

## Welcome to Dunnottar School and Nursery

Welcome to Dunnottar School and Nursery! We are delighted that you are joining us here at Dunnottar. The staff, and children, will be happy to answer any questions that you might have when you and your child are settling in. We know, however, that there is a lot to remember when starting somewhere new, so this information leaflet has been produced to assist you during your first few weeks with us.

### Communication

You will be greeted each morning by a member of the Dunnottar Nursery team. If you have any queries you can speak to a member of staff at this time. If you would like to speak to a member of the Senior Leadership Team, you will need to make an appointment at the main school. You can do this by phoning 01569 690505 or by making an appointment at the school office. We operate a paperless system in nursery and try to send most letters and information via email.

### Snack

Snack is a very important part of the nursery experience. The children will be provided with a varied and balanced choice. During their time at nursery they will help to prepare snacks, serve and tidy up. A drink of milk or water will be provided daily. If the food is not to their liking the children are never forced to eat it but they are encouraged to try new things. **If your child is allergic to any food please inform the nursery staff immediately so we can update our records.**

The cost of snack is 50p per session which is **£2.50 per week**. This can be paid termly by cash. Please return your snack money in the labelled envelope provided to the Nursery, within the first two weeks of term.

### Positive Reinforcement Policy

We implement a positive behaviour approach to discipline, and have well-established schemes which reward good behaviour.

We also operate a Green Card system, the Class Teacher or Early Years Practitioner can send for a member of the Senior Leadership Team to reward significant pupil achievements.

### Items to bring to Nursery

We advise that children bring a rucksack each day with a change of clothes which can be left on their peg in the cloakroom. We prefer if children change into indoor shoes while they are inside the Nursery. Children are also advised to bring warm, waterproof clothing each day as we try to go outside as much as possible. Please label ALL clothing and belongings to help us return misplaced items to their rightful owner.

### Attendance

Regular attendance at nursery is important if your child is to benefit from all that nursery offers. If your child has been unwell prior to coming to nursery please think carefully before sending him/her. If in doubt please keep your child at home. Remember to allow 48 hours to recover from any sickness bug.

**If your child is unable to come to Nursery for any reason please contact the Nursery on 01569 690508 prior to the session** - this is important to guarantee your child's safety! If your child is absent and we have not heard for you by 9.30am (Morning nursery) and 1pm (Afternoon nursery) we will phone to check that everything is ok.

Here are some of the activities we enjoy in the community:

- Forest Schools at Dunnottar Woods
- Visit school allotment
- Visits to the beach and harbour
- Visits to the library

## Staff Information

Head Teacher	Mrs Lisa Williams
Depute Head Teacher	Miss Caroline Duncan
Early Years Lead Practitioner	Mrs Pamela Sutherland
Early Years Practitioners	Mrs Judith Robertson Miss Sarah Taylor Mrs Allison Lever
Office Staff	Mrs Lynne McHarg Mrs Marion Reid Zoe Stott

**Child Protection Designed Lead Profession -**  
**MRS WILLIAMS**



## Welcome to Dunnottar Nursery Guide for Parents



Address - Mill of Forest Road  
Stonehaven  
AB39 2GZ

Telephone - 01569 690508

Email - [dunnottar.sch@aberdeenshire.gov.uk](mailto:dunnottar.sch@aberdeenshire.gov.uk)

Website - [dunnottar.aberdeenshire.sch.uk](http://dunnottar.aberdeenshire.sch.uk)

Twitter - <https://twitter.com/dunnottarschool>

Dunnottar School has a roll of approximately 205 children from Primary 1 to Primary 7. Dunnottar Nursery is based on the Carronhill campus and has 32 children.

### Nursery Hours

*We have flexible session start and finish times. Please see below.*

Morning Nursery	Session Times	8.40 am - 11:50 am
	Drop off times	8:40 am - 8:55 am
	Pick up times	11:35 am - 11:50 am
Afternoon Nursery	Session Times	12:30 pm - 3:40 pm
	Drop off times	12:30 pm - 12:45 pm
	Pick up times	3:25 pm - 3:40 pm