

WELCOME TO THE PRE SCHOOL

THE PRE SCHOOL TEAM

| | |
|------------------------------|----------------------------------|
| Head Teacher | Mr Andrew King |
| Principal Teacher, Primary | Miss Helen Lumsden |
| Lower Primary Teacher | Mrs Angie Stout / Mrs Ruth Bowen |
| Support for Learning Officer | Mrs Lorraine Rendall |

PRE SCHOOL / NURSERY HOURS

| | | |
|-------------------|---------------------|------------|
| Monday | 10.20 am – 12.30 pm | Pre School |
| Monday | 10.20 am – 12.30 pm | Nursery |
| Tuesday to Friday | 9.30 am – 12 noon | Pre School |
| Tuesday to Friday | 9.30 am – 12 noon | Nursery |

Pre School education is available for all 3 and 4 year old children. Children are entitled to 5 sessions per week, however the decision regarding the number of sessions a child attends is one for parents to make. Parents may choose to start with 1 or 2 and step up to 5 sessions.

Pre School education is available for those who are due to start school the following session, i.e. those whose 4th birthday falls between 1st March 2008 and 28th February 2009. Nursery provision is available for 3 year olds who may begin the first term after their third birthday.

AIMS OF PRE SCHOOL

The vital contribution of pre-school education lies in developing and broadening the range of children's learning experiences, leaving them confident, eager and enthusiastic learners who look forward to starting school.

In the Pre School we aim to:-

- Provide a safe and stimulating environment in which children can feel happy and secure.
- Encourage the emotional, social, physical, creative and intellectual development of children.
- Promote the welfare of children.
- Encourage positive attitudes towards others and develop confidence and self esteem.
- Create opportunities for play.
- Encourage children to explore, appreciate and respect their environment.
- Provide opportunities to stimulate interest and imagination.
- Extend the children's abilities to communicate ideas and feelings in a variety of ways.

It is also our aim to create a smooth transition from Playgroup to Pre School and subsequently from Pre School to Primary 1.

THE PRE SCHOOL CURRICULUM

The curriculum refers to a framework of planned learning experiences based on different aspects of children's development and learning.

The Key aspects of development and learning are:-

- Emotional, personal and social development
- Communication and language
- Knowledge and understanding of the world around us
- Expressive and aesthetic development
- Physical development

Within these aspects there is emphasis on pre-reading, pre-writing and maths skills.

HIGH / SCOPE APPROACH

The Nursery uses the High / Scope approach to learning

This is being used or introduced in many nurseries in Orkney and beyond. An important element of the High / Scope approach is a part of our daily routine called *plan-do-review*. The following information will explain each part of this sequence: planning time, work time, tidy up time, and review time.

Planning Time

During this time of day, the children meet in a small group to make decisions about what they intend to do during the 50 minute work time that follows. They then share their plans with their classmates and teachers. Children choose to play with materials from any of the various interest areas in our classroom. They are encouraged to think not only about what they will do during work time but also about:-

- what material they might need to carry out their plans
- who they will play with
- what they might do if a problem occurs while carrying out their plans

When children first begin to plan, they may simply point to the area they want to play in or touch the materials they want to use. Later, they may describe their plans in simple statements. Over time, their plans become more detailed and may be described using words, drawings or actions.

Following are some examples of how children express the plans they've made:-

- When asked what he wants to do during work time, Alan points to the water tray.

- When Lauren's teacher asks her what her plan is for the day, she walks to the book area and holds up a book for the teacher to see.
- During planning time, Ruth's teacher asks what she'd like to do during work time that day. She answers "Sand".

Other more detailed plans may include:-

- "I'm going to paint a picture at the easel."
- "I want to play on the computer."
- "I'm going to be the mummy in the house area, and I'm going to feed my baby, but first I have to make her supper."
- "I want to dress up in the costumes in the music and movement area."

Work Time

After planning comes work time, when the children are able to play in the different interest areas of the classroom. Many of the children will carry out the plans they made during planning time while others will be anxious to make new plans and explore many different toys and activities.

Children are not required to carry out their original plans, although we may discuss their new plans with them if we see them doing something different during work time.

During work time, children may be stacking blocks, gluing paper onto cardboard, rolling out play dough, dancing to music, reading books, putting puzzles together or dressing up and pretending to go to a wedding. The teacher plays with the children during this time, helping them solve

problems and encouraging them to try new ideas. While the children are busy playing, they are developing their intellectual, social, emotional, physical and language skills.

Tidy up Time

After a 50 minutes work time the children and teacher spend about 10 minutes cleaning up the classroom. When you visit our classroom you will notice that all of the containers and shelves where materials are stored have labels indicating where the materials belong. We have a variety of labels – some are drawings of the objects, some are photographs, and some consist of the actual objects themselves. This labelling system makes it easier and more enjoyable for the children to put the toys back in their place, and it guarantees that the materials they want to use the next day will be there for them. Learning to match a label with an object is also the beginning of learning how to read. It is the same type of connection children make when they begin to understand that letters match sounds and that written words stand for objects and actions.

Review Time

Review time is the “review” part of plan-do-review. During this 15 minute period, the children tell one another what they did at work time. It also becomes a time for children to show their classmates projects they may have worked on, such as a “house” made out of Lego, a “rocket” made in the art and craft area, or a painting. In re-telling what they did, children begin to think about how they carried out their activities and how they might do things differently next time.

They also get lots of good ideas when they hear other children describing what *they* did! As with planning, children begin recalling with simple words or gestures. Later on, they describe what they have done in more detail. Reflecting on their earlier experiences and sharing stories with their friends during review time, is an enjoyable way to bring the plan-do-review sequence to a close.

This is only part of our morning session. If you would like to find out more about our mornings, please speak to any of the Pre-school team and they will be happy to discuss this further with you.

PARENTAL INVOLVEMENT

The Pre School door is always open and parents are welcome to visit. Throughout the year we rely on your support, particularly at the initial stages, to ensure that your child is happily settled. We consider our daily contact with you to be a vitally important time for us to exchange information for the benefit of your child. At the end of the daily session there will be time to discuss any achievements or difficulties with the Pre School staff.

Throughout the year parents and staff have opportunities, both formally and informally, to share and exchange information about each child's progress.

There is a notice board for parents outside the nursery and regular newsletters to let you know what is happening.

Parent Council

The parent council consists of 8 elected parent members, 2 members co-opted from the local community and 1 elected staff member.

The parent council provides an important forum through which parents can express their views and be consulted on a range of school issues.

Members at present:-

Parent Representatives

Margaret Hutchison, Ocean View (Chairperson)

Jo MacDonald, Hilldavale (Vice Chairperson)

Isla Bain, Newbigging

Elizabeth Drever, Burness

Lizza Bain, Duniro

Angela Muir, 10 Lastigar

Janette Rendall, Oakleigh

Cheryl Scott, 8 Gill Pier

Co-opted Representatives

Lorna Brown, Noltland
Graham Maben, 19 Lastigar

Staff Representative
Sarah Cable, Lightcost

COMPLAINTS

Complaints relating to any matter should be made directly to the Head Teacher. If this approach fails, direct contact should be made with the Director of Education.

SNACKS

A snack is provided during each session and, when appropriate, is prepared by the children themselves under close adult supervision. We are conscious of using wholesome foods with the occasional treat. Milk is provided free of charge and water is readily available.

The snack costs 40p a day and the money is collected weekly.

SHARING BOOKS

As books play an important part in children's education, we encourage children to use the Pre School library. Each child is given the opportunity to borrow books or is given a story bag to take home during the summer term.

ACCIDENT PROCEDURE/MEDICATION

Any accident or suspected injury other than of a very minor nature will be referred to the local Doctor or Nurse and parents will be informed as soon as possible.

Minor cuts and bruises will be attended to by a member of staff.

No medication of any description will be given in School without parental consent. In a situation where a child must have certain medication administered during the school day, parents should arrange this with the Support for Learning Officer and will be asked to fill in an 'Administration of Medicines' form.

DISCIPLINE

The children in Nursery are expected to maintain an acceptable standard of behaviour. We try to have

consideration for the other children and teachers in the school. Because of this, it would be helpful if parents could encourage children not to run or shout in the corridor.

An environment of learning is best developed and sustained by praise and recognition of success rather than by punishment and negative comment. It is within this ethos our Pre School rules are set.

CHILD PROTECTION

The School follows the guidelines outlined in the Orkney Islands Council Child Protection Policy. Should you wish to talk further about Child Protection and the safety of children, please feel free to contact the Head Teacher.

CLOTHING

The best type of clothing for your child to wear at Pre School is simple play clothes which are easily washed. We encourage independence in dressing and undressing.

We keep a supply of spare clothes which can be borrowed when small accidents occur.

CALENDAR 2008 / 2009

| <u>Term</u> | <u>What's On</u> | <u>Dates</u> |
|---------------|----------------------------------|--|
| Autumn | Start (staff) (pupils) End | Monday, 18 th August 2008 Tuesday, 19 th August 2008 Friday, 10 th October 2008 |
| Winter | Start (staff) In-service | Thursday, 23 rd October 2008 Thursday, 23 rd October and Friday, 24 th October 2008 |

| | | | |
|------------------------|----------------|----------|---|
| | | (pupils) | Monday, 27 th October 2008 |
| Spring | Start | | Monday, 5 th January 2009 |
| | In-service | | Thursday, 12 th February and Friday, 13 th February 2009 |
| | End | | Friday, 27 th March 2009 |
| Summer | Easter Monday | | Monday, 13 th April 2009 |
| | Start | | Tuesday, 14 th April 2009 |
| | Mid Term Break | | Monday, 4 th May 2009 |
| | End | | Friday, 26 th June 2009 |
| Autumn 2009 | Start | (staff) | Monday, 17 th August 2009 |
| | | (pupils) | Tuesday, 18 th August 2009 |