



Greenbrae Nursery

**WELCOME TO**  
**GREENBRAE NURSERY**

# **CONTENTS**

	<u>Page No.</u>
Welcome to Greenbrae School Nursery	1
Diary Dates	2
Aims	3
Who Works in the Nursery?	4
Nursery Assistant Placements	4
How are the Nursery Sessions Organised?	4
Security Arrangements	5
Health and Safety	5
School Information Services	6
Emergency Closure Procedures	6
Parking	6
Clothing	7
Snack	7
Snack Money	8
The Curriculum	8
Outdoor Learning	9
Assessment and Reporting	10
Partnership with Parents	10
Fundraising	11
Parent Council	12

<b>Parent Teacher Association</b>	<b>12</b>
<b>Promoting Positive Behaviour</b>	<b>13</b>
<b>Equal Opportunities and Inclusion</b>	<b>13</b>
<b>Toileting</b>	<b>14</b>
<b>Transfer from Nursery to Primary 1</b>	<b>14</b>
<b>Child Protection</b>	<b>15</b>
<b>Complaints Procedure</b>	<b>15</b>
<b>Appendix I:</b>	
<i>Schools Information Services</i>	<b>17</b>

## WELCOME TO GREENBRAE SCHOOL NURSERY

Dear Parents/Carers

This booklet, which contains essential information, will help you to understand more about daily life at *Greenbrae Nursery*.

We strongly believe that learning is a partnership between you, your child and the Nursery and we hope to develop this partnership throughout your child's time in Nursery.

We have an open doors policy at *Greenbrae* and, should you have any concerns or queries about your child, please speak with a member of the Nursery Team or contact the school office to arrange a meeting with a member of the management team.

We look forward to working with you and your child during their time at *Greenbrae Nursery*.

Anna Royle  
Head Teacher

*Greenbrae School*  
*Greenbrae Crescent*  
*Bridge of Don*  
*Aberdeen*  
*AB23 8NJ*

Telephone: 01224 704447  
Fax Number: 01224 708475  
Email: [enquiries-greenbrae@aberdeencity.gov.uk](mailto:enquiries-greenbrae@aberdeencity.gov.uk)

## ***SCHOOL DIARY - SESSION 2016-2017***

### ***Holiday Dates***

New Session begins	Tuesday 16 August 2016
September Holiday	Friday 23 & Monday 26 September
Autumn Term ends	Friday 7 October
Winter Term begins	Monday 24 October
Winter Term ends	Friday 23 December
Spring Term begins	Monday 9 January 2017
Mid-Term Holiday	Monday 13 February
Spring Term ends	Friday 31 March
Summer Term begins	Tuesday 18 April
National Holiday	Monday 1 May
Summer Term ends	Friday 30 June

### **Staff Development Days (Pupils NOT in School)**

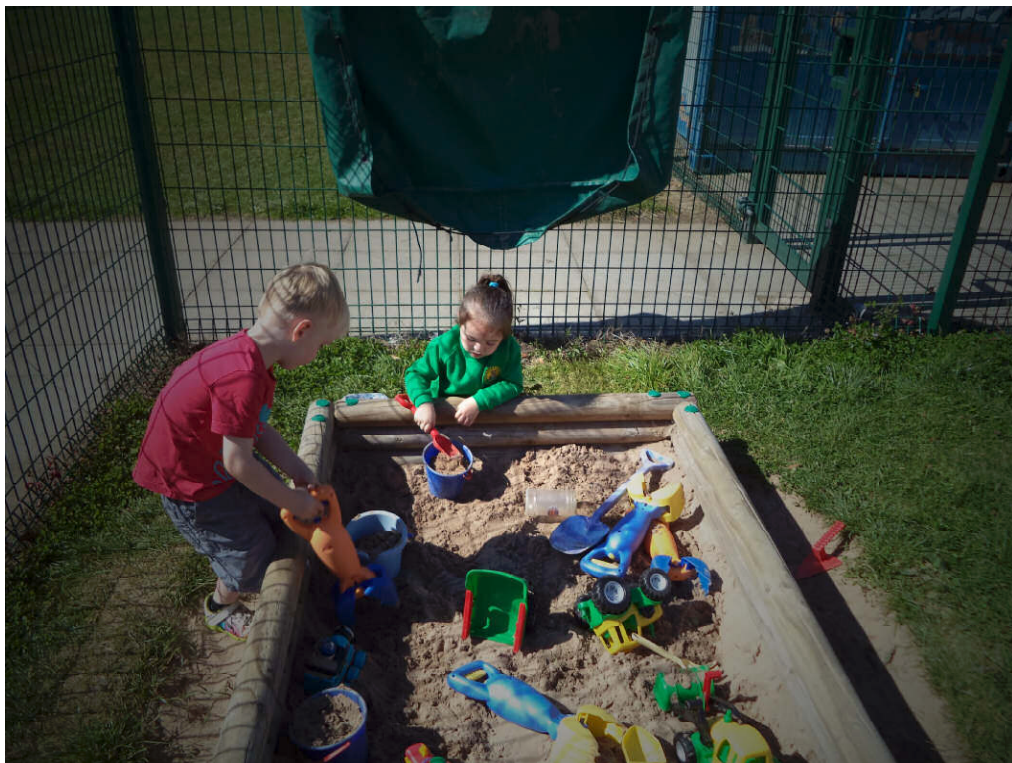
Monday 15 August 2016  
Friday 18 November 2016  
Tuesday 14 February 2017  
Wednesday 15 February 2017  
Tuesday 2 May 2017

**Please note all of the above dates are subject to change/amendment.**

## Aims

At Greenbrae Nursery our main objective is to encourage and develop confident, independent children who are respectful of themselves and others. We promote inclusion and equality and in so doing aim:

- To ensure that pupils and staff reach their full potential in all areas
- To encourage everyone to make healthy lifestyle choices
- To provide a fully inclusive and supportive environment for all
- To work in partnership with parents and the wider community to ensure that all pupils become effective contributors, responsible citizens, successful learners and confident individuals
- To consistently provide innovative and stimulating approaches to learning and teaching
- To create a welcoming, secure and nurturing environment for all



## **Who Works in the Nursery?**

The Nursery staff consists of a Teacher and an Early Years Practitioner.

## **Nursery Assistant Placements**

Throughout the year students from Aberdeen College, who are undertaking courses on "Childcare and Development" to HNC Level, work alongside the staff in the Nursery.

We also have students from Aberdeen University Education Department on placement while undertaking the four year BEd course or Post Graduate course.

Occasionally, pupils from Oldmachar Academy can be in the Nursery on Work Experience or Community Placement.

The Nursery Notice Board is used to share information with parents about students who are working in the Nursery.

## **How are the Nursery Sessions Organised?**

There are two separate groups of 20 children. Each group attends five sessions per week. There is one Morning class and one Afternoon class. Each class is staffed by a Nursery Teacher and an Early Years Practitioner.





## Security Arrangements

A security system operates in the Nursery as well as the rest of the school.

The Nursery interior door is constantly alarmed.

The buzzers are manned as follows:

Morning session:	8.30 am - 8.45 am	11.25 am - 11.40 am
Afternoon session:	12.20 pm - 12.35 pm	3.15 pm - 3.30 pm

If you are later than the above times, please report to the school office and a member of staff will take you through to the Nursery.

The Nursery operates a security card system. On the first day your child attends Nursery, you will be issued with an identity card with an exclusive number. This card is valid for the whole Nursery year and should be kept safely.

When dropping your child off at Nursery, please write your child's identity card number and print the name of the person picking up the child. Anybody collecting a child from Nursery must know the number on the identity card. If an unexpected event occurs during the Nursery session, please contact the school to advise who will be collecting your child.

## Health and Safety

Staff recognise the importance of keeping the school environment as safe and clean as possible. They are aware of their own personal hygiene and, as a matter of course, encourage and teach the children when and why they have to wash their hands, brush their teeth, etc.

The Early Years Practitioner has a basic first aid qualification.

If your child becomes unwell we would ask that you do not send him/her to Nursery. A child who is unwell cannot fully participate in the activities in the Nursery and there is a risk of spreading infection to other children. Please let the school know if your child is to be absent by contacting the school office and a message will be passed to the Nursery Team.





You have all given an emergency contact in case your child becomes ill and we are unable to contact you. Please inform the school as soon as possible if you change your emergency contact so that we can update records.

### **School Information Services**

Aberdeen City schools provide both on-line and telephone information services for parents/carers. For further details please refer to Appendix I (page 17).

### **Emergency Closure Procedures**

Head Teachers have total discretion as to the closure of schools when they anticipate storm conditions which would put children or staff at risk.

In the event of such conditions, a message will be recorded on the Schools Information Line and Council Website. The local radio station will also be notified. Parents/carers will either be asked to collect their children or informed that they will be coming home early. Children will only be allowed to walk home with a parent's/carer's agreement. If parents/carers cannot be contacted, Emergency Contacts will be telephoned and appropriate arrangements made.

The above procedures will be put into operation should the school have to be closed for any other reason e.g. power failure.

In the unlikely event of an evacuation of the school being required e.g. fire, all children will be escorted to BRIDGE OF DON BAPTIST CHURCH CENTRE, DUBFORD ROAD, BRIDGE OF DON from where emergency closure procedures would be put into operation.

### **Parking**

There is no designated parent/carer car park at Greenbrae. Parents/carers taking their children to Nursery by car should use Greenbrae Crescent to park and walk their children into the Nursery using the main path at the front of the school.

There is a disabled car parking space in the staff car park if required.

Please support us to ensure the safety of every child by not using the school car park at any time during school hours and by leaving the Nursery via the footpath and not by going through the car park.



## Clothing

At Greenbrae we encourage all of our children to wear uniform. Our Nursery sweatshirt is available online at [tesco.com/ues](https://www.tesco.com/ues) and The Uniform Company, 10 Buckie Close, Bridge of Don, Aberdeen AB22 8DJ (tel 07789 070239 or email [helentreliving@postmaster.co.uk](mailto:helentreliving@postmaster.co.uk)). An order form for The Uniform Company can also be found on our website. All children require indoor shoes to wear in the Nursery. We encourage the children to be as independent as possible at Nursery so it is helpful if they can wear clothes that they can manage themselves. In preparation for attending Nursery, it is helpful if you encourage your child to dress, put on his/her jacket and shoes by themselves. We ask that you put a change of clothes in your child's bag i.e. socks, pants, trousers in case of any 'accidents' during the Nursery session. An overall will be provided, by the Nursery to help keep your child clean during 'messy' activities. It will help if indoor shoes and sweatshirts are clearly named. As many of the children will spend time outdoors where they can get dirty, please ensure that the children wear appropriate clothing to Nursery.



## Snack

Snack is a very important part of the Nursery session. Your child will be encouraged to use good manners and help with the preparation of food, taking part in baking sessions and laying and clearing the table.



We aim to encourage healthy eating habits and provide snacks that are varied and, as far as possible, are additive and colouring free and have a low sugar, fat or salt content. Fruit is provided daily with milk or water available for drinking. Children are encouraged to taste and try a variety of foods.

We now have Taster Tuesday where the children will be encouraged to try something and Fruity Friday.

Children are involved in creating the snack menu which is on display each week.

Please let the Nursery staff know in writing of any food allergies/restrictions your child has.



## Snack Money

£2.50 snack money is payable every Monday. If your child is absent for a whole week then we do not ask you to pay. However, if your child is absent for part of the week then we still require £2.50 as the snack shopping is done in advance.



## The Curriculum

Every Nursery in Scotland is working towards delivering 'Curriculum for Excellence' to meet the needs of all learners from age 3 to 18. The purpose of the curriculum is to educate children for today's world and focus on acquiring:

**skills for learning**  
**skills for life**  
**skills for work.**



To help children to develop these skills we plan varied learning experiences to enable them to grow as:

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

The revised curriculum is much broader than just the subjects taught - it encompasses ethos and the life of the school as a community and allows opportunities for personal achievement and involvement in national and local initiatives.

Within the Nursery our activities and experiences aim to develop all areas of the curriculum: Languages, Mathematics, Health and Wellbeing, Expressive Arts, Social Studies, Technologies, Sciences and Religious and Moral Education. However, Curriculum for Excellence is more about **how** children are taught than **what** they are taught. Children are encouraged to talk about learning from the earliest years so that they begin to understand how they learn best and know what they need to do to achieve success.



The principles around which the new curriculum is designed are:

- \*Challenge and enjoyment**
- \*Breadth**
- \*Progression**
- \*Depth**
- \*Personalisation and Choice**
- \*Relevance**
- \*Coherence**



An important feature of Curriculum for Excellence is the increased emphasis that we are now placing on 'active learning' and 'cross curricular teaching.' At Greenbrae we strive to use relevant, real-life and enjoyable contexts which build upon children and young people's own experiences thus encouraging them to make meaningful links across areas of the curriculum. We also acknowledge the motivational benefits of following children and young people's interests through responsive planning.

### **Outdoor Learning**

Outdoor Learning is promoted at all times of the year and the children have free access to the Nursery play areas during their Nursery session. Under the supervision of the Nursery Team and parent volunteers, the children make regular use of the local community and its facilities. Parents are asked to ensure that the children always come to Nursery wearing appropriate clothing for outdoor learning and the varying weather that we experience.





## Assessment and Reporting

Assessment is an integral part of teaching and learning, involving both teachers and children. Each child learns and develops at his or her own pace and the progress of each child is continuously monitored and assessed through observation, discussion, questioning or completing activities.



At Greenbrae we believe that children learn best when they are actively involved in their own learning. Subsequently we strive to ensure that all pupils:

- understand clearly what they are going to learn
- know what they have to do to achieve that learning goal
- think and talk about their learning with their teachers, peers and parents
- recognise successful learning
- receive quality feedback to make improvements and decide on next steps.

We have two consultation meetings in the school year. These meetings are attended by the pupils, parents and staff and provide an opportunity for all to share and discuss strengths and next steps. A written report is issued annually.

If parents/carers have any concerns about their child's progress at any point throughout the year they are most welcome to make an appointment to discuss their child's progress with the Nursery Team or a member of the Management Team.

## Partnership with Parents

At Greenbrae we aim to work in close partnership with parents as we are very aware parents/carers play an important role in a child's learning. We have developed a calendar of events which we hope will provide opportunities for parents/carers to discuss their child's achievements and next steps with their child and class teacher. (This calendar is available on the school website.)



Our school website enables parents to access various items of school information, such as newsletters and school policies whilst also providing us with a platform to share our achievements with the wider community.

Emails are sent to parents/carers to keep them updated on items of information or interest such as holiday dates, fundraising events, visits, visitors to Nursery, etc.

To ensure that important written communications have been received at home, parents/carers may be requested to complete a return slip via email, send an email containing the information requested or print the return slip and return by hand. Your co-operation in this is vital in order to prevent any misunderstandings or confusion.

Parents/carers are encouraged to help through activities such as outings and the library. All parent/carer volunteers must hold a valid Protecting Vulnerable Groups (PVG) certificate. Application forms can be accessed from the school office.

Parents, carers, children's relatives and friends are invited to hear the children perform during the year and to be involved in all fundraising events.

## **Fundraising**

The Nursery organise fundraising events to help subsidise trips and a variety of resources. They also have a Nursery "piggy bank" and invite you to feed him. The money from the piggy is used to buy exciting extras for the children.



## **Parent Council**

From August 2007, Greenbrae School Board was replaced by the Greenbrae School Parent Council.

The Parent Council's role is to:

- support the school in its work with parents/carers
- represent the views of all parents/carers
- encourage links between school, parents/carers, pupils and the wider community
- report back to parents/carers.

Regular meetings are planned to discuss a range of issues connected with the school itself and with wider educational initiatives.

For more information about the Parent Council please access our school website.

## **Parent Teacher Association (PTA)**

All parents/carers and teachers are automatically members of our very active and supportive PTA. The Association is administered by a committee of staff and parents/carers who are responsible for drawing up an annual programme of events. The activities, both social and fundraising, are many and varied, some of which are listed below.

Beetle Drive  
Pupils' Fancy Dress Party  
Pupils' Disco

Bingo Evening  
Photo Sessions  
Summer Fayre

The parent members of the committee are elected at the Annual General Meeting and all interested parents/carers are welcome to stand for election.

Minutes of all PTA meetings can be found on the Notice Board at the entrance to school and on the school website.

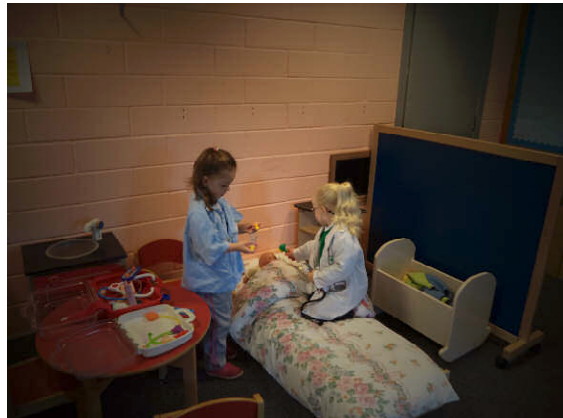




## Promoting Positive Behaviour

We are keen to promote positive behaviour as children respond well to praise which enhances self esteem and gives them confidence.

At Greenbrae Nursery, children are treated fairly and with respect. Our school rules, which were created by the pupils, are also applied in Nursery:



- Arrive on time in an orderly manner, properly prepared for learning.
- Follow directions straight away.
- Keep hands, feet and unkind words to yourself.
- Listen to the person who is meant to be talking.
- Take care of materials, equipment and the environment.

## Equal Opportunities and Inclusion

In line with Aberdeen City Council Policy, we are committed to a policy of multi-cultural and anti-racist education.

It is important that children from the earliest stages are helped to recognise that there are many different ways of seeing and understanding the world. These different ways depend on a range of cultural, social and religious viewpoints.

Books, pictures, jigsaws, stories, rhymes and puzzles are selected to show positive images of people of different races and cultures, and show girls, boys, men and women in a range of roles.

We encourage girls and boys to participate equally in the full range of learning experiences, playing with a wide variety of tools and equipment. Care is taken that particular activities do not become associated with either girls or boys. All children are encouraged, for example, to play in the house and play with toy vehicles and construction.



## Toileting

Most children should be able to use the toilet by themselves by the time they come to Nursery. For some children, however, difficulties are still being experienced.

Parents/carers are asked to provide a bag containing a change of clothes for their child. This can be used when a child has an "accident" – toileting or otherwise.

For those children who are still wearing Nappies/Pull-ups, parents/carers are required to provide the Nursery with the Nappies/Pull-ups worn by their child if he/she requires to be "changed" as well as baby wipes and carrier bags or nappy sacks. Facilities are in place for this but parents/carers should continue to encourage their child towards toileting independence.

Some children do not like anyone other than a parent/carer to deal with toileting "accidents". If a child becomes upset and refuses to be "changed" by a member of staff, the parent/carer will be contacted.

As part of our induction policy, parents/carers will be required to complete a form which gives staff permission to "change" their child.

## Transfer from Nursery to Primary 1

Transfer from Nursery to P1 can be a big step for children but we try to make the transition smooth, gradual and happy. A meeting is organised in April for parents of pre school children to explain our transition programme.



Primary education begins in August for children who are 5 years old between 1 March of the year of entry and 28/29 February of the following year.

Parents of children who have their 5<sup>th</sup> birthday in January or February have the right to defer entry to school if they feel another year at Nursery would be of significant benefit.

All other parents have the right to request a deferred entry. Nursery staff will work with parents to support them through this process. Some parents feel that their child is ready to begin P1 earlier than usual. This is called early entry to P1.

Information and leaflets on deferred entry and early entry to school may be obtained from the school office.

## **Child Protection**

Given ongoing public concern on the subject of child abuse and changes in the law, schools are now required to report if we think any child or young person has come to harm as a consequence of possible abuse.

Each school has a named senior member of staff appointed responsible for Child Protection matters. In our school, that person is the Depute Head Teacher.

Should you wish to talk further about Child Protection and the safety of the children, please feel free to contact school. Where there is the possibility that a child could be at risk of abuse or neglect, the school is required to refer the child to Social Work, the Police or Children's Reporter and, under these circumstances, the parent(s)/carer(s) would not normally be consulted first.

## **Complaints Procedure**

In Greenbrae Nursery we aim to provide the best service for all of our children and we work hard to build positive relationships with parents/carers. The school is obliged to have procedures in place in case any parent feels the need to complain.

The procedures are as follows:

- If any parent has any concerns regarding the education that their child is receiving or has any concern relating to the school, we encourage that person to make an appointment to talk to a member of the Nursery Team at the earliest possible date.
- Where a parent feels that a situation has not been resolved through contact with the staff, or that their concern is of a sufficiently serious nature, they should make an appointment to discuss it further with the Depute Head Teacher or Head Teacher. Feedback to parents/carers will be within 28 days of the original complaint being made.
- If parents/carers still feel that the situation has not been resolved then they should contact the Council as follows:

Education, Culture & Sport  
Aberdeen City Council  
Business Hub 13, 2<sup>nd</sup> Floor North  
Marischal College  
Broad Street

Aberdeen AB10 1AB

- A member of the Senior Management Team will log the complaint and the action taken.

The ways of contacting the school are:

- In person
- In writing
- By telephone
- By e-mail

If you want to make a complaint about Greenbrae Nursery, you may contact the Care Commission in writing or by telephone at the following address:

The Care Commission  
North Region  
Johnston House  
Rose Street  
Aberdeen  
AB10 1UD                      Tel: 01224 793870

## APPENDIX I

### **SCHOOLS INFORMATION SERVICES**

Aberdeen City schools provide a **TELEPHONE SERVICE** for parents/carers. The main features of this service are:

**1. Emergency Arrangements Message for Parents/Carers**

To be used to inform parents/carers of emergency arrangements and important announcements, e.g. early closure arising from adverse weather conditions/failure of heating system.

**2. List of Messages Containing School Information**

This may hold routine information for parents/carers, e.g. the times for a parents'/ carers' Meeting, School Concert details, etc.

Parents/Carers can access these features by dialling this National Rate number: **Tel 0870 054 1999**. A Council message will be heard followed by a request for a six digit PIN number specific to their child's school. The **PIN CODE** for Greenbrae is **011370**.

Once connected, a voice will speak out the name of the school and a series of prompts will guide the caller to the appropriate option. The cost of calls is no more than 10p/call (landline calls).

Please read the attached **Terms and Conditions** which apply to users of the Schools Information Line.

The Council has also introduced an **INTERNET WEB BASED SYSTEM**. During severe weather conditions, a list of Aberdeen City school closures will be available on-line at <http://www.aberdeencity.gov.uk/closure>. For information regarding Greenbrae School, parents/carers should select Oldmachar Academy from the ASG list.

Finally, parents/carers can tune into the following **RADIO STATIONS**: **Northsound 1: FM 96.9** or **Radio Scotland: FM 92.7-94.5** to hear announcements of school closures.

*Aberdeen City Council (the "Council")*

*Terms and Conditions for Users of the Schools Information Line*

- 1. In providing the Schools Information Line the Council have appointed Thus plc to act as their agent.*
- 2. It is technically impracticable to provide telephone services which are free of error, and no such guarantee is provided for the Schools Information Line by the Council.*
- 3. The Council may alter the operation of the System provided that any such change does not materially affect the performance of the Schools Information Line.*
- 4. The Council may suspend or terminate the Services for operational reasons, as a result of an emergency or should the Council have any reason to believe that the Services have been, are being or will be used or obtained fraudulently.*
- 5. These terms and conditions can be varied by the Council at any time and prior to such variation will be advertised by the Council.*
- 6. The Schools Information Line must not be used for the purposes of:*
  - (1) Making or intentionally receiving calls or connecting to any services which are indecent, menacing, offensive and/or causing any nuisance.*
  - (2) Making or intentionally receiving calls or connecting to any services designed or intended to perpetrate a hoax or fraud or any other unlawful or fraudulent purpose.*
- 7. Where any person uses the Schools Information Line in a manner defined in Clause 6 above the Council shall, without prejudice to any other remedy, have the right to terminate such access to the Schools Information Line and shall have the right to refuse to provide any further such access.*
- 8. Messages left on the Schools Information Line will be held on a non-secure Internet site. Therefore, no undertakings as to privacy or confidentiality can be given in respect of such messages and all users must understand that such messages may be in the public domain.*