



Glaitness Pre-school Class

Parents'/Carers' Information Handbook



Welcome to Glaitness Pre-school

The following staff are pleased to welcome you to the school and look forward to working with you and your child.



Mrs Valerie Bleakley,
Head Teacher



Mrs Ingrid Rendall,
Depute Head Teacher



Mr Frank Keenan,
Pre-school Teacher



Miss Leona Benston,
Early Years Worker



Miss Vicky Duncan,
Early Years Worker

You are free to contact us at any time either in person by dropping in to the school, by telephone through the school office on 873648, by email at admin.glaitness@orkneyschools.org.uk or in writing to Glaitness Pre-school Class, Glaitness School, Pickaquooy Road, Kirkwall KW15 1RP.

Vision Statement

In Glaitness Pre-school class we aim to:

Curriculum

- § Provide a range of stimulating and challenging learning experiences based upon the guidance within the 3 - 5 Curriculum Framework and A Curriculum for Excellence.

Children's Development and Progress

- § Support and develop children's progress in each of the following key aspects of learning:
Emotional, personal and social development; Communication and language; Knowledge and understanding of the world; Expressive and aesthetic development and Physical development and movement

Development through play

- § Encourage children to learn through play by providing a range of opportunities to investigate, explore and experiment.

Support for children and families

- § To value the needs of every child.

Ethos

- § To create an environment where children, parents, carers and staff are respected and valued.

Resources

- § To provide a happy, safe and secure environment managed by a team of trained and dedicated staff and where a high standard of resources are maintained to support the needs of every child.

Management, leadership and Quality Assurance

- § To provide effective communication involving children, parents and staff through which the Pre-school provision can be regularly evaluated and improved.

Continuous Improvement

Glaitness Pre-school Class follows Quality Assurance procedures using 'The Child at the Centre' and the 'National Care Standards' to ensure individuals accessing our service realise their potential and have dignity, privacy, choice, safety, equality and diversity.

We are regulated and inspected by the Care Commission, HMI e and the Education Department of Orkney Islands Council.

The Care Commission conducted an inspection of our Pre-school provision in January 2007; copies of this report can be obtained from Pre-school staff on request.

Glaitness Pre-school Plans

Please take the opportunity to read and comment on our shared planning. It is located on the notice board outside the Pre-school entrance, in the waiting area.

'Comments, Compliments and Complaints'

Glaitness Pre-school class is committed to delivering a quality service to all our users.

We very much welcome comments about the service we provide to assist us evaluate our practice. We would encourage parents/carers to post their comments in the suggestion box which can be found in the Pre-school waiting area.

We aim to take effective action in ensuring standards are upheld. Therefore, we welcome being informed if this is not the case.

There is a 'Complaints Policy' which can be found on the information board.

A Care Commission Officer from the North Region regulates our service. The local officer can be contacted on 01856 870535. More information about the Care Commission and the National Care Standards can be found on www.carecommission.com

Copies of the Orkney Islands Council Complaints procedures are displayed on the information board.

Organisation and Management

The Pre-school class caters for groups of up to 30 children and usually operates during five half - day morning or afternoon sessions. Should the group number rise mid way through a session an additional member of staff will be employed to ensure the appropriate standard of supervision and care is maintained.



Due to the inclusive nature of the whole school, individual pupils with Additional Support Needs of a severe or complex nature may be included for short periods of time within our sessions. These sessions will be supported by trained staff and will be planned according to pupil's needs.

Our Pre-school staff are trained to help children discover and learn about their world. By extending vocabulary, listening to children, giving praise and encouragement and above all, having FUN in discovering together, we aim to develop the whole child - intellectually, physically, emotionally and socially.

Pre-school Times and Attendance

Morning session

9.15a.m. - 11.45a.m.

Parents and carers are asked to bring children to start at 9.15a.m. and to enter via the secure door. Children should be collected at 11.45a.m. prompt and exit by the same door.

If you are late for any reason you will have to enter by the main school entrance, reporting via reception for security purposes.

Attendance registers are kept for each session; please inform the Pre-school staff if your child is absent from the Pre-school class.

Arrival at Pre-school

At all times, children must be brought and collected by an adult (over 16 years). Please inform us in writing or telephone if your child is to be brought or collected by a person unknown to the Pre-school staff.

Please use the school Car Park (at the Pickaquoy Centre end of the building). This can be a very busy area. Please drive with extreme care.



Pre-school class entrance

Entrance to the Pre-school class is by the secure door, labelled above.

Inside the building is a waiting area where parents are asked to stay until a member of the Pre-school staff can monitor entrance and exit from the class in the interests of safety and security.

Preparing for Pre-school

All parents can be involved in their child's learning by showing interest and giving praise and encouragement. Spend time with your child – look at books, share TV programmes together, talk with your child and answer all their questions. Let them help with getting dressed, tidying up and organising their toys explaining as you go – these experiences build vocabulary and understanding which will help them feel more confident about coming to our pre-school class.

Independence and Responsibility

Encourage your child to dress, to put on shoes and do fastenings. We do not expect Pre-school children to be able to tie laces – this will come later – but Velcro fastenings are a real help! Please encourage them to take care of their belongings. Try to pick out a special marking or picture on a piece of clothing or footwear to help them identify their own belongings. Please label their personal belongings and encourage them to look for the first letter of their name.

Toileting

Your child may not be fully toilet trained by the time they start Pre-school. If your child requires support and encouragement with toileting you should share this with the Pre-school staff.

Moving from Nursery to Pre-school

Transition from Nursery to Pre-school is recognised as an important aspect of a child's development. For the transition process to be successful, children need to feel safe and secure and to be familiar with staff and their new environment.

With this in mind, the Pre-school staff plan for the transition phase each year and take the needs of each child and their family into account.

This begins with visits by the Pre-school staff to Peedie Breeks and The Strynd to meet the children and allow the staff to exchange information. The Pre-school also provides the nurseries with a transition teddy which they will take with them to the Pre-school on their first visit. Usually, four visits are made to ensure all the children meet with the Pre-school staff.

Invitations are then sent to each child to invite them to visit the Pre-school with their current play leader, key worker, parent or carer.

A meeting is then held for parents or carers to visit the Pre-school and to have a chat with staff about the Pre-school experience and what will be planned for their children.

Starting Pre-school

At the start of the new term, the intake is usually staggered across two days with all the children attending on the third day.

Parents are welcome to stay during this process and for as long as is necessary to ensure their child settles into their new environment.

Thereafter, depending on individual needs, parents may attend and participate in the Pre-school experience until their child is settled and secure.

Equipment and Clothing

It is important that parents send their child to Pre-school with comfortable clothes and soft shoes to change into. You will be given the opportunity to purchase school uniform if you wish.

This can be ordered through the school office.

All children need access to outdoors, please ensure your child has adequate warm and waterproof clothing to allow them to play outside – even in inclement weather.

What do children learn in our Pre-school class?

Pre-school Education is a partnership between home and school. Throughout the year photographs will be displayed to show you which activities your child has been doing, these are organised into the five areas of the 3 – 5 curriculum incorporating A Curriculum for Excellence.



Emotional, Personal and Social Development



- § to develop confidence, self esteem, security and a sense of worth
- § to care for themselves and their personal safety
- § to make friends and get along with other children and adults
- § to care for other people or for your surroundings
- § to be able to make choices and tell others
- § what you like and do not like

Communication and Language



- § to listen to and talk with other children and adults
- § to learn to enjoy listening to stories and rhymes and to use information books
- § to listen to and recognise sounds and words
- § to experiment with writing
- § to have fun with words through familiar songs, rhymes and stories

Knowledge and Understanding of the World



- § to ask questions and use the senses to find out about the world
- § design and make things
- § find out about materials by playing with them
- § find out about animals and plants
- § find out about number, colour, measurement and shape

Expressive and Aesthetic Development



Learning to express ideas and feelings through:

- § painting, drawing and modelling
- § acting out situations e.g. in the house corner
- § singing and making music
- § movement and dance

Physical Development and Movement



- § enjoying active play and becoming confident with movement
- § energetic indoor and outdoor activity
- § developing skills like running, jumping, throwing and catching
- § learning to make delicate movements with fingers and hands
e.g. doing jigsaws, using tools like scissors
- § becoming aware of the importance of health and fitness

What do we do in Pre-school?

Children learn through play and investigating their surroundings. There will be many opportunities to do this through various supervised activities.

Quiet Activities



e.g. jigsaws, drawing, small construction toys, books and playing with dough.

Shared Activities



e.g. reading books, sand/water play, table games, computer games, craft work and baking

Group Activities



e.g indoor/outdoor large toy play, singing and music making

Snack and Healthy Eating



Part of our daily routine is snack. This consists of offering children a wide variety of healthy foods. Most often this will consist of two types of fruit/vegetables, a biscuit and a drink of milk or water. We also have sandwiches, pizza, soup, breads and cereals. Snack is charged at 40p per session which can be paid weekly or termly. All staff involved in preparing snack have completed their food handling certificate.

Please inform us if your child has any food allergies prior to them starting Pre-school.

What happens if there is a problem?

Children normally love Pre-school but occasionally they decide they want to stay at home! Don't panic! This can happen just when you are feeling really pleased about how well your child has settled in. Bring your child to Pre-school, try to settle him/her by looking together at something interesting or finding a special friend. Then you can slip quietly away. If your child is in distress we will get in touch with you, just as we will, if he/she should become ill.

Please inform the staff if your child suffers from a specific medical complaint e.g. asthma.

Administering Medicine

Your child may require medication during the Pre-school session. Please ask a member of staff for the form which needs to be completed and signed by the parent before staff can administer any medication.

First Aid

Children are busy and active during our sessions. Occasionally they may have an accident e.g. they bump their head or scrape a knee. A member of staff who is trained in First Aid will attend to your child and record the injury and any treatment given. In the event of a more serious accident, parents/carers or the designated emergency contact will be contacted immediately.

Positive Behaviour



SCHOOL RULES

The Safety Rule

Look after our school and all that are in it



The Learning Rule Work Hard



The Respect Rule Be Kind and Helpful



The Inclusion Rule Ensure that everyone belongs



The Communication Rule Express yourself clearly and positively



The Health and Well Being Rule Look after ourselves and others



We actively promote positive behaviour through activities such as circle time and use of praise. There are children who may find it difficult to settle in the Pre-school environment or require support to maintain positive behaviour. If staff have concerns about a child's behaviour they will share them with the Parent or Carer. Working in partnership, the Pre-school and home will agree strategies to promote positive behaviour. These strategies may include:

- ✓ The use of verbal praise and or stickers
- ✓ Pre-school children being given responsibility e.g. to help organise snack or choose a story
- ✓ Happy/Sad faces, the face signs indicating if the behaviour is acceptable or undesirable
- ✓ Praising the child for their efforts in the presence of their Parent/Carer

If the child is demonstrating disruptive behaviour the following strategies will be implemented as required:

- ✓ Staff will approach the situation in a calm and reasonable manner
- ✓ The child may be removed from the area/activity or others in the immediate vicinity asked to move, so that all individuals can be kept safe
- ✓ The child will be given a clear and simple explanation of why their behaviour was unacceptable at an level appropriate to their understanding
- ✓ The 'incident' will be logged and shared with the Parent/Carer

- ✓ A home/school diary may be opened to share achievements and areas of concern
- ✓ A child may be tracked by an adult to prevent disruptive behaviour and support the pupil while they access the Pre-school provision. The adult would also provide the role model for the child.

Parents' Involvement

Parents and carers are very welcome to help us in the Pre-school class on a rota basis. One parent is sought each year to stand as a representative on the Glaitness Parent Association responsible for mainly fundraising activities and helping with trips and outings.

If you are willing to regularly become involved in the Pre-school we ask that you complete a Disclosure Scotland check through the Education Department - this is now an essential requirement for all adults who wish to work with children. Please give your name to school staff and they will ensure the appropriate forms are provided.



Learn as One, Live as One