

Orchard Brae School



Nursery Handbook

June 2018



Caroline Stirton
Executive Head Teacher

Welcome

I am proud to welcome you to Orchard Brae Nursery. We are extremely privileged to work with so many wonderful children and young people and we have a dedicated team of staff who support each one individually to achieve their potential.

We have a full range of specialist facilities which enables us to provide an extensive, varied, broad and personalised curriculum. We work closely with partners in health, social work and the wider community to support our children, young people and their families.

We welcome you as partners in your child's learning and actively encourage families to be fully involved all aspects of nursery/school life.

Our motto:

Together we grow and blossom.....

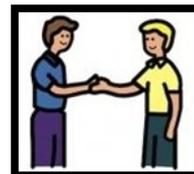
Our values:



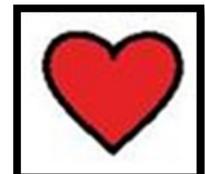
Equity



Positivity



Respect



Honesty



Nurture



Togetherness

Our shared vision:

We are passionate in our shared commitment to provide a learning environment where each pupil experiences a personalised pathway, enabling them to be as functionally independent as possible, achieving their potential as successful learners, effective contributors, responsible citizens and confident individuals and therefore fully equipped to achieve lifelong success in positive destinations, within communities who respect diversity.

Our aims and objectives:

We will learn together

We aim to provide an inclusive, nurturing and appropriately stimulating learning environment, in which people are valued and connected through a strong sense of belonging, understanding the benefits of learning together, enabling everyone to give of their best.

We will listen carefully to each other

We aim to seek and listen to our school community, particularly pupil voice, by embracing total communication and technological advances, to ensure opinions are encouraged, valued and used to influence change, as a Rights Respecting school.

We will participate in our personalised curriculum

We aim to encourage each individual to fully participate and engage in their learning journey by providing a personalised curriculum that is relevant but challenging, which engages the benefits of family learning, uses the knowledge of professional partners and actively seeks community partnerships, to increase life chances for all our learners.

We will engage in learning that is fun and challenging

We aim to deliver high quality and enjoyable learning by gathering and using our knowledge of learners and responding to their needs and motivations through innovative, evidence based practice, which respects risk whilst focusing on appropriate challenge, empowering pupils to develop their curiosity, to become as resilient and independent as possible.

We will work together: families, professionals, and partners

We aim to work very closely with parents and families using, when appropriate, multi-agency approaches in line with GIRFEC, ensuring learners and adults are safe and protected, promoting positive behaviour through nurturing approaches, encouraging optimum health and well-being through professional guidance and using the Child's Plan to guide positive outcomes for learners.

We will challenge ourselves to improve

We aim to know ourselves well by effectively looking inward through robust monitoring, evaluation and tracking in order to use our 'can do approach' to seek improvements by looking outward, investing in sector leading practice. Professional learning and leadership at all levels ensures our skilled team of reflective practitioners, improve and innovate to meet the needs of our learning community and those learners who require outreach support.

We will help our community to understand us

We aim to ensure our pupils are an integral part of our local and wider community through active participation with a focus on ability and developing skills for work and leisure. We will support the community to understand and embrace difference through the promotion of inclusion, sharing best practice and innovative partnerships.

Delivering our Curriculum for Excellence

“All of us do not have equal talent, but all of us should have an equal opportunity to develop our talents”

John F Kennedy

Curriculum Vision and Values

In Orchard Brae School the purpose of our curriculum is to enhance our pupil's life chances. Although our pupils have complex learning needs, we aspire that each individual is enabled to reach their fullest potential and become successful learners, confident individuals, effective contributors and responsible citizens. Pupils are at the centre of everything we do, we listen carefully and walk together, 'bringing life to learning and learning to life'. In all we do, we aim to provide an educational experience which is relevant, broad, coherent and tailored to each child. It is important that we are ambitious for our pupils; our hope is that this will bring them challenge and enjoyment as they progress and deepen their understanding, raise their attainment and gain wider achievement and confidence. Personalisation is critical; all of our learning and teaching approaches begin in response to not only the needs, but the potentials of the individual young person. We begin with what we hope to achieve, ensuring our teaching offers lifelong learning opportunities that promote maximum participation and accessibility to community life, learning, leisure and where possible and appropriate, work.

Information



School Address:	Howes Road, Aberdeen AB16 7RW
Telephone:	01224 788950
Email Address:	orchardbraeschool@aberdeencity.gov.uk
Nursery Mobile:	07741236518
Head Teacher:	Caroline Stirton
Head of Early Learning and Childcare:	Niki Anderson
Principal Teacher:	Heather Liebenberg
School Status:	Free Standing Special Non-Denominational 3-18yrs
Nursery Roll:	40 - 3 to 5yrs
Orchard Brae Connect:	Rebecca Duncan
School Chaplain:	Rev Scott Guy

Office Hours

The school office is open from 08.00 - 16.00. Please help us by making routine telephone calls within office hours. The answering machine is switched on for your convenience when the school office is unmanned. Please do leave a message and we will return your call as quickly as possible.

Session Times

Monday - Friday

Morning Session 8.30 a.m. - 11.40 a.m.

Afternoon Session 12.35 p.m. - 3.45 p.m.

Children maybe dropped off between 8.30a.m. - 8.45a.m. and 12.35p.m.-12.50 p.m. and collected between 11.25 p.m.-11.40 p.m. and 3.30 p.m.-3.45 p.m.

Attendance and Absence

Parents are asked to let the school know if their child is to be absent from nursery for any reason.

If a child is not coming to nursery, parents/carers must inform the escort and the transport company before 8am or before 11.30 a.m. for afternoon children.

This also applies when the child returns to nursery in order that they know the child has to be collected after being absent.

If your child is clearly unwell he/she should not be sent to nursery. If your child becomes unwell at nursery we shall phone you and ask you to come and collect him/her. If a parent/carer is unavailable we shall request that the emergency contact person comes to collect them.

Severe Weather

In severe weather conditions the Head Teacher may decide that the school has to be closed. The closure will be announced on Northsound Radio, probably between 7am and 8.30am. Information is also available on the Schools Information Line and Aberdeen City Website.

Occasionally, school transport may be cancelled because the operator has decided that conditions are too dangerous. In the event of this happening parents/carers should NOT attempt to bring their children to school in their own transport.

If the weather deteriorates suddenly during the day while the pupils are in school, the buses and taxis will be asked to come and collect pupils early and the school will contact parents/carers directly. Should the school be unable to contact a parent/carer, the emergency contact numbers will be used. On days when there is an obvious worsening of weather conditions parents should try to make sure there is someone at home to receive their child.

More information can be accessed at

<https://www.aberdeencity.gov.uk/school-closures>

School Information Line 0870 054 1999.

Orchard Brae School Pin No. 011860.

What to wear

Nursery is a messy place! Please do not send your child to Nursery in expensive clothing. Overalls and aprons are provided for very messy or wet activities. A spare change of clothes, which is clearly labelled, should be sent into Nursery with your child each week. Children participate in a variety of activities which take them out and about in all weathers and therefore should come to Nursery with suitable outdoor clothing such as hat, scarf, gloves, cosy jacket and welly boots if appropriate. Sunscreen is provided by the Nursery unless otherwise stated in the admissions pack.

Nursery Snack/Monies

As we follow the Health Promoting School's Policy the children are offered a variety of healthy foods which include fruit, milk or water on a daily basis. Snacks may also incorporate religious and cultural celebrations from around the world.

We ask parents to pay £2 per week to contribute towards the cost of snack.

Security Cards

The children who are on School Transport will be issued with a security card and number. The detail on how this system works is in our Transport Security Leaflet which will be given to your child along with the Security Card. Parents taking children to nursery shall collect a security card on arrival and must whoever collects the child at the end of session must show card to staff.

Complaints

If any Parent/Carer is unhappy with any aspect of the life of the Nursery, they are asked, in the first instance, to discuss the matter with the Nursery Team. If you do not feel that the situation is resolved or if the concern is of a serious nature, please arrange to meet with the Head Teacher who will be happy to discuss matters with you and hopefully resolve the matter. Feedback to parents will be as prompt as possible.

The Care Inspectorate are also available should further support be required at the following address:

Care Inspectorate

48 Huntly Street
Aberdeen
AB10 1SH

Tel: [0345 600 9527](tel:03456009527)

Scottish Public Services Ombudsman

Under the Scottish Public Services Ombudsman Act 2002 members of the public have the right to complain to the Public Services Ombudsman about services that they receive from public bodies, including local authorities.

The Ombudsman has the power to investigate complaints against Aberdeen City Council in relation to maladministration and service failure.

The Ombudsman does not have the power to investigate professional education matters i.e. the giving of instruction, conduct, curriculum or discipline in any educational establishment under the management of Aberdeen City Council.

The Ombudsman may investigate matters only where there is a claim that a member of the public has sustained injustice or hardship in consequence of the maladministration, service failure or other action as appropriate.

Time Limit : A complaint must be submitted within 12 months after the day in which the person aggrieved first had notice of the matter complained of, unless the Ombudsman is satisfied that there are special circumstances which make it appropriate to consider a complaint out with that period.

Contact the Ombudsman; Members of the public may contact the Ombudsman direct. Individuals may also give written authorisation to a representative to act on their behalf e.g. MSP or local councillor.

Complaints should normally be made in writing to:

Public Services Ombudsman,

23 Walker Street,

Edinburgh, EH3 7XX,

Tel: 0870 011 5378

Fax: 0870 011 5379

Transition to Primary 1

All children make progress at their own rate. Primary education begins in August for children who are 5 years old between the 1st of March of the year of entry and 28/29th February the following year. If it is felt that a child requires further support with Additional Support Needs, following discussion with Education Psychology, it may be felt that this is best met in a specialist provision. The Head teacher will make a request for specialist support via a Childs Plan. A leaflet will be made available with further information.

Parents of children with birthday's that fall between the start of the school term and the end of December may request that their child's entry to school is deferred for a year. If the school and authority support this application the child can benefit from another full year of Nursery.

Parents of children who are 4 in January and February have the right to defer without application being made to the authority.

Partnership with Parents

We work in close partnership with parents. Home School Diaries are exchanged daily. Parent volunteers are welcome in the playrooms. Please contact the Orchard Brae office if you wish to volunteer for activities such as: outings, classroom activities, walks etc.

Regular consultation meetings can be arranged for parents on request in relation to any aspect of their child's experiences at Nursery.

Parents are welcome to stay and play with their child during the nursery session. Please arrange a suitable time with the playroom staff.

Child Protection

Child protection is everyone's responsibility. Children and Young People have the right to be protected and to be safe from harm from others; they expect that we, as adults, will get them the help they need, when they need it.

Orchard Brae has a robust policy in line with Aberdeen City Council guidelines, if you wish to discuss any issue that you feel relates to Child Protection then please contact Caroline Stirton, Executive Head Teacher or Elaine Thomson, Child Protection Co-ordinator.

Medication/Infectious Diseases

Parents are required to give written authorization for staff to administer medication (form enclosed in information pack). Only medication with an appropriate dispensing chemist label and in the original bottle/packet will be administered. All medication will be sent home at the end of every term.

Procedures for staff administering medication during the school day are as follows:

- 2 members of staff are required to give medication during the school day.
- Both members of staff are required to sign the Record sheet.

Some of our children have complex health problems and are particularly vulnerable to infection. We therefore respectfully request that if your child is at all unwell, they do not attend Nursery.

Following Health Policies and Procedures and in line with the recommendations of Aberdeen City Council, guidelines for Diarrhea and Vomiting state that children must be kept at home until they have had no symptoms for 48 hours.

Under development