

A decorative border of colorful balloons (blue, pink, orange) with black strings, arranged in a rectangular frame around the page content.

Nursery Handbook 2017 - 2018

The purpose of this handbook is to give information to parents about our nursery and to assure parents of our commitment to the provision of a caring and enriching environment for our children.

During the time your children are in the nursery, they will be treated as valued members of our school and nursery community.

Your child will learn in a stimulating and caring environment where they will be encouraged to achieve their full potential.

Head Teacher

Jacqueline Ross



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Section 1: Establishment Aims

The main aim of the nursery is to provide a warm welcoming place where the children enjoy themselves, are happy and learn.

- We realise the role of parents and the home in the early education of children, and we hope to have a partnership with parents, so that we can build on, and develop what has been learned at home.
- We follow the Scottish Executives “A Curriculum for Excellence” and therefore we provide:
 - a stimulating curriculum to meet the needs of learners
 - effective teaching and learning
 - equality of opportunity
 - partnership with parents, staff and the wider community

The Nursery Curriculum has eight key areas:

1. Health and Well Being.
2. Numeracy & Mathematics.
3. Literacy & English
4. Social Studies.
5. Sciences.
6. Technologies.
7. Expressive Arts
8. Religious and Moral education

All our planned activities and experiences are to fulfil the learning outcomes in these areas. These activities are displayed on the planning wall in the nursery. Planning and what your child is learning about is also displayed in the “Learning Tree” in the cloakroom area of the nursery.

If at any time, you wish to discuss any aspect of the nursery, or your child’s progress, please speak to any member of the nursery staff.



Equal opportunities and social justice

It is Nursery policy that equal, social and curricular opportunities be offered to girls and boys. The Nursery implements South Lanarkshire Council's statement on Inclusive Education by promoting the positive value of a multi-ethnic society.

Educational provision and social opportunity is offered to all regardless of religion, race, gender or physical disability.

The Head Teacher will be happy to deal with any enquiries in this regard to help parents' access information.

Accessibility

In line with the content and the tone of "The Education (Disability Strategies and Pupils Educational Records) (Scotland) Act 2002" we are committed to improving access to education for pupils and prospective pupils with disabilities.

We aim to:

- Improve access to the curriculum
- Promote an inclusive ethos
- Improve the physical environment to make it more accessible
- Improve the way we communicate with children and parents to ensure equality of opportunity.

Section 2: General Information

Staff Information

St. Joseph's Primary School Nursery Class
Park Lane
Blantyre
G72 9AS

Telephone - 01698 825121

Fax - 01698 712327

Places per Session - 30 / 30

Age ranges of Pupils - 3-5 Years

Head Teacher - Mrs J. Ross
Depute Head Teacher - Miss C. L. Mullen
Nursery Teacher - Mrs E. MacKenzie
Early Years Team Leaders - Mrs K. Chisholm/Mrs D. Hurst
Early Years Worker - Mrs D. Hurst
Early Years Worker - Miss L. Boyd
Early Years Worker - Ms. C. Smith

Nursery Hours - Morning Session: 8.45a.m. – 11.55a.m.

- Afternoon Session: 1.00p.m. – 4.10p.m.

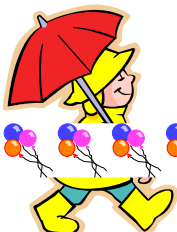
Application forms for the Nursery are available from the Nursery office. Admission to the Nursery is decided by an Area Admissions Panel.

Early Years Tel. 01698 454462

Details of holidays and in-service days

See appendix 1

Suitable Clothing



the nursery. Children have access to paint, sand, water and glue etc, so clothes such as jogging bottoms and t shirts may be more practical. Please also make sure that your child has suitable outdoor clothing as outdoor play is part of our nursery curriculum and daily routine.

Enrolment Procedures

Parents may enrol their child after his/her second birthday. Application forms are available from the nursery office. Appointments are on a Wednesday and Friday only from 10am and 2pm. Please contact the Nursery to arrange an appointment with the Team Leaders.

When your child has been allocated a place in the nursery, you will be invited to our welcome meeting. At the time you will be given information about the nursery, a starting date and time to complete the appropriate enrolment forms.



Attendance

Children are expected to attend the 5 sessions allocated to them. Parents are asked to contact the school in event of absence.

Arrival and collection of children

Parents are always welcome in the Nursery. On arrival at nursery, entry can be gained by using the buzzer system. On entry to cloak area, parents should encourage their child to change their outdoor shoes for their gym shoes. Gym shoes should be stored underneath the seats in labelled boxes under the child's name. Outdoor shoes should be placed together underneath the seats in labelled boxes. Children's jackets should be placed on their peg which is labelled with a name and symbol.

There are 3 registers for each group; blue, red and green. Parents/carers sign in their child and write down the name of the person collecting them. The child is also signed out upon collection. Children self register by signing themselves in on their group colour register and we encourage parents to follow this with their child.

When children first begin nursery, it is usual to have a 'settling in' period where they will attend their first day for an hour only and then increasing the time as the week goes on. The nursery staff will discuss this with you and together reach the solution which is best for you and your child. When collecting your child, please feel free to come into the nursery. If a story is being read, we would ask you, if possible, to leave your child to the end of the story. Please ensure that a member of the nursery staff is told if your child is being collected by someone who would not normally do this. **Your child should always be left and collected by someone over 16 years of age.**

Outings

When outings are planned, the nursery staff will inform you in advance. When your child starts at nursery, you will be asked to fill in a general consent form, but each outing will require a signed consent form. If these forms are not signed and returned the child cannot leave the school to take part in the outing.

Emergency closures

In the event of severely inclement weather or a major incident, the nursery children would be sent home. Please ensure that we have an up to date telephone number where someone could be contacted and asked to come and collect the child. If the school was evacuated, the children would be taken to St. Joseph's Church and parents contacted by the Head Teacher.



Snacks

The children have a snack during each session. This is usually fruit, bread, biscuits and cheese, or yoghurt. A snack menu is displayed in the nursery playroom and is changed each day. The children are offered milk to drink with water as an alternative. A full list of the nursery snacks and their allergens is displayed in the Cloakroom area. If your child has any special dietary requirements please inform the nursery staff.

There is a donation each week that we ask of £2.50 which is put into piggy banks beside the parents/carers sign in registers. This money is used to buy fruit from our local fruit shop, food for special celebrations i.e. Chinese new year and resources. All money collected is used for the benefit of the children.

Transfer to primary

To make the transition from nursery to primary as simple as possible, we would encourage parents/carers to visit the school which their child will attend on any Induction Days which are offered. The Transition Records will be passed to the appropriate school for each child.



Section 3: Health and Safety



Medication

Parents are requested to inform the Nursery of any particular medical requirements their child might have. If your child is in need of medication during his/her time at Nursery, you should inform the Nursery Staff. Prescribed drugs will be given at the discretion of the Head Teacher. You will need to fill a consent form authorising a member of staff to administer the medicine.

If your child becomes ill or has an accident in Nursery and if the matter requires it, you may be contacted either by home telephone number or, if necessary, through the Emergency Contact Number.

It is vital that the school has a current emergency contact number for each child.



Minor accidents and upsets

Your child will be treated with care. A first aider is also available in Nursery. You will be advised of any accident and be asked to sign the internal accident book.

Visits to the establishment by medical staff



The oral health educator, Child smile, visits the nursery to introduce the children to the tooth brushing programme. She discusses good eating habits as well as issuing toothbrushes and toothpaste for use in the nursery. All Nursery staff are trained by Child smile and tooth brushing is done daily.

Child protection

All South Lanarkshire education establishments have procedures and guidelines in relation to the identification and protection of children at risk.

All staff are required to fulfil their professional and contractual obligation to report grounds for concern.



Curriculum principles

The Early Years curriculum should:

Celebrate the unique individual potential of every child by

- Promoting equality of opportunity: valuing and reflecting all children's racial origins, gender, family grouping, cultural, social and linguistic backgrounds and abilities
- Celebrating the child's achievements and responding to the child's interests, concerns and needs.
- Recognise the rights of children
- Promoting self esteem and independence

Acknowledge that the whole child grows and learns

- Social, emotional, physical, intellectual and aesthetic development is interdependent.
- Variations in pace and timing of growth and learning are taken account of.
- Learning is integrated – making links and connections is crucial

Recognise that early childhood is a distinctive and valuable period of life and learning

- The curriculum should reflect the overlapping nature of development of the baby, the toddler and the young child.
- Young children learn most effectively in active, meaningful contexts.
- The curriculum should promote a continuum of learning from 0-5 and beyond.

Acknowledge that parents and family are integral to the child's life

- **RECOGNISE PARENTS AS KEY EDUCATORS**
- Recognise the influence of the social, cultural and physical learning environment of the home and community.
- Respect parent's aspirations
- Build on and develop what the child has learned at home
- Share information on children's experiences and learning with parents.
- Work together to support the child.

Nursery Curriculum



authority advice.

“Curriculum for Excellence” is the main source of guidance for our pupils.

1. Health and Well Being.
2. Numeracy & Mathematics.
3. Literacy & English
4. Social Studies.
5. Sciences
6. Technologies
7. Expressive Arts
8. Religious and moral education

“Building the Ambition” is a national practice guidance document that supports practitioners to achieve the highest quality early learning and childcare possible. This allows our youngest children to play their part in the Scottish Government’s ambition of Scotland being the best place in the world to grow up.

Story Bags, Numeracy bags and Music Sacks



Our Story Bags, Numeracy Bags and Music Sacks are given out on a Friday for return on the following Tuesday. Each child will be able to have a chance to take them home over the course of the year. Each sack focuses on a curricular area with fun learning experiences to carry out. We would ask parents/carers to find time to work with their child and to also work with your child to fill out the evaluation form.

Your feedback is important to us.

If older brothers or sisters express an interest, please encourage them to share their learning with the Nursery child.

We would ask you to encourage the children to look after the books, bears, puzzles and musical instruments as they were bought from Nursery Funds and are expensive to replace.

Please try to return them on time, to allow another child to have a turn as they may miss out.

Nursery staff regularly observe and record the children's progress in order to identify areas where the child may require additional learning experiences.

All children have Personal Learning Plans. These are individual targets that staff and parents want their child to work on for e.g. counting quantities up to 5 or developing pencil control. There are three terms and each term, your child's keyworker will meet with you to discuss targets, their progress and next steps in their learning and development.

All children have a 'Running Record' which follows the Scottish Executive document 'Getting it Right For Every Child.' Your child's keyworker will fill this out for your child and this coincides with the curriculum areas.

Your child's keyworker will meet you in September and April each year for an informal parents night where you child's learning and development will be discussed.

Section 5: Parental Partnership

Establishment aims for the promotion of partnership

We appreciate that parents are the prime educators of their children and as such have an important role to play in their continued education.

We exchange information, share ideas and aim to develop informal relationships with the parents.



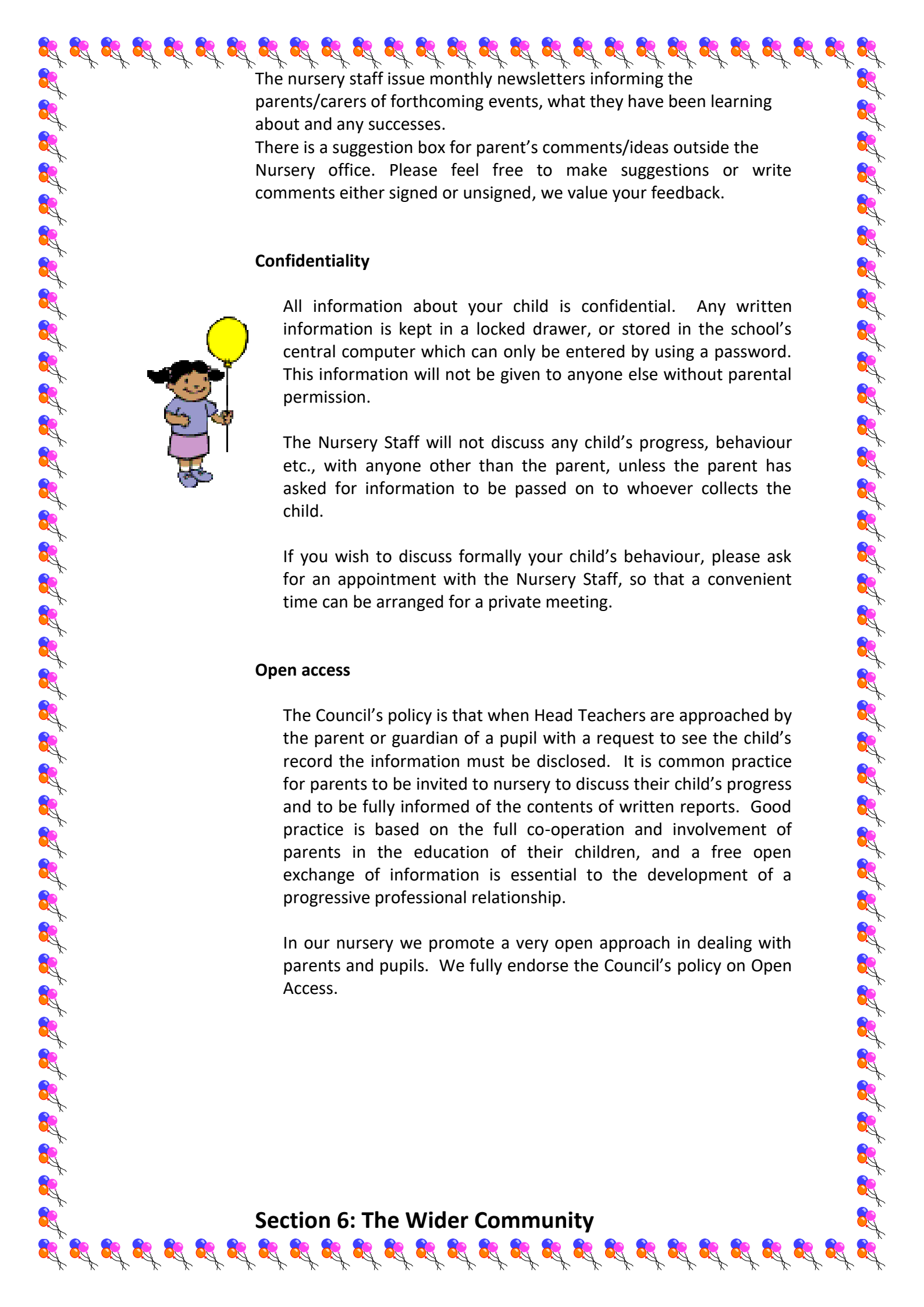
Working together to promote positive behaviour

The aim of the nursery class is to develop positive relationships based on mutual respect.

Simple rules are explained to the children thus encouraging acceptable behaviour.

Praise and encouragement are promoted.

News/notices



The nursery staff issue monthly newsletters informing the parents/carers of forthcoming events, what they have been learning about and any successes.

There is a suggestion box for parent's comments/ideas outside the Nursery office. Please feel free to make suggestions or write comments either signed or unsigned, we value your feedback.

Confidentiality



All information about your child is confidential. Any written information is kept in a locked drawer, or stored in the school's central computer which can only be entered by using a password. This information will not be given to anyone else without parental permission.

The Nursery Staff will not discuss any child's progress, behaviour etc., with anyone other than the parent, unless the parent has asked for information to be passed on to whoever collects the child.

If you wish to discuss formally your child's behaviour, please ask for an appointment with the Nursery Staff, so that a convenient time can be arranged for a private meeting.

Open access

The Council's policy is that when Head Teachers are approached by the parent or guardian of a pupil with a request to see the child's record the information must be disclosed. It is common practice for parents to be invited to nursery to discuss their child's progress and to be fully informed of the contents of written reports. Good practice is based on the full co-operation and involvement of parents in the education of their children, and a free open exchange of information is essential to the development of a progressive professional relationship.

In our nursery we promote a very open approach in dealing with parents and pupils. We fully endorse the Council's policy on Open Access.

Section 6: The Wider Community

St Joseph's Primary School Nursery Class, because of its central position in Blantyre, has close links with the community. Children are involved in visits to the local shops. Good relationships have also been established with local police. The local Health Centre plays an important role in the re-enforcing of health issues.

Links with primary schools

We liaise with local primary schools and share information about the children who will be attending their school.



Section 7: Other Information

Care Inspectorate

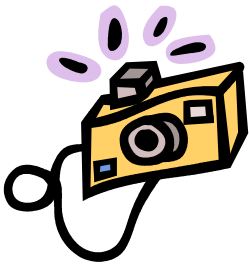
The National Care Standards cover services for children and young people up to the age of 16 years which are required to be regulated under the Regulation of Care (Scotland) Act 2001.

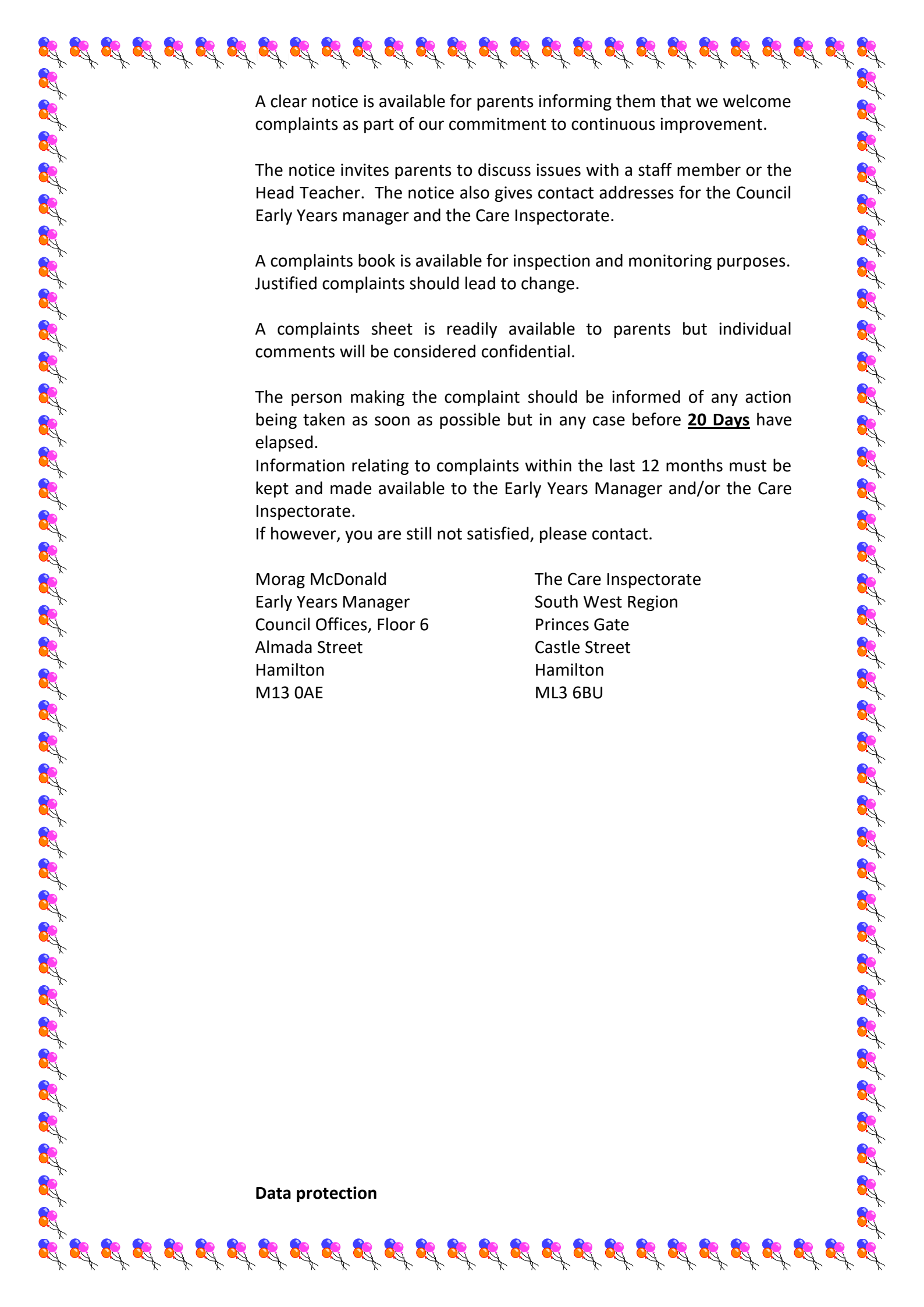
In respect of this, the nursery will undergo inspection from the Care Inspectorate.

Further information concerning National Care Standards is available from the Head Teacher.

Photography and the media

From time to time children have their photographs taken by the local press for perhaps being involved in a special project. In addition we also take photographs and produce 'read only' DVDs of the children, showing the work of the nursery and their own child's learning that has taken place. Any parent not wishing their child's photograph to be used in this way should notify the Head Teacher in writing and this information will be recorded.





A clear notice is available for parents informing them that we welcome complaints as part of our commitment to continuous improvement.

The notice invites parents to discuss issues with a staff member or the Head Teacher. The notice also gives contact addresses for the Council Early Years manager and the Care Inspectorate.

A complaints book is available for inspection and monitoring purposes. Justified complaints should lead to change.

A complaints sheet is readily available to parents but individual comments will be considered confidential.

The person making the complaint should be informed of any action being taken as soon as possible but in any case before **20 Days** have elapsed.

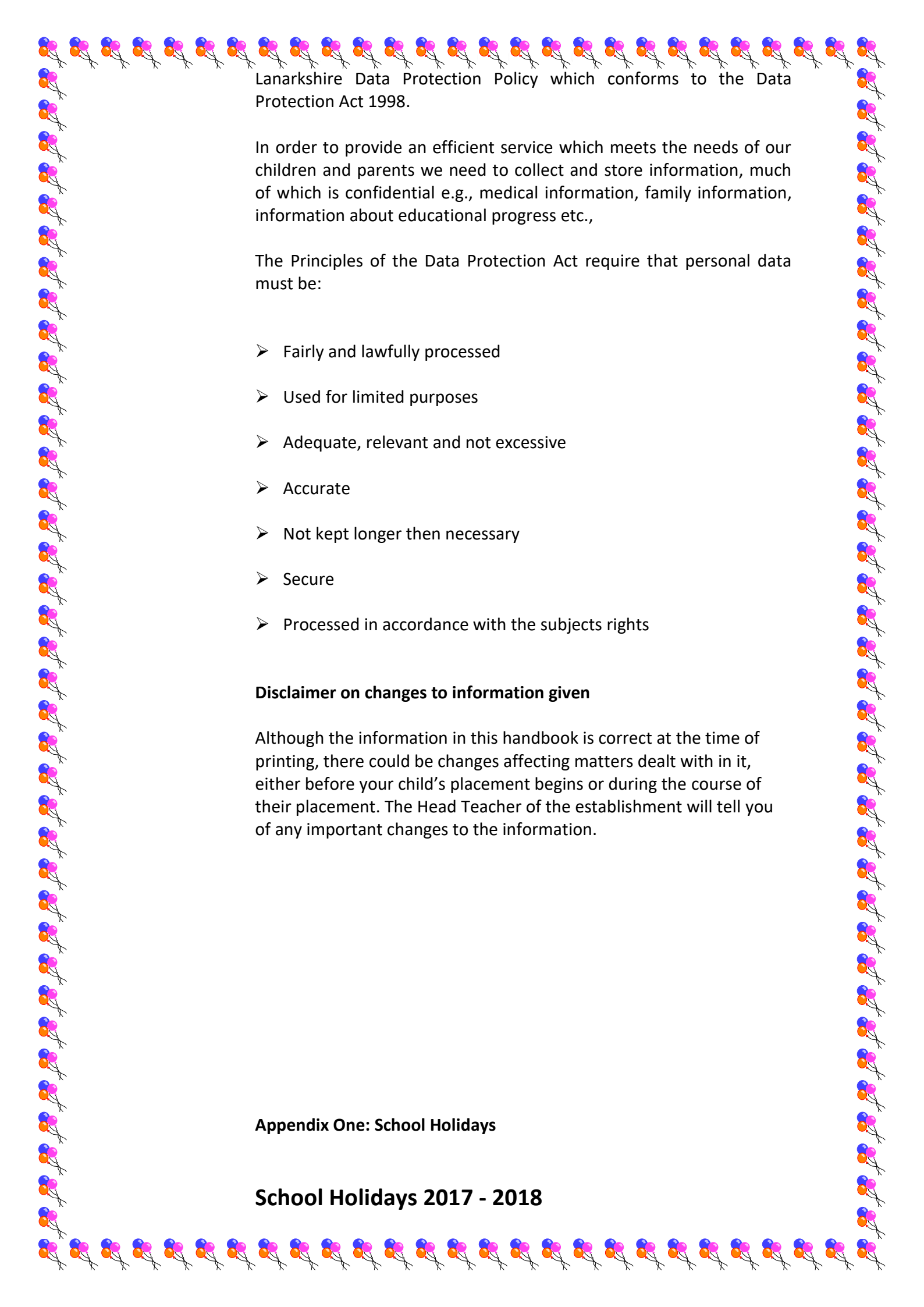
Information relating to complaints within the last 12 months must be kept and made available to the Early Years Manager and/or the Care Inspectorate.

If however, you are still not satisfied, please contact.

Morag McDonald
Early Years Manager
Council Offices, Floor 6
Almada Street
Hamilton
M13 0AE

The Care Inspectorate
South West Region
Princes Gate
Castle Street
Hamilton
ML3 6BU

Data protection



Lanarkshire Data Protection Policy which conforms to the Data Protection Act 1998.

In order to provide an efficient service which meets the needs of our children and parents we need to collect and store information, much of which is confidential e.g., medical information, family information, information about educational progress etc.,

The Principles of the Data Protection Act require that personal data must be:

- Fairly and lawfully processed
- Used for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept longer than necessary
- Secure
- Processed in accordance with the subjects rights

Disclaimer on changes to information given

Although the information in this handbook is correct at the time of printing, there could be changes affecting matters dealt with in it, either before your child's placement begins or during the course of their placement. The Head Teacher of the establishment will tell you of any important changes to the information.

Appendix One: School Holidays

School Holidays 2017 - 2018

Close Friday 22 September 2017
Re – open Tuesday 25 September 2017

Close Monday 16 October 2017
Re – open Monday 23 October 2017

Close Friday 22 December 2017 at 2.30pm
Re – open Monday 8 January 2018

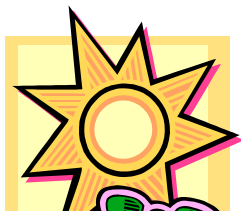
Close Thursday 29 March 2018 at 2.30pm
Re – open Monday 16 April 2018

May Day Monday 7 May 2018

Close Thursday 28 June 2018 at 1pm
Re – open Thursday 16 August 2018

Local Holidays Monday 12 February 2018
Tuesday 13 February 2018
Friday 25 May 2018
Monday 28 May 2018

In-service Days Monday 20 November 2017
Wednesday 14 February 2018
Tuesday 8 May 2018



"We are planting seeds."



"Building a tower."