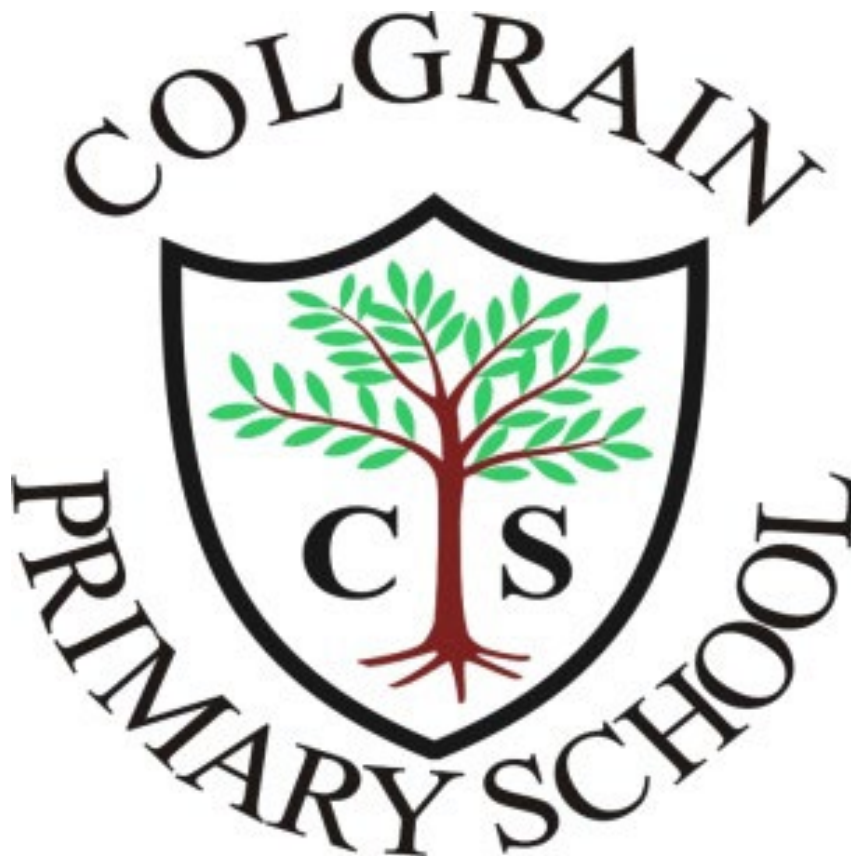


Colgrain Pre-5 Unit

Parent Handbook



**Colgrain Pre-5 Unit
Redgauntlet Road,
Helensburgh,
G84 7TZ**

Tel: 01436 673557

enquiries-colgrain@argyll-bute.gov.uk



Welcome

Welcome to Colgrain Pre-5 Unit and Primary School. We are delighted that you have chosen to register your child(ren) here for their pre-school education. We pride ourselves in providing quality education in a nurturing, stimulating environment which is safe and secure. We aim to ensure the best start for all children in our care. Your child will be supported to learn through play and other experiences, following the Early Level of Curriculum for Excellence and the Developmental Milestones appropriate to your child.

We are always interested in your ideas, concerns and your support. We seek to form a partnership with you to ensure your child's needs are met. Your child is about to start nursery for the first time. This is a very important stage in your lives and a day you will never forget! It is natural to have some questions at this stage therefore we hope this pack will answer most of them and help you to prepare yourself and your child for nursery.

Please do not hesitate to get in touch, should you have any questions.

Staffing

Mrs Pauline Walsh (Head Teacher)

Miss Lesley Watt (Acting Head Teacher)

Mrs Linda Candlish (Depute Head Teacher)

Mrs Chelsey Dolan (Lead Childcare and Education Worker)

Mrs Sandra Cunningham (Childcare and Education Worker: Blue Group)

Mrs Gillian Dougan (Childcare and Education Worker: Orange Group)

Miss Fiona Porter (Childcare and Education Worker: Green Group)

Mrs Courtney Williams (Childcare and Education Worker: Red Group)

Mrs Rechelle Calderbank (Childcare and Education Worker: Purple Group)

Mrs Wilma Brown (Childcare and Education Worker: Yellow Group 3 Days)

Mrs Aimi Sharkey (Childcare and Education Worker: Yellow Group 2 Days)



General Information

Sessions at Colgrain Early Education and Childcare Centre run from **8:40am – 2:40pm.**

We request that if your child is unable to come to nursery then you should inform the School Office by telephone before your child is due to arrive.

Upon arrival at nursery, your child will be encouraged to recognise their name card and to register themselves at the self-registration wall. It is important that you encourage your child to do this independently as it allows them to be familiar with how their name appears in print.

Specific information about the Nursery can be found on our Parent Notice Board. If you are unable to find what you are looking for, please ask a member of the Nursery staff or check our school website or Twitter.

Colgrain Primary School and Nursery website

<http://www.colgrain.argyll-bute.sch.uk/>

Colgrain Primary School and Nursery Twitter

<https://twitter.com/ColgrainPS>



Lunch

Lunchtime should be a happy, social occasion for children and staff alike. During your child's day at Nursery, they will have the opportunity to have a hot meal provided by our Catering Team. Alternatively, you are able to provide a packed lunch from home. During lunch, children are encouraged to develop independence through self-serving and helping to set the table.

Individual dietary requirements are respected. We will gather information from parents regarding their children's dietary needs, including any allergies and religious observations. Mrs Wendy Gannon, Catering Manager is available to meet with Parents/Carers to discuss individual needs.



Outdoor Learning

Outdoor play is central to how children grow and develop but also to how they learn, engage with, and become empowered by, their interactions, environments and experiences. As part of the implementation of 1140 hours, as per the curriculum, children are given the opportunity to access the outdoors throughout the nursery day. If your child has been absent due to illness, please ensure they are well and ready to return to both indoor and outdoor play. Playing outdoors enhances learning and is fundamental for children and young people to thrive in health, wellbeing and development.

The nursery provide outdoor, waterproof suits for the children to wear each day. All staff adhere to guidance from relevant policy and guidance (My World Outdoors, Three Assets Approach, Out to Play, Space to Grow, Realising the Ambition etc).

Please note, should weather warnings be in place, children will not go outdoors.





Medical Information

Your child's health and wellbeing is of utmost importance to us therefore it is vital that all medical information is kept up to date on your child's record. We require information about any conditions or allergies your child has. In the event that medicine needs to be administered during a Nursery session, the medicine must be labelled from a pharmacy and a medicine administration form must be completed by the parent/carer. Furthermore, we require information regarding the time the child received their last dose of the medicine. We are not permitted to administer the first dose of any medication to a child due to the risk of a reaction.

Physical Education is a key area of our Curriculum. Should you choose to have your child's ears pierced, it is better to do so during school holidays as they will be unable to participate in PE whilst wearing earrings. We are not permitted to remove earrings for children.

If your child becomes unwell at Nursery, we will contact you to collect them. It is important that your contact details and emergency contact details are kept up to date.



Preparing Your Child for Nursery

Promoting Independence

Your child will really benefit from being encouraged to be as independent as possible when they start attending nursery. Of course, our nursery staff will always be on hand to help but children feel a real sense of achievement with they can accomplish things by themselves. For example, your child will have regular access to an outdoor space so being able to put their coat on and zip it up independently will really help them. We would ask that you encourage your child to change into their indoor shoes themselves too. This skill is useful now and when they start school.

We would encourage you to complete your child's toilet training well in advance at home before they start nursery as this helps with the transition from home to nursery.

Communication and Language

Listening and attention skills – Your child will be given many spoken instructions throughout their time at nursery. A lovely activity to promote good listening is to go on a 'listening walk' where your child listens for all the sounds around them in the environment, parks or streets.

Understanding spoken instructions – Instructions given can often contain several parts for a child to remember. A simple game of 'Simon Says' can really help. You can give instructions containing two parts e.g. 'Simon says touch your nose, then clap your hands'. It's a good idea to start off with one step instructions and gradually build up to two or even three steps. It is fun!

Social Skills

Being able to interact appropriately with other children and share resources is a key skill that will really help your child when they start nursery. Play dates with other children will help to promote these skills. During the play date you could model useful social phrases such as 'my turn please' or 'let's share'.



Mathematical Development

Counting verbally and one to one – Being able to count numbers verbally to at least 5 will be of great benefit to a child starting nursery. Please practise counting up to five, and backwards too. One to one counting can also be done incidentally throughout the day, for example, counting steps as your child climbs the stairs. You can count anything! How many lampposts are on the street? How many houses have a red door? How many pieces of fruit are in the bowl?

You can also sing counting songs, many of which are available online.

Shape, size and quantity – You could go on a shape hunt to see how many circles, squares, rectangles and triangles your child can find. You could look for patterns too.

Number recognition – A number hunt is a fun way to look for numerals on doors, buses, cars, signs, at home or at the shops!





Developmental Milestones



As part of the Early Years Collaborative, a Scottish Government initiative which asks local organisations with parents and children in their Local Authority area to work together to improve our children's future, Argyll and Bute Council uses a Developmental Milestones Toolkit alongside the Learning and Development Framework.

Our Pre-5 practitioners will work with you to support your child's development in the following key areas:

- Social, Emotional and Behavioural
- Cognitive
- Speech and Language
- Gross motor
- Fine motor

These developmental areas are linked to the wellbeing indicators; Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included (SHANARRI) associated with Getting it Right for Every Child (GIRFEC). All children are individuals and will develop at different rates. This can vary across different aspects of development and one aspect may impact on another.

Social, Emotional and Behavioural

Babies and children have feelings and emotions from the moment they are born. As children grow, they become more aware of themselves and others. To develop positive images of themselves, a child needs love, security and a feeling of trust. It is important that children are encouraged to learn about being co-operative, positive and caring towards each other. Having significant trusted adults in a child's life who are positive role models helps children develop self-esteem and a positive image of themselves and others. Children need to be given clear, realistic, consistent boundaries; this helps to avoid confusion and gives them a sense of security. When children are encouraged to have a go, feel valued, and know that their opinions and decisions are listened to, they become happy, confident individuals.



Cognitive

Cognitive development refers to thinking skills such as remembering, understanding, applying, reasoning and creativity. Children develop cognitive skills by learning about causes and effects in play and everyday life activities, and noticing similarities and differences in things around them. Thinking skills help make all experiences more meaningful to children. You can help your child develop her thinking skills at home.

Speech and Language

Speech, language and communication are an essential part of our everyday lives. Children develop communication skills from birth discovering that they can communicate their needs through their first sounds, facial expressions and body language. Talking is one of the most important skills your child will learn. The process of developing speech occurs naturally when appropriate stimulation occurs in which you have a very important role to play. Talking and listening to your child while going about your daily routine will help him to build an understanding of words, sentences and conversations and help him learn how to talk. Singing simple songs and reciting nursery rhymes with your child are an excellent way of helping him to catch the language they are learning.

Gross Motor

Gross motor skills are those which require whole body movement and involve the large muscles of the body to perform everyday functions such as standing, walking, running, and sitting upright. It also includes eye/ hand coordination skills such as ball skills. Children develop their large movement skills, co-ordination and strength as they explore physical play. Providing opportunities to play physical games at home will give children the opportunity to practise and develop confidence in managing movement challenges such as running, balancing, climbing, crawling, jumping, bending and stretching and also throwing and catching.



Fine Motor

Fine motor skills are the movements produced by the body's small muscle groups in precise use of the hands and fingers enabling grasping small objects, pointing, using cutlery, drawing, fastening clothing. These movements involve strength and dexterity and hand-eye co-ordination and you can help your child develop these skills at home.



Curriculum for Excellence

curriculum for excellence



Confident Individuals

- ✓ Encourage your child to use the toilet independently and support them by ensuring they are wearing 'easy up and down' clothes.
- ✓ Encourage them to attempt to put on their shoes and jacket and support them by labelling clothes.
- ✓ Help them find words to describe and feel confident about expressing their feelings

Responsible Citizens

- ✓ Encourage them to take responsibility for tidying away toys.
- ✓ Support them as they take responsibility for pets and plants in the garden and house.

Effective Contributor

- ✓ Prepare for starting nursery by talking about nursery and what might happen there.
- ✓ Meet up with other children and talk about expectations and experiences and play.
- ✓ Encourage them to share toys, equipment and space with others, supporting them as they negotiate.

Successful Learner

- ✓ Share books of all kinds and discuss likes and dislikes.
- ✓ Listen and respond to simple information/instructions.
- ✓ Look for print and numbers in the environment.
- ✓ Practise counting through simple songs and rhymes.
- ✓ Know their name and become familiar with what it looks like.
- ✓ Make marks where ever possible; chalk on the pavement, fingers on steamy windows, sticks in the sand etc.



Froebelian Approach

At Colgrain ELC, we are inspired by Froebelian principles and practice, which are embedded in the care and learning we provide for children. Friedrich Froebel created the first kindergarten, a place where children could grow and develop at their own pace, nurtured by knowledgeable and supportive adults. Froebel saw children as active, curious, creative learners who learn best through activity, play, talk, and self-reflection. Like Froebel, we value the importance of play as it helps children reflect on, and understand themselves, as well as the people and world around them.

- Play develops awareness of symbols and symbolic thought where children operate at their highest level
- Self-chosen play activities help develop determination, concentration, persistence and satisfaction, which are important features of work-like activities in adult life
- Play is increasingly social and fosters friendship, fairness and the understanding of rules and care for others

At Colgrain, we encourage children to be autonomous learners, giving them the freedom to engage with nature, access to open ended resources, rich first hand experiences and the time to explore and learn at their own pace.



Realising the Ambition: Being Me

Realising the Ambition: Being Me is the national practice guidance document for early years in Scotland. The guidance provides key information in relation to current research and evidence about how children develop and learn.

At Colgrain, we are passionate about the high quality interactions, experiences and spaces we need to provide for young children to help them thrive. This guidance supports our setting to ensure there is a clear understanding of curriculum progression and continuity in children's learning and development.

Home – Nursery Partnership and Family Learning

We realise that your child is only with us for a short period each day and for that reason we like to have an open dialogue with you.

Each child has a key worker who will report back to you on a regular basis although all keyworkers get to know the children very well. We have an open-door policy here at Colgrain and urge you to tell us about any issues or concerns you may have. This will enable us to support you and your child.

At two key points in the year, you will be asked to complete an 'All About Me' document about your child. This is a legal document which we must hold for each child.

Family Learning encourages family members to learn together as and within a family, with a focus on intergenerational learning. Family learning activities can also be specifically designed to enable parents to learn how to support their children's learning. Family learning opportunities lead to stronger home-school links which subsequently improve outcomes for learners.

At Colgrain Pre-5 Unit we provide opportunities throughout the year for families to work with us and engage in information sessions and sharing events. We hold regular stay and play sessions which provide you with the opportunity to come into the nursery and play with your child. We actively encourage you to try and attend these sessions, as it is a great way for us to build a strong partnership with you, but it also allows you to gain an insight into the play and learning that takes place here at Colgrain.



Parental Involvement – Planning

We recognise you, the parents/carers, as a key partner throughout your child's time at Colgrain Pre-5 Unit and actively encourage you to contribute to our forward planning. Our planning wall, which can be found inside the nursery, is regularly updated, according to the child's interests and the learning that is taking place.

We eagerly welcome parents and carers to join with us in the Nursery to share their skills and expertise. Please contact a member of Nursery staff if you would like to do this.

Each child will have a learning log for you to look at and take home, as well as an online learning log via 'Seesaw'. Photographs and information will be updated regularly so that you can share with your child what they have been learning about in Nursery. Often, seesaw posts will contain a 'home' link, which is a great way for you to continue your child's learning at home. We would encourage parents/carers to comment on photographs as we often share these comments with the children.

Wider Achievements

At Colgrain Nursery we like to celebrate the successes and achievements of our young people and their families in and out with nursery. If you have any exciting news or achievements then we would love to add it to our 'Well Done Wall'. The children love to look at this wall, and are always very proud to show off what they have achieved.

Early Level – Curriculum for Excellence

Early level within 'A Curriculum for Excellence' spans from Pre-5 into Primary 1. We work very closely with the pupils and teachers in Primary 1 throughout the year which helps us to build strong and well established connections, making it a much more comfortable transition for the children when they move up to primary one.

All pupils participate in Free Flow sessions weekly, where they interact and learn together. Free Flow forms an important part of our Pre-5/Primary 1 transition programme each year.



Useful Websites/Links

Early Years Collaborative

<https://www.careandlearningalliance.co.uk/our-services/early-years-collaborative/>

Play@Home Activity Sheets

<http://www.healthscotland.com/documents/20735.aspx>

Every Day's a Learning Day Resources

<https://education.gov.scot/parentzone/Documents/EveryDaysaLearningDay3to6.pdf>

Scottish Book Trust—Parents' site

<http://www.scottishbooktrust.com/reading/parents>

Ready Steady Toddler Hands-on Guides

<http://www.readysteadytoddler.org.uk>

Play Talk Read

<http://playtalkread.org>

Infant and Toddler Forum Support

<https://infantandtoddlerforum.org/>

Ziggy Guide to Road Safety

<http://www.gosafewithziggy.com>

Colgrain Primary School and Nursery Website

<http://www.colgrain.argyll-bute.sch.uk/>

Colgrain Primary School and Nursery Twitter

<https://twitter.com/ColgrainPS>



Service Pupil Advisor

Children and parents from Armed Forces families may access support and information from our Service Pupil Advisor, Mrs Emer Flett. Her details are below:

Mrs Emer Flett, Service Pupil Advisor

Helensburgh & Lomond Civic Centre
Education Department
38 East Clyde Street
Helensburgh
G84 7PG

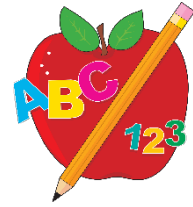
Tel: 01436 658921

emer.flett@argyll-bute.gov.uk





Parental Involvement



Please complete the information below and return to your child's Key Worker.

Name: _____ Tel.No: _____

Child/Children's Name(s): _____

Younger sibling not at school: YES/NO*

Days available:

Monday	Tuesday	Wednesday	Thursday	Friday

Times available: Morning/Afternoon/All day*

Available at short notice: YES/NO*

Any skills or interests that you would be willing to share with us?

I would like to be involved with:

Arts and crafts	√	Gardening	√
Nursery outings		Occasional help	
Modern Languages		Washing towels/aprons	
Music		Library (Tuesday)	
Reading stories		Other ideas:	
Cooking			

*delete as applicable

