

# Greenbrae Nursery Handbook



Greenbrae Nursery



## Session 2020-2021

# Welcome to Greenbrae Nursery!

## Introduction

Greenbrae School first opened in October 1977, and was a single-storey building with an “open plan” design, containing two main teaching areas. An extension was opened in January 2002 comprising two classroom areas and a 40 place nursery. Due to a predicted increase in the school roll, because of new housing under construction in the local area, work on a two story extension to the school began in January 2016. This extension and refurbishment effectively resulted in the creation of a completely new school, comprising 12 new classrooms, a new gym hall, GP room, meeting room, changing rooms, library, outdoor classroom and our new 80 place nursery.

Our Nursery Team work together in partnership to provide high quality Early Learning and Childcare for your child. This handbook, which contains essential information, aims to help you understand more about daily life at Greenbrae Nursery.

Parents/Carers wishing to enroll their child for Nursery should visit the school and complete an application form. This is for children who will be three years old and over during the coming academic session. Places are allocated according to the criteria set by Aberdeen City Council. Further information and a copy of Aberdeen City Council's admission policy, can be obtained from the school office or from the Aberdeen City Council website ([www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)).

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 at Greenbrae. We have an ‘open door’ policy here at Greenbrae and, should you have any concerns or queries about your child, please speak to a member of the Nursery Team, or contact the school office to arrange a meeting with a member of the Senior Management Team.

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

# School Contact Details

## Address

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)

## Emergency Closure

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, parents/carers should listen to local radio for information as to school closures, visit the Aberdeen City Council website: [www.aberdeencity.gov.uk/closure](http://www.aberdeencity.gov.uk/closure), or phone the Schools Information Line on 0870 054 1999. A Council message will be heard followed by a request for a six digit PIN number specific to the school. The **PIN CODE** for Greenbrae is **011370**.

If weather conditions deteriorate during the day, or if there is a power failure, the Head Teacher may make a decision to close the school. Parents/carers will be contacted and asked to come and collect their child. If parents/carers cannot be contacted, Emergency Contacts will be telephoned and appropriate arrangements made.

In the unlikely event of an evacuation of the school being required, 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.

Aberdeen City Council schools provide both online and telephone information services for parents/carers. For further details, please refer to Appendix 1.

# School Diary - Session 2020-2021

## Holiday Dates

New Session begins	Tuesday 18 August 2020
September Holiday	Friday 25 & Monday 28 September
Autumn Term ends	Friday 9 October
Winter Term begins	Monday 26 October
Winter Term ends	Friday 18 December
Spring Term begins	Tuesday 5 January 2021
Mid-Term Holiday	Monday 15 February
Spring Term ends	Friday 26 March
Summer Term begins	Monday 12 April
National Holiday	Monday 3 May
Summer Term ends	Friday 2 July

## Staff Development Days (Pupils NOT in School)

Monday 17 August 2020  
Friday 20 November 2020  
Tuesday 16 February 2021  
Wednesday 17 February 2021  
Tuesday 4 May 2021

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

# Names to Know

**Head Teacher:** Miss Anna Royle

**Depute Head Teacher:** Mrs Claire Taylor

**Principal Teacher (N– P2):** Mrs Shona du Plessis

**Senior Early Years Practitioner:** Mrs Wendy Watt

**Early Years Practitioners:** Mrs Suzanne Fairhurst, Mrs Linda Black, Mrs Laura Hayes, Mrs Emma Kidd

**School Administrator:** Mrs Elaine Blaikie

**Janitor:** Mr Callum Davidson

Throughout the year we may be asked to accommodate students. Some will be studying for a teaching qualification and others will be training as an Early Years Practitioner. From time to time we also support Oldmachar Academy and Bridge of Don Academy by accepting senior pupils for work experience. All pupils/students work alongside, and are supervised by, a member of the Nursery Team.

Information about members of staff, and students, working in the Nursery each day is shared on the Nursery Information Board in the cloakroom area.



# Vision, Values and Aims



Greenbrae Nursery

## Vision

At Greenbrae Nursery we work together to provide a safe, happy, nurturing environment and encourage an ambitious, confident and creative atmosphere to allow children to achieve their full potential.

## Values

Honesty

Friendship

Determination

Respect

## Aims

Working in partnership with staff, children, parents and the wider community we aim:

- to provide a welcoming, safe, happy and nurturing environment for all
- to create an environment that consistently provides innovative and stimulating approaches to learning through play, both indoors and outdoors
- to have a happy, motivated and enthusiastic Nursery community
- to allow every child to feel included, valued and encouraged to achieve their full potential
- to celebrate the social and cultural diversity within our Nursery
- to promote a high standard of behaviour and mutual respect throughout our Nursery, school and wider community

# Nursery Sessions

There are currently two separate classes with a maximum of 40 children in each—one morning class and one afternoon class. Each class is staffed throughout the week by a Nursery Teacher, a Senior Early Years Practitioner and several Early Years Practitioners.

The timings for each session are as follows:

**Morning Session:** 8.30am - 11.40am

**Afternoon Session:** 12.20pm - 3.30pm

There is a 15 minute window for dropping off and collecting children at the start and end of each session, where the Nursery door is manned by a member of the Nursery Team.

These times are:

**Morning Session:** 8.30am - 8.45am, 11.25pm - 11.40pm

**Afternoon Session:** 12.20pm - 12.35pm, 3.15pm - 3.30pm

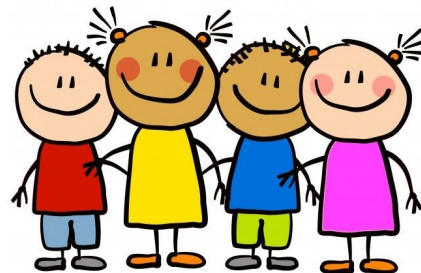
The Nursery door is locked and alarmed throughout the session. Any parent/carer wishing to drop off or collect their child outwith these times must do so via the main school office, where a member of staff will take you through to the Nursery.

# Security Arrangements

Children should be brought to and collected from Nursery by a responsible adult over the age of 16. When dropping off your child at Nursery, please ensure that you sign them in, using the sign-in sheets, stating who has dropped off and the name of the person who is coming back to collect. If an unexpected event occurs during the Nursery session, or there is a change to the person due to collect, please contact the school office to advise who will be collecting your child. If it is someone unfamiliar to the Nursery staff, that person will be asked for photo identification before the child will be allowed to leave with them. Please note, Nursery staff will not permit a child to leave with anyone other than the person named on the sign-in sheet, unless informed otherwise. Children must also be signed out upon collection.

# Starting Nursery

Enrolment for Nursery takes place annually in January and February. A child may start Nursery in the school term following their third birthday. Aberdeen City Council notify parents/carers, through an advert in the local newspaper, about the dates for Nursery applications, although late applications are accepted. Parents should contact the school office to complete application forms, taking with them their child's birth certificate and proof of address. Places are allocated in line with Aberdeen City Council policy, and a waiting list is kept for unsuccessful applicants.



Upon receiving a place, you will receive a letter specifying your child's start date and time for arrival. Initially, this will be for a 'settling in' visit, where the parent will stay with their child and a member of the Nursery staff will gather and share information. The child will then begin a full session the following day, although a flexible approach can be offered to meet the needs of individual children. An Induction Meeting for parents/carers is held in June for those starting throughout the following year. A Curriculum Meeting is also held in September to offer parents/carers a greater insight into the Early Years Curriculum. There will also be an opportunity at these meetings to meet staff, other Nursery parents and to have a look around the Nursery.

## Communication

Parents/carers are kept informed about Nursery via newsletters and emails, sent out at regular intervals. Paper copies of these can be supplied where necessary and can be requested from the school office. Copies of Nursery newsletters and important emails are displayed on the Information Board in the Nursery cloakroom area. 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 to print the return slip and return by hand. Your cooperation in this is vital in order to prevent any misunderstandings or confusion.

Inside the main entrance to the Nursery, there is a daily notice board detailing what has taken place at Nursery that day, any requests for help or resources, and details of future Nursery and school events.

Please feel free to approach any member of the Nursery staff about any matter. We operate an 'Open Door' policy and we would urge parents/carers to contact the school immediately, via the school office, if something is causing concern.



# Health and Safety

All staff recognise the importance of keeping the Nursery environment as safe, secure and clean as possible. With this in mind, they are aware of their own personal hygiene and, as a matter of course, teach and encourage the children about when and why they have to wash their hands, in line with current guidelines.

All Senior Early Years and Early Years Practitioners have a basic first aid qualification and Food Hygiene certificate, and are trained regularly on Infection Control procedures.

## Personal Plans

Upon starting at Greenbrae Nursery, parents/carers will be asked to complete a Personal Plan for their child, along with a member of the Nursery staff. It is important that the Nursery team have all the information they need to help keep your child safe and well while at Nursery, so please provide as much detail as possible. These plans will be updated termly so that all information is kept up to date. If there is any change to the information detailed in these plans, particularly if it relates to a health condition or food allergy, parents/carers should update the Nursery staff immediately, so that the Plan can be updated accordingly.

## Illness

If your child becomes unwell, we would ask that you do not send them 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.

If your child becomes unwell while at Nursery, a member of staff will contact the parent/carer (or the emergency contact number) to ask for the child to be collected. Parents/Carers should inform Nursery if there are any changes to contact details, so that we can ensure our records are up-to-date.



If your child has sickness or diarrhoea, **please keep them off for a period of 48 hours from the last episode.**

Please let the Nursery know if your child is to be absent by contacting the school office and a message will be passed to the Nursery Team.

# Administering of Medicines

In line with the Care Inspectorate guidelines, the following procedures are observed at Greenbrae Nursery:

- All medication to be administered in Nursery, whether short or long term, must be handed directly to a member of Nursery staff—not via a child.
- Only medication supplied by the parent/carer will be administered to a child.
- Parents/carers must complete the school's medication form, which will be given by a member of the Nursery Team, or can be collected from the School Office, prior to medicine being administered (including non-prescription medicine).
- Medication should always be brought to Nursery in its original container, with the box clearly labelled with the child's name.
- Medicines will be stored according to the directions, out of reach of children, in the lockable cupboard (or top shelf of the fridge) in the Nursery kitchen.
- Parents/carers must name inhalers. Inhalers will be kept in the green medical bag in the Nursery and will be administered by an adult as instructed on the medical form.
- Nursery staff will not give the first dose of a new medicine to a child.
- Children will always be supervised by a member of staff when taking medication.
- Record sheets will be completed by the Nursery staff when medicine has been administered.
- Where a child has long term or complex medical needs, all members of staff will be informed. For those children, a written set of procedures will be drawn up following discussions with parents/carers and the school doctor.
- If a child refuses to take advised medication, parents/carers will immediately be informed. No member of staff will attempt to force a child to take medication against his/her will, except in emergency circumstances where non-administration is likely to be life threatening.
- Nursery Staff will ensure that any out of date medication is returned to parents/carers to be disposed of appropriately.

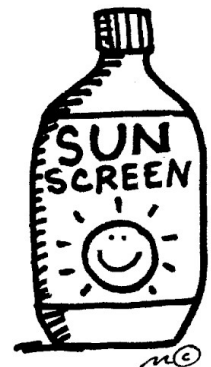
## First Aid

Members of the Nursery team have been trained in the delivery of First Aid, and First Aid equipment is available in the Nursery, and when learning outdoors. There is also a medical room situated within the school building. Minor injuries can be treated within the Nursery, but parents/carers will be informed immediately in the event of a more serious injury. Where necessary, staff will be trained in dealing with specific conditions e.g. in administering adrenalin.



## Sun Lotion

During the Spring and Summer months, please apply sun cream to your child prior to bringing them to Nursery. A small supply of sun cream will be available beside the sign-in area, for parents/carers to apply if needed.



## Parking

There is no designated parking at Greenbrae School. 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. Please note that Greenbrae Crescent is a one-way system.

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.



# Uniform

At Greenbrae we encourage all of our children to wear uniform. Our Nursery sweatshirt is available from My Clothing (<https://myclothing.com>) or from The Dugout, 687 George Street, Aberdeen (<http://thedugoutaberdeen.co.uk/Greenbrae.pdf>).

Nursery t-shirts are also available from these companies.

Details about ordering are included in your Nursery Induction Pack and can also be found on our website. A small number of pre-loved jumpers and t-shirts are also available in the Nursery cloakroom area for a small donation.



# Clothing/Belongings

Your child will require to bring the following items to Nursery:

- Soft, non-slip indoor, named shoes
- A small named bag, to hold a change of clothes
- A change of clothes that are labelled
- A waterproof jacket
- Wellies
- A box of tissues
- Snack money, which is collected termly



Please help us by making sure that any personal belongings are clearly named. If you do lose something, please look in the 'Lost Property' area located in the Nursery cloakroom. The children are offered daily access to the Nursery garden in all weathers, so please ensure your child is provided with appropriate clothing for playing outside. There are all-in-one waterproof suits for the children to use, when necessary, when playing outside or when on a trip. We also have a supply of spare wellies for use in emergencies.

We encourage children to become independent when dressing and when going to the toilet, so please refrain from dressing your child in tricky buckles, laces or buttons! Aprons are provided for art and craft activities, and also for playing in the water. However, accidents do sometimes happen and so we would recommend not dressing your child in their best clothes to come to Nursery!

## Snack

Snack is a very important part of each Nursery session. The children are encouraged to help with preparing food, laying and clearing the table, and loading and unloading the dishwasher. They also have opportunities to participate in regular baking sessions, and are encouraged to develop their independence through spreading, chopping and pouring. The children take turns to be snack helpers.



The snack menu for each week is carefully planned with the children to encourage a healthy and varied diet, and is displayed in the cloakroom area. Nursery staff use the 'Setting the Table' and 'Food Matters' documents to plan the menu with the children. A variety of fruit and vegetables are offered daily, along with milk or water for drinking. Children are encouraged to serve themselves snack, and to taste and try a variety of foods.



During snack time, emphasis is placed on hygiene, social skills and early literacy and numeracy concepts. As snack is part of our 'free-flow' approach to play, children are encouraged to come for snack, but are not forced. If your child has not had snack that day, their snack card will remain on the snack board.

If your child is allergic to any food or has any specific dietary requirements, please inform a member of the Nursery staff. As we have a number of children with allergies to foods, and also in line with our commitment to promoting healthy eating, it is our school policy not to give out gifts of sweets and birthday cake to the children.



Snack costs £2.50 per child per week and is due termly. The fees for each term are displayed on the Information Board in the Nursery cloakroom area, and can be handed to any member of the Nursery team. **If you have any difficulties in paying for snack, please speak with a member of the Nursery staff. Any information shared will be treated in the strictest confidence.**

Those preparing snack within the Nursery have an up-to-date Food Hygiene qualification, and every care is taken to ensure safety in and around the kitchen area. Staff ensure that procedures from the 'Cooksafe' guidelines are followed, to prevent the cross-contamination of foods.

## Tooth Brushing

At Greenbrae Nursery, children brush their teeth most days. They are given support from staff to clean their teeth in accordance with national guidance. If you would prefer your child not to take part in this, please inform the Nursery in writing. For further information, please go to **[www.child-smile.org.uk](http://www.child-smile.org.uk)**.





# Curriculum

We follow 'A Curriculum for Excellence' framework, which establishes clear values, purposes and principles for education for children and young people aged 3 to 18 in Scotland. It encourages all children and young people to become **successful learners, confident individuals, responsible citizens and effective contributors**. The principles which underpin A Curriculum for Excellence are: challenge and enjoyment, breadth, progression, depth, personalisation and choice, coherence and relevance.



The curriculum is much broader than just the subjects taught - it encompasses the ethos and life of the school as a community, and allows opportunities for personal

achievement along with involvement in local and national initiatives.

At Greenbrae Nursery, we value learning through play, and the activities and experiences on offer aim to develop all areas of the curriculum: Languages, Mathematics, Health and Wellbeing, Expressive Arts, Social Studies, Technologies, Sciences and Religious and Moral Education. We aim to provide a wide range of stimulating and engaging resources, which promote curiosity, imagination and creativity, whilst developing independence, problem-solving and decision-making skills. We strive to use relevant, real-life and enjoyable contexts which build upon children's own experiences and interests, and thus encourage them to make meaningful links across areas of the curriculum. We also acknowledge the motivational benefits of following children's interests through responsive planning.

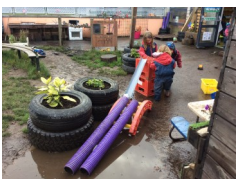


Further information about Curriculum for Excellence can be found at:

<https://education.gov.scot/education-scotland/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-building-from-the-statement-appendix-incl-btc1-5/what-is-curriculum-for-excellence>

## Outdoor Learning

Outdoor Learning is promoted at all times of the year at Greenbrae Nursery. We believe that being outside offers many learning and development opportunities for children, and so we operate free-



flow access to the Nursery garden throughout the daily Nursery sessions. We also offer 'Wee Green Spaces' sessions, Play on Pedals sessions, and regular walks around the local community (see next page for further information). At times, the children will also have the opportunity to go on trips which are further afield. Parents/carers are notified about all

outings in advance, and are asked to ensure that the children come to Nursery wearing appropriate clothing for outdoor learning and the changing weather we experience in Aberdeen! We often require the help of parents/carers for outdoor trips, so please offer your help where you can.

# Wee Green Spaces

"Wee Green Spaces" is an Early Years project aimed at embedding and sustaining frequent, regular off-site visits by children to a local green space almost all year round on a weekly or fortnightly basis. Members of our Nursery team have been trained on the delivery of this project, and for the past few years our Nursery and Primary 1 children regularly visit the Denmore Woods, our Wee Green Space, close to the school. During these regular visits, the Nursery children develop a range of gross and fine motor skills, as well as learning to care for the environment and building confidence and resilience. The visits also provide opportunities for the children, with the support of adults, to assess and manage risk in their play. Further information on this initiative is displayed on the Notice Board in the Nursery cloakroom area.



# Play on Pedals

Play on Pedals has strong links to a Curriculum for Excellence, and is an initiative set up to teach young children about the parts of a bicycle, how to fit a helmet correctly and the basics of looking after their bikes. Through a series of fun and imaginative activities, the children are helped to develop their balance and control skills, often using a pedal-less balance bike. Several of our Early Years Practitioners are trained to deliver this programme and further information about how your child can participate in this will be given during your 'Settling In' visit.



# Nursery Policies

School and Nursery policies are updated regularly in line with Curriculum for Excellence, the Care Inspectorate, and local and national guidance and requirements. Many of our policies are available to view on the school website, and a copy of all of our Nursery guidelines and policies can found beside the Notice Boards in the Nursery cloakroom area. Please contact a member of the Nursery staff or the school office if you would like any further information on these.



# Assessment and Reporting

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

At Greenbrae, we believe that children learn best when they are engaged and motivated, and when they are actively involved in their own learning. Within our Nursery environment, we aim to provide a balance of adult-led and child-led activities, and to ensure the children have access to a wide range of engaging and challenging resources that allow them to pursue their own interests.

We use the Seesaw App to record children's learning, and parents/carers can access their child's individual journal through a mobile App or on a PC. Each child also has a 'Learning Journey' folder in Nursery, where they can choose to keep paper copies of any drawings or activities they complete. In Nursery, we are aware that many valuable learning activities take place at home or outwith the Nursery environment, and so we encourage parents/carers to contribute photos, videos, or observations to either Seesaw or their folder, in order to strengthen the links between home and school. Children also enjoy sharing their achievements with others!



In addition to the ongoing observation and assessment, each child will have 'Focus Weeks' throughout the academic session. During these weeks, members of the Nursery staff will carry out focused observations of children and record in writing for sharing and discussing with parents/carers. Appropriate next steps for learning and development will then be identified. Again, further information on this will be provided during your child's 'Settling In' visit.

We have two consultation meetings in the school year - one informal Open Evening and one individual Parents Evening appointment. These provide an opportunity for children, parents/carers and staff to share and discuss progress, strengths and next steps. A written report is also 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 School Management Team.



# Partnership with Parents

At Greenbrae we aim to work in close partnership with parents as we are aware of the very important role of parents/carers in their child's learning. In Nursery, we value the daily contact with parents and carers, as this allows the exchanging of important information. Nursery 'Stay and Play' sessions are also held termly, and allow parents/carers the opportunity to come in join in a Nursery session with your child. Dates for these are sent out in advance by email and a sign-up sheet is available for each one in the Nursery cloakroom. In addition to these, there are also a variety of events and celebrations throughout the year, which parents/carers will be invited to attend.



During Term 1, all Nursery parents/carers will be invited to a Curriculum Meeting, led by the Principal Teacher and the Senior Early Years Practitioner. This meeting will provide you with more detailed information about how the curriculum is delivered within the Nursery. It is also a great opportunity for parents/carers to ask any questions and to find out what exactly happens during a Nursery session.

Our school website enables parents/carers to access various items of school information, such as newsletters and policies, whilst also providing a platform to share our achievements with the wider community. Information is also shared via our Nursery Twitter site.

Parents/carers are encouraged to help with a variety of activities within Nursery, such as Wee Green Spaces and other outings. We also encourage the sharing of any particular talents that parents/carers may have, such as baking, craft, woodwork or reading stories (parents/carers will be given a clear outline of their role and will never be left alone with any children).

## Parent Council

The role of the Parent Council at Greenbrae School 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 or contact the school office.

# 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 the activities are listed below:

- Pupils' disco
- Christmas Card fundraiser
- Spree Books
- 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 also on the school website.

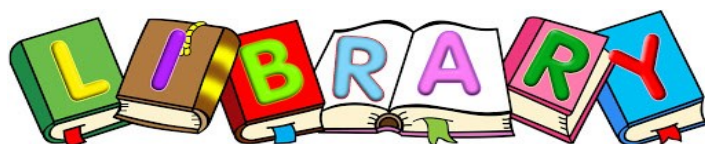
## Fundraising

From time to time, the Nursery organise fundraising events, both for Charity and to help subsidise trips and a variety of resources. There is also a Nursery 'piggy bank', whom you are invited to 'feed'! The piggy lives beside the main Nursery door and any loose change donated is used to buy exciting extras for the children.

## Library

In Nursery, we run a small lending library which is located in the cloakroom area. Parents/carers are asked to support with this by encouraging their child to choose a book from the shelf, and then by signing the book out and back in again in the Library folder.

The children may take one book home at a time, and folders are provided to carry the book to and from Nursery. The children can return their book and borrow a new one as often as they like. The selection of library books is rotated regularly by the Nursery staff. If your child would like a book on a particular topic, please let the staff know. We ask that a small donation of £3 is made towards replacing any library book that is lost or damaged while at home.



# Promoting Positive Behaviour

At Greenbrae Nursery we recognise and promote positive behaviour, encouraging children and praising them when they do well. Praise and recognition of achievement can build confidence, and can encourage children to persevere with tasks and embrace new challenges. During our daily sessions, the children are rewarded with appropriate praise and encouragement, stickers, a marble for their House, or a 'WOW!' moment that they can take home to share with their families and friends. A 'Star of the Week' certificate may also be awarded to the children for positive behaviour, or for mastering a new skill. Parents/carers are encouraged to share any 'WOW!' moments from home with Nursery, and small certificates are available in the Nursery cloakroom area to write these on if required.



Our children are treated fairly and with respect at all times, and our Nursery rules are in place to support the children to become increasingly independent and to form positive relationships with their peers. These rules are discussed with the children regularly to ensure their safety and to help them learn where support can be sought. They are displayed with picture reminders throughout the setting.

Our Nursery rules are:

**Listen carefully and try your best at all times**

**Keep hands, feet, and objects to yourself**

**Use kind words**

**Tell the Truth at all times**

**Look after our Nursery, our toys and each other**

Our children, along with parents and staff, are also encouraged to contribute to our class charter, which is created to help children understand their rights in society and to help develop their own sense of responsibility. The charter details ways in which we can all contribute to creating and maintaining a safe and positive Nursery environment.



# Equal Opportunities and Multi-Cultural Education

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 and that these different ways can depend on a range of cultural, social and religious viewpoints.

A range of activities and resources that encourage cultural awareness will be used within the Nursery environment, such as books, pictures, stories, discussion, songs and rhymes. Other experiences within Nursery will help to develop children's knowledge and understanding of a range of cultural and religious festivals.

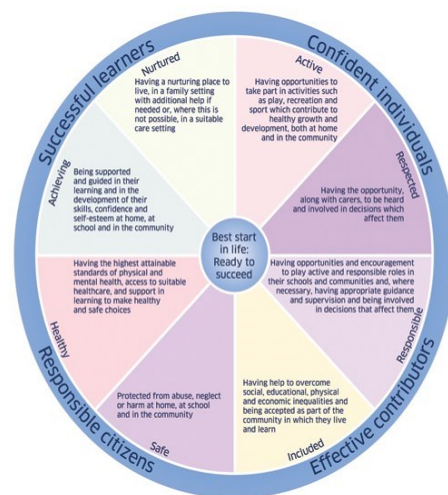
Girls and boys will be given equal opportunities to participate in the full range of activities and learning experiences within the Nursery, playing with a wide variety of tools and equipment. At Greenbrae, great care is taken to ensure that particular activities do not become associated with either girls or boys.

## Inclusion

At Greenbrae, we endeavour to meet the wide range of needs of all our children by operating within the principles of Getting It Right for Every Child (GIRFEC) and by using the SHANARRI wellbeing indicators (see diagram).

There may times throughout your child's education where they would benefit from support from a range of services.

The Nursery staff work with external agencies such as Educational Psychologists, Speech and Language Therapists (SALT), Occupational Therapy (OT), Health Visitors, and Autism Outreach, in order to fully support the needs of all children. We strongly believe in working in partnership, and so no referrals to external agencies would be made without first discussing this with a child's parents/carers. If parents/carers have any questions about their child's progress or development at Nursery, they should discuss these first with a member of the Nursery team, or with a member of the Senior Management Team.



# Toileting

While many children are able to use the toilet independently by the time they start Nursery, this is not the case for all children. At Greenbrae, we recognise that all children are individual and make progress at different times. The Nursery staff will work in partnership with parents/carers to support in this area.

Parents/carers are asked to provide a bag containing a change of clothes for their child, which can be used if they have 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, in case they need to be changed, as well as wipes and carrier bags/nappy sacks. A changing room is available at Greenbrae Nursery.

Some children do not like anyone other than a parent/carer to deal with toileting 'accidents'. If a child becomes upset and refuses to allow a member of staff to support with this, the parent/carer will be contacted. As part of our induction process, parents/carers will be asked to complete a form which gives staff permission to change their child.

# Child Protection

Schools are required to report if we think any child or young person has come to harm as a consequence possible abuse. Each school has a named senior member of staff appointed responsible for Child Protection matters. At Greenbrae School, that person is **Mrs Claire Taylor**, Depute Head Teacher.

A copy of Greenbrae's Child Protection policy is displayed in the Nursery cloakroom and is available on the school website. Should you wish to talk further about Child Protection and the safety of the children, please feel free to contact the 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.



# Transition from Nursery to Primary 1

The transition from Nursery into Primary 1 can be a big step for children. At Greenbrae, we try to make this transition smooth, gradual and happy. A range of activities take place throughout the year to allow children to become familiar with the school building and the adults within it. We feel that this is important as it ensures continuity between Nursery and primary, and helps to build confidence in the children. A meeting is organised in April for parents/carers of preschool children, to explain the more formal aspects of our transition process.

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 5th 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 to school. Nursery staff will work with parents to support them through this process. If you wish advice on deferred entry, please discuss this with a member of the Nursery team or with the Principal Teacher.

Our 'Primary 1 Transition' policy is available to view in the Nursery cloakroom area, and outlines in more detail the steps taken to ease the children's transition to school.



# 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:

Integrated Children's and Family Service  
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:

Care Inspectorate  
AB1  
48 Huntly Street  
Aberdeen  
AB10 1SH

Tel: 0345 600 9527

# APPENDIX I

## SCHOOLS INFORMATION SERVICES

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

### 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.

### 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.



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:
  - i) Making or intentionally receiving calls or connecting to any services which are indecent, menacing, offensive and/or causing any nuisance.
  - ii) 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.