



newsletter

January 2016

Happy new year to all of our children, parents, friends and staff! We hope that you all enjoyed a lovely festive period!

A HUGE thank you!

We want to say a massive thank you to all of our parents and children for their generosity over Christmas. We received a huge amount of lovely gifts which were shared amongst all staff. Everyone went home with at least four lovely presents each to enjoy over Christmas. This was extremely generous of you and was much appreciated!

Many thanks also for your very kind donations towards Mission Christmas. A record number of children in the local area benefited from your generosity this year and as a result had some lovely presents to wake up to on Christmas morning!



KingsWellies Branded Clothing

WOW!! Look how smart we look in our new uniforms! If you would like to order, please see the nursery office.

Adult sizes are also available! Many thanks.

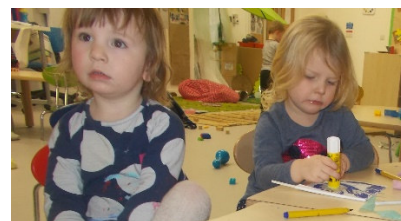


Spree Books

Your 2016 spree books will be arriving home soon. Please return the book or your payment to nursery by 22nd February. Many thanks for your ongoing support.

Junk

Please donate your junk to us. We will be making castles, forth road bridges, Loch Ness monsters and Chinese New Year Dragons!



Coffee Date for Parents

I have been approached by a couple of parents who are new to the area and would really like to make new friends. If you have any ideas about how we can best organise this, please let me know. If you would like me to arrange a little coffee date at the hotel, please let me know. I am more than happy to coordinate this and think that this would be a really nice opportunity for people to meet up. We can never have too many friends!

Aberdeen City Council Funding for Session 2015/16

If your child is aged 3 and over, you may be eligible to apply for Aberdeen City Council pre-school funding. Please speak to Kerry who will talk you through the process and provide you with an application form. For those parents who have already completed application forms, the funding has just arrived in our bank for term 2 (January, February and March 2016). You will see that we have backdated the funding for January and have also taken February funding off of your February invoices. Please see Kerry if you wish to discuss further. Term 3 funding (April, May and June 2016) should reach the bank by the end of April. As soon as we receive it, we will deduct it from your invoices as appropriate.

Applications for Aberdeen City Council school nurseries will take place between 18th and 29th January 2016. You should go to the school nursery that you are looking to enrol your child in.

Aberdeen City Council school applications for those children eligible to start P1, should have been made between 6th and 15th January. If you have missed this date, please contact the school of your choice asap.

Parents Progress Meetings

We will be providing parents with the opportunity to meet with Supervisors and Key Workers on a one-to-one basis to discuss your child's individual progress. These meetings will focus on discussions around your child's Care Plan and Learning Journey. These will happen twice a year, with the first being held in February / March 2016. Dates will be sent home very soon.

Dates for Stay and Play Days will also be sent home soon.



Staffing Update

Unfortunately Christine (Wellie Tots Supervisor) will be leaving us at the end of March. Christine is moving to hotter and more luxurious climates and will be a Thomsons Holiday Rep. We will REALLY miss her but want to wish her all the very best for this new chapter! We will keep you updated with staffing changes.

Congratulations to both Samantha Wallace and Taylor Coutts who have just completed their Working Rite apprenticeship with us. Both have been working extremely hard and have now been employed by KingsWellies. Well done girls!

Congratulations also to Suzanne, our Depute Manager, who has just commenced her BA Degree in Childhood Practice. This is a big commitment and shows real professionalism, motivation and determination on Suzanne's part. Well done Suzanne!

A few reminders for you.....

- PLEASE do not put ANY medication in to your child's bag. ALL medication (including Calpol) MUST be handed directly to a member of staff who will then store it securely. Parents must complete a medication form in order that we have a record of ALL medication within the building. Many thanks.
- PLEASE collect ALL lost property. Any lost property which is still unclaimed by the middle of February will be donated to charity. Thank you.
- PLEASE label all of your children's belongings (including wellies). We are a big nursery and it is very difficult to keep track of everything, especially if names aren't written on.
- PLEASE complete and return your child's up to date Individual Care Plan. It is imperative that we get these back, especially the Emergency Contact Forms.
- PLEASE drive carefully in our car park and be vigilant at all times. Please also reverse park in line with Prime Four requirements.
- PLEASE take some time to read and comment on our weekly curricular plans which are displayed outside each playroom. The children are very busy and we plan a range of challenging, stimulating, interesting and enjoyable activities for them every day. We would welcome your feedback and ideas.
- PLEASE be very security aware and don't allow anyone else to follow you through the main security door. ALL visitors who don't have a code MUST buzz and be escorted in by a member of nursery staff.

Home-Nursery Link Jotters

We hope that you like your new home-nursery link jotter. We welcome ideas, suggestions and comments from you and your child. Please feel free to share ideas for topics, snacks, stories etc. Please also remember to share any exciting weekend news or achievements with us. You can also "cover" the jotter if you like (I used to LOVE doing this when I was at school!) The home-link jotter will supplement and add another element to your child's digital learning diary (ILD) and Learning Journey folder.

Meet Cuddles – he goes home with one lucky person each week! Please remember to write his diary and keep him cosy by brushing his teeth and changing his clothes. His favourite snacks will also be in his bag!



Celebrating Rabbe Burns and Scotland Week

WOW!! Look at us in our tartan! We very much enjoyed celebrating Rabbe Burns Day! We tasted vegetarian haggis, neeps and tatties, learnt Scottish country dancing, learnt Gaelic words, made Scottish flags, designed our own tartan kilts and scarves, heard the story of Grey Friars Bobby, looked at Scottish landmarks, built our own Scottish castles and moats, made delicious shortbread, held the KingsWellies Highland Games, listened to Katie Morag stories, made collages with and tasted porridge oats, listened to pipe band music, designed our own forth road bridges and made thistles and other flowers!! But most of all, we loved finding out about the Loch Ness Monster, making our own monsters and doing The Monster Mash!! PHEW – I am sure that you will agree that we have been very busy and are learning lots!

Chinese New Year

Chinese New Year starts on 8th February and we are very excited to celebrate it. 2016 is the year of the Monkey! If you have any ideas or suggestions, please write them in the Home-Link diary. If you would like to come in to speak to us about how you celebrate Chinese New Year or any other special anniversary, please let your room supervisor know. If you have any Chinese artefacts that you would allow us to borrow for our Chinese New Year displays, please bring them in. We promise that we will take good care of them.

Visit to Fresh

The Wellie Tots have really enjoyed visiting Fresh Café recently and have designed their very own Café within their playroom. Sylvia and the Fresh employees will join us for snack in our café soon. We will also look forward to having snack over at Fresh Café too. Thanks Fresh – we have loved seeing how everything in this busy café works!



Interactive Learning Diary and Learning Journey Folders

We are very pleased to announce that we are now using the market leading Interactive Learning Diary (ILD) to assist us with the recording and planning of your child's educational development. This educational reporting and assessment tool is used in nurseries and schools around the U.K. and worldwide.

The Parent Portal function of this unique system allows children, parents and teachers to work closely together which is highly beneficial for your child in so many ways.

With your secure password access to the Parent Portal, you can not only observe your child's learning diary and discover which parts of their curriculum they are working on, you too can send in observations of your child's activities from home. Sports, hobbies and family excursions can all create exciting new learning experiences for children and can greatly assist in their educational development.

To set up your account:

1. Please come to the KingsWellies office where we can issue you with a Unique Registration Code.
2. Go to <https://portal.interactivelearningdiary.co.uk> and enter your Unique Registration Code, then follow the instructions to complete your registration.

For more information on the ILD, please visit <http://www.interactivelearningdiary.co.uk>

Your child also has a Learning Journey folder which is kept in the playroom. This will form a record of their learning and development over their time at Kingswellies. We encourage the children to access these, talk about their learning and add items such as photos and artwork. We would like you to be involved by sharing information about your child's interests and experiences outside of nursery.

If you would like to access your child's Learning Journey please see a member of playroom staff.

If you would like to discuss any aspect of your child's Interactive Learning Diary / Learning Journey, please see your Room Supervisor or one of the Depute Managers, Suzanne or Charlene, who will be happy to discuss this with you.

Jo Jingles, PE lessons, Personal Trainer and Starcatchers Artist

We are delighted to welcome Jo Jingles and our PE teacher back to work with the children again this term. Jo Jingles will work with all children. Our PE specialist will work with all Wellie Tots and Wellie Beans children. This is something that the children very much enjoy each week. Remember – you are more than welcome to come in and join in for a session. Just see your room supervisor.

I am also delighted to announce that Carole who is one of the Prime Four Management team, has agreed to work with the children this term on dance, games and fitness. Carole has been trained as a personal trainer / fitness instructor and has lots of experience working with both children and adults. The Wellie Beans will be invited down to the Prime Four Management suite every week to enjoy great game based fun with Carole! This will fit in very well with our Health and Wellbeing curriculum! Thanks Carole!

We are also delighted to welcome a local musician to the nursery to conduct a Starcatchers Creative Play Session. Abigail Sinar is a musician and theatre maker who plays the violin, piano, guitar, djembe drum and percussion instruments. She loves singing and composing her own music! Abigail will be joining us on the 5th February to explore lots of creative ideas around Chinese New Year with our children! Parents are more than welcome to attend. We can't wait!



Swimming

I am disappointed to advise you that the KingsWellies swimming lessons on a Wednesday morning have had to be cancelled due to lack of numbers. Unfortunately Swimtime were running at a loss as they required a minimum of four children per session. The good news however is that KingsWellies children are more than welcome to attend lessons at the Village Urban Resort Hotel, without being members of the health club. The lessons available are:

- Wednesday 3.30pm until 5.30pm
- Saturday 9am until 12 noon

Please contact Swimtime on 01312780444 to book your space.



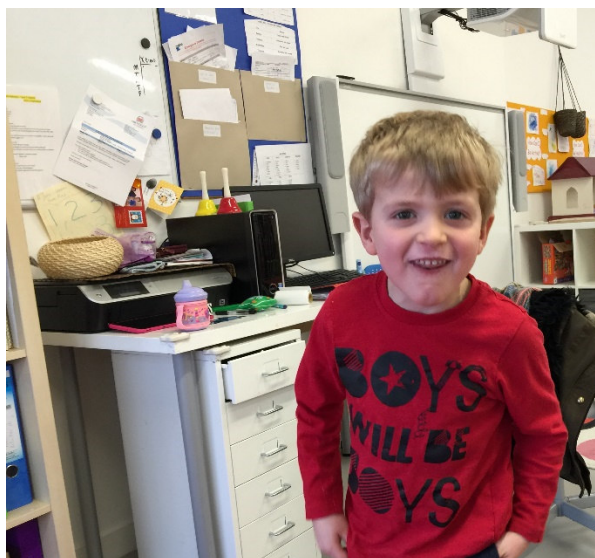
Free Nursery Lunches

If your child is aged two or over, is "looked after" or you receive income support, job seekers allowance, employment and support allowance, child tax credit (with an income less than £16,105) or Working Tax Credit (income under £6420) then you could be eligible for free nursery lunches. Please see Kerry to discuss further.



KingsWellies Polices of the Month

This month we would like to provide you with the opportunity to consult on our **Quality Assurance Annual Programme** and our **Staff Recruitment and Selection Policy**. We hope that you find this information useful. Please give us your feedback and suggestions with regards to these important documents.



Comments, Compliments and Concerns

Please give us your feedback, good and bad! We are a VERY reflective nursery and want to do our very best for all of our families.

Parental Questionnaire – please complete our KingsWellies Parental Questionnaire. You will find these outside each room, in reception and in the office. I have based the questionnaires around the same questions that Education Scotland and the Care Inspectorate will ask you. We really genuinely want to know your comments with regards to the quality of management and leadership, quality of staffing and quality of care that you and your child receive. Please complete a questionnaire and return it to the office. These will be confidential and we will certainly take on board your feedback. Many thanks.

We also try really hard to value and encourage our staff. We would like your feedback on the "Worker of the Week" and "Worker of the Month." Our workers of the week receive a £5 Starbucks voucher and extra lunch break, our workers of the month win a "duvet day!" Compliment slips are outside each room. Many thanks to those parents who have already paid a member of staff a compliment! It really means a lot to us!



If you would like this newsletter or any other documentation from nursery translated in to another language or an alternative reading format, please do not hesitate to contact us.

Wishing you a Happy Chinese New Year and all the very best for the year ahead. **Gong Xi Fa Cai (Mandarin)** and **Gong Hey Fat Choy (Cantonese)**.

Best wishes from Kerry and the KingsWellies Gang!

**KingsWellies Nursery
Quality Assurance
Annual Monitoring Programme**

Ongoing

Process:-

1. Settling in of new children/families
2. Parental Feedback/Consultation
3. Each Playroom – Weekly Planning
 - Focus on Pre-Birth to Three
 - Focus CfE
 - Planning for group and individual learning
 - Evaluations
4. Individual Child Care Plans
5. Individual Child Chronologies
6. Individual Child Learning Journey
7. Interactive Learning Diary – Focus on:
 - Planning Group and Individual Learning
 - Observations
 - Next steps
 - Evaluations
 - Links to Pre-Birth to 3
 - Links to CfE
 - Parental Log
8. Roles and Responsibilities – each member of staff
9. Staff feedback/consultation
10. Teamwork
11. Behaviour
12. Attendance – staff and children
13. Progress in Improvement Plan
14. Health and Safety Checks
15. Structured playroom observations/monitoring visits. Focus on:
 - Room layout
 - Children's access
 - Staff interaction and knowledge
 - Meal/Snack times
 - Playroom routines

One
per
term

16.Setting The Table – Food and Nutrition Audit - Termly

17.Quality Circle Audit, Assessment and Planning Tracker

- Literacy
 - Numeracy
 - Health and Wellbeing
- } Termly

18.Annual Individual Child Reports and Parent Evening

19.Spot Checks:-

- Nappy changing
- Medication procedures
- Hand washing
- Risk Assessments
- Infection Control – Cleanliness
- Kitchen Cleanliness
- Feedback to parents
- Health and Safety Checks
- Environmental Health Checks
- Temperature Recording
- General cleaning

Staff Recruitment and Selection Policy

Published	October 2014 (V1)
Revised	Session 2017/18



Staff Recruitment & Selection Policy

Introduction

KingsWellies Nursery is committed to providing the best possible care and learning to all children and safeguarding and promoting the welfare of all children and young people. KingsWellies Nursery is also committed to providing a happy and supportive working environment to all of its members of staff. The nursery recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who will share this commitment. We aim to:

- ensure that the best possible staff are recruited on the basis of their qualifications, experience, abilities and suitability for the position.
- ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- ensure compliance with all relevant recommendations and guidance.
- ensure that the nursery meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Recruitment & Selection Procedure

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role.

Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A Curriculum Vita will also be accepted in order to enhance the application form.

Applicants will receive a job description and person specification for the role applied for.

The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

If it is decided to make an offer of employment following the **formal interview**, any such offer will be conditional on the following:

- The receipt of two satisfactory references (one of which must be from the applicant's most recent employer)
- The receipt of an Enhanced Protecting Vulnerable Groups Certificate.
- Verification of the applicant's medical fitness.
- Registration as a member of appropriate professional bodies eg. SCCC, GTC

We advise that anyone appointed to a post involving regular contact with children or young people must be medically fit. It is the Nursery Director's responsibility to be satisfied that employees of the nursery have appropriate level of physical and mental fitness before an appointment is confirmed.

The nursery is aware of its duties under the Disability Discrimination Act 1995. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence, considering reasonable adjustments and suitable alternative employment.

Verification of Identity and Address

All applicants who are invited to an Interview will be required to bring the following:

- Passport: and
- Birth certificate
- Driving Licence
- A letter from bank, building society or utility bill which shows applicant's address.

The nursery asks for the date of birth of all applicants (and proof of this). Proof of date of birth is necessary so that the nursery may verify the identity of, and check for any unexplained discrepancies against applicants on the grounds of age.

Verification of Qualifications

The candidate must bring all relevant certificates (preferably originals to the interview).

If certificates are not provided, the nursery Director will contact the awarding body for verification.

Checking Professional Registers

The Nursery Director will check an applicant's current or past registration with SSSC or any other relevant regulatory body as appropriate.

The SSSC is able to provide details to employers who are seeking information about applicants on:

- Information about the qualifications held by the applicant.
- Whether the applicant's registration is subject to any conditions.
- Whether the applicant is currently the subject of investigation by SSSC or in the midst of conduct procedures.

All applicants who are registered with the SSSC will be asked to bring their certificate of registration to the interview.

References

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the nursery Director. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for.

If the referee is a current or previous employer, they will be asked to confirm the following:

- The applicant's dates of employment, job title/duties, reason for leaving, performance, sickness and disciplinary record
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)
- Whether any allegations or concerns have been raised about the applicant that relates to the safety and welfare of children and young people or behaviour towards children or young people

The nursery will only accept references obtained directly from the referee and it will not rely on references provided by the applicant.

The Nursery Director will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee, before any appointment is confirmed.

Criminal Records Check

For all positions, the nursery requests an enhanced disclosure check / PVG. An enhanced disclosure will contain details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer.

An enhanced disclosure will also reveal whether an applicant is barred from working with children or vulnerable adults. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

Induction Process

An induction procedure is followed whereby

- The new member of staff is given written guidelines on appropriate behaviour in the nursery
- A copy of all nursery policies and procedures.
- A copy of the Job Description / Person Specification
- An end of week review for approximately 6 weeks to discuss their work performance and next steps for the following week.
- All new staff will complete a full and detailed Induction programme with a clear focus on the following:
 - Welcome to KingsWellies Nursery
 - All Policies and Procedures
 - First Aid
 - Food Hygiene
 - Child protection
 - Getting it Right for Every Child (GIRFEC)
 - Additional Support Needs and Inclusion
 - Health and Safety and Risk Assessment
 - Administration of Medication
 - National Care Standards
 - Lifting and Handling
 - Pre-Birth to Three - Positive Outcomes for Scotland's Children
 - Curriculum for Excellence
 - How Good is Our School 3 / The Child at the Centre 2
 - Care and Welfare
 - Infection Control
 - Behaviour Management
 - Confidentiality
 - Food Safety

The new member of staff is allocated a mentor to help enforce appropriate work related behaviour. The new staff member will be on a three month's trial after this period. All relevant courses (as stated above) will be completed within this 3 month period.

For the first year of employment the new staff member will have a review every six months on their work performance, which will indicate any training needs required, this will be private and confidential on a one-to-one basis with the Director. Following the first year of employment, every staff member will participate in an annual Continual Professional Development Review on a one to one basis with the Nursery Manager / Nursery Director.

Retention of Records

If an applicant is appointed, the nursery will retain any relevant information provided on their application form (together with any attachments) on their personal file. If the application is unsuccessful, all documentation relating to the application will be confidentially destroyed after six months.

Queries

If an applicant has any queries on how to complete the application form or any other matter they should contact the Nursery Director.

Qualifications and Registration of Employees - Positional Statement

Purpose of Statement

To ensure that the setting meets the requirements of the Regulation of Care (Scotland) Act 2001 and ensure that all staff are qualified and registered to work with children under the age of 16 years.

Who is Responsible?

It is the responsibility of the Nursery Director to ensure that all staff including themselves, are in possession of or working towards a recognised qualification in childcare that will enable them to register (if not already registered) with the Scottish Social Services Council.

How will the Statement be implemented?

- All staff are asked to provide copies of their qualification certificates at interview.
- All staff are required to sign to declare that they are willing to work towards a recognised qualification (if not in possession of one already) in order that they can register with the SSSC.
- All staff are required to register with the SSSC within the required timescales set down by the SSSC.
- All staff are required to complete a skills and training profile to enable them to work towards their qualification.
- Staff are required to abide by the regulations set down in the SSSC code of conduct at all times, copies of this are available to all staff members.