



**THE INTERNATIONAL  
SCHOOL ABERDEEN**

Every Child. Every Opportunity.

# **PRE-SCHOOL**

## **Parent Handbook 2019 - 2020**



## Table of Contents

<b>ISA Vision and Mission</b> .....	<b>3</b>
<b>Our Values</b> .....	<b>4</b>
<b>Learning Expectations</b> .....	<b>5</b>
<b>Pre-School Educational Programme</b> .....	<b>6</b>
Pre-School Philosophy .....	6
Special Features of the Early Childhood Programme: .....	6
Pre-School Learning Outcomes.....	7
Pre-School Curriculum.....	7
Pre-School Facilities .....	8
A Typical Day.....	9
Learning Centres .....	9
<b>Pre-School Behaviour Policy</b> .....	<b>10</b>
General Expectation of Behaviour.....	10
Consultation with Parents.....	10
School Counsellor .....	11
Recording and Reporting Accidents .....	11
<b>Administration</b> .....	<b>12</b>
Admission Guidelines, Enrolment and Waiting Lists .....	12
Pre-School Hours .....	13
Attendance .....	13
Sign-In Register .....	13
Change in Pick-Up Arrangements .....	13
Car Parking and Student Drop-Off Information .....	13
School Buses.....	14
Snow Days and School Cancellation Policy .....	14
Care Inspectorate.....	14
Complaints.....	14
Child Protection .....	14
Clothing.....	14
Outdoor Play.....	15
Snack and Lunch .....	15
Birthdays and Treats .....	15
Pre-School Parties and Special Events .....	15
Field Trips .....	15
End of Year Celebration.....	15
Kindergarten Orientation.....	15
Guest Speakers .....	16
Health Policies .....	16
Health Services .....	16
Partnership with Parents .....	16
Progress Reports and Parent Conferences .....	17
Parent Teacher Organisation.....	17
Class Representative and Parent Involvement .....	17
Modern Language Programme .....	17
Dutch Programme (NTC).....	17
English as an Additional Language (EAL) .....	17
Library .....	17
Specialist Music Lessons.....	17
Children with Additional Support Needs.....	18
Early Developmental Assessment and Intervention.....	18
Supplies.....	18
Thistle Talk.....	18
Pre-School Newsletter.....	18
Treasures from Home.....	18
Visitors to the School.....	18
Withdrawal of Students.....	18
Contacting the Pre-School .....	19

---

Child Care and Babysitting.....	19
Leaving Children Alone – What the Law Says .....	19
<b>Appendix A: GIRFEC and ISA Child Protection Team .....</b>	<b>20</b>

## **ISA Vision and Mission**

### *Exceptional Care for Every Child*

#### **Our Vision**

The International School Aberdeen (ISA) is locally and internationally recognized for excellence in education.

#### **Our Mission**

ISA's mission is to deliver excellence in education through a safe and caring learning environment. Our students are challenged to reach their maximum potential through academic success and personal growth, becoming learners for life and socially responsible, active global citizens.

We provide students with a comprehensive university preparatory education utilising best practices in education from around the world. We serve our internationally diverse student body through a partnership of excellent staff, committed parents, and an involved community.

## **Our Values**

### ***Exceptional Care for Every Child***

#### **Respect**

We respect ourselves and others' rights, property, opinions and diverse ways of life.

#### **Excellence**

We strive to challenge ourselves as individuals and in collaboration with others.

#### **Diversity**

We celebrate our diversity and believe that each person is unique, valuable, and worthy of respect.

#### **Community**

We care for and embrace the "ISA Family".

We recognise our responsibility to promote wellbeing and an environmentally-friendly lifestyle.

#### **Integrity**

We strive to be honest and truthful in our actions.

We encourage and nurture each other.

#### **Service**

We strive to instil a sense of responsibility to our school, local, and global communities.

## Learning Expectations

Learning expectations are broad-based behaviours, performances and skills that students are expected to demonstrate upon completion of our school programme. They become criteria for designing school curriculum based on future trends and challenges, current research and knowledge of what students will need to know and be able to do.

- **Analytical and Creative Thinking** by studying and applying a variety of resources and a basic core of knowledge to solve problems;
- **Self-Directed Learning** by setting priorities, establishing goals, and taking responsibility in pursuing and evaluating those goals;
- **Effective Communicating** by listening, exchanging, and expressing ideas in a variety of forms;
- **Quality Work** which reflects creativity, artistry, high standards, pride, and the use of appropriate technologies;
- **Collaborative Work** by using effective group skills to work well with others.

## Pre-School Educational Programme



### Pre-School Philosophy

We believe that:

Each child is a unique and valued member of the Pre-School class;

The culture and beliefs of each child should be considered and appreciated within the class;

Play is fundamentally important to learning. It is how young children learn about themselves and the world around them;

Learning should be meaningful and fun;

Children are actively involved in their learning;

Children learn through hands-on experiences, taking risks, making mistakes and celebrating success;

What children can do rather than what children cannot do are the starting points in their learning; we build from the known to the unknown;

Learning should cater for the needs and interests of individuals;

The process of learning is more important than the end product;

Children develop social, emotional, physical and cognitive skills at differing rates;

All aspects of a child's development are equally important and interwoven;

Children need to develop a sense of responsibility for their own learning;

Children who are encouraged to think for themselves are more likely to act independently;

Children learn from everything that happens to them and do not naturally separate their learning into subjects;

Parents are the first educators of children and have a vital part to play in the establishment of their child's learning environment.

### Special Features of the Early Childhood Programme:

- A well-rounded programme addressing the social, emotional, physical and intellectual development of each child;
- A multi-cultural community;

- A child-centred curriculum that builds on a child's natural interest;
- Inviting child-friendly classroom, including an outdoor learning area and kitchen;
- Field trips to extend the learning experience;
- Regular communication to promote a constructive working partnership between teachers and parents;
- A warm and caring atmosphere.

## **Pre-School Learning Outcomes**

The following developmental learning outcomes are broad, long-term accomplishments for the students in the Pre-School. They reflect the integration of learning and develop through all learning areas.

The ISA Pre-School staff, in partnership with our students and families, construct a curriculum with long and short-term goals for each child and group of children. For each child, the programme will work towards increasingly complex accomplishments at the child's own developmental level.

The outcomes for the ISA Pre-School are:

- Children develop trust and confidence;
- Children develop positive sense of self and confident personal and group identity;
- Children develop a sense of being connected with others and the world;
- Children's natural curiosity and imagination are nurtured;
- Children develop a range of thinking skills;
- Children increase their ability to be effective communicators;
- Children develop a sense of well-being;
- Children develop a range of physical competencies.

Outcomes for each child are not pre-determined by age-related patterns of development but are open-ended and observable ranges of behaviour. Every child has their own unique experiences that have shaped their understanding of the world. We bring each child along their own learning journey, appreciating what they already know and introducing new ideas and concepts that are unknown to them.

## **Pre-School Curriculum**

The Pre-School curriculum begins very firmly with each child at the centre. Its design is a modified version of the Scottish National Curriculum, '*A Curriculum for Excellence*' which, in itself, has been developed using internationally accepted standards for Pre-School education. Our unique version provides pre-school professionals with broad guidelines regarding what children at the pre-school stage should be experiencing, thus enabling each child, in conjunction with staff and parents, to follow their individual learning journey.

The Pre-School programme is holistic and integrated. This means that subject areas are not taught in isolation but developed through children's interest and units of enquiry. The focus for teaching and learning is on developing and practising skills. The content of topics will vary from year to year but the skills that we are trying to develop will remain the same.

The programme is organised to meet the learning styles and developmental needs of young children. The daily schedule allows time to explore, converse, move, create and play.

Children are involved in learning experiences for listening, oral language, imaginative play, social studies, creative experiences, music and movement, science, mathematics, motor development, and foundations for reading and writing.

Children have opportunities for teacher-directed and child-initiated activities; active and quiet activities; independent



---

and guided activities; as well as large group, small group and individual activities.

The classroom environment is set up with areas to provide for student choice, to capitalise on individual interests, to account for a wide range of developmental capabilities, to provide challenges and to enhance independence.

The ISA Pre-School staff use current research findings and important trends in early childhood education for continuous reflection, in order to evaluate and review our Pre-School programme.

A play-based curriculum is widely considered to be the most appropriate vehicle for young children's learning. Active learning brings about a wealth of opportunities for children to become involved and engaged with learning, developing their language, social-emotional, creative thinking and co-ordination skills.

The Pre-School staff believe that children learn, grow and develop to their full potential when they are in an environment that encourages, supports, challenges and provides numerous opportunities for active learning.

The children are valued and respected as competent and capable learners. Their curiosity, emotional wellbeing, enthusiasm, and love of learning are continually encouraged by the staff.

Through active learning, children observe, ask questions, reflect on their actions and engage in meaningful, self-directed activities.

There are five main areas of our programme:

**Communication and Language** – speaking, listening, reading and writing

**Making Sense of the World** – maths, science and social studies

**Creative Development** – music, art and craft, dance and drama

**Health and Physical Development**

**Self and Social Development**

## Pre-School Facilities

The Pre-School consists of a large, open-plan classroom, including a story-telling pod, kitchen and bathroom. Within this space, there is a cloak area where each child has a cubby to hang their coat, keep their shoes, and store their lunch box. There is also a garden room, visible to and from the main classroom through glass walls, which opens out into an enclosed outdoor play area.

The outdoor play area includes a variety of surfaces and levels. The children can enjoy a decked area with tree stump table and stools, a paved area for bicycles, a grassy mound with slide, a pebbled area with a sand box and boat, a bark-chipped area with digging patch and mud kitchen, and an additional bark-chipped area with balance logs and wicker den, all surrounded by trees, planted areas and grass.

Pre-School has its own separate entrance, through the playground gate. There is no access, for parents, to or from the main school.

Pre-School children have access to the school library, music room and gymnasium as well as the facilities of the foreign language and EAL departments, where appropriate.





## A Typical Day

**Arrival:** Children and parents are welcomed to Pre-School by staff. They are encouraged to put their belongings in their cubbies.

**Morning Free Play:** Children choose from a variety of learning centres. These are planned, by children and staff, to provide opportunities for problem-solving, decision-making, creative expression and social interaction.

**Group Time:** Children have the opportunity to listen, discuss, plan and contribute to group discussions, based on our current interests.

**Snack time:** Children are provided with a healthy snack, including fruit and vegetables.

**Outdoor Play:** Children have the opportunity to develop gross motor skills, whilst exploring the outdoor environment, experimenting and constructing knowledge.

**Lunch:** Children bring their own lunch to Pre-School. Please ensure the lunch is healthy, including fruit and water. The staff sit with the children to eat, converse and provide good role models.

**Quiet time/Afternoon Session:** Children are encouraged to 'read' their bodies, making choices between quiet, indoor activities or outdoor play.

**Snack time:** Children are provided with a small afternoon snack.

**Story time:** Children enjoy a quiet story, shared by the staff or parent readers, prior to home time.



## Learning Centres

**Arts and Craft Centre** - Children explore a variety of materials to reveal their areas of interest and to display artistic expression and composition. They use a variety of tools to develop fine motor skills.

**Construction Centre** - Children use interesting materials for designing and building. These develop mathematical thinking such as classification, measurement, fractions and symmetry.

**Book Centre** - Children explore and enjoy books. They interact with others as they look through books and discuss

ideas. Children learn to value books and reading as they practise and consolidate pre-reading skills.

**Manipulative Centre** - Children manipulate small construction sets, puzzles, and games for exploration to benefit and support understanding of mathematical and logical thinking as well as fine motor skills.

**Dramatic Play Centre** - Children explore and recreate the social roles they see in their lives, developing social skills as well as language skills in a play setting.

**Writing Centre** - Children are provided with opportunities for exploration and experimentation with mark-making, drawing and writing, which in turn facilitate fine motor and pre-writing development.

**Computer Centre** - Children explore and manipulate technology, practising their computer literacy skills whilst consolidating appropriate curricular content knowledge.

**Outdoor Play** - Children develop their physical competencies whilst exploring the natural environment.



## Pre-School Behaviour Policy

Starting Pre-School is, for many children, their first regular time away from their family. Social skills are important skills children learn at home and in Pre-School. Being part of a larger group and dealing with different people is crucial for school success. Social skills learned in Pre-School will carry a child through the rest of their life.

### General Expectation of Behaviour

The dignity of the children is respected at all times by the staff at ISA Pre-School. The Pre-School team are trained professionals who model the kind of behaviour that we expect to see from our students. Children will learn to deal with social situations by following examples of behaviour they see around them. We endeavour to provide the children with positive role models and show them acceptable ways of dealing with problems they may encounter in everyday life.

We expect children to:

- Care for themselves;
- Care for others;
- Care for the school.

Children will be supported in a nurturing, caring and safe manner to:

- Appropriately express their feelings and opinions;
- Demonstrate an empathetic and caring attitude towards others;
- React appropriately to failure and disappointments;
- Contribute to group activities in a cooperative manner;
- Accept and practice responsibility and independence;

### Consultation with Parents

Parents and teachers work in partnership to promote positive behaviour. Pre-School staff are available to discuss concerns at any time.

**School Counsellor**

ISA Pre-School has access to a highly skilled Counsellor, who is available to help children through difficult issues and transitions. The Counsellor works closely with the Pre-School staff to develop strategies that can be implemented in the classroom to assist children who are having social and emotional difficulties.

**Recording and Reporting Accidents**

Staff record all minor incidents and accidents in the Pre-School Accident/Incident Book. Staff members will deal with issues and contact the School Nurse as required. If appropriate, a further Incident Form is completed. The Health & Safety Officer and Elementary School Principal will be consulted on any serious issues.

## Administration

### Admission Guidelines, Enrolment and Waiting Lists

The Pre-School consists of two groups: Pre-School Junior (3-4 year olds) and Pre-School Senior (4-5 year olds).

*Children are placed in one of the two sections according to their birthdate. The 1<sup>st</sup> September is the date used to determine into which section of Pre-School a child is enrolled. A child born after the 1<sup>st</sup> September may enter Pre-School when they turn 3. A child will be eligible for the first year of School (equivalent to Primary 1/Year 1) if they are 5 years old on or before 1<sup>st</sup> September.*

Children should be toilet-trained and be able to reasonably manage the routines and conventions operated within the Pre-School programme. ISA reserves the right to change the initial placement, or request the withdrawal of a child from Pre-School, if subsequent observations and/or testing indicate the need for a change. There is a maximum number of places for each Pre-School session. If your child is unable to start immediately because the Pre-School is at capacity or presently orienting a large number of new students, your child will be placed on the waiting list and you will be contacted as soon as a place becomes available. Pre-School children are not eligible to ride ISA buses.

The ISA Pre-School is registered with the Care Inspectorate. The Pre-School meets the requirements set out by the Care Inspectorate with regards to staffing, and child ratios, and the latest inspection report is available on our website at <http://www.isa.aberdeen.sch.uk/preschool.htm>.

Students who are moving from the Pre-School Junior to the Pre-School Senior group will be automatically registered. Parents who have filled out a Pre-School enrolment form will be notified if their application for a place has been successful.

#### Attendance:

Junior Section                    3 to 5 days a week

Senior Section                    4 to 5 days a week

Pre-School students are offered extra programmes in Music, PE, and Library. French or Spanish instruction is usually available to Pre-School Seniors.

The Dutch programme is open to native speakers.

---

## Information for Parents

### Pre-School Hours

Pre-School sessions run each day from **8:15am to 3:00pm**.

You may prefer to bring your child in a little later or pick them up earlier. Pre-School staff are involved in preparation for the day before 8:15am, so children will not be admitted before this time.

**Children must be collected promptly at 3:00pm, as Pre-School staff are involved in teaching, meetings, training and preparation after this time.**

### Attendance

The ISA Pre-School programme is designed to meet the individual learning needs of each child. It is, therefore, important for children to attend regularly so that they can benefit from all that the programme has to offer. Pre-School is not mandatory, therefore it is the parents' choice to decide if and when their child attends.

Children should not attend school if they are unwell. Please telephone or email the Pre-School if your child is sick, or if they are not going to attend Pre-School on any scheduled day. The ISA school policy states that children must be kept at home for 48 hours after the last sign of vomiting or diarrhoea, and 24 hours after the last sign of fever.

### Sign-In Register

We have a register at the entrance to Pre-School. This is an important record of when children arrive and depart. Please make sure an accompanying adult signs the child in and out. Space is provided for messages regarding changes to regular pick-up arrangements. Please also convey any changes to staff.

### Change in Pick-Up Arrangements

Children will only be released into the hands of an adult who is known to Pre-School staff. It is very important that we keep the children safe at all times. If you are unable to pick up your child from Pre-School, and you need to make a different arrangement, you must notify Pre-School staff in advance. As noted above, please record any changes to pick up arrangements in the attendance register next to your child's name. If plans change during the school day, you must contact the Pre-School staff.

### Car Parking and Student Drop-Off Information

#### Car Park:

The car park is the first left after entering the campus. Drivers are encouraged to reverse park. For special events, the bus park is opened up for parent parking as well as the edge of the circular drive to Pitfodels House. **At no time should young children be left alone in a vehicle.**

#### Pre-School Parking:

We have designated the spaces next to the island as Pre-School parking at the start and end of the school day.

#### Student Drop-Off:

For student drop-off (older students), proceed to the top of the car park, circle the island at the top of the drive. The student drop-off is located on the left at the covered pick-up shed. Please do not park in the drop-off zone.

#### Pedestrian/Biker Entrance:

Students walking or riding to school should use the pedestrian entrance, located to the east (City side) of the main entrance. Proceed up the gravelled walkway next to the bus drive. There are bike racks on the west side (Marcliffe side) of Pitfodels House.

#### Car Park Safety:

- Drive slowly in all areas of the car park;
- Watch for pedestrians walking out from parked cars;
- Use designated walkways;
- Park in designated spaces only. Parking in areas marked off creates blind spots;
- Please reinforce the safety we discuss with the children, at home.

---

## School Buses

A fleet of buses provides transport to and from school for students in Kindergarten through to Grade 12. For safety reasons, **Pre-School children may not use these buses** but must be transported to and from school by their parents. This rule applies even if they have older siblings who would travel with them.

## Snow Days and School Cancellation Policy

There are occasions when it may be necessary to cancel school, particularly as a result of inclement weather during the winter months. The decision to close the school is made by the Head of School in conjunction with the bus company that transports the ISA students to school.

If school is cancelled before school hours, NorthSound Radio Station will be informed. NorthSound 1(FM 96.9) broadcasts school closures every half-hour from 6.00am, and NorthSound 2 (MW 1035) will broadcast every hour from 6.00am. Please listen to NorthSound Radio to obtain any early information.

School closure information will also be sent as a text message to your primary mobile and an email to your primary email address. Additionally, it will be posted on the ISA website @ [www.isa.aberdeen.sch.uk](http://www.isa.aberdeen.sch.uk).

If school is open but, in your judgement, it is not safe to travel in your area, please feel free to keep your child(ren) at home.

If school is cancelled during the school day, you will be contacted and asked to pick up your child. It is important that you can be contacted during the day, so please ensure that we have updated telephone contact numbers.

## Care Inspectorate

ISA Pre-School is inspected regularly by the Care Inspectorate, a scrutiny body responsible for the regulation of care of vulnerable members of the community, specialising in health and social care, early learning and childcare, social work, children's services, and community justice. The Care Inspectorate imposes strict guidelines to ensure the safety and wellbeing of children in pre-schools. ISA works with the Care Inspectorate to provide the best possible service to our children. Parents may be requested to fill in surveys or take part in interviews with Care Inspectorate staff, as part of their inspection process.

## Complaints

If you have a complaint or concern, please come and see the Pre-School staff. If you are unable to resolve the problem, please make an appointment with the Elementary School Principal. We try our best to help resolve issues at school but, if you are still unsatisfied, you can contact the Care Inspectorate Aberdeen Office at 01224 793870.

## Child Protection

ISA has a comprehensive child protection policy, in line with government guidelines. As part of this policy, parents are required to sign a permission form at the beginning of each school year to allow Pre-School staff to assist the children in the toilet if they have an accident. Parents may choose not to sign the permission form, but they will be called to come and assist their child in the event of a toilet accident.

## Clothing

Please dress your child in appropriate play clothing that is easily washed so that they may enjoy the activities provided. As these activities include play-dough, painting, glue, sand and water play, it is difficult for children to "stay clean". If your child is concerned about getting their clothes messy, this may inhibit their participation. We have painting and water play aprons which children can wear to participate in messy or wet activities. Clothing should encourage children to be independent and dress themselves easily. Please ensure your child can independently manage their shoes. **Please bring spare clothes for any accidents.**



## Outdoor Play

It is a school-wide policy that children at ISA will go outside to play every day, in all weather. It is a very important part of their education and for their physical wellbeing. We will not go outside if the conditions in the playground are dangerous; for instance, if the ground is excessively icy and slippery or if there are high winds.

Young children love to play in rain and snow, and it is important for them to experience all types of weather first-hand. Please make sure that you supply your child with adequate warm and waterproof clothing for the cold months of the year. They will need to bring along a pair of wet weather boots and a spare set of warm clothes. No umbrellas, please; these can be dangerous when the children are running around.

## Snack and Lunch

The Pre-School provides a snack for the children. The Pre-School staff and catering staff ensure the snack is healthy and prepared safely, often involving the children.

Pre-School children are required to bring their own lunch from home each day. Most children bring a small lunch box with a range of different foods that they like to eat. Please **ensure** your child's lunch is healthy and nutritionally balanced. Please provide a drink for your child (preferably water). **No nuts please.**

Pre-School staff eat their lunch with the children. The staff model good eating habits and healthy food choices.

Pre-School staff do not heat lunches for children. If you want your child to have a warm lunch, please send it in a thermos. In order to keep food safe, please put an ice pack in your child's lunch bag.

## Birthdays and Treats

Birthdays are very exciting for pre-school age children. We are very happy for parents to bring in some kind of small treat for the class to help celebrate their child's birthday. We request that you do not bring goodie bags. The ISA Pre-School follows a 'No Nuts Policy'. **Please bring in a list of ingredients contained in any food to be shared.**

## Pre-School Parties and Special Events

During the school year, we celebrate a number of parties and special days in Pre-School. Parents often help to arrange these events in conjunction with the Pre-School staff.

We encourage parents to share celebrations from their home countries.

There are many other activities that Pre-School is involved in: the children join the Elementary School to celebrate International Week and participate in the annual Elementary School curriculum focus week.

If one of these events falls on a day that your child does not attend Pre-School, you may be invited to bring your child in for the duration of the event; you will be asked to stay with your child.

## Field Trips

Throughout the year, field trips will be organised for the children's educational interests. Parents may be invited to attend field trips. Children under 4 must be accompanied by an adult on all field trips. As part of the school policy, a risk assessment is done in advance of any trip. Permission notices will be sent out to parents, and these will need to be signed and returned to the teacher before any child is allowed to participate in a field trip.

## End of Year Celebration

We celebrate the year, each June, highlighting special or favourite moments. Parents are invited to attend the celebration in The Queen Elizabeth Theatre and a party afterwards. Pre-School will finish after the celebration.

## Kindergarten Orientation

Each year in May and June, Pre-School Senior students, eligible for Kindergarten, will be involved in an orientation programme. The idea of this programme is to prepare the children by introducing them to some of the things they will do in Kindergarten:



- Visit the Elementary playground;
- Eat lunch in the cafeteria with Kindergarten to Grade 2 students;
- Visit the Kindergarten classrooms and speak with the Teachers;
- Bus Orientation;
- Computer, Art & Drama Room Orientation.

## Guest Speakers

From time to time, we invite guest speakers to address the Pre-School children on various topics.

The School Nurse also comes in to assist with the health programme in the Pre-School. She speaks to the children about a range of topics including dental hygiene, washing hands, preventing illness and healthy eating.

## Health Policies

The Pre-School follows The International School's guidelines for health and safety. Some important points to note are listed below.

### Medical Attention

ISA has a registered nurse who is in attendance at school if a child has an accident or becomes ill during the day. If the School Nurse calls you during the day to notify you that your child has become ill, you are required to come and pick up your child from school as soon as possible.

Members of Pre-School staff are trained in first aid and can give basic assistance in the event of illness or accident until the Nurse can be reached.

### Fever

A child with a fever must not attend Pre-School. The School Nurse and/or Pre-School Teacher will contact parents if a child develops a fever during the day. Arrangements must be made for the sick child to be taken home. Children must be kept at home for at least **24 hours** after their temperature returns to normal.

### Contagious Diseases

Contagious diseases can be passed on very easily with small children. It is in the interest of every child that parents keep their children home if they have an infectious disease. Please consult your family doctor if you are unsure.

### Vomiting and Diarrhoea

It is a Pre-School Policy that children must be kept at home for at least **48 hours** after the last episode of diarrhoea or vomiting. This will allow the child to recover from the underlying cause of the illness.

### Administering Medication

The School Nurse will administer medication, however Pre-School staff are given regular training in this regard to act in her absence. A medication authorisation form is required and should be completed and signed. These forms are available from the School Nurse or can be downloaded from the School website. Please arrange to take medications directly to the School Nurse. We do not routinely store medication in Pre-School for safety reasons, except in exceptional circumstances.

### Allergies

If your child has an allergy, please ensure the Pre-School Teacher and the School Nurse are aware of the nature of the allergy before the child begins at Pre-School. Pre-School staff are very conscious of food allergies in young children, and will make arrangements where necessary for the environment to be kept clear of known allergens as far as possible.

### No Nuts Policy

Pre-School is a completely nut-free zone. Please ensure your child's lunch is nut-free.

## Health Services

ISA is very fortunate to have the services of a highly trained and caring School Nurse. The School Nurse is available to speak with parents regarding the health and wellbeing of every child. Please do not hesitate to contact her to discuss any concerns that you might have about your child's health (tel: 01224 730400; email: nurse@isa.aberdeen.sch.uk).

## Partnership with Parents

Parents play a central role in the lives of their children and are their child's first teachers. Pre-School staff believe a

---

child will benefit most when parents and teachers work together. Parent involvement is welcomed and encouraged.

Here are some suggestions for parental support:

- Be a participant in your child's education by asking about his/her school experience;
- Volunteer to be a helper in your child's classroom – cooking, reading, sharing your talents and interests;
- Read every night to your child in his/her first language;
- Maintain regular communication with the Pre-School staff;
- Become an active member of our school community by attending school events and meetings.

## **Progress Reports and Parent Conferences**

Progress reports cover a range of developmental skills that are regularly assessed over the year. Parent conferences are held during the year. Further conferences may be organised on request by either the teacher or parents.

## **Parent Teacher Organisation**

The Parent Teacher Organisation (PTO) of ISA is a volunteer organisation made up of parents and teachers. All parents and teachers of students at ISA are members of the PTO, as currently there are no membership fees. The PTO meets once a month and those dates are included in the online school calendar along with other PTO-sponsored programmes and socials.

All funds raised through the PTO are used to promote educational activities that supplement/complement the school programme; promote ethnic/cultural sensitivity and celebrate the ISA multicultural diversity; ease difficulties of transition, which can be particularly acute in an international school; promote understanding of our host country; promote service to ISA community and communities beyond our school; and assist parents in developing/enhancing skills needed to raise and protect their children. In addition, the PTO strives to foster a strong sense of community by promoting a co-operative, supportive relationship among students, parents, teachers, ISA Administration & staff and the ISA School Board of Trustees.

## **Class Representative and Parent Involvement**

Each year, two parents volunteer to take on the role of Class Representative. This is a very important role, as it requires the co-ordination of many Pre-School events and special occasions. The Class Rep works very closely with the preschool staff to liaise between the school and the parents.

The Pre-School Class Rep will send out an invitation early in the year to invite parents to attend a coffee morning. This is a great time to get to know the other parents and to sign up for helping at the various events for the year.

## **Modern Language Programme**

Pre-School Senior children will be exposed to the modern languages of French and Spanish.

## **Dutch Programme (NTC)**

A mother tongue programme is offered to students at ISA from Pre-School up to Grade 6. The programme is run by a Dutch teacher using the latest language methods, all of which are in accordance with the standards of the Dutch Ministry of Education, and are used in many Dutch schools. For further information, please ask to speak to the Dutch teacher.

## **English as an Additional Language (EAL)**

The Pre-School is a language-rich environment which provides many opportunities for children to hear, use and develop language. The EAL teacher works closely with the Pre-School team to develop an English Language support programme that complements the class programme and each child's individual needs, where appropriate.

## **Library**

The Pre-School students attend a library lesson once a week. The lesson is conducted by the Librarian. Children are asked to purchase a library bag from the library to protect their books.

## **Specialist Music Lessons**

We have a specialist music teacher who teaches the Pre-School children each week. This is a wonderful time, when the children learn a variety of songs and play percussion instruments. Music class takes place in the classroom.

---

## Children with Additional Support Needs

ISA reserves the right to make changes to the initial placement or request the withdrawal of a child in Pre-School if subsequent observations and/or testing indicate the child is unable to meet the criteria established for success. Each child's needs will be considered on application. Reports from doctors, psychologists and previous schools (if applicable) will need to be submitted to determine if ISA is able to accommodate students with additional needs.

## Early Developmental Assessment and Intervention

Pre-School children are assessed both formally and informally during the year. If assessments indicate potential learning difficulties, the child's specific concerns will be targeted in an individual intervention plan. Parents will be involved with this process, as intervention will need to be carried out at home as well as in school.

## Supplies

Your child will need the following items (please ensure they are all **clearly named**):

- PE shoes
- ISA t-shirt or sweatshirt
- Wellington boots
- Coat, hat, gloves (as necessary)
- Sunhat (as necessary)
- Pair of non-slip indoor shoes
- Change of clothes
- Packed lunch (**no nuts**) and water bottle
- ISA library bag – purchased in the Library
- Waterproof trousers and jacket or overalls

## Thistle Talk

Each Friday, a whole-school bulletin will be emailed by electronic link to all families. It is important that families read this as it contains important school information.

## Pre-School Newsletter

Every two weeks, the Pre-School Newsletter will be emailed to parents. There will also be a printed copy available on the noticeboard.

## Treasures from Home

We request that toys from home not be brought to Pre-School as they can be lost and broken. There is a huge range of activities and different resources for your child to use at school. Please encourage your child to leave their special toy in the car or at home.

However, your child is encouraged to bring items of interest to Pre-School, especially if they fit in with the topic that we are studying. Books are always welcome, as encouraging a love of reading is one of our aims.

## Visitors to the School

If you enter the school through the main entrance, you will be requested to sign in and take a pre-printed parent name badge or visitor's pass. You will be required to wear the name badge/pass whilst you are on the school campus. This is an important security measure. If staff members see people walking around the school without a name badge or visitor's pass, they will notify Security. You do not need a name badge/visitor's pass if you bring your child to Pre-School or pick them up through the Pre-School entrance. If you are planning to stay in the school visiting an older sibling or doing volunteer work, you will need to re-enter through the main school entrance to sign-in and collect a name badge/visitor's pass.

## Withdrawal of Students

If you withdraw your child from ISA, you need to fill out a relocation form and hand it in to the Elementary Secretary. You can obtain a form from the Elementary Secretary. The semester in which the child withdraws will be charged in full. If you leave during the first semester and have paid for the full year, you will be reimbursed for the second semester.

---

## Contacting the Pre-School

Pre-School can be contacted anytime during the school's opening hours on 01224 730350, or alternatively contact the main Reception on 01224 730300 and you will be put through to the Pre-School office.

## Child Care and Babysitting

### Leaving Children Alone – What the Law Says

Strange as it may seem, there's no set age for leaving children home alone. The law simply says that you shouldn't leave a child alone if they'll be at risk.

There is such a wide variation in the rate that children mature that it would be almost impossible to come up with a "one size fits all" law. Instead, the choice is left to parents. They know their children best and can use their own judgement.

That is not to say that there are no laws on leaving children home alone. Under the Children and Young Persons (England and Wales) Act 1933, the Children and Young Persons (Scotland) Act 1937, and the Children and Young Persons (Northern Ireland) Act 1968, parents and carers can be prosecuted for neglect. This means that they can be fined or sent to prison if they are judged to have placed a child at risk of harm by leaving them at home alone, regardless of where in the UK the child lives.

There might not be a specific legal age to leave children alone but it is safe to say babies, toddlers and young children should never be left alone, even if it is just while you pop down the road. Even if they are sleeping peacefully when you leave, they could well wake up and get very upset when you are not there to look after them. They would not be able to protect themselves in an emergency and may even try to leave the property to find you.

### The NSPCC's advice on leaving a child at home is:

- **Babies, toddlers and very young children should never be left alone**
- **Children under the age of 12 are rarely mature enough to cope in an emergency and should not be left at home alone for a long period of time**
- **Children under the age of 16 should not be left alone overnight**
- **Parents and carers can be prosecuted for neglect if it is judged that they placed a child at risk by leaving them at home alone**
- **A child should never be left at home alone if they do not feel comfortable with this, regardless of their age**
- **If a child has additional needs, these should be considered when leaving them at home alone or with an older sibling**
- **When leaving a younger child with an older sibling think about what may happen if they were to have a falling out - would they both be safe?**
- **There's no legal age to babysit but you should really think carefully about using anyone under 16. Any younger and they might not be mature enough – or have the authority – to be in charge.**

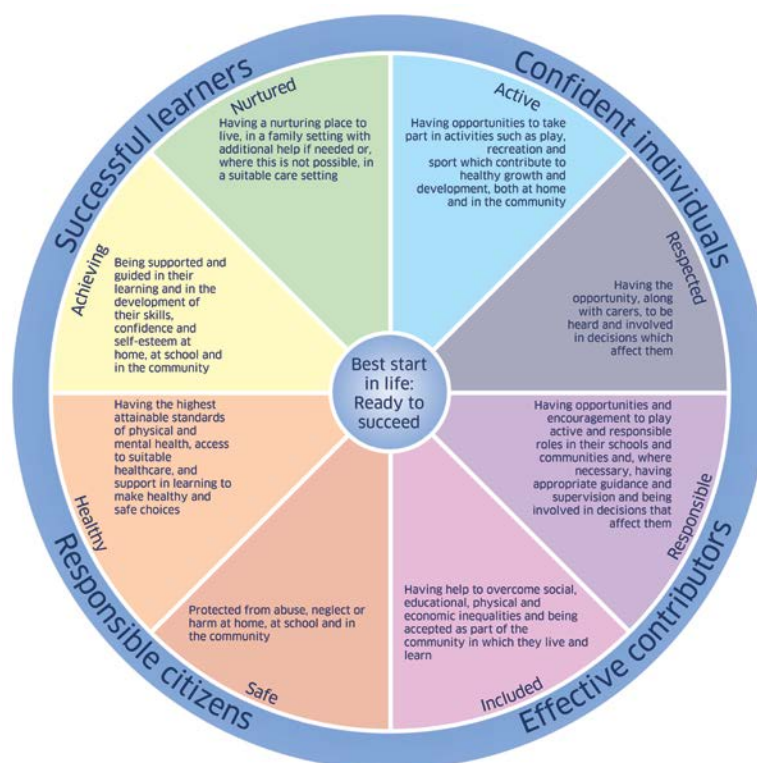
For more information: <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/leaving-child-home-alone/>

## Appendix A: GIRFEC and ISA Child Protection Team

GIRFEC is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people. It supports them and their parent(s) to work in partnership with the services that can help them.



It puts the rights and wellbeing of children and young people at the heart of the services that support them – such as early years services, schools, and the NHS – to ensure that everyone works together to improve outcomes for a child or young person.



Pupils at ISA will experience health and wellbeing using a range of planned and inter-related approaches to developing their personal, physical, and mental health. We teach health and wellbeing in a variety of ways through our health curriculums, police visits, nurse and counselling lessons; and community events like the New Student Orientation, Digital Citizenship Week, and school assemblies. Our Student Support Team also meets regularly at all levels to discuss interventions for students who need extra support.

### ISA Child Protection Team 2017-2018

Nicholas Little -	ext. 420 (Head of School – Named Person)
Valerie DeGraw -	ext. 319
Heather Barker-	ext. 333
Karen Munro -	ext. 400 (Child Protection Co-ordinator)
Don Newbury -	ext. 405 (ES Named Person)
Angus Carmichael -	ext. 406 (MS/HS Named Person)
Andrea Taylor -	ext. 350
Ron Falconer -	ext. 417

