



newsletter

July 2016



"Together we make a family!"



Follow us on Twitter and like us on Facebook!

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

Fire Pit, BBQ, Hot Dogs and Burgers!

We loved using our fire pit and having hot dogs on the barbie recently! The hot dogs and veggie burgers were delicious!



Parent and Child Consultations

We are going to be developing a SENSORY AREA in our garden. Please add your ideas on to our topic web which is on the wall in the reception area.

We are also reviewing our snack and dessert menus. Please can you help us by writing some suggestions for our healthy snacks and desserts on to our planner which can also be found in reception? We use the Scottish Government guidelines, "Setting the Table" to plan our menus.



Lifecycles and Change

We loved watching our caterpillars transform in to beautiful Painted Lady Butterflies! We have now released them in to nature. Remember butterflies are important members of our environment!



Olympic Games 2016

As a nursery, we are going to be learning ALL about the Olympic Games over the next few weeks. Please write your suggestions for learning activities on to our topic web (in reception). If any parents, grandparents or friends would like to come in to talk to us about the hobbies or sports that they enjoy ,healthy eating, visiting other countries, disabilities and the Paralympics, keeping our bodies healthy, special achievements or anything else related to the Olympic Games, please let us know as we would **LOVE** to welcome you.

Aberdeen City Pre-School Funding for children aged 3 years and over

If your child is aged three or over, you will be entitled to receive funding for 600 hours of annual childcare from Aberdeen City Council. Even if you have received funding for this current session (2015/2016), you must complete a **NEW** form for session 2016/17. I have already emailed the Application Form to all parents and have also photocopied additional forms which you can collect from Kerry or the main office. Please complete these and return to Kerry (with proof of DOB) **AS SOON AS POSSIBLE**. As soon as I receive them, I will forward directly to the Council on your behalf. **Application forms received on or before 31st August 2016 will be included in the Term 1 payment which KingsWellies will receive from the Council by 30th September 2016.** We will then deduct your funding for term 1 in three equal instalments from your October, November and December invoices. Terms 2 and 3 payments will also be deducted in three equal instalments from January, February, March and April, May and June.

If your child is approaching their third birthday, please also complete the Pre-School Funding Form. The sooner that the Council receive it, the quicker we will receive the funding that you are entitled to. Please do not hesitate to contact Kerry if you would like to discuss further.

ZOO LAB and Marley came to visit!

We have had a busy couple of weeks with lots of visits and visitors. We loved having Marley (Bailey's French Bulldog) in for a visit. We also met lots of very exotic creatures at Zoo Lab! **We saw (and got to hold) a giant millipede, snake, giant snail, giant cockroach, stick insect, TARANTULA, Scorpion, rat, rabbit, Guinea pig, gerbil and a frog!! Phew!**



Pyjama Drama

We have had the most amazing term where the children's imaginations took us on the most brilliant of adventures.... We saw a dragon eating our picnic.... We were dinosaurs at the circus we went to an ice cream factory and made our own magic ice cream we made a magic smelly potion to make the King laugh again We had a fairy ball..... we turned Kerry's hair purple!! The list could go on and on. The children have had a real ball and have really embraced Pyjama Drama!

As an extra-curricular activity, Pyjama Drama will be visiting KingsWellies every Tuesday and Thursday to deliver drama sessions to children from both the Wellie Tots and Wellie Beans playrooms. If you would like your child to take part next term, please contact kristine@pyjamadrama.com

In addition, Kristine will also be coming in to nursery to work with all of our children on a variety of VERY **exciting Roald Dahl drama activities**. We can't wait to see what they come up with next!! We will keep you posted with dates.



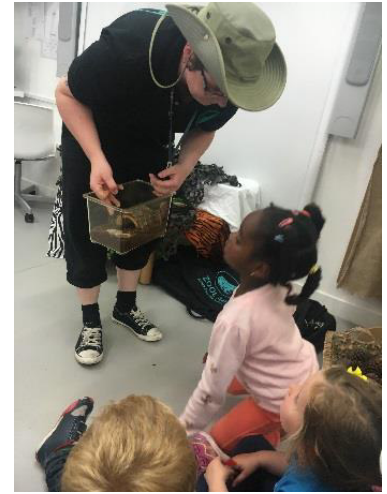
PE, Jo Jingles, Fire Brigade, Library Visits and Baking with Aimee

We are also delighted that Birgie will continue to teach us PE on a weekly basis and that Leanne from Jo Jingles will be visiting us weekly too. Aimee LOVES baking and has agreed to bake with the children in each room each week as a special dessert treat. She is planning on working on Roald Dahl's Revolting Recipes with the pre-school children! YUCK – I wonder what they will conjure up!!

The Fire Brigade told us all about keeping ourselves safe and about how they help people.

We also really loved getting the bus to the library at Westhill and the librarian told us a REALLY funny story!





Aberdeen Football Club and Angus the Bull

Aberdeen Football Club and Angus the Bull will be visiting us as part of our Olympic Games topic on 19th August. We will also be busy training for our own mini-Olympic games over at the multi-purpose court and hope to have a visit to Velocity Gym, Westhill Leisure Centre and the swimming pool too.

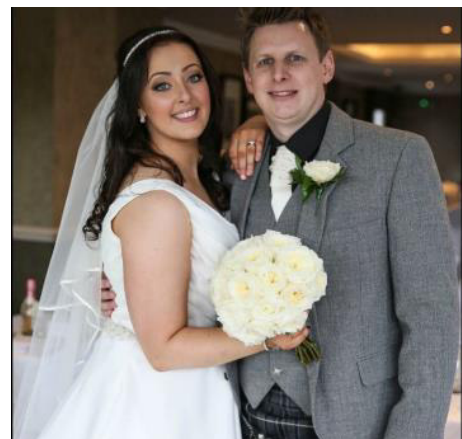
Care Inspectorate Report

We have now received our first Care Inspectorate Report and are REALLY delighted with it! WELL DONE everyone! We aim to continue to improve and reach EXCELLENCE (sector-leading) in EVERY area by the time we have our second inspection. I will be producing an Improvement Action Plan as a direct result of our inspection and will share this with you in due course. Please give us your comments about our Report – you can find a feedback sheet in reception. You can find hard copies of our Report in our reception area and also at www.careinspectorate.com

Staffing Update

Unfortunately Vicky has recently left us to move home to Orkney. Pamela has also left to start a new job for the Council. Ruby is going to be taking over as the Supervisor in the pre-school room as Jodie is moving back to Elgin. Jodie will continue to support in pre-school and toddlers however, as we have managed to keep her for another few weeks yet! We have a number of new staff starting over the next few weeks and I will look forward to introducing them in my next newsletter. Some staff will also be moving in to different rooms in order to continue to extend their knowledge, understanding and skills. Supervisors will keep you up to date with moves and will make you aware if your child's Key Person has changed. Good luck also to all of our boys and girls who are leaving us to go to school or are moving house or to new nurseries. We will really miss you all!

CONGRATULATIONS also to Mr and Mrs Barry!! Laura was a truly beautiful bride!



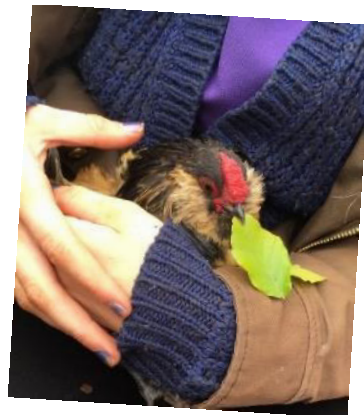
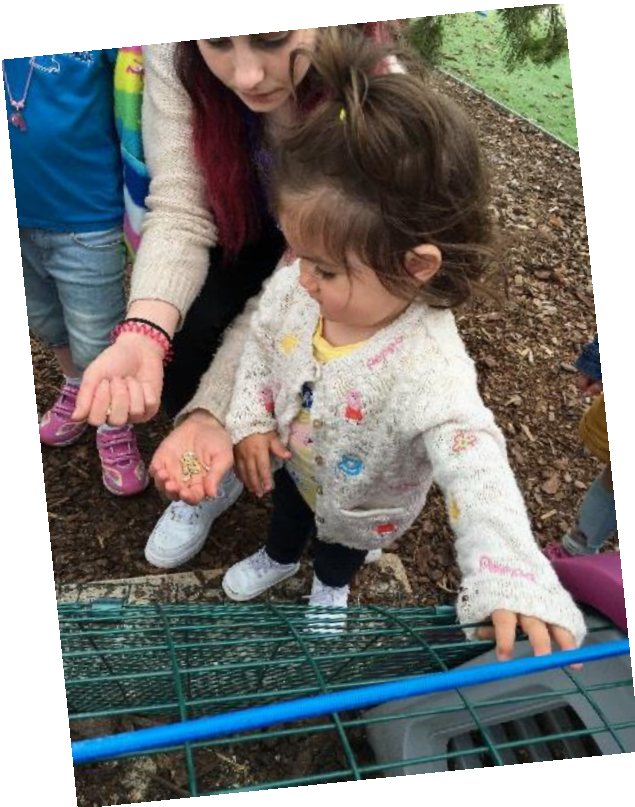
Additional Ad Hoc Days and Swapping Days

If you would like to book any additional ad hoc days then generally this is no problem. Please just drop Kerry an email or phone the nursery and we will do everything that we can to accommodate you.

A number of parents have recently been asking to swap their set (previously booked) days. Unfortunately we are unable to do this. We look at our projected numbers of the children who will be in attendance, two weeks in advance. This information is then used to book lunches, buy snacks, book activities and to make up staff rotas. As you are aware, we have a legal obligation to ensure that we are always at the correct adult: child ratios. If I agreed to swap everyone who made this request, we would never be able to predict our attendance numbers and therefore plan our staffing ratios. I am extremely sorry that I cannot be more flexible with this but it would be impossible to accommodate everyone's requests. I trust that you understand.

Bonding with your baby

If you are interested in Infant Massage or Rhythm Kids classes, then please contact Laura Henderson at bondingwithbaby@yahoo.co.uk. You can find additional details on our noticeboard and leaflets are available in reception.



KingsWellies Polices of the month

This month we have attached our "Enterprise and Citizenship Policy" and our "Nutrition and Mealtimes Policy" for your information and comments. All of our policies can be found on our website and also outside each room. Your feedback is very important to us.

KingsWellies Core Values

We are currently reviewing our Core Values. Are we getting it right? Please give us your suggestions. What do you consider as important Core Values for KingsWellies? You will find a consultation sheet up on the wall in reception. Many thanks.

Comments, Compliments and Concerns

Please give us your feedback, good and bad! We are a very reflective nursery and genuinely want only the very best for all of our children, families and staff!

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

Enterprise and Citizenship Policy

Published	October 2014 (V1)
Revised	Session 2015/16



Enterprise and Citizenship Policy

“Preparing Children for Life”

Rationale

Enterprise and Citizenship in Education seeks to promote positive attitudes in children and young people so that they have a better chance of achieving their full potential. At KingsWellies Nursery we want our children to leave school with the knowledge, understanding, confidence and enterprising attitudes, which will allow them to prosper in their life and work. Enterprise and Citizenship in Education is relevant to every child in our nursery.

The Enterprise and Citizenship agenda has clear links to a Curriculum for Excellence and to the many cross-curricular themes such as RRSA, Eco Schools, PSD and health promotion. It permeates all areas of the curriculum and nursery and school life. It is a process, not a subject. Individual enterprise projects and activities are a great value. It is imperative, therefore, that enterprising approaches to learning and teaching are embedded into our Early Level curriculum. Such approaches will contribute greatly to the development of the four capacities outlined in Curriculum for Excellence for our Early Level learners.

AIMS

Within the above context, the over arching aims of enterprise and citizenship in education are:

- To promote enterprising and citizenship values in all our children through the development of appropriate knowledge, skills and attitudes.
- To develop in our children, high aspirations, self-confidence and awareness of the contribution of enterprise to individual, collective and social prosperity and well being.
- Within the wider context of the National Priorities and life long learning; promote and develop enterprising values to ‘close the opportunity gap’, particularly for our lowest attaining learners.
- To work with a range of partners to develop an inclusive, coherent and sustainable strategy for promotion of enterprise in all our children.
- To embed enterprise and citizenship into our curriculum and support the development of successful learners, confident individuals, responsible citizens and effective contributors to society.
- To encourage children of all ages and abilities to have clear goals and expectations enabling them to prosper in our changing society through a ‘be all you can be’ approach to their lifelong learning.
- To form and develop sustainable links with our local community and businesses, enabling children to look beyond the nursery environment and to see themselves as active citizens in their community.
- To establish a consistent, well balanced, whole nursery approach to enterprise and citizenship which will develop well-rounded, responsible children who will leave nursery well prepared for the life challenges ahead in school, work, citizenship and family.

At KingsWellies Nursery we will attempt to achieve the above by:

- Embedding the characteristics of an enterprising nursery / school into our work
- Developing children's core skills and knowledge so that they can realise their full potential in all aspects of their lives.
- Developing the interpersonal, social and team working skills of our children.
- Supporting children's personal development including intellectual, emotional, aesthetic, social and moral development through planned curricular and extra curricular activities.
- Providing all children with a realistic understanding of the world of work.
- Developing informed attitudes in relation to changing circumstances in employment.
- Developing in all children a range of positive attitudes towards themselves and their peers including concerns for others, tolerance, enjoyment, co-operation and sharing.
- Maintaining an interest and enthusiasm for the world of work throughout their nursery and school career.
- Fostering creativity and enterprise in all staff and children.
- Providing an environment in which learning is real and relevant involving the learner taking responsibility for his/her part in a process which involves real-life links.
- Developing thinking skills through participation in a wide variety of teaching and learning opportunities inside and beyond the nursery classroom.

As a Nursery / pre-school we are required by the recommendations made in Determined to Succeed to ensure that every pupil in Nursery has an involvement with enterprise activities on a regular basis.

Objectives

KingsWellies Nursery children should be able to:-

Demonstrate creative approaches, enterprising attitudes and core skills related to:

- Number
- Communications and negotiation
- ICT
- Personal and interpersonal skills
- Problem solving
- Decision making
- All curricular areas

Develop enterprising attitudes such as:

- Flexibility
- Initiative
- Managing change
- Risk taking
- Determination
- Seeking opportunities
- Resilience
- Identifying possibilities
- Persistence
- Independence
- Self awareness

Develop wider enterprising skills such as:

- Decision making
- Awareness of others
- Working with others
- Effective communication

Learning and Teaching

Enterprising nurseries and other educational establishments must make education purposeful and meaningful. At KingsWellies Nursery, we will seek to provide a consistent, well-balanced, whole nursery approach to education which will develop well-rounded, responsible children who will leave school well prepared for the life challenges ahead in work, citizenship and family.

Establishments, teachers and other professionals who adopt an enterprising approach make connections across the curriculum and help children to understand what they are doing, why they are doing it and the relevance to their present and future lives outside nursery and school. They build opportunities for children to develop enterprising skills, such as good communication skills, awareness of others, flexibility and resourcefulness, into the everyday activities of educational life.

Enterprise and Citizenship in Education will be an integral part of our learning and teaching. Through the adoption of creative approaches to learning and teaching, enterprise will permeate all areas of the curriculum. Whatever approach is used, creativity and thinking skills can be developed through participation in a wide variety of teaching and learning opportunities inside and beyond the nursery classroom.

We will seek to provide a holistic approach to Enterprise Education, which will develop well rounded, responsible and enterprising children. We will include the following:

- Employment of a variety of teaching methods including active learning
- Opportunities for learning to take place in a range of settings beyond the nursery, for example visits to local businesses and within the local community.
- Contribution of children to planning for events, for example visits by parents and members of the community
- Collaborative working between teachers, nursery staff, other professionals and partners

An enterprising nursery provides an approach as well as a context for learning and prepares children for life by developing the whole person. Opportunities will be provided for children to think and act in enterprising ways across the curriculum. Focused enterprise activities will enable children to be involved in all aspects of a project including the planning, implementation and evaluation.

Features within our KingsWellies Nursery classrooms / curriculum will include:

- The use of authentic real life contexts
- Active learning
- Formative assessment
- Collaborative cross-curricular work
- Development of critical thinking skills
- Learner ownership
- Cooperative learning activities
- Experimental learning
- Reflection on learning

Methodology

At KingsWellies Nursery, we have a programme of activities that cover the 4 elements of Enterprise Projects:

1. **Selling** - Making and selling, buying and selling, recycling and selling, community cafe, allotment etc.
2. **Event** - Concert, fundraising, shows, Nursery Fair, discos, community cafe etc
3. **Display of Knowledge** - Exhibition of work, leaflets, performances etc
4. **Campaign** - Recycling, anti-litter, anti-bullying, health, road safety, charities, volunteering etc.

Each KingsWellies project will have the following elements:

1. **Real** - Involving the children in a 'real' project that will provide skills for life long learning
2. **Role** - Every child has a role to play in the Enterprise Project
3. **Responsibility** - Every child has an element of responsibility
4. **Risk** - The project may not go to plan so the children can experience success and sometimes failure

Assessing and Monitoring Classroom Practice

The development of enterprising and citizenship skills and attitudes of young people will be assessed using a range of formative and summative strategies such as:

1. Oral questions between teachers and learners
2. Listening to learners as they discuss issues with each other and in groups
3. Observation of tasks
4. Self and peer evaluation
5. Completed work or tasks (including photographs)

Evaluation

As part of the school's Quality Assurance process, enterprise activities will be evaluated using:

- Quality Indicators in Enterprise Education – HMIE
- Moving Forward in Enterprise in Education Toolkit
- The Enterprising School: The University of Strathclyde
- How Good is Our School 3 – HMIE
- The Child at the Centre 2 - HMIE
- The Journey to Excellence - HMIE

Business/Community Links

KingsWellies Nursery will work hard to establish meaningful partnerships with the business community and will continue to develop and sustain such links. These are designed to develop child understanding of the role of business and the impact on the local and national economy. Opportunities will also be sought to work with parents and members of the wider community to provide opportunities for them to bring their skills and expertise which will enhance the education provision for our children.

In addition, working in partnership with the community, we aim to:

- Invite people from the community into the school to help and advise children with projects and lesson Experiences and Outcomes
- Participate in collaborative projects with external groups and agencies

Roles and Responsibilities

The Nursery Manager/ Nursery Director will:

- Communicate with children about fund raising, recycling, volunteering, RRSA, business activities and citizenship activities that they can 'take ownership' of.
- Encourage an interest in continued personal development for staff in Enterprise and Citizenship Education.
- Extend and develop existing business and community links within the local and wider community
- Monitor and evaluate the impact of Enterprise and Citizenship in Education for the staff and children through systematic feedback and observation
- Continue to liaise with the local authority and other external agencies in assisting the embedment of Enterprise and Citizenship within the curriculum.

Staff will:

- Participate in CPD activities that promote knowledge and awareness of the benefits of Enterprise Education
- Implement Enterprise and Citizenship activities with each nursery group on a regular basis which will involve children undertaking real roles, real responsibilities and encountering real difficulties
- Develop the children's knowledge, understanding and skills in line with the Curriculum for Excellence
- Ensure that visits to and by business contacts are appropriate and well prepared.
- Through the process of observation, assessment and evaluation, develop children's abilities to work together within a team, problem solving and participate in Enterprise and Citizenship projects.
- Encourage children to work and think independently and to learn from their mistakes.
- Promote a "can do" attitude and lead by example.
- Embed enterprise and citizenship activities in to all curricular areas and not as an "add on" or extra.

Of course, staff are aware that Enterprise should not necessarily be planned and favourable circumstances for developing Enterprising skills can emerge from all nursery endeavours. We should be continuously looking for ways of bringing a topic to life by setting it in a meaningful context for our children. Through extending our own approaches to teaching and learning through enterprise, we can ensure our KingsWellies children develop creative attitudes and a range of enterprising skills.

Developing an Enterprising Nursery / School

An enterprising nursery / school provides an approach as well as a context for learning and prepares children and young people for life by developing the whole person.

Characteristics of an enterprising Nursery / School include:

- Innovative leadership and effective management of change.
- A culture of collegiality.
- An emphasis on values, purposes and principles in education.
- A positive ethos through developing the whole child: personal, social, vocational and academic.
- A shared understanding of curricular issues 3-18.
- Flexible, innovative approaches to curriculum design.
- Making connections across whole of the curriculum.
- A focus on inclusion and achievement as well as attainment.
- The active participation of children and young people.
- Strong partnerships with parents, carers, business and the community.
- Opportunities for staff to access CPD related to developing enterprise in education.
- Developing enterprising attitudes and skills through learning and teaching.
- Imaginative learning and teaching approaches.
- Learning in an authentic, 'real' context.
- Formative assessment to connect assessment and learning and teaching.
- In addition to the above, an enterprising school will provide a curriculum which includes:
- Opportunities for children and young people to think and act in enterprising ways across the curriculum.
- A clear emphasis on core skills and the ability to transfer to these to different contexts.
- Opportunities for work-related experiences from early years onwards.
- Enterprising learning and teaching which encourages positive attitudes and develops skills such as problem solving, decision making and evaluation risks.
- Entrepreneurial experiences.
- Career education which promotes knowledge and understanding of the world at work and included a focus on entrepreneurship.

Improving Enterprise in Education - A report by HM Inspectorate of Education

Successful Learners who

- are skilled in generic processes and activities such as core skills
- appreciate the relevance of what they are learning
- can use experiences in enterprise to reflect on other learning and make connections
- are self-motivating and accept setbacks as learning experiences
- can generate and act upon original ideas
- understand transitions throughout life and the importance of making connections between past, present and future experiences

Confident Individuals who

- have a 'can do', 'be all you can be' attitude
- are self-aware and can reflect on their own particular strengths, development needs, interests and aspirations
- are skilled in planning, influencing, negotiating and teamwork
- are creative, flexible and resourceful in managing change
- have experienced challenging, entrepreneurial projects
- have developed a constructively critical attitude towards commerce and business
- take imaginative and informed approaches to problem solving involving calculated risks

Responsible Citizens who

- have knowledge and understanding of the nature of work and social and economic enterprise
- understand the roles, rights and responsibilities of individuals as employees, managers, employers, entrepreneurs, investors, customers and global citizens
- are willing to take responsibility for and accept the consequences of their own actions
- understand the positive and negative contributions of technology and business to society
- have knowledge and understanding of personal finance, as well as national and global economies

Effective Contributors who

- have an understanding and appreciation of the world of work, the value of different occupations and entrepreneurship and their contributions to the economy and to society
- have knowledge and understanding of wealth creation and wealth distribution both nationally and globally
- are willing to take the initiative and lead
- actively engage in school and community life in a positive manner to the benefit of the school and the wider community
- understand the roles and contributions to society of voluntary organisations
- have experience of engaging positively with a wide range of people in society

Enterprise Opportunities in KingsWellies for implementing the Five Principles of the Enterprise Approach

Campaigns		Events	
Health Anti – Bullying Road Safety Safe Parking Healthy Eating Water Best Buddies Caring for People Caring for Animals Recycling Personal Safety Head Lice Outside Games Anti – racism Anti – litter Anti – vandalism	Reusing Books Keeping things tidy Positive Awareness Environmental Issues Use Less Paper Dress Code Oral Hygiene	Bring Your Parents to Nursery Day Puppet Show Nativity Play Fashion Show Daffodil Tea Harvest Disco Sponsored Events Grandparents' Day Fun Day Christmas Fayre Concert Coffee Morning	Bring and Buy Sale Football Day Charity Collections Burns/St. Andrew's Day Easter Parade International Days Sports Day Workshops Talent Show Art Auction
Selling		Presentations of Knowledge	
Masks Mothers'/Fathers' Day Gifts Glove Puppets Christmas Cards Christmas Decorations Magnets Egg cosy Calendars Personalised Stories and Gifts Keyrings Colouring Books Programmes for School Events Pen/Pencil/Rubber/ Sharpener Packs Moving Toys Glass Table Mats Book Marks Glass Painting Plants	Picture with a Pal Bring and Buy Raffle Tuck Shop Mothers' Day Baskets T – shirts Jewellery Mouse Mats Joke Book Picture Frames Pot Stands Reindeer Food Magnets Class Newspapers Growing Plants Seasonal Signs	Talk from individual children about their culture Show and tell Photographic Exhibition Power Point Video Making books/leaflets Website Museum CDs Information Board Song Writing Information Leaflets	Tourist Guides Science Fayre Technology Display Parent and Child Initiatives Social Subjects Art Exhibition

Nutrition and Mealtimes Policy

Published	March 2015 (V1)
Reviewed	March 2016 (V2)
Revised	Session 2017/18



Nutrition and Mealtimes Policy

KingsWellies Nursery we believe that mealtimes should be happy, social occasions for children and staff alike. We promote shared, enjoyable positive interactions at these times.

We are committed to offering children healthy, nutritious and balanced meals and snacks which meet individual needs and requirements.

We will ensure that:

- We will ensure that the good practice guidelines within “Setting the Table” will be used to plan all menus. All staff will receive ongoing training in the importance of fully implementing “Setting the Table.” This national documentation will be shared with parents also.
- Mothers wishing to continue breastfeeding their child, will be supported to do so by staff.
- We will work with parents to provide appropriate food items for babies in our care. We will offer suitable foods for the introduction of solid food for babies.
- A balanced and healthy breakfast, midday meal, and two daily snacks are provided for children attending a full day at the nursery. Snack Menus are displayed for children and parents to view and to consult upon.
- Menus are planned in advance, rotated four weekly and reflect cultural diversity and variation. They provide children with a varied and healthy diet. These are displayed for children and parents to view and are also on our website.
- We provide nutritious food at all snack and meal times, avoiding large quantities of fat, sugar, salt and artificial additives, preservatives and colourings
- Menus include servings of fresh fruit and vegetables per day. Children will have access to bread or fruit if they are hungry throughout the day.
- Parents and children are involved in menu planning.
- Fresh drinking water is always available and accessible throughout the day. It is frequently offered to children and babies and intake is monitored. In hot weather staff will encourage children to drink more water to keep them hydrated.
- Milk will be offered at morning and afternoon snacks and this will be full-fat. Water will also be offered.
- All dairy products will be full-fat.
- Individual dietary requirements are respected. We gather information from parents regarding their children’s dietary needs, including any special dietary requirements, preferences and food allergies that a child has and any special health requirements, before a child starts or joins the nursery. Where appropriate we will carry out a risk assessment in the case of allergies and work alongside parents to put into place an individual dietary plan for their child.
- All children will have suitable food made available to them. In some cases, parents of children on special diets may be asked to provide the food themselves but this will be discussed in full consultation between staff and parent.
- We give careful consideration to seating to avoid cross contamination of food from child to child. Where appropriate an adult will sit with children during meals to ensure safety and minimise risks. Where appropriate, age/stage discussions will also take place with all children about allergies and potential risks to make them aware of the dangers of sharing certain foods.
- Staff show sensitivity in providing for children’s diets and allergies. They do not use a child’s diet or allergy as a label for the child, or make a child feel singled out because of her/his diet or allergy.
- Staff set a good example and eat with the children and show good table manners. Meal and snack times are organised so that they are social occasions in which children and staff participate in small groups. During meals and snack times children are encouraged to use their manners and say 'please' and 'thank you' and conversation is encouraged.
- Staff use meal and snack times to help children to develop independence through making choices, serving food and drink, and feeding themselves. Staff support children to make healthy choices and understand the need for healthy eating.

- We provide foods from the diets of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones. Cultural differences in eating habits are respected.
- Any child who shows signs of distress at being faced with a meal he/she does not like will have his/her food removed without any fuss. If a child does not finish his/her first course, he/she will still be given a helping of dessert.
- Children who do not eat the food will be offered an acceptable alternative eg a sandwich, plain crackers, cheese, fruit, vegetables and milk-based deserts.
- Children not on special diets are encouraged to eat a small piece of everything.
- Children who refuse to eat at the mealtime are offered food later in the day.
- Children are given time to eat at their own pace and not rushed.
- Quantities offered take account of the ages of the children being catered for in line with recommended portion sizes for babies and young children. Children will be allowed to have second helpings at lunchtime and of fruit and milk-based deserts.
- We promote positive attitudes to healthy eating through play opportunities and discussions.
- The nursery provides parents with daily written records of feeding routines for all children under 3 years old. The parents of children aged between 3-5 years old are provided with daily oral feedback. Parents will be advised if their child is not eating well.
- No child is ever left alone when eating/drinking to minimise the risk of choking.
- Withholding food will NEVER be used as a form of punishment.
- We will sometimes celebrate special occasions such as birthdays with the occasional treat of foods such as cake, sweets or biscuits. These will be given at mealtimes to prevent tooth decay and not spoil the child's appetite.
- We do allow parents to bring in cakes on special occasions. We ensure that all food brought in from parents meets health and safety requirements. Advice will be given to parents about suitable foods to bring from home.
- All staff who prepare and handle food are competent to do so and receive training in food hygiene which is updated every three years.

Setting the Table - NHS Nutritional Guidelines and Food Standards for Early Years Childcare Providers in Scotland

All staff at KingsWellies Nursery will use the guidance set out in the Setting the Table document when providing meals, snacks and drinks for the children at KingsWellies Nursery. Staff are trained in the guidance within this document.

Snack and Breakfast Preparation

KingsWellies Nursery staff will find this document useful when risk assessing the preparation and serving of breakfast and snack in KingsWellies Nursery. It also contains information about the procedures to be followed when preparing and serving hot food.

All permanent and temporary staff and students, must be aware of the contents of these documents before preparing and serving snack or breakfast in KingsWellies Nursery.

In KingsWellies Nursery, we serve mostly low-risk, tooth-friendly foods to the children at snack time and during breakfast:

These would include:

- Plain biscuits (digestive, rich tea)
- Crackers, oatcakes
- Scones, pancakes
- Bread, breadsticks, toast

- Cereal
- Cheese
- Dips
- Yoghurt, fromage frais
- Fresh fruit and vegetables
- Milk
- Water

Although most of the food falls into the “low risk” category, there may be times when as part of the nursery curriculum, it is appropriate to involve the children in preparing and consuming certain “high risk” foods. These may include for example soup (made from their allotment vegetables) or other topical snacks. These foods must be stored, prepared and served in accordance with the guidelines given in sections of the Food Hygiene Policy. A temperature probe and anti-bacterial wipes have been purchased for use in the Nursery at all times.

Foods served to the children at snack time and during breakfast are purchased by nursery staff from local suppliers.

Each week, when putting away the nursery shopping, please do the following:

- Check that packaging is intact and the best before / use by dates are valid for the week.
- Check the store cupboards and fridge for out of date foods and dispose of these immediately
- Never serve any foods whose best before / use by dates have expired.
- Ensure that food items are stored appropriately. For example, cheese, yoghurts and dips are in the fridge and biscuits are kept in airtight containers at room temperature.
- Clean the fridge and fruit storage boxes on a weekly basis.
- Each day, please check the temperature of the fridge and record this on the appropriate sheet which should be clearly displayed in the nursery.

A generic risk assessment form must be completed for the preparation and serving of snack and breakfast. This would take into account the following headings:

Sourcing of supplies

Delivery

Storage

Preparation and processing

Packaging

Storage – hot or cold (at temperatures)

Food handling / serving

Cleaning of work areas

Waste disposal

Preparing and Serving Snack and Breakfast

Refer to the list of children with allergies and dietary restrictions who may not be able to have certain foods.

Remember, safety and hygiene always come first.

- Staff and any children who are helping, must wash their hands thoroughly with antibacterial liquid soap and water.
- Refer to “Food Hygiene Policy” for requirements regarding jewellery and long hair.
- Staff must wear an apron when preparing and serving snack and breakfast.
- Prepare snack and breakfast by cutting washed fruit into halves or quarters as appropriate. Knives and chopping boards should be put into dishwasher after use.
- Ensure that hot foods e.g. soup are heated to the correct temperature before serving.
- Unwrapped biscuits should be put onto serving plates using tongs or plastic gloves.
- When ready to serve, helpers put out cups and plates.
- Fill water jug and milk jug.
- Children come to enjoy snack and breakfast in small groups.

The following routine should be followed when children come for snack or breakfast:

- Wash hands using antibacterial liquid soap.
- Put snack card in box.
- Collect plate and cup and find seat at the table.
- Encourage good manners; “please”, “thank you” and “excuse me” as appropriate. Also encourage independence, for example, pouring own milk / water, spreading butter etc.
- When finished, push in chair and place dirty dishes in box.

After snack, load dishwasher. All work surfaces should be wiped down with antibacterial spray. Any dishes / utensils washed by hand should be dried using paper rather than cloth towels.

Milk must be stored in the fridge.

Waste food should be disposed of in a separate bin.

The temperature of the fridge should be checked twice a day and the temperature recorded on the appropriate form.

The temperature of hot foods should be checked using the temperature probe. This should be cleaned before and after use with an antibacterial wipe