

# Greenbrae ELC Handbook



Greenbrae Nursery



## Session 2024-2025

# Welcome to Greenbrae ELC!

## 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 96 place nursery.

Our ELC 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 ELC.

Parents/Carers wishing to enrol their child for Greenbrae ELC should complete an application form visit the school via Aberdeen City Council's website ([Apply for a School ELC/ Nursery place 2023/2024 | Aberdeen City Council](#) ). 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 ELC 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.

# School Contact Details

## Address

Greenbrae School  
Greenbrae Crescent  
Bridge of Don  
Aberdeen  
AB23 8NJ



**Telephone:** 01224 704447 (School Office—Term Time)

01224 258541 (Nursery—School Holiday Periods only)

**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.

### **ELC Term and Closure dates– Session 2024/25**

In-service day	Monday 19 August 2024
New Session begins	Tuesday 20 August 2024
In-service day	Friday 15 November 2024
Winter Term ends	Friday 20 December 2024
Spring Term begins	Monday 6 January 2025
February Holiday	Monday 10 February 2025
In-service days	Tuesday 11 and Wednesday 12 February 2025
Spring Term ends	Friday 28 March 2025
Summer Term begins	Monday 7 April 2025
Public Holiday	Friday 18 April 2025
May Day holiday	Monday 5 May 2025
In-service day	Tuesday 6 May 2025
Summer Holiday closure	Monday 21 July - Friday 25 July 2025
Summer term ends	Wednesday 13 August 2025
Nursery closure days	Thursday 14 and Friday 15 August 2025
In-service day	Monday 18 August 2025
New session starts	Tuesday 19 August 2025

**Please note all of the above dates are for Nursery only and are subject to change/amendment.**

# Names to Know

**Acting Head Teacher:** Mrs Shona du Plessis

**Depute Head Teacher:** Mrs Claire Taylor

**Acting Principal Teacher:** Mrs Daisy Dempster

**Senior Early Years Practitioners:** Miss Lizzie Wavell, Mrs Fiona Forrest

**Early Years Practitioners:** Mrs Tracy Buchan, Mrs Lucy Gordon,, Miss Emma Wilson, Miss Caitlin Mair

**Support Workers:** Mrs Kelly Bristo, Miss Alix Gibb, Mrs Lynne Craib

**Modern Apprentice:** Miss Tamzin Johnston

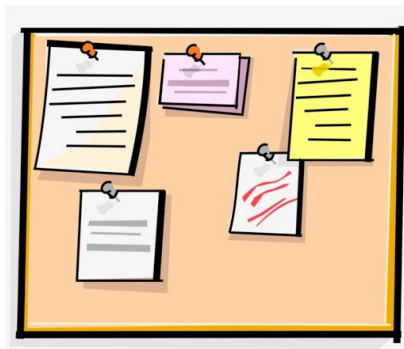
**School Administrator:** Mrs Elaine Blaikie

**School Support Assistant:** Miss Laura Hay

**Janitor:** Mr Hubert Ignatiuk, Mr Craig Chalmers

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 will be shared at the Nursery entrance and also via Seesaw, so that parents/carers are aware of who is in Nursery each day.



# Vision, Values and Aims



Greenbrae Nursery

## Vision

As a Rights Respecting School, we will work together to provide a safe, happy and nurturing environment. We will adopt a collaborative culture where all learners are creative, empowered and enabled to achieve their full potential.

## Values

Honesty  
Empowerment  
Achievement  
Resilience  
Tolerance & Respect

## Aims

Working in partnership with staff, pupils, families, carers and the wider community we aim to:

Create a welcoming, secure and nurturing environment where every child has full access to their rights.

Consistently provide innovative and stimulating approaches to learning and teaching.

Celebrate achievement and allow every child to feel included and valued.

Have a happy, motivated and enthusiastic school community where the pupil's voice is listened to.

Celebrate the social and cultural diversity within our school .

Through sustainable learning experiences, discover our world and how to best take care of it.

Nurture the skills and attributes learners need to respond to the challenges of a rapidly evolving world.

Promote positive relationships and mutual respect throughout our school and wider community.

# Nursery Sessions

Greenbrae Nursery delivers 1140 hours of funded Early Learning and Childcare. Greenbrae Nursery will be open from 8am—5.57pm over 46 weeks of the year. The Nursery will be closed for 2 weeks at Christmas, 1 week at Easter and 7 days during the summer holidays. It will also be closed on in-service days (please see page 4 of this handbook for term and closure dates).

Children will have been allocated **either**:

5 x morning sessions

5 x afternoon sessions

2 x full days and 1 x morning/afternoon session

The timings for each session are as follows:

**Morning Session:** 8.00am - 12.57pm

**Afternoon Session:** 1.00pm - 5.57pm

**2.5 day sessions:** Full days 8.00am—5.57pm, and either a morning/afternoon session

There is a window for dropping off and collecting children at the start and end of each session.

These times are:

**Morning Session:** 8.00am - 9.00am, 12.30pm - 12.57pm

**Afternoon Session:** 1.00pm - 1.30pm, 3.15pm—3.30pm (for parents/carers who wish to collect at school pick-up time), 5.30pm - 5.57pm

At Greenbrae Nursery, all children should be dropped off and collected at the main Nursery door at the front of the school. 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 let the Nursery staff know in advance, either at drop-off time, or by telephoning or emailing the school office. Parents/carers can agree later drop off times or earlier collection times with the Nursery if they wish.

## Patterns of Attendance

In the interest of providing flexibility, parents/carers are not required to use the full ELC entitlement as this is not a mandatory service. However, your entitlement is available to you. Should parents/carers wish to make any changes to their child's attendance pattern (within their allocated sessions), we ask that you give us 4 weeks notice in writing in order to plan accordingly.

A Google Form will be issued via email from the school office to gauge ELC attendance during the school holiday periods. This will help us to plan ahead for staffing and catering.

## 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 with the member of staff at the Nursery door, stating who has dropped off, the full name of the person who is coming back to collect, and the expected time of collection.

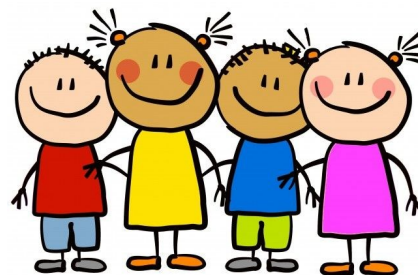
If an unexpected event occurs during the Nursery session, or there is a change to the person due to collect, please contact the school office to advise who will be collecting your child. If it is someone unfamiliar to the Nursery staff, that person will be asked for photo identification before the child 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 complete an online application form via the Aberdeen City Council website- [Apply for a School ELC/ Nursery place 2024/2025 | Aberdeen City Council](#)

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 an email 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 on an agreed date, although a flexible approach can be offered to meet the needs of individual children.

An Induction Meeting for parents/carers is usually held in June for those starting throughout the following year. Curriculum Meetings are also held in September and April to offer parents/carers a greater insight into the Early Years Curriculum.

## 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 also shared via Seesaw. To ensure that important written communications have been received at home, parents/carers may be requested to complete a return slip via email, to 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.

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.

# Seesaw Online Journal

Seesaw is our primary method of communicating between home and Nursery at Greenbrae.

Seesaw is a secure online learning journal where staff, children and parents/carers can document and reflect on the learning that is taking place both in Nursery and at home.

It can be accessed through an app on a phone or tablet, or online on a desktop or laptop computer.

The Nursery staff will be able to add the things being worked on in Nursery (photos, videos, worksheets, drawings and voice recordings) to each child's Seesaw journal, so that these can be shared privately with parents/carers to view and comment on throughout the year. In the same way, learning from home can also be shared with the Nursery team.

Parents/carers only have access to their own child's journal via a unique access code which will be issued shortly after their child's start date.



# 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.

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, along with a storage container with a lid.
- 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. Parents will be asked to sign the medication sheet at the end of the session so that they are aware of any medicine their child has been given at Nursery.
- 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.

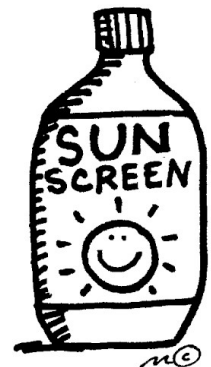
## First Aid

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. Sun cream can also be kept in your child's bag so that it can be reapplied where necessary throughout the session.



## 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.



There are a selection of pre-loved Greenbrae Nursery t-shirts and sweatshirts available at the main Nursery entrance. Please speak to a member of the Nursery team if you would like to purchase any of these for a small donation to Nursery funds.

## Clothing/Belongings

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

- Soft, non-slip indoor, named shoes (not slippers please as these are not non-slip)
- A small named bag, to hold a change of clothes
- A change of clothes that are labelled
- A waterproof jacket or all-in-one waterproof suit
- Wellies
- A packet of tissues and a packet of wipes (to be kept in their bag)



Please help us by making sure that any personal belongings are clearly named. If you do lose something, please speak to a member of the Nursery team.

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 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!

Painting aprons and water aprons are provided by the Nursery to protect children's clothing. However, accidents do sometimes happen and so we would recommend not dressing your child in their best clothes to come to Nursery!



## Snack

Snack times are 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.



Those children attending a morning session will be offered a light snack and a lunch, provided by our school catering team. Those children attending an afternoon session will be offered a light snack in addition to their substantial snack which is provided by the school catering team. Menus for lunches and substantial snacks will be shared with parents/carers via email.



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 to eat, but are not forced. If your child has been reluctant to eat that day, parents/carers will be informed by a member of the Nursery team.

If your child is allergic to any food or has any specific dietary requirements, please inform a member of the Nursery staff during your settling-in visit, and keep staff updated in writing with any changes. 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.



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' and 'Setting the Table' 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

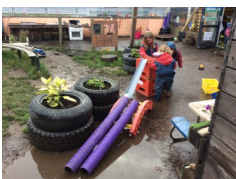
achievement along with involvement in local and national initiatives.

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.



## 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 aim to 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!



## 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. Over 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 will be given at your child's settling-in visit. We are always looking for parent/carers helpers to support with these visits!

## 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. 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. 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 Seesaw in order to strengthen the links between home and school. Children also enjoy sharing

others!



We have consultation meetings at various points throughout the school year. 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 each year.

Regular 'Stay and Play' sessions are also offered to parents/carers throughout the year. Parents/carers are notified via email of the dates each term and are invited to sign up to attend. At our 'Stay and Play' sessions, parents/carers have the opportunity to experience aspects of the daily Nursery session with their child.

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. We hold Nursery 'Stay and Play' sessions each term, which allow parents/carers the opportunity to come in to join in a Nursery session.



Dates for these are sent out in advance by email and parents/carers are asked to indicate if they are able to attend. In addition to these, there are also a variety of events and celebrations throughout the year, which parents/carers may be invited to attend.

During Term 1, all Nursery parents/carers will be invited to a Curriculum Meeting, led by Mrs du Plessis and the Senior Early Years Practitioners. 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. A more informal Curriculum Meeting is also held later on in the year for parents/carers of children starting in January and April.

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.

## 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.

# Promoting Positive Relationships

At Greenbrae Nursery we recognise and promote positive relationships, 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. Parents/carers are encouraged to share any 'WOW!' moments from home with Nursery via our Seesaw App.



Our children are treated fairly and with respect at all times, and our School/Nursery values are in place to support the children to become increasingly independent and to form positive relationships with their peers. These values 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.

A copy of our School/Nursery Positive Relationships policy, along with our Vision, Values and Aims, can be found on the Greenbrae School website.

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.

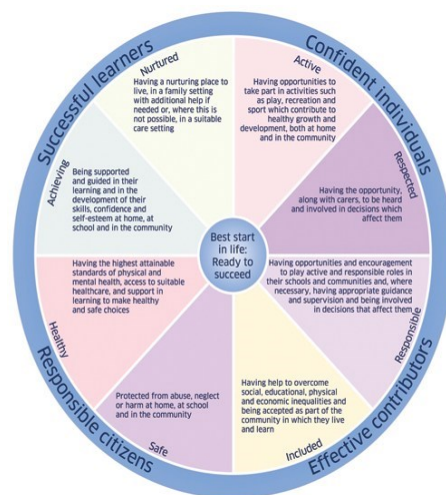
A range of activities and resources that encourage cultural awareness will be used within the Nursery environment, such as books, pictures, stories, discussion, songs and rhymes. Other experiences within Nursery will help to develop children's knowledge and understanding of a range of cultural and religious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

Children 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.

## 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 and a packet of wipes 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.

## Safeguarding

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 Safeguarding matters. At Greenbrae School, those people are **Mrs Claire Taylor and Mrs Shona du Plessis**. A copy of Greenbrae's Safeguarding policy is available on the school website. Should you wish to talk further about Safeguarding 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.

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 following the school start date in August have the right to defer entry to school if they feel another year at Nursery would be of significant benefit. 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 Mrs du Plessis.

Our 'Primary 1 Transition' policy is available to view on our school website, 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.