assessment for any nursery activity that may carry significant risk. Examples may include
 - Preparation of food
 - Taking children out of nursery
 - Using climbing apparatus
 - Visits that include the introduction of animals to nursery.
 - Use of parents and volunteers
- Children will always be delivered to and collected from nursery by an adult. If the adult is not known to staff, some proof may be sought. Parents are asked to inform staff of any changes of "pick up" arrangements.
- All visitors to nursery should sign in at nursery or school reception area and wear a visitor badge.

Accident reporting

- First Aid equipment is stored in a lockable cupboard and available to staff in the nursery area.
- There is an accident book kept in nursery to record any occasions when children are hurt through an accident. (minor)
- Parents will be informed of any accidents and the action that was taken.
- Significant head injuries are communicated to parents at the earliest opportunity
- Aberdeenshire advice is followed for any more serious accidents. Copies of this advice and the relevant forms are located near the first aid box in the nursery.

Management of medication

- We follow the advice in Aberdeenshire Council's policy; 'Supporting Children with Medical Needs' and use the forms included therein.

Incident reporting

- There is a logbook for any important incidents that occur in nursery. Staff log any important incidents, being sure to date and sign entries.

Risk assessments: premises/fire

- Nursery is included in Fire Drills with the rest of the school. We are careful to ensure that each nursery class practises evacuation procedures every six weeks.

Smoking, Alcohol and Substance Misuse policy

- We operate a no smoking/alcohol/drug policy in school and in the nursery classes at all times.

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MANAGEMENT OF PERSONAL HYGIENE AND PREVENTION OF INFECTION

Kemnay Primary Nursery has a duty to protect the health, safety and welfare of all users and employees as well as a duty of care. In addition to this, the prevention and control of infection is essential in helping to establish a safe and secure environment in which children can learn and develop through play.

Minimise sources of contamination

- We will ensure nursery staff members have Food Hygiene Certificate or other training in food handling.
- We store food that requires refrigeration, covered and dated within a refrigerator, at a temperature of 5°C or below.
- We wash hands before and after handling food.
- We clean and disinfect food storage and preparation areas.
- Food is bought from reputable sources and used by recommended date.

To control the spread of infection

- We ensure good hand washing procedures (toilet, handling animals, soil, food)
- Children are encouraged to blow and wipe their own noses when necessary and to dispose of the soiled tissues hygienically.
- We keep a record of the washing of equipment.
- We ensure different cloths and towels are kept for different areas.
- We cover all cuts and open sores.
- We wear protective clothing when dealing with accidents. (ie. gloves and apron)
- A protocol is in place that is followed regarding contact with blood and body fluids.
 - Gloves and apron worn
 - Soiled articles sealed in a plastic bag
 - Staff are aware of procedures for the prevention of HIV or other infections, e.g. hepatitis.

To raise awareness of hygiene procedures

- Inform all attending adults of the existing policy and procedures.
- Ensure that student induction includes this information.
- Provide visual instructions where possible for ease of understanding.

To prevent cross-contamination

- Ensure that adults and children have separate toilet facilities.

To prevent the persistence and further spread of infection

- Ensure that dedicated sinks are clearly marked.
- Be vigilant as to signs of infection persisting or recurring.
- Ask parents to keep their child at home if they have an infection, and to inform the nursery as to the nature of the infection.
- Remind parents not to bring a child to nursery who has been vomiting or had diarrhoea until at least 48 hours have elapsed since the last attack.

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REPORTING/ACCESS TO CHILD'S RECORDS

The staff members use opportunities to exchange information with parents/carers on a regular, informal basis. This promotes partnership with parents/carers and assists children in recognising their own strengths and achievements.

Pupil 'Learning Journeys' are located in nursery and updated on a regular basis. These are available for discussion with parents/carers at any time.

Parents are invited to meet with Nursery staff prior to their child attending nursery. This is an opportunity for parents/carers to share information which will assist the child to settle in more easily.

In Terms 1 and 4 of the school year the nursery staff facilitate parent's meetings to discuss the children's progress. The next steps in learning for the child are identified. Learning Journeys/Profiles assist staff record the children's progress. The Learning Journeys will also be shared with the P1 teachers to ensure continuity and progression for all pupils in their transition to P1.



The nursery also communicates to parents through regular bulletins. The Nursery has its own area on the school website. <http://kemnay-pri.aberdeenshire.sch.uk/>

It is important that parents/carers share any information or concerns which they feel may affect their child's learning and enjoyment of nursery. Appointments can be arranged quickly.

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USE OF PARENT VOLUNTEERS / STUDENT PLACEMENTS

We encourage parental involvement in nursery. Relationships between staff / parents / children can be enhanced and a climate of trust developed. Parents gain a better understanding of the work of the nursery and how this benefits their child. Staff can develop an understanding of the needs of the family as well as the child.

Where parents are involved in activities during sessions, staff should ensure that adequate induction procedures are in place so that parents are sure of their role and clear about the aims of the group. Parents are made aware of PVG regulations.

How can we involve parents / volunteers?

- Outings
- Weekly trips to the woods
- Games (including computer)
- Practical help in preparation of paint / paper / materials
- Mounting work for display
- Special skills (e.g. piano playing / knitting / making puppets or masks)
- Give talks (e.g. health visitor/dentist/police liaison officer/ local minister/lollypop person etc.)
- Reading to small groups in the story corner
- Helping with wet area activities
- Outdoor play
- Garden visits and activities



Risk assessments

It is important that parents / volunteers are not left in sole charge of the group and that they are not asked to undertake tasks that would put them or the children at risk.

Staff will complete a risk assessment that ensures:

- Volunteer or parent helper is never alone with a child.
- Parent helper / volunteer is known to the school/nursery or nursery staff.
- Parent helpers / volunteers do not take children to the toilet or change them if they are wet/soiled.

Students

- The school management ensures that any students working in nursery have been checked by Disclosure Scotland using the Protecting Vulnerable Groups (PVG) Scheme, prior to working with children.
- Students work under the direction of nursery staff.
- Students will be made aware of all nursery policies and procedures and are expected to adhere to them.

Confidentiality

- Volunteers and students are expected to abide by the school confidentiality policy.

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Comments, Compliments & Complaints Policy

We are committed to delivering a quality service to all our users. We aim to take effective action to ensure standards are upheld and welcome being informed where they have not been satisfactory.

At Kemnay Primary School and Nursery we actively seek evaluations from parents/carers and the children in our efforts to constantly pursue improvement and excellence.

We believe a Comments, Compliments & Complaints procedure can contribute to the quality and effectiveness of the service. This policy statement sets out a procedure for parents and carers to make comments, compliments or complain about any aspect of the service. These should be made constructively and every effort will be made to respond/resolve them at an early stage.

It is in the best interests of parents, carers, children and staff that complaints are dealt with fairly and confidentially.

- At Kemnay Primary School/Nursery following Aberdeenshire Council policy procedures shall respond to the comments or complaints of all parties as promptly and positively as possible.
- In the first instance the complainant should contact the nursery staff for informal feedback. This may be all that is required to resolve the problem.
- Persons making a complaint may be supported by a friend, relative or representative at different stages of the procedure.
- If the problem remains unresolved, the complainant should contact the Head Teacher either by letter, telephone or in person. The Head teacher is not always immediately available, but the school administrator or clerical assistant will be happy to make an appointment at a suitable time.
- The Head teacher will listen to the complaint and investigate the circumstances surrounding it.
- The Head Teacher will then report back to the complainant and try to resolve the problem.
- If the complaint cannot be resolved at school level, the complainant or the Head Teacher may contact the Quality Improvement Officer at Gordon House, Blackhall Road, Inverurie.
- Complaints will be acknowledged within 5 working days. Please allow 28 working days to investigate a complaint.
- A record of complaints is kept in school. It may be shared with Aberdeenshire Council officials or officers of the CARE Inspectorate. Otherwise it is confidential.
- Should parents wish to contact the CARE Inspectorate direct they may call 01224 793870.
- This procedure is displayed in the nursery for the information of parents and visitors.
- Please see Aberdeenshire Councils complaint procedure <https://www.aberdeenshire.gov.uk>

We comply with Aberdeenshire Council's "Procedure for Council Employees" on Comments Compliments and Complaints. Copies of this policy are available from the local

WHISTLEBLOWING POLICY (THE PUBLIC DISCLOSURE ACT 1998)

This policy ensures that staff members feel confident and are encouraged to reveal any concerns that they may have about the conduct and behaviour of other members of staff/Head Teacher.

This policy should only be used for dealing with major concerns over the conduct of other members of staff. It should not be used to report personal grievances, harassment, disciplinary matters, bullying or any other matters that can be dealt with using Aberdeenshire's disciplinary and grievance procedures.

The following concerns are relevant:

- a criminal offence
- breach of a legal obligation
- miscarriage of justice
- danger to health and safety of any individual
- malpractice
- fraud
- improper conduct/unethical behaviour
- attempts to suppress or conceal any information relating to the above
- child protection concerns

Who can raise a concern?

- Any member of staff who has a reasonable belief that there is some malpractice relating to any of the issues mentioned above is entitled to raise a concern.
- Concerns raised must be done so without malice and in good faith. You must reasonably believe that any information disclosed and any allegations made are true. You will not be expected to prove beyond doubt that the allegation is true but you will need to demonstrate that there are reasonable grounds for your concern.
- If you make an allegation in good faith but it is not confirmed by any subsequent investigation then no action will be taken against you.
- All concerns raised will be treated in confidence and every effort will be made not to reveal the identity of the person who raised the concern. However, at the appropriate time, the individual who made the allegation may need to come forward as a witness.
- Any individual who raises a concern in good faith will be protected from any possible reprisals or victimisation. Where this occurs the individual should report it using Aberdeenshire Grievance procedures.
- If you make an allegation frivolously, maliciously or for personal gain, then appropriate disciplinary or legal action may be taken against you.

Raising a concern:

- Any concerns should be reported to the Head Teacher. If the allegation involves the Head Teacher then the concern should be raised with the Area Head of Service:

Head of Service

Andy Griffiths

Head of Primary Education and
Curriculum Development

01224 664142

Quality Improvement Officer

Kay McDonald

Gordon House
Blackhall Road
Inverurie AB51 3WB

Director of Education:

Maria Walker

Woodhill House
Westburn Road
Aberdeen AB16 5GB

Chief Executive of Aberdeenshire Council: Jim Savege

Local Trade Union Representatives: David Smith EIS

aberdeenshire@eis.org.uk

Bob Revie UNISON

Ken Simpson GMB

- You may wish to discuss your concern with a colleague first and you may find it easier to raise the matter if there are two (or more) of you who have had the same experience or concerns.
- Concerns should be raised verbally or in writing. In both instances you will be required to state:
 - The background and history of the concern
 - The reason you are concerned
 - The extent to which you have personally witnessed or experienced the problem
- The HT and/or Quality Improvement Officer will decide whether the allegation falls within the scope of existing Aberdeenshire policies and procedures.
- The HT and/or Quality Improvement Officer will consider the complaint and decide whether there is a case to answer.
- If there is a case to answer the HT and/or Quality Improvement Officer will proceed using Aberdeenshire Policy.
- You may wish to invite your trade union or a colleague to be present during any meetings or interview in connection with the concerns you have.

You may also pass on concerns direct to the CARE Inspectorate (01224 793870)

August 2017

Internet Acceptable Use Policy

At Kemnay Primary School, access to the Internet is used to further the education of our pupils.

Acceptable Use

Pupils will only be allowed to access the Internet once written permission is obtained from their parents/carers.

Passwords to allow Internet access are not shared with pupils, and access is only granted with the permission of class teachers.

Pupils must only use the Internet under adult supervision.

Pupils must accept that system security and management will mean that all on-line activity will be subject to monitoring, and that all materials accessed, published and mailed may be viewed by the Network Administrator at any time.

Pupils must accept that access to the Internet at Kemnay Primary School is a privilege, not a right, and that any breach of acceptable use will result in the withdrawal of the individual's access to the Internet.

August 2017



HOLIDAYS IN SESSION 2017-18

1. Term Dates

Term 1	22nd August	2017	
	13th October	2017	
Term 2	30th October	2017	
	22nd December	2017	
Term 3	8th January	2018	
	9th -15th February	2018	Mid-term break
	2nd April	2018	
Term 4	16th April	2018	
	7th May	2018	May Day
	6th July	2018	



2. In-Service Closures (Staff only)

Monday	21st August	2017
Monday	13th November	2017
Tuesday	14th November	2017
Tuesday	13th February	2018
Wednesday	14th February	2018



3. Holidays

Monday 12 th February	2018
Friday 30 th March	2018 Good Friday
Monday 7 th May	2018

4. In addition there will be 2 local holiday closures.

Friday 9 th February	2018
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Monday 4th June

2018