

# Invergowrie Primary School



## School Handbook Academic Session 2025-2026



**Education & Children's Services**  
**Improving Lives Together**  
Ambition | Compassion | Integrity



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## Introduction

Dear Parents/Carers

Welcome to Invergowrie Primary School and Nursery.

At Invergowrie, we aim to create a happy, safe and nurturing environment, where everyone can 'learn and grow'.

Our values highlight the importance of kindness, respect and effort in learning ensuring an environment in which children can develop a broad range of skills and qualities. We aim to provide high quality learning experiences and opportunities for all. We focus on developing the skills to be successful learners, confident individuals, effective contributors and responsible citizens.

We strive to build effective partnerships with you and the wider community so that together we can enable all children to thrive throughout school life and beyond.

I hope you will find the information contained in this handbook helpful and informative. If you require further information about the school or wish to visit, please do not hesitate to contact us.

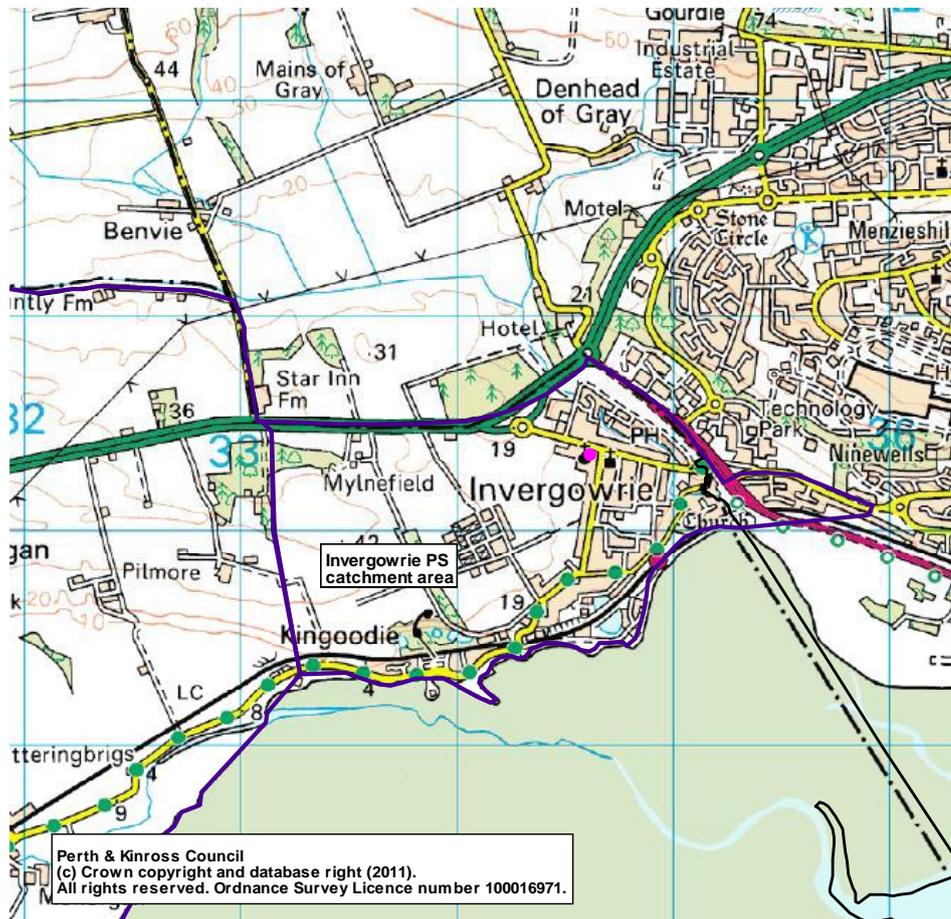
We look forward to working with you and your family.

Yours faithfully

*Linda Rew*

Headteacher

## Delineated Area



The school serves the villages of Invergowrie and Kingoodie and the surrounding area.

The catchment area extends from the Ninewells roundabout south to the river and northwards to the Swallow roundabout. The western boundary extends from the outskirts of Kingoodie north to the A90 dual carriageway.

## Contact Details

**Invergowrie Primary School**  
14 Errol Road  
Invergowrie  
DD2 5AD

Telephone – 01738 454251

Email [InvergowrieParents@pkc.gov.uk](mailto:InvergowrieParents@pkc.gov.uk)

School Website [www.invergowrieprimary.org.uk](http://www.invergowrieprimary.org.uk)

Status Non-denominational

Composition 1 Nursery Class and 7 Primary Classes P1-7

School Roll 170 in primary stages

Nursery 32 places

## **School Staff**

**Headteacher** Mrs Linda Rew

**Depute** Mrs Tracey Small

## **Teaching Staff**

P1 Mrs K Lawson / Mrs K McCarthy  
P2 Mrs G Kerr  
P3 Miss H Vincent  
P4 Miss T Hunter  
P5 Mrs K Sparey  
P6 Ms H Myles / Mrs F Bienkowski  
P7 Mrs A Cumming / Mrs F Bienkowski

## **Nursery**

Senior ECP Mrs L McGavin  
ECP Mrs L MacKenzie  
ECP Miss S Leadingham  
ECP Mrs L Smith  
Play Assistant Mrs S Tinney

## **Additional Support**

Pupil Support  
Teacher Mr C Roy

## **Visiting Staff**

P.E. teacher Mrs C Davey  
Instrumental Tutor Mrs A Hogg (piano/violin)

## **Support Staff**

Primary School  
Support Assistants Mrs S Falconer, Mrs A Roy  
  
Pupil Support Assistants Mrs A Legge, Mrs L Dagan, Mrs M Harrison, Mrs N Jafferbhoy, Mrs L Pope, Mrs K Sutherland

## **Parent Council**

**Chairperson** Mrs Leigh Heberton

## **Concerns or complaints**

If you have any concerns or complaints about the service we are providing, please contact the Headteacher in the first instance. All complaints will be recorded and acknowledged and dealt with in a sensitive manner in accordance with Perth and Kinross Council policy. Every effort will be made to deal with your concern/query as soon as possible. Any action taken will also be reported back to the complainant and a summary of the concern/query will be retained in the pupil records file. We value your views and we take seriously any concerns you may have.

The school deals with complaints as part of Perth & Kinross Council's Complaints Handling Procedure. More information is available on the Council's website as follows:

<http://www.pkc.gov.uk/complaints>

## **Attendance and Absence Procedure**

There is a legal requirement for parents to ensure that their children attend school regularly and punctually.

If your child is going to be absent for any reason, please contact the school on 01738 454251 or email by 9am.

Where possible, children should not be withdrawn from school during term time because of family holidays. If this proves to be unavoidable, a letter requesting permission should be sent to the Headteacher, however all such absences are considered to be unauthorised.

If your child requires to attend a clinic (e.g. dental clinic) during school hours, the child must be collected and returned to school by parents / carers. Where possible, appointments for the dentist or doctor should be made outside school hours to avoid missing class time.

It is extremely important that parents give the school up-to-date information of any changes to contact details – e.g. mobile phone numbers, numbers of places of work or of emergency contact details, as this allows us to contact you in an emergency.

## **Medication**

Routine medical and dental inspections are carried out during the pupil's primary school life and parents are fully informed of when these will take place. It is important that parents inform the school of any specific medical condition affecting their child so that the school can take appropriate action.

Very occasionally, children require to take prescribed medication during the school day. If this is necessary and your child is still well enough to be at school, medication will only be administered after all the appropriate training and paperwork has been completed. This is in accordance with Perth & Kinross Health and Safety Guidelines.

No unprescribed medication may be kept in school and administered by class teachers or any member of school staff.

Minor cuts and bruises will be treated by the staff but there may be occasions when a doctor's opinion or help is required. If at all possible, parents will be informed before the child is given medical attention. We have designated First Aiders in school and they will keep parents fully informed if they have to treat any child during the school day.

The school office should be notified of any pupil with a specific condition, eg asthma – to allow records to be kept up to date.

## **Communications**

We issue a 'Dates for Your Diary' section in every newsletter and at the start of every academic year with details of Key Annual Events (Meet the Teacher, Parent Contact, Sports Day, Term start and end dates, In-Service Days, Open Afternoons, Parent Information sessions etc.). School and Nursery Newsletters are compiled and distributed on a monthly basis.

We strive to keep our Nursery Information display and our information on our school website ([www.invergowrieprimary.org.uk](http://www.invergowrieprimary.org.uk)) up to date. X is used as a communication medium to post information about learning, events, reminders and successes. See @InverPrimary

We hold Parent Contact appointments in the term 1 and term 4 each year. We have a programme of events for nursery Parents/Carers. We contact families whenever there is a concern – by phone, e-mail or letter. The nursery class use Google Classrooms to communicate with home and use paper jotters to record observations and progress for each individual child. P1-7 use an online app called 'Learning Journals' to share learning with home. Open Afternoons and sharing assemblies inform of teaching and learning being covered and progress in specific curricular areas as well as the more formal end of session summative reporting format.

## **Visits for Prospective Parents**

Prospective parents who wish to visit prior to enrolling their child/children should contact the school to make an appointment. The Headteacher or Depute Headteacher will show them

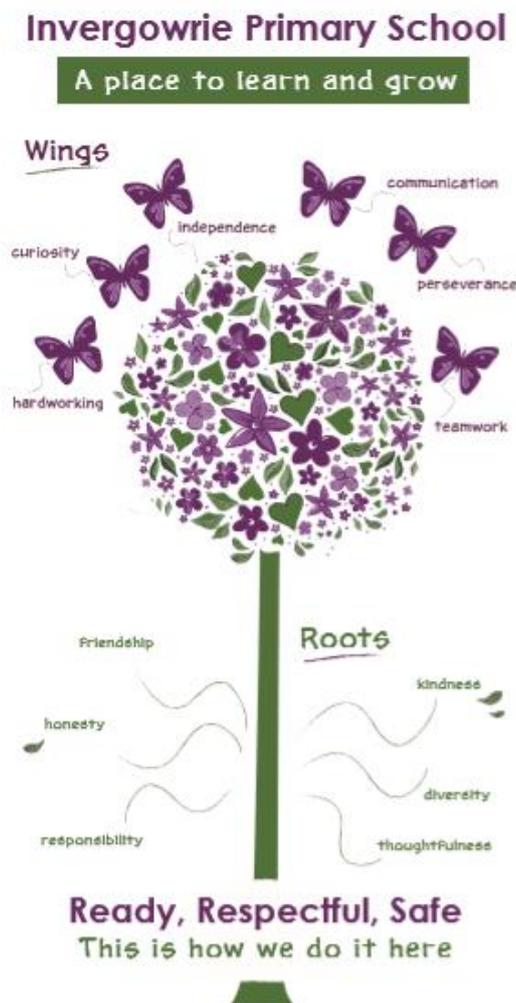
round and answer any questions. These visits will normally take place during the school day. We believe seeing the school at work gives you a much better feel for the overall ethos and organisation of learning and teaching within Invergowrie Primary School and Nursery.

Prior to beginning school, new Primary 1 entrants are invited to spend time in the P1 class with their future teacher and classmates. These dates and times will be confirmed. On the official Induction Afternoon, parents will meet as a group with members of the Senior Leadership Team to go over all appropriate P1 information. In addition to this afternoon, the Nursery Class and Primary 1 continue to develop their own liaison over the course of the year.

## School Ethos

### Vision, Values and Aims

In Invergowrie Primary, everyone is valued as a member of our school team. Pupils, staff, parents and the wider community have all contributed to the school vision, values and aims below, designed to help achieve our goal of having “A Place to Learn and Grow”.



## Positive Relationships, Positive Behaviour

The children in Invergowrie Primary work with all staff as part of a “learning team”. We firmly believe and promote that everyone has the right to feel safe, respected and happy. To ensure this, we have in place a structured Positive Relationships Policy.

This policy has been reviewed in line with UNCRC, in 2022. At Invergowrie we are committed to creating an environment where excellent relationships and behaviour are at the heart of everything we do. Everyone is expected to accept responsibility for their own behaviour and

encourage others to do the same. This policy is based on restorative approaches and offers a whole school approach to promoting positive relationships in our school, supporting successful resolution of conflict. Using this policy, we aim to enhance a positive school culture based on kindness and respect.

Parents will be informed early if there are any concerns in school and we aim to work in partnership with parents to maintain the high standard of behaviour that exists in school at present.

At any time if you have a query regarding behaviour please contact the Headteacher or Depute Headteacher.

## Parental Involvement

Close partnership between home and school is vitally important and parents are encouraged to contact the school to make an appointment whenever problems occur, or advice is needed. This partnership, of course, is a two-way process. Communication with parents is imperative if we are to maintain the positive ethos of mutual understanding and trust which exists at Invergowrie Primary. We have an 'open door policy' and encourage parents to come into school to discuss any matters. Communication can also be by telephone and by email – [InvergowrieParents@pkc.gov.uk](mailto:InvergowrieParents@pkc.gov.uk) and we aim to get back to you within 24 hours.

Throughout each school session we communicate regularly through email, phone calls and via X @InverPrimary. We also encourage parents to join us for concerts, fund raising events, curriculum information meetings, open door events / classroom visits and school trips. Newsletters are sent home monthly and are available on the school website – [www.invergowrieprimary.org.uk](http://www.invergowrieprimary.org.uk) A calendar of events detailing parent contact evenings, open afternoons, school trips and other activities is sent out in each newsletter. Individual class information is also sent home with the pupils. If you would like to speak to your child's class teacher, please contact the school office to arrange a mutually convenient time.

Parents are welcomed in Invergowrie Primary as part of the team who provide the best possible learning opportunities for their children. Parents are involved on a daily basis helping in classrooms, accompanying trips, giving talks, learning with their child in class, supporting extra-curricular clubs, completing audits and surveys, sharing ideas, suggestions and concerns with us.

Parents are supportive of their child's learning by encouraging home learning tasks are completed, are positive towards school, attending various meetings, fundraising events etc. and showing interest in their child's learning.

In line with the Parental Involvement Act (2007) every parent is a member of the Parent Forum at Invergowrie Primary School. A Parent Council is elected from the Parent Forum at the start of every school year. This works in partnership with the school to promote parental involvement and quality learning experiences for the children.

Invergowrie School has a very active and supportive Parent Council and you are invited to support them in all fund-raising and social events.

<http://www.pkc.gov.uk/parentalinvolvement>

## Transitions

A number of transitions take place during a child's primary school life – eg. Nursery to P1, moving to a new class, moving to a new school, moving on to secondary education. As children journey through school, there is a great deal of flexible working with children and teachers from other classes so transition issues between classes are minimal.

At the end of Primary 7, our secondary catchment school is Perth High School, with transport being provided by Perth & Kinross Council. However, pupils from Invergowrie Primary can

transfer to Harris Academy **if they live in the catchment area for Invergowrie Primary and complete the relevant placing request.** Pupils who live out with the Invergowrie catchment area should attend Perth High School but can apply to Dundee City Council (again with a placing request) to attend Harris Academy.

**Harris Academy**  
**Perth Road**  
**Dundee**  
**DD2 1NL**  
**Tel No: 01382 435700**

**Perth High School**  
**Oakbank Road**  
**Perth**  
**PH1 1HB**  
**01738 628271**

Pupils with additional support needs may require an enhanced transition and this will be decided through discussion with school staff and parents.

## **The Curriculum**

The curriculum is all the learning experiences which your child will encounter during his/her time at school. At Invergowrie we implement the CfE experiences and outcomes in the 8 key curricular areas of:

- Expressive arts
- Health and wellbeing
- Languages (including English, French P1-7, and Spanish P5-7)
- Mathematics
- Religious and moral education
- Sciences
- Social studies
- Technologies

We design our curriculum to ensure breadth, depth, challenge and enjoyment, progression, personalisation and choice. The totality of the curriculum takes account of the ethos and life of the school, interdisciplinary learning and opportunities for personal achievement. It provides a variety of teaching methods and techniques which supports children to become successful learners, confident individuals, responsible citizens and effective contributors.

In line with best practice and promoting the principles of Curriculum for Excellence, active learning is promoted, relevant educational visits will be made, and visitors, who will enhance the educational experiences of the children, will be invited as appropriate. Outdoor learning is an integral part of the learning activities undertaken in all classes. Children develop knowledge and understanding as well as skills for life, learning and work to prepare them for living in 21st century Scotland. ICT is used to enhance learning. Emphasis is put on children learning concepts and skills and then applying these in real life, problem solving situations. The children work with teachers to plan their learning. Teachers take account of prior learning and children are fully involved in setting targets and in meaningful dialogue about their learning.

Curriculum developments are shared with parents at curriculum evenings, through the Parent Council and on an individual basis as required. Homework tasks involve parents supporting their children's learning. Termly planning for learning is also shared with parents to allow shared support between school and home.

### **Skills**

As well as teaching the subject specific skills related to each area of the curriculum, Higher Order Thinking Skills – remembering, understanding, applying, analysing, evaluating, creating – are taught and applied. Social skills – problem solving, leadership, working with others, enterprise and employability and organisation are taught to prepare children for their future lives.

Parents can find out more by attending curriculum events in school, reading letters/ information sheets sent home from school, asking school for specific information, using the school website and Education Scotland website – <https://education.gov.scot/>

## Religious Observance

Religious and moral education has an important part in the development of pupils personal and social growth as it is concerned with the development of self-awareness, relationships with others as well as beliefs and values. Our RME curriculum is designed to provide opportunities for children to express their own views and feelings and to listen with respect to the views and feelings of others. The role of Christianity as the main religious tradition for this country is recognised and pupils are also encouraged to develop an informed understanding of the religious beliefs of others as well as of people who have a non-religious view of life.

Assemblies take place on a regular basis. Guidance issued by the Scottish Government clarifies the current position regarding provision of religious observance in Scottish schools and sets out action for local authorities in planning this provision. Information can be found at <http://www.scotland.gov.uk/Topics/Education/Schools/curriculum/ACE/Religion>

Under the terms of the Education (Scotland) Act 1980, Parents/Carers have the right to ask for their child to be withdrawn from Religious Observance. The school deals with such requests with sensitivity and understanding. The headteacher will offer to meet with any parent wishing to withdraw their child to ensure that they are clear about the school policy on Religious Observance. In particular, Parents/Carers should be reassured that the Religious Observance planned by the school adopts an open and respectful approach and does not seek to compromise the beliefs of any pupils or their families. Where a child is withdrawn from Religious Observance, suitable arrangements will be made for the pupil to participate in a worthwhile alternative activity.

## Assessment & Reporting

The school is committed to ensuring that every child reaches their full potential. This is achieved through focussed teaching, parental support and involving children in their learning. We operate a policy of continuous assessment, in line with government guidelines on "Assessment is for Learning" and Curriculum for Excellence. Ongoing formative and summative assessment is an integral part of the curriculum and is built into the work at the planning stage. In conjunction with this, children are encouraged to self and peer assess. On a daily basis, children are involved in discussing their learning with staff and other children. They are able to articulate their prior learning, why they are doing their current learning and can identify what their next steps in learning will be. A snapshot of this across the curriculum is captured in their Learning Journal which is regularly updated.

Staff track progress through planning and attainment meetings with Headteacher and Depute Headteacher. Staff work with colleagues from within Invergowrie Primary and from other schools to moderate and benchmark work.

## Reporting

Evidence of each child's work is collected and used to inform future teaching and reports to parents. If parents wish to discuss the progress of their child at any time, they can make an appointment to meet with the class teacher by contacting the school office. These meetings are generally informal with an emphasis on how best to support the child and build confidence. Parents are actively encouraged to be positive partners in their children's learning. Open afternoons also give children the opportunity to share their learning with parents. There are also twice-yearly Parent Contact Evenings where parents have the opportunity to discuss pupil progress.

All parents receive a written report in June which details progress and sets next steps. These reports are also shared with the child's next teacher.

## Support for Pupils

All children are well supported in Invergowrie Primary School. We rigorously apply the principles of GIRFEC (Getting it Right for Every Child). This is mainly achieved through our Rights Respecting Schools programme and our Health Promotion Programme. It is an integral

part of life at the school. It is our firm belief that we work “with” children as learning partners in our school so all feel safe and valued.

In accordance with Perth & Kinross Council policy, the needs of Additional Support Needs (ASN) pupils will be met, where possible, in the classroom with mainstream peers. Progress of pupils will be monitored and regularly discussed with parents and other support agencies through the ASN procedure. Opening a Co-ordinated Support Plan may be considered, in conjunction with parents and dependant on need. Formal reviews will be held annually and / or when considered appropriate. Should parents wish to discuss Additional Support Needs for their child they should, in the first instance, make an appointment to speak to the Class Teacher.

The school's policy is to support as much as possible the education of pupils with additional support needs along with their peer group, in the normal classroom situation. The work within each class is organised to ensure that each pupil is given work appropriate to his/her ability. Individually targeted work at a level accessible to the child and designed to support learning progress is normally provided by the class teacher and learning support staff. Progress is monitored from day to day and is regularly reported to parents who are also consulted if any change in the programme of support is being considered.

Initially the class teacher, with the Headteacher or Depute Headteacher at a planning meeting, will identify that support may be needed and will make a referral to the Pupil Support Teacher, who will then assess the needs of the individual child and work with the class teacher to ensure the child receives the help required. Individual Child Plans may be opened giving details of the child's education programme. At all stages, parents will be kept fully informed and encouraged to work in partnership with school to ensure the child receives the best education possible.

Children with Additional Support Needs are fully included in the life of the school and every effort is made to meet their needs. A Pupil Support Teacher visits school one day per week and other support staff are available. Any concerns regarding pastoral care and support are fully discussed with parents and a plan is agreed to support the child. Regular meetings are held between key staff and parents to discuss progress, next steps and any other concerns. Parents can request a meeting as required.

Information on the authority's policy in relation to provision for additional support needs can be found at <http://www.pkc.gov.uk/article/17278/Schools-additional-support>

There are organisations specified by Scottish Ministers which provide advice, further information and support to Parents/Carers of children and young people with ASN. These organisations are identified under The Additional Support for Learning Information) (Scotland) Amendment Order 2011 as:

(a) Children in Scotland: Working for Children and Their Families, trading as Enquire – the Scottish advice and information service for additional support for learning, a charitable body registered in Scotland under registration number SC003527; Enquire offers independent, confidential advice and information on additional support for learning through: Telephone Helpline: 0845 123 2303 Email Enquiry service: [info@enquire.org.uk](mailto:info@enquire.org.uk)

Enquire provides a range of clear and easy-to-read guides and factsheets including The Parents' guide to Additional Support for Learning.

(b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and

(c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741.”

## **School Improvement**

The main achievements of Invergowrie Primary School and Nursery can be found in our Standards and Quality Report which is published annually and is available on both the Perth and Kinross website and school website.

Our Nursery and Primary was inspected by Education Scotland in March 2023.

The reports are available from this link: <https://education.gov.scot/education-scotland/inspection-reports/reports-page//?id=3055>

## School Policies & Practical Information

### The School Day

Morning Session:	9:00am -12:15pm
Morning Interval:	10:30am -10:45am
Lunch Break:	12:15pm – 1:15pm
Afternoon Session:	1:15 pm – 3:15 pm
Nursery:	9am – 3pm

**Invergowrie Kids Club** offers after school childcare Monday – Friday, term time only, from 3:15pm until 6pm and is registered with the Care Inspectorate.

The Kids Club is based in the Dining Hall and offers a wide range of play activities, both indoors and outdoors, to suit the individual needs of the children attending.

For further information please contact Invergowrie Kids Club on 01738 459607

### School Meals

Lunches are provided at a cost of £2.15 per day for pupils in Primary 6 and 7 and are free for Nursery & Primary 1-5. As we are a cashless school, this is paid through the electronic system called Parent Pay. All pupils are given a menu so they know in advance the lunch choice for each day.

Packed lunches are eaten in the dining hall. Please note that for safety reasons, glass containers are not permitted and thermos flasks need to be the children's unbreakable variety.

Free School Meals are available for those children in Primary 6 and 7 whose parents/guardians are in receipt of qualifying benefits. Guidance notes and Application Forms are available from the school office or are available online:

<https://www.pkc.gov.uk/freeschoolmeals>

### Uniform/Clothing

The wearing of school uniform is encouraged at Invergowrie Primary to give a sense of identity and a feeling of belonging to the school community. Suitable warm jackets should be worn for outdoors for inclement weather and some children choose to wear green school blazers in the warmer months.

Boys/Girls: white shirt, blouse or polo shirt.  
grey trousers, skirt or pinafore  
grey, purple or green school sweatshirt, jumper or cardigan  
green/white or purple/white checked summer dress

For PE: gym shoes which are preferably non lacing type and well fitting  
trainers may be worn but these should be light, flexible and have non-scuff soles  
white T-shirt, dark shorts.  
track suits and outdoor footwear are also essential as PE can take place outdoors

**Please note football strips/colours are not permitted for PE lessons**

For Art/Craft: painting overall/shirt

Invergowrie School Uniform items (including school ties) are available from The Schoolwear Shop, 23 Commercial Street, Dundee and online at [www.beschoolwear.co.uk](http://www.beschoolwear.co.uk)

## **Jewellery, Personal Property and Valuables**

The wearing of jewellery in school is to be discouraged as it can represent a hazard. Children with pierced ears must remove the jewellery or tape their own ears for PE.

Pupils should not bring valuable toys or personal property to school due to the risk of damage or loss. The school cannot accept responsibility for the loss of personal property or clothing. Clothing that has not been marked with a name is difficult to recover.

**Parents should ensure that all items of clothing and footwear are clearly marked with the pupil's name.**

## **Extra-Curricular Activities**

We endeavour to give the children opportunities to take part in extra-curricular clubs. Over the school year the following clubs are offered – Football, Basketball, Art Club, GLEE Choir, Dance and Athletic Clubs.

Primary 7 pupils experience swimming at Perth Leisure Pool for a block of 6 weeks.

Throughout the year, our learners are provided with a range of opportunities to develop their leadership skills by working in conjunction with House Captains, School Council, Eco Committee, Reading Ambassadors, P1 Buddies, Digital Leaders and Playground Play Leaders. It is hoped that all children will develop their leadership skills in a variety of contexts. These Learner Voice opportunities are linked to our work to be an Eco Green Flag School, Digital Award School, Reading Award School and Rights Respecting School.

## **Homework**

All children in P1-7 will be given opportunities for home learning. This may be on a daily/weekly/termly basis. Home learning is given to encourage parents/carers and children to learn together and to spend quality time together. It should also encourage a sense of responsibility in our learners.

## **Name of Child Protection Officer**

In our school we have 3 trained Child Protection Officers – Mrs L Rew, Mrs T Small, and Mrs L McGavin

Should you wish to talk further about child protection and the safety of children, please don't hesitate to contact the school.

Perth and Kinross Duty Team are available 24 hours - Telephone – 01738 476768 or [www.pkc.gov.uk/childprotection](http://www.pkc.gov.uk/childprotection)

## **GIRFEC**

Getting it right for every child (GIRFEC) is the Scottish Government's approach to promoting the wellbeing of children and young people. Wellbeing is described by 8 'indicators':

Safe	Healthy	Achieving	Nurtured	Active	Respected
Responsible	Included				

These eight words help everyone to understand wellbeing in the same way and use the same

language to talk about it. Sometimes the initials of the words are used, and the wellbeing indicators are referred to as SHANARRI.

The vast majority of Scotland's children and young people get all the help and support they need from within their families and their wider, local communities. But at times a child, young person or family might need extra help or support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get the help or support that they need. Within schools, key staff are available to children, young people and their parents/carers to provide help, advice or support should they choose to make use of it.

The Child or Young Person's Plan is one single plan which coordinates all the services and agencies involved in supporting a child/young person, will help ensure that everyone works together to deliver better outcomes for the child or young person who needs additional support and their family.

## **Nursery**

Each nursery provision will have a defined locality which may not be the same as the primary school catchment area. Localities are agreed and registered with the Education Services within Education & Children's Services. Parents of children attending nursery should be aware that a place in a local authority managed nursery class does not give children priority in gaining a place in the same school when enrolling for primary school. Entitlement to primary school is determined by the child's home address.

Further details of nursery provision in Perth and Kinross are available in the Council's "Policy & Guidelines for Admission to Nursery Schools and Classes for School", which can be obtained from the school office or accessed on the Council's website at the following address:

<https://www.pkc.gov.uk/families>

## **Nursery Registration**

Parents who would like their child to be considered for a nursery place should complete an application form, available on Perth & Kinross Council website.

To make the transition from home to school easier, we can offer a staggered intake, allowing staff time to get to know parents and children. You are welcome to stay with your child until he/she is settled and happy for you to go.

The Nursery Class has its own secure entrance area and enclosed outside play area with access to the grassed area to the side of the building.

There are places for 32 children at Invergowrie Nursery.

Nursery Times – 9am till 3pm Monday to Friday, term-time only

If your child is absent from Nursery for any reason, please either phone by the start of the session or inform the office staff in advance.

## **Play and the Nursery Curriculum**

"Play is a child's work"

Young children learn through play and the daily programme, based on children's needs and interests is centred around play experiences. Examples and pictures of activities are displayed in the cloakroom area.

The basis of the curriculum is play – through play, each child can fulfil his/her potential and will be able to pursue their own interests. Play provides opportunities for children to:

- Make sense of real-life situations
- Develop awareness of themselves and others

- Explore, investigate and experiment
- Be actively involved in learning
- Draw and test their conclusions
- Develop self confidence
- Express their ideas and feelings in many different ways
- Inhabit imagined situations
- Act out and come to terms with experiences at home or with friends
- Be solitary, quiet and reflective
- Collaborate with others
- Take initiative on their own terms
- Develop relationships
- Practise skills
- Consolidate previous learning
- Be challenged in new learning

Throughout the year, the children will have opportunities to visit the Primary 1 classroom to interact with the children and be involved in a variety of activities to encourage Learning through Play. A shared activity space is set up in school to encourage play and learning together between Nursery and Primary 1.

Together we hope to enable our children to be:

- Confident individuals
- Successful learners
- Responsible citizens
- Effective contributor

The children are encouraged to participate in all activities available and to persevere at tasks.

Our nursery classes, working closely with Primary 1, are working towards achieving Early Level experiences and outcomes in Curriculum for Excellence.

All children will be provided with quality experiences and through these they will develop attributes and capabilities as well as depth of learning across the eight curricular areas:

Expressive Arts  
Health and Wellbeing  
Language  
Mathematics

Religious and Moral Education  
Sciences  
Social Studies  
Technologies

## **Assessment**

Assessment is an integral part of learning and teaching. Your child's progress will be assessed by staff and you will be kept informed of his/her progress and development. Our assessment informs all of our long-term and short-term planning. This helps us to keep our goals fixed in our minds.

All parents will be invited to share "Starting Nursery" observations with staff in the first few weeks of your child coming to Nursery.

As in Primary School, formal Parent Contact Evenings are held twice-yearly and written pupil reports are issued in June. However, Nursery staff are always happy to speak to parents at all times throughout the year and this dialogue is crucial to build positive relationships and a shared understanding of your child's learning and progress.

## **Entrance**

The pedestrian gates must be used at all times for entering the school, and not the double gates.

On entering the Nursery cloakroom area, it would be appreciated if pushchairs could be left outside in the covered entrance area due to limited space.

## **Attendance**

Parents are asked to bring their children into the Nursery within the first ten minutes of the nursery opening and to collect their children promptly. This allows optimum time for staff to work with your children.

Children must be brought to, and collected from, Nursery by a responsible person over the age of 16. A collection form will be filled out upon enrolment and can be updated as necessary. Please notify staff if someone different shall be collecting your child.

## **Records**

On admission, you will be given forms to complete asking for details of home circumstances, telephone numbers, place of work, etc. You must notify the school office of any changes to these details, so that contact can be made should the need arise.

## **Snack**

On-going snack is provided daily for your child and, in line with Perth & Kinross policy of healthy eating, we will offer milk/water and a choice of healthy options.

Children should not bring in any sweets or food of their own to Nursery for snack times. Please let the staff know if your child has any allergies to particular foods.

Please do not worry if your child doesn't have snack. Many children, particularly in the afternoon, don't always feel hungry and while staff will encourage and remind them to visit the snack area, children make their own choices and decisions about whether to eat or not.

## **Illness**

Please do not bring your child to Nursery if they are unwell. If your child has had a bout of sickness/diarrhoea you must wait at least 48 hours before returning them to Nursery. If your child has an infectious illness, we must be told so we can watch out for symptoms in other children and in some instances, we have to log these illnesses with the Care Inspectorate. Please contact us to let us know if your child is to be absent from nursery and the reason why they are absent. Should your child become ill during Nursery, every effort will be made to contact you – please ensure we have an up-to-date emergency telephone number.

## **Medication**

Very occasionally, children require to take prescribed medication during the school day. If this is necessary and your child is still well enough to be at Nursery, medication will only be administered after all the appropriate training and paperwork has been completed. This is in accordance with Perth & Kinross Health and Safety Guidelines.

No unprescribed medication may be kept in school and administered by any member of school staff.

Any pupil with a specific ailment e.g. asthma, should be discussed at the onset with staff and a protocol completed. Pupils who require to use inhalers will be helped by staff to use them.

## **Clothing**

We encourage children to be as independent as possible. Please help us by ensuring children wear sensible, practical clothes that they can manage by themselves. Tight jeans, belts, dungarees and braces are not easy for little fingers- particularly if they are in a hurry! Although we provide aprons for messy and wet activities, accidents do happen and it is important that children wear clothes that won't restrict them from joining in with the activities for fear of messing up their clothes.

Children will need to have a drawstring bag on their peg. Inside their bag they should have a change of clothing in case of 'accidents' and a pair of named gym shoes to wear within nursery. If your child comes to Nursery in Wellington boots, please ensure he/she has other shoes to change into.

## **Outdoors**

The children have access to their own enclosed play area. During the winter months, please ensure that your child has the appropriate clothing and footwear so we can make full use of the outdoor area whatever the weather.

Please note: During nursery hours, an adult will supervise play on the equipment at all times. We accept no responsibility for injury to any child out with nursery hours. Younger or older children playing on the equipment do so at their own risk.

## **Sun Awareness**

We follow guidelines on sun awareness and skin protection but we do ask that parents provide appropriate head wear and skin protection. Sun protection creams must be applied before coming to nursery.

## **Parental Involvement**

Parental support and participation in the Nursery are greatly welcomed. If you are in a position to offer help, either on a regular or occasional basis, please speak to a member of staff or sign the parent's rota in the cloakroom. Unfortunately, for reasons of safety and insurance purposes, we cannot have younger children in the Nursery. To ensure we continue to improve our provision, we regularly ask parents to be involved in evaluating our nursery environment and curriculum. This can be through discussion or by asking for written feedback.

A notice board for parents is situated in the cloakroom area. We ask that parents read this regularly. This is your board and if there is anything which you consider to be of interest to other parents, please ask a member of staff to put it up.

Should the fire bell sound while you are in Nursery, please assemble in the MUGA area at the front of the school. Please do not bring prams etc. into the nursery as this might delay our exit from the building. Fire drills are carried out on a regular basis so staff and children are familiar with the routine.

It is important for children to feel confident about moving on to new situations, and we try to make the transition from Nursery to Primary 1 as smooth as possible for them. Frequent visits to different parts of the school and playground will be arranged to allay any fears.

When children are enrolled at the Primary 1 stage, the school will notify parents of the arrangements for new entrants and a visit/ meeting for parent and child will follow.

We look forward to your child joining us and hope he/she is going to have a very happy start to their education in Nursery and a very positive learning journey at Invergowrie Primary School.