



# newsletter

January 2017



**"Together we make a family!"**



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Two great ways for you to keep up to date with all the latest news from the KingsWellies gang!

## **Happy New Year and a HUGE thank you!**

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

We would also like to say a massive thank you to all of our parents, children and families for your generosity over Christmas. We received a huge amount of lovely gifts from you all which were shared amongst all staff. Everyone went home with at least three presents each to enjoy and we have even kept a wee stash for goodies this week! This was extremely generous of you and MUCH appreciated!

Many thanks also for your very kind donations to Mission Christmas. This year, a record number of children in the local area benefited from your generosity. We also raised £47 for Children In Need and £27 for Brake Road Safety Charity. We raised a WHOPPING £530.25 in memory of one of our lovely parents for Cancer Research. Thank you everyone!



## December Highlights

We thoroughly enjoyed our sing songs with our parents and families and could not believe the size of the audiences! Thank you everyone for coming!



Our parties were great fun! Santa surprised us all when he visited with our gifts!



Meina was delighted when she won the raffle for the huge Dulux Dog. Skye really enjoyed the beautiful gingerbread house that Ailsa made for our raffle too!





Some of our children visited Statoil and entertained them with Christmas songs. Others delivered cards, sweets and gifts to all of our neighbours in Prime Four. We even broke out into impromptu song on our rounds and entertained the bus drivers and their passengers! We all had great fun meeting new people and telling them about our nursery.



### What will we be learning about this term?

This term we will be focusing on a variety of topics in our rooms. These will include:

- Winter, Frost, The Arctic, Weather
- New beginnings, Time, Months of the year, Birthdays
- Rules, Rights and Responsibilities – **Why do we have rules? What can we do better? Can you add to our Nursery Golden Rules? Please see our consultation board in reception.**
- My Family – **PLEASE bring in family photos for our family display boards, photo walls and family books.**
- Friendships and relationships – **please bring in photos of important friends to add to our displays.**
- Grow Well Choices – Lisa and Lucy will continue to develop the children's understanding of making healthy choices. They will roll this programme out throughout the whole nursery.
- RSPB Big Garden Birdwatch! We have bought our binoculars and are ready to record the types of birds that we see in and around our nursery and own gardens. We even have a night vision camera to record the wildlife visiting us throughout the night!
- Makaton – ALL of our children and staff are learning this sign language. Jo Jingles has even been teaching us songs using Makaton! Ask us to show you some!
- Science – Samuel will be leading us through some exciting Science experiments that he has been trained in. He will be focusing on Weather and will work with all rooms.
- 25<sup>th</sup> January – **Robert Burns Day. We will be eating haggis, learning Doric poems, Scottish country dancing and learning about all things Scottish. Please remember to wear tartan!**
- 28<sup>th</sup> January – **Chinese New Year! We will be busy celebrating this festival. Please come in and tell us about how you celebrate any special anniversaries in your life.**
- 9<sup>th</sup> February – Pancake Day! Yummy!
- 14<sup>th</sup> February – Valentine's Day!
- 17<sup>th</sup> February – Random Acts of Kindness Day!

- 28<sup>th</sup> February – Floral Design Day. Heather has agreed to come in and do some floristry with us this week! We will also be visiting a florist and designing our own special flower arrangements.
- **We will also be focusing on continuing to develop our Literacy, Numeracy and Health and Wellbeing curriculum in all rooms.**

### **Random Acts of Kindness Day – 17<sup>th</sup> February**

We would really like to carry out some kind and thoughtful acts this week. We want to bring a smile to some faces! Have you got any ideas what we could do? Please give us your ideas. We have an ideas sheet up in reception. Thank you.

We loved visiting Westhill Library with other schools and nurseries and meeting the famous Illustrator Alison Murray. Her sketches astounded us! We also really enjoyed a visit from the Guide Dog Association. This made us all think about the importance of our Senses!



### **Wellie Dogs – Therapets**

Rumpole and Ziggy have applied to become Therapets! I am hoping that they will be registered before our Random Acts of Kindness Day so that they will be able to visit our local old folk's home with some of our children. Fingers crossed that they will pass their assessments!





### Extra-Curricular Opportunities and Experiences

**Pyjama Drama** – will continue on a Tuesday and a Thursday for those children who wish to sign up. Look out for Kristine's email which will be sent out shortly. Kristine will also continue to work with the Wellie Babies on a Wednesday afternoon.

**Jo Jingles** – Jo Jingles will work with all children on a Thursday morning.

**PE** – the children in Wellie Tots and Wellie Beans will enjoy PE lessons on a Monday and Friday afternoon. They will spend much of their time outside at the multi-purpose court.

**Yoga Bugs** – Wellie Beans LOVE their yoga! This will continue every Wednesday morning in the Prime Four Management suite with Jennifer Sutherland. Jen is a primary teacher, Aberdeenshire Council Educational Psychologist and trained Yoga Instructor. We are very privileged to have her as part of the Wellies team!



We have also invited **Moo Music, Kids Rock and Pyjama Drama** in to nursery for a variety of exciting taster sessions whereby all children will be involved. Many thanks to our wonderful teachers who make these experiences soooo very worthwhile for our children.



### Aberdeen City Council Information

#### Funding for Session 2016/17

If your child is aged 3 and over, you will be eligible to apply for Aberdeen City Council pre-school funding. Please see Kerry to discuss further.

For those of you who have already completed funding application forms, the funding for term 2 (January, February, March) has not yet arrived in our bank. As soon as we receive it we will backdate your funding for January. You will see this coming off of your next invoice.

#### Applications for Local Authority Nurseries

Applications will be available from any primary school that has a nursery. You should go to the school nursery to complete the forms between 16<sup>th</sup> and 27<sup>th</sup> January 2017. Please take your child's birth certificate and proof of address.

### Applications for Primary School

You should visit your zoned primary school from 11<sup>th</sup> January to 20<sup>th</sup> January 2017 to enrol your child. The school will provide you with all forms etc. Please take your child's birth certificate and proof of address.

### Free Nursery Lunches

If your child is aged two or over, is looked after, in kinship care or guardianship order or you receive state pension credit, incapacity allowance, income support, job seekers allowance, employment and support allowance, child tax credit or working tax credit, then you could be eligible for free nursery lunches. Please see Kerry for additional information.

### 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, ILD and Learning Journey. These will happen in February/March 2017. Dates will be sent home shortly.

### Staff Training Update

**All staff will participate in Curriculum for Excellence training and Challenging Behaviour Training this month.** Individual staff will continue to attend a variety of very valuable courses including Assessment, Rights of the Child, Risk Taking, Communication, Building the Ambition, Think Fit training, Attachment Theory, Child Development, Child Protection, Outdoor Play, Quality Interaction, Leadership and Management. We work hard to ensure that all of our staff are confident, competent and knowledgeable in all aspects of childcare and curricular theory. All staff participate in a very comprehensive Continual Professional Development Programme with many working towards accredited SVQ qualifications.

### Staffing Update

Congratulations to Samuel who has just become engaged to his lovely fiancé Samantha! Beautiful ring Samuel!

Congratulations also to Lisa who has been accepted to do her Post Graduate Primary Teaching Degree. We are delighted that Lisa will continue to work at KingsWellies until she qualifies as a primary teacher in August 2018! Well done Lisa – you will make a wonderful teacher!

Look who came back for a visit! Our fave Jodie! It was lovely to see her and hear that she is enjoying being back in Elgin.



Welcome also to Nicole and Lauren who have joined the Wellies team. They have already proven themselves to be a great asset to our team! We are delighted to have them both.



Unfortunately Christine has decided to leave us to move on to pastures new. Christine is working in retail and in a new nursery. Thank you for all of your hard work Christine. We wish you the very best!

### **Door Code**

Our security door code will change next week. Aimee will be on hand to let all parents in and to issue you with our new code. This is in line with our Child Protection and Health and Safety Policies. Many thanks for your cooperation.

### **Drive Carefully**

Please remember to drive carefully in our car park. It can get very busy at times. The speed limit is 5 miles per hour and we expect everyone to reverse park. Thank you.

### **KingsWellies Policies of the Month**

This month we would like to provide you with the opportunity to review and consult on our **Admissions, Induction and Transition Policy** and our **Children with Additional Support Needs and Inclusion 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. It means a lot to us! We only want to keep improving in order to provide the BEST service possible. PLEASE make us your first port of call if you have any comments or concerns. If we work together, we will be able to achieve the very best for all of our children. Many thanks.

We also have Staff Compliments Slips available in reception in relation to our staff. We are always looking for Workers of the Week and Workers of the Months. Many thanks to those parents who have already taken the time to pay our staff a compliment.

If you would like this newsletter or any other documentation from nursery translated in to another language or an alternate 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)!**

# Children with Additional Support Needs and Inclusion Policy

<b>Published</b>	October 2014 (V1)
<b>Revised</b>	Session 2017/18





## **Children with Additional Support Needs and Inclusion Policy**

KingsWellies nursery is committed to offering a service that meets the needs of all families in the community: as such we are committed to ensuring that as far as possible our service meets the needs of all children regardless of their individual circumstances.

When working with children who have an identified additional support need, KingsWellies Nursery aims to support the family as far as possible to ensure that they have open access to our service. We aim to do this by:

- Meeting with the parent or carer of the child to identify the level of support required by the child, and to assess if the setting can meet this level of support.
- Meeting with other professionals involved with the family, for example, teachers, educational psychologists, and speech and language therapists, to identify how the setting can meet the needs of the child.
- Meeting with the child to introduce the members of staff at the setting and to get to know them. This will be done by a process of assessment whereby staff will assess the child's specific needs.
- The identification of a member of existing staff who will act as a key worker for the child, dependent upon their individual needs and level of support required.
- Initiating additional training where required for existing members of staff to enable them to meet the needs of the child.
- Integrating the child into the setting and allowing them to gain ownership of the setting.
- Implementing the use of an Individual Education Plan (IEP) or an Integrated Assessment Framework Plan (IAF) or Managing Accessibility Plan (MAP) as appropriate to the needs of the child. This will be completed in full consultation with all parents / carers and outside agencies as appropriate.

### **The Use of Individual Education Plans / Personal Plans**

Each child will receive support from staff who respond to his or her individual needs.

1. KingsWellies staff are flexible and responsive to the children's personal, emotional educational and physical needs. They are responsive to the support needs of children and families and are sensitive to individual circumstances including disabilities.
2. KingsWellies staff will work effectively with parents, carers and children to support each individual child's development and learning.
3. KingsWellies staff will establish effective working relationships with support agencies. These may include medical services, health visitors, therapists, educational psychologists, learning support staff and social workers.
4. KingsWellies staff will draw up and put into practice individualised educational programmes (IEPs) and plans to support children and families where appropriate. They will do this in consultation with parents and carers, children and professionals.
5. KingsWellies staff are knowledgeable about, and have a clear understanding of, relevant legislation relating to children with additional support needs.
6. All KingsWellies staff have been trained in the legislation contained within Getting It Right For Every Child (GIRFEC) and this will be an ongoing requirement and improvement plan priority

Please see attached an example of an Individual Educational Plan which will be utilised with KingsWellies children as appropriate and following full consultation with parents / carers and other agencies.

The Integrated Assessment Framework (GIRFEC) model will also be implemented as necessary.

# Admissions, Induction and Transition Policy

<b>Published</b>	October 2014 (V1)
<b>Reviewed</b>	March 2016 (V2)
<b>Revised</b>	Annually



## **Admissions, Induction and Transition Policy**

### **Admissions**

We follow Aberdeen City Council guidelines for admission to KingsWellies Nursery. We aim to ensure the admission of children is fair, equitable and responsive to the needs and preferences of individual children and their parents or carers. No child will be excluded because of ethnicity, culture, religious beliefs, language, family background, additional support needs, disability, gender or ability.

### **Induction**

- On application to KingsWellies Nursery, parents / carers are asked to provide personal details and information about their child and themselves. Confidentiality of information will be respected.
- Parents / carers are given a copy of the KingsWellies Nursery Handbook and KingsWellies Nursery Prospectus. This gives details of the vision, values, aims, policies and procedures of KingsWellies Nursery.
- Parents are invited to a meeting with the Nursery Manager / Nursery Director when nursery policies and procedures and the curriculum are discussed.
- Links are made with any previous nursery providers e.g. playgroups or private nurseries in order to consult on the individual needs of your child.

### **Settling In**

- We make arrangements for the child and parents or carers to visit KingsWellies Nursery so that they can familiarise themselves with the nursery staff and environment.
- We offer a warm and welcoming environment and ensure each child feels included, secure and valued.
- We deal sensitively with the child's readiness to leave the parent/ carer and the parent/carer's readiness to leave the child.
- We stagger the intake of any new children to the nursery group and work in consultation with the parent / carer to make this as easy and flexible as possible.
- We provide ongoing daily feedback to parents/carers about how their child is coping in the nursery.

### **Room to Room Transitions within KingsWellies Nursery**

Children within KingsWellies Nursery will move/progress throughout the nursery. Transitions happen around 18 months, 3 years and Primary 1.

Staff will assess the age and stage of each child and discuss with parents before the initial transition process begins.

Room Supervisors will meet with Depute Managers on a monthly basis to discuss the children who are ready to move and who are at the correct age and stage of development.

The Nursery Director will authorise the children moving before transition process begins.

Transition forms are to be completed by each keyworker. Parents to read over and add any other information as necessary and appropriate.

Existing Key worker and new key worker are to meet with the child's parents to discuss the child moving.

The Key worker and staff in the new room are to be sensitive to each child's individual needs and allow time for the child to settle into the new surroundings. Each room will welcome the child and parents into the room and explain new routines, procedures, i.e. daily report sheets, parenting, etc.

At the end of the first week, key workers will discuss how the child is getting on with visits to the room and whether they require further visits or are ready to move rooms.

When the child moves, we will ensure that the transition form, care plan and learning journey are passed onto the new room immediately.



## **Transition**

- When a child is transferring to a new nursery, we invite the staff from the new nursery to come to meet the child at KingsWellies before they leave.
- When a child is transferring to P1 we make arrangements for the child to visit the relevant primary 1 classroom and where practical to meet their primary 1 teacher.
- We pass all reports and records of achievement to the new primary 1 teacher and invite the new P1 teacher to visit the child in their own setting at KingsWellies.
- Throughout the year we keep regular contact and meetings with the Aberdeen City Early Years Team and with our local feeder primary schools.