



Dunnottar School

Nursery Class



Handbook for Parents

Session 2022/23



We Shine!

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The information in our handbook is updated on an annual basis to best reflect the current information about our school and nursery setting. June 2022.

Introduction from Head Teacher

Dear parent / carer

Welcome to Dunnottar School Nursery.

I am looking forward to meeting you and your child at the nursery and forming a positive partnership together with the Early Years team.

This handbook is packed full of practical information to support your needs throughout your child's Nursery years. You will find the team friendly and approachable, and our door is always open to support you, answer questions or point you in the right direction.

Parents role

Parental involvement is especially important to us at Dunnottar School and Nursery, and there are many ways that we will communicate with you:

- Dunnottar Parent Voice Group
- Induction and Curricular sessions
- Pupil Profile
- Open Door Policy
- Assemblies
- Sharing Learning – stay and play
- *Update and Review Meetings*

Play is the way at Dunnottar Nursery. Both outdoor and indoor play is led by the children with our staff planning responsively from their observations, thereby ensuring progression of learning and skills.

I look forward to sharing in your child's time with us as they grow, learn, and progress every day.

Karen Johnstone

Head Teacher

General Information



Dunnottar Nursery is not located on the school site.

Address - Mill of Forest Road, Stonehaven, AB39 2GZ

Telephone: Main Office: 01569 690505
Nursery Class: 01569 690508

Email - dunnottar.sch@aberdeenshire.gov.uk

Website - dunnottar.aberdeenshire.sch.uk

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

Dunnottar School has a roll of approximately 185 children from Nursery to Primary 7. Dunnottar Nursery is based on the Carronhill campus.

Communication

You will be greeted each morning by a member of our lovely Dunnottar Nursery team. News and information about your child's day will be communicated during pick up and drop off times. Staff will be happy to address any queries during at this time. If you would like to speak to a member of the Senior Leadership Team, an appointment can be made at the main school. You can do this by phoning 01569 690505 or by making an appointment through the school office. Where possible we operate a paperless system in nursery and try to send most letters and information via email.

The nursery uses a range of approaches to share information about your child's learning and progress. These include:

- Use of Groupcall to text and email
- School Website: www.dunnottar.aberdeenshire.sch.uk
- Newsletters
- Events
- SeeSaw profiling app
- Open days
- Stay and Play sessions
- Parent/carer consultations
- EYSP Open Door Policy

Staff Information

Children’s first and most enduring bond is with you and their wider family. These strong, sustained, and resilient emotional bonds and attachments are the foundation for healthy development. Staff will work in partnership with you to build trusting relationships that will support you and your child throughout their time with us.

Nursery staff are professionally trained to support children in discovering 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. Whilst each member of our team has varying responsibilities we work closely as a team for the benefit of our children and families.

Head Teacher	Mrs Karen Johnstone 	
Early Years Senior Practitioner (EYSP)	Mrs Debbie Henderson 	
Early Years Lead Practitioner (EYLP)	Mrs Pamela Sutherland 	
Early Years Practitioners (EYP)		
Mrs Judith Robertson 	Mrs Allison Lever 	Miss Sarah Taylor 
Office Staff	Mrs Kathleen Edwards	

Our Vision Values and Aims

At Dunnottar School, we endeavour to be a Centre of Excellence, where children can achieve their full potential in their academic, creative, personal, physical, moral and spiritual development. We recognise the benefits to the pupils, of parents and staff working together for the all-round development of each child



We Shine



Nursery Admissions

Nursery intake

In June children and parents are invited to meet with staff and become familiar with the Nursery setting through various transition activities. We regard this as a key step towards working in partnership over the course of your child's time in Nursery. This will include an induction evening which is an opportunity to share information and work together in starting the children's individual profiles. At the beginning of the August term, children are phased into Nursery over the course of 2 weeks for a settling in period.

Returning children are admitted first, thereafter we admit according to our induction groups. This process helps children to become familiar with their surroundings and for nursery staff to get to know your child.

Ante-preschool children are also admitted in October, January, and April.

Split placements

In some circumstances Dunnottar School Nursery class may be able to offer a split placement with another childcare setting. This depends on the spaces and sessions available. Please discuss any arrangement with the EYSP in the first instance.

Attendance

Regular attendance at nursery is important if your child is to benefit from all that nursery offers. Establishing a regular routine around nursery days helps many young children to separate from their parents/carers at the start of the day and settle more readily into daily life in the nursery. Children who attend every planned session develop a feel for the rhythm of the week, gaining a sense of security from the routine. This is because they know what goes on and what to expect, feel more confident with the adults and other children and have more opportunities to be valued and praised for their own special contribution. In this way regular attendance promotes the development of secure attachments and positive relationships with adults and other children, building and sustaining a range of social relationships.

Arrival

Children must be brought and collected by an adult (aged over 16years). Please let us know if your child is to be dropped off or collected by an adult who is a stranger to us, we have a password system in place to ensure children's safety.

Children should be taken to the nursery gate to the right side of the Carronhill School entrance. They will be collected and taken into nursery by a member of staff. We ask that you sign then in and out of the session.

For security purposes the gate and the entrance to the nursery are always locked. Late arrivals should be communicated by phone to ensure that someone is available to collect them. Children may be taken for outings early within the nursery day and may be out in the community therefore it is important to ensure that staff know if you will be late and can let you know where we may be.

If you are delayed and cannot collect your child on time please contact the main school office, who will advise nursery staff.

Absence

If your child is unable to come to Nursery for any reason, please contact the main school office (01569 690505) prior to the session to let us know, voicemail is available when the phone is unmanned – this is important to guarantee your child's safety! If your child is absent and we have not heard for you by 9.30am the EYSP will phone to check that everything is ok.

Nursery Closure & Other Emergencies

Excluding 'blanket closures, which are issued by the Head of Education, Head Teachers decide when schools should close due to severe weather or another emergency. In severe weather they will decide this after receiving information about local weather conditions. This decision can be made during any time, day, or night. These guidelines outline the procedures for dealing with school closures during severe weather or other emergencies.

If your child is in attendance and the nursery is to close early, staff will contact you by telephone. If this is not possible the EYSP will contact your named 'emergency contact.' No child will be released from nursery without contact being made. It is important contact details are current and the people named are available – particularly during severe weather.

Out with school hours, your local radio station is a good place to find out information on school/ nursery closures. The following radio stations receive updated information every 30 mins from our website: **Northsound 1** FM 96.9

- **Northsound 2 MW** 1035 kHz
- **BBC Radio Scotland** FM 92.4 - 94.7MW 810 kHz
- **Moray Firth Radio** FM 97.4 MW 1107 kHz
- **Waves Radio** FM 101.2
- **Original 106 FM**

Twitter

<http://twitter.com/aberdeenshire>

Aberdeenshire Council Website

<https://online.aberdeenshire.gov.uk/Apps/schools-closures/>

You also have the option to sign up to receive email alerts when your school/ nursery updates their closure status:

<https://online.aberdeenshire.gov.uk/myAberdeenshire/>

School Information Line

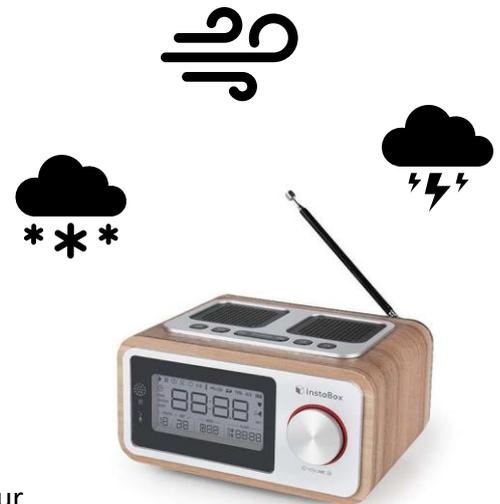
Tel: 0370 054 4999 then 02 16 20. If you cannot get through first time, please do not put this number on redial. This will only lead to the line being busier.

Outings and Parental consents

You will be asked to complete our parental consent booklet prior to beginning nursery. These serve a variety of purposes including:

- Consenting to the use of your child's photograph and video for various purposes within Nursery.
- Intimate care
- Seesaw
- Outings and visits

Please ensure you read these thoroughly before signing and return to nursery as soon as possible once your child starts their sessions. If you have any questions, please contact the EYSP who will be happy to help.



Useful Policies

Child Protection

Everyone has a responsibility to protect children from harm. School staff are in a unique position to contribute to the protection of children and must share concerns with appropriate colleagues and agencies.

Every school has a Designated Officer who has been specifically trained to listen to concerns and act on them, as necessary. The Nursery Designated Lead Profession is Mrs Debbie Henderson (Early Years Senior Practitioner).

Unless satisfied that a child has not been harmed or is not at risk of being harmed, the school must relay their concerns immediately to the Social Work Service and/or the Police. Social Work and the Police will determine when and how the child's parents/carers and other services are to be informed of the concerns.

Local Social Work Office: 01467 537111 / 03456 08 12 06



Illness/Communicable/Infectious Diseases including Covid-19



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. The nursery takes advice from the Health Protection illness exclusions to reduce the spread of any infection this includes 48 hours at home for sickness bug recovery and 24 hours following a fever.

If your child is displaying any or all the three main symptoms of Covid-19:

- New and continuous cough
- Loss or change of taste or smell
- Fever or high temperature

You should isolate and book a PCR test.

Children should remain at home for a period of time when they have any infectious or contagious disease. These include common ailments such as impetigo, chicken pox etc. Please contact your GP or local health centre for up-to-date advice if you believe your child may have a communicable disease. When children are unable to attend nursery because of sickness or diarrhoea, they should not return to nursery until 48 hours after symptoms have passed. For further information regarding how long children need to be kept at home and not sent to school either contact the school office or go to www.nhsgrampian.org exclusion policies for infectious diseases.

Medication

Over the course of your time at nursery there may be occasions when medication is required. The nursery has an administration of medication policy. Please discuss your child's needs with a member of staff as this will trigger the completion of a health plan alongside the administration of medication forms enabling staff to support your child's medical needs.

First Aid

Children are busy and active during Nursery. Occasionally they may have an accident. For example, they may bump their head or scrape their knee. A member of staff, trained in First Aid will attend to your child. They will record the injury and the treatment administered. You will be given a copy of this information. In the event of a more serious accident parents/carers or the child's designated emergency contact will be contacted immediately

Healthy Eating



Mealtimes and snack are an intrinsic social part of the nursery day. Children will be provided with a varied and balanced choice throughout the day. 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. Children are encouraged to try a range of healthy foods through which they learn where foods come from and how healthy foods help them grow and develop. Menus are designed by the catering team and run on a 4 weekly cycle, these are available on request or [here](#).

If your child has any food allergies, please inform the nursery staff immediately so we can formulate a health plan and make alternative arrangements with the catering team.

There is no cost for meals or snacks.

Toothbrushing

Childsmile is a national programme designed to improve the oral health of children in Scotland. Parents will be issued with a letter from 'Childsmile' giving more information. Your child will be automatically enrolled in the programme, however, if you do not wish your child to participate, please write or email stipulating this.

Every 3 and 4-year-old attending nursery in Scotland is eligible to be offered:

- free daily supervised toothbrushing in their nursery
- free dental packs, which contain a toothbrush, toothpaste of at least 1000 parts per million (ppm) fluoride and oral health messages.
- oral health education.

Childsmile

Further policies

Additional policies can be found on Dunnottar School website on the nursery pages.

www.dunnottar.aberdeenshire.sch.uk

Admissions and Settling in Policy	Promoting a Positive Learning Environment
Management of Medication Policy	Child Protection Policy
Intimate Care Policy	Oral Health Policy
Health and Hygiene Policy	Infection Control Policy
Learning and Teaching Policy	Provision of Food Policy
Fire Evacuation Policy	PPE Policy
Risk Assessment Policy	Whistleblowing Policy

Preparing for Nursery

Items to bring with you

Nursery life is a time of action, hands on learning and enjoying various activities including messy ones! Aprons are provided to protect clothing however we encourage you to dress your child in play clothes (tracksuits, leggings, sweatshirts, t-shirts for example) which will allow them the comfort and freedom to explore, free from the worry of spoiling 'good' clothes and allowing them to fully engage in the opportunities they are presented with. Comfortable easy to change clothing also supports your child with dressing and undressing independently.



Dunnottar Nursery branded uniform comprising maroon sweatshirt/ cardigan and marron / white polo shirt both are available for purchase [here](#).

It is helpful to have a nursery kit bag (a small rucksack or drawstring bag) that can be left on your child's peg to support their new adventure and prepare them for all eventualities in our changeable climate. At Dunnottar nursery children have access the outdoors daily, regardless of the weather therefore clothing to suit the climate is essential.

Useful items that will support your child throughout their time in nursery

include:

- A complete change of clothing – Activities can be messy and occasional toileting accidents may happen so please ensure your child has at least one complete change of clothing.
- Indoor hard soled shoes - such as Velcro fastening sandshoes or plimsolls (not crocs or slippers) to be kept in their indoor shoe box.
- A water bottle – this supports staff encouraging free access to water children to remain hydrated throughout the day.
- Weather appropriate clothing suitable for outdoor play and visits as follows:
 - Sun hat / sunshades
 - Factor 50 sunscreen
 - Waterproof suit / waterproof jacket & leggings
 - Wellies / Waterproof boots
 - Warm hat, gloves / mittens
 - A seasonally appropriate jacket
 - Plenty of socks!
- Parents are also responsible for providing any individual sundry items such as nappies/ pull ups and wipes should these be required.

Remember to clearly label ALL your children's belongings to make identifying them easy!

Toys from home

We do not encourage children to bring toys from home. However, if a small familiar toy offers some feeling of security for your child, then bring it along. However, please understand that we cannot be responsible for lost or damaged toys.

Independence and responsibility:

Encourage your child to dress, put on shoes and do fastenings. We do not expect Nursery children to be able to tie laces – this will come later – but Velcro shoe fastenings are a bonus! Please encourage them to take responsibility for their belongings. Try to point out a special markings or picture on a piece of clothing or footwear so that they can identify their own things. They may be able to recognise the first letter of their name or the shape of their name. Please label their personal belongings, they could then look for this on their clothing label or inside their shoes. There are always some particularly helpful tips available on the [Parent Club Website](#).



Toileting:

Your child may or may not be toilet trained. If your child requires support and encouragement with toilet training, please share this information using the 'all about me' section of your pack. Staff will then discuss and agree the support your child requires, which will be followed during the Nursery Session.

Parents/Carers of all children are required to sign a form consenting to the intimate care of their child when necessary.

Nursery safety:

The nursery uses a range of measures to keep children safe during their time with us. The nursery door is secured by an electronic locking mechanism, all staff have ID badges and visitors are assigned badges to identify them during their time on site.

Staff are trained in dynamic risk assessment and understand the safety procedures in place throughout the day, encouraging children's awareness of safety through regular discussion of risk assessment and hazards. Risk assessments are in place for the nursery site, community spaces that the nursery extensively uses such as the beach and woods and the activities / experiences offered throughout the year.

Secure procedures are in place for pickup arrangements, you will be asked to nominate a safe pick-up list on registration. Staff will record daily who is expected to pick up your child at the end of the session. We understand that there will be some circumstances when life happens, and you may be late, or the expected person cannot make it. A secure password is requested in your registration documents to mitigate these times. If an unknown adult is coming to collect your child nursery staff will not release your child unless the correct password is used to ensure safety.

Fire procedures notices are displayed throughout the nursery. Regular fire drills are carried out throughout the school year, and we ensure that children evacuate the building as quickly and calmly as possible.



Additional support needs

“Every child has a different learning style and Pace each child is unique not only capable of learning but also capable of succeeding”

Robert John Meehan



At all times we try to ensure that each child progresses as an individual. A range of support services are available to assist children with additional support needs either in the short or long term, for instance, additional support may be required for a child or young person who is gifted, has behavioural or learning difficulties, is bereaved, is deaf or blind or has medical needs. Advice may be sought with parental agreement from a range of professionals such as Psychologists, speech therapists, physiotherapists, occupational therapists, dieticians, teachers for the visually and hearing impaired. Support plans are drawn up with the involvement of all persons involved in the child’s care and followed by the nursery team.

Getting It Right for Every Child (GIRFEC)

GIRFEC is a national approach in Scotland to improve outcomes for children. At Dunnottar School Nursery we understand the importance of the contribution our practitioners make to this process. Everything we do for the children in our care promotes, supports, and safeguards children’s wellbeing.

Most children get all the help and support they need from parents, wider family, and community however sometimes children need a little extra help. The GIRFEC approach is about making support accessible and responsiveness for the needs of the family.

Using GIRFEC wellbeing indicators staff record observations and concerns to put together an individual plan for each child. The approach supports the recording of information in a consistent way providing a shared understanding of the needs of a child. GIRFEC aims to have in place a network of agencies to support wellbeing so that children and families can get the right help at the right time. This network will always include family and or carers, our nursery, and the universal health services as appropriate and in some cases a social care worker may be involved. Parents of children requiring this level of support will be fully engaged with a multiagency team.



Play and learning at Dunnottar School Nursery Class

“Play is an intrinsic part of human nature and development. For babies and children, the essential role of play is well documented. Through play a child develops their cognitive, social, emotional and physical capacities. Through play, the child can learn to answer their own questions, learn new skills and learn to work collaboratively with other children and adults.”

Realising the Ambition, Being Me. National practice guidance for Early Years in Scotland from Education Scotland.

Entitlements

'All of our children and young people are entitled to a range of exciting and motivating learning experiences which prepare them for the future.'

A Curriculum Framework 3 – 18 for Aberdeenshire

These entitlements are:

- A coherent 3 – 18 curriculum
- Cultural experiences
- Environmental experiences
- Health and wellbeing
- Creative and enterprising experiences
- Vocational experiences

Our Nursery team incorporate these entitlements when planning with the children. Children's interests are the main driver of planning, and our staff work alongside children to gather their ideas through mind maps, discussions and floorbooks. Planning overviews are displayed within nursery, and we always encourage parents to contribute any ideas and resources to support children's learning.



Play and active learning.

"Play is not frivolous. It is not something to fit in after completing all the important stuff. play the important stuff. play is a drive, a need, a brain building must-do"

Denita Dinger

Play is essential for children's health and well-being. Your child will be following a play-based curriculum when in at Dunnottar School Nursery class. Play is the natural way in which children learn and develop the ability to make connections between knowledge and real-world experiences. Play supports children to extend and build connections supporting understanding and skill development. Opportunities for fun, engaging, sometimes complex play activities that encourage children to build relationships, inquiry and support physical development are at the heart of our curriculum.

Community based learning:

Dunnottar School Nursery class enjoy trips and outings to learn about their own community. This supports us in building a curriculum that is relevant to our current learners and families.

Being active within the community may involve:

- Forest Schools at Dunnottar Woods
- Whole / partial school experiences at Dunnottar School
- Adventures in the park
- Exploring the beach and harbour
- Visits to the library
-

Outdoor learning:

“The outdoors offers limitless potential to young children. It becomes a place they can go to relax their mind, to be inspired and to deep dive into the world of imagination. It is a place where they can design, create and explore. The possibilities are endless.”

Angela Hanscom

At Dunnottar School Nursery we value outdoor play. The benefits for young children playing in outdoor spaces is heavily researched showing that through utilising outdoor spaces children build resilience, manage risks, and begin to understand and challenge their limits. Natural spaces offer children opportunities to explore and rise to challenge, supporting them to develop their capacities through practice and perseverance, building confidence in their ability, strength, and balance.

Natural spaces encourage creative play and storytelling as children engage with potions, mud kitchens, dragons, deb building and creating characters and stories to explore. Children engage more readily with natural materials, exploring texture, scent, and viscosity as they mix, paint and squish mud, sand, grass, flowers, and other materials.

Mathematical and scientific concepts abound in the outdoors and staff work with children to recognise and further the opportunities as they present throughout the session, ensuring children’s progress across the whole of the curriculum.

Our philosophy is that learning can happen in all weathers, encouraging children to enjoy, wind, rain and snow, ensuring that joy is found in all elements of nature, after all we live in Scotland where sunshine can be in short supply! By ensuring that children are dressed appropriately we will be able to venture out every day although we may limit the time spent outdoors if weather is severe.

Curricular Areas

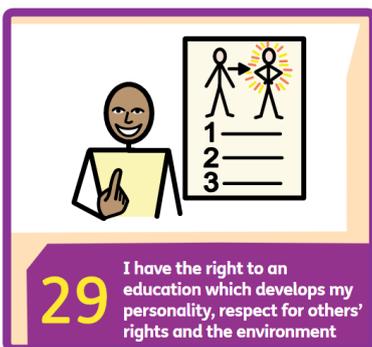
The 3 – 18 curriculum is made up of eight curricular areas or organisers:

Expressive Arts	Religious and Moral Education
Health and Wellbeing	Sciences
Languages	Social Subjects
Mathematics	Technologies
Expressive Arts	Religious and Moral Education
Health and Wellbeing	Sciences
Languages	Social Subjects
Mathematics	Technologies

Interdisciplinary contexts are carefully planned to provide a wide range of quality learning experiences which will challenge and provide opportunities for developing skills for learning, skills for life and skills for work. At the core of the curriculum is a continuous focus on wellbeing and developing foundational skills for literacy and maths through active outdoor play and inquiry.



Planning



Children learn and develop friendships naturally through play. Careful observation and quality child-staff interactions allow us to plan for and provide rich learning contexts. Children who are actively engaged with tasks that have a clear purpose will be more likely to transfer knowledge and be able to apply it in different situations. We strive to motivate, encourage, and enhance learning opportunities for every individual. We share our plans through our Nursery Planning, Talking and Thinking Floorbooks and information on the Nursery noticeboards.

Our approach reflects Aberdeenshire's 3 – 18 Curriculum Framework and Curriculum for Excellence, which aims to develop four capacities in our pupils as illustrated below.

Scotland's approach - the four capacities



Assessment and reporting

Staff observe children all the time, make notes and track their learning. Observations are shared regularly through your child's e-learning profile. E-profiles contain photographs and examples of work that track their learning. You will be given details that will allow you to access this from home through the Seesaw app. Children are encouraged to view and interact with their profile and to share their learning and achievements.

Learning and progression

Throughout the year we offer opportunities for parents to join us either in stay and play sessions or to be a part of specific experiences such as trips to the forest or the beach. This allows time for parents to see and interact with their child within the nursery environment and to support discussion with staff as to how children are progressing.

Opportunities for regular reviews of children's learning and development are offered either formally or informally once a term. If you or the nursery team have any concerns regarding your child arrangements can be made for a meeting out with these formal opportunities.



Supporting learning at home

You can support your child at home in numerous ways as you include them in family life:

- reading at least once a day,
- encouraging them to participate in household tasks such as sorting laundry, sweeping leaves,
- baking and cooking meals alongside you,
- singing and sharing nursery rhymes,
- cutting and sticking pictures from magazines,
- discussing letters, numbers, and colours when out and about,
- Using the weather – shadows, rain, puddles, mist, snow, wind etc to extend your child's vocabulary,
- Planting and growing in pots or in a garden patch.

Experiences such as these support the development of skills and muscle control which underpin the foundations of learning. Talking about your day and encouraging your child to tell you about their time at nursery as well as looking together at their learning journal will prompt them to share their adventures with you, building their communication skills.

Parent/Carer Opportunities

Throughout the year there are opportunities to participate as a parent/carers helper during a nursery session. Parents are encouraged to help in the nursery in various activities – working with children during art and crafts, reading stories and exploring outdoors.

If you have any specific skills, interests, or talents you would be willing to share with small groups or the class during a nursery session please let us know as these contributions are always valued. Other occasions when parents may be asked to help include nursery outings or parties. These are also opportunities for parents/carers to support staff checking and preparing resources.

Parent/carers are invited to join us for our termly "Stay & Play" sessions, lasting around an hour. These opportunities give parents/ carers/ grandparents an insight into life in our nursery. Children love to show adults around and have you there to play with them. The format of these sessions regularly alters, reacting to parent, staff and children's ideas and input. Be prepared you may spend time, indoors, outdoors, or out in the community depending on that days plans!

Parental Engagement

There are a number of ways to engage with nursery throughout the year. We offer opportunities for feedback through 'question of the month', regular surveys / questionnaires, volunteering or you may wish

to be a part of the parent voice group. Information regarding the Parent Voice Group can be found through the main school office.

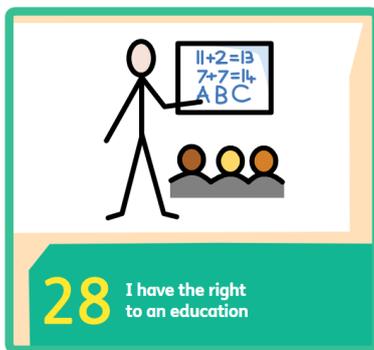
NEW FOR SESSION 22/23 once a term you will be invited along to join a parent focus group. This will be an opportunity for a coffee and a chat about 'Nursery life.' These meetings are very informal, but hugely beneficial. Among other things these meetings will allow parents to discuss any issues or ideas they may have, give their opinion, or hear about some new initiatives being explored in the nursery.

Going off to school:

Admissions:

Parents of children who turn 5 between the first day of school and the last day of December can request to defer their child's entry to the following August. These deferrals are not automatic and are subject to approval by the local education authority. Parents of children born in January and February may also choose to defer their child's entry; these requests are automatically approved."

Growing up in Scotland



New entrants to P1 are enrolled early in the calendar year for entry to school in August. This is for children who will be five on or before the school start date in August. Those that have their fifth birthday between the August start date each year and the end of February the following year, may also be admitted.

Go to: <http://aberdeenshire.gov.uk/schools/information/primary-school-registration/>

In accordance with the Aberdeenshire Early Learning and Child Care Policy there is an opportunity for entry to school to be delayed.

If your child was born between the 1st January and 28th February, she/he has a statutory right to delay entry to Primary One. The Deferred Entry Request Form can be obtained from the nursery. You need only complete Section A of the Deferred Entry Request Form and submit to the setting together with an Early Learning and Childcare application form.

NOTE: All 3 years olds returning for another year of nursery MUST re-enrol their child through the admissions process. Spaces cannot be guaranteed once the admissions process is completed, and you may lose your preschool place.

If your child turns 5 after the first day of school and the last day of December and you wish to delay your child's entry to Primary One, you must discuss this with the Head Teacher of the school where you intend to enrol your child for Primary One. Following this discussion, if you then wish to proceed, please submit a Deferred Entry Request Form to the primary school. This form is available from the primary school. All applications for deferred entry to Primary One go to a decision-making cluster panel.

Please note that pupils who attend our Nursery classes are not automatically admitted to our Primary department.

Staff from the primary one class and nursery will work together throughout the year to ensure a smooth transition from nursery to primary. Parent meetings take place in the summer term to provide information about the transfer of children into Primary one. Dates of these are usually distributed after the Easter term.

Quality assurance and improvement



The nursery has established systems to internally monitor and evaluate all areas of its work. As a registered setting our nursery will also be inspected regularly by the Care Inspectorate and be included in joint Care Inspectorate/ Education Scotland programme alongside the school. You will be fully informed of the outcomes of these inspections and can find previous reports [here](#).

Each year the nursery produces a Nursery Improvement Plan, outlining focus areas that staff and children will be working on in the coming year. We welcome your feedback and encourage you to engage with us in a variety of ways such as filling in questionnaires and surveys, involvement with the Parent Voice Group and opportunities to volunteer in projects, visits, and outings.

Comments, Compliments and Complaints.

Dunnottar School Nursery Class is committed to delivering a quality service to all our users. We aim to take effective action to ensure standards are upheld and welcome being informed where they have not been satisfactory.

The School and Nursery has a 'Complaints Policy,' which is displayed on the Nursery Notice board. We encourage feedback about the service we operate as we continually evaluate our practice. In the first instance please talk to the nursery team. If the issue is not dealt with satisfactorily, please contact the EYSP and an appointment can be made to discuss issues confidentially.

Aberdeenshire Council has a 'Comments, Compliments and Complaints' policy. Copies of this policy can be obtained from the nursery, school office or www.aberdeenshire.gov.uk.

The Nursery is regulated and Inspected by the Care Inspectorate. You can also raise a comment, compliment, or complaint with the Care Inspectorate by telephoning 0345 600 9527, writing to them at Care Inspectorate, 48 Huntly Street, Aberdeen, AB10 1SH or filling in a complaint form online at <http://www.careinspectorate.com/index.php/scswis-complaint-form>. More information about the Care Inspectorate and the Health and Social Care Standards can be obtained from www.careinspectorate.com. You will receive a written reply within 20 days.



Dunnottar School Nursery Staff are registered by the Scottish Social Services Council (SSSC) which can be contacted by telephone on 0345 60 30 891. More information about the SSSC and codes of conduct can be obtained from [Contact The Scottish Social Services Council - Scottish Social Services Council \(sssc.uk.com\)](http://www.sssc.uk.com)

We look forward to having your child join us in Dunnottar School Nursery and hope that you all have an enjoyable nursery experience.