

Crosshouse Primary School

Nursery Class Handbook 2018/2019



The Staff and children of Crosshouse Nursery would like to welcome you and your child to our nursery. We hope that your association with the nursery will be a happy and supportive one. Please feel free to contact us about any matter concerning your child at any time. I hope you find the information in this handbook a useful introduction to our nursery.

In our establishment we aim to offer the highest quality service and through the curriculum provided for the children, we aim to

- To provide a welcoming, safe, happy, healthy and stimulating environment in which all are encouraged to meet their potential.
- To encourage the emotional, social, physical, creative and intellectual development of all children.
- To further develop partnership with parents, schools and the community.



General Information

Nursery Name	Crosshouse Primary Nursery Class
Address	Curlew Drive Greenhills East Kilbride G75 8ZY
School Telephone No	01355 245300
School Fax No	01355 579874

Holidays

Details of holidays and in-service days specific to this year are available on the school website and are posted on the nursery notice board and noted in the nursery newsletters.

Hours of opening

8.45am -11.55 am
1pm - 4.10pm

Daily sessions

Monday-Friday One Session am
 One Session pm

Number of children at each daily session and patterns of attendance:

30 Children am (Monday – Friday) 8.45am -11.55am
30 Children pm (Monday – Friday) 1pm – 4.10 pm

Denominational Status Non-denominational

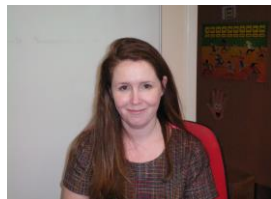
Facilities

1 large classroom
1 secure outside area
toilets
use of school dining hall, sensory room, library &
gym hall.

Meet Our Nursery Team



Isabelle Murray
Head Teacher



Susanne Sandilands
Depute Head Teacher



Terri Connolly
Nursery Teacher



Sharon Forbes
Early Years Team Leader



Sharon Collins
Early Years Worker



Claire Hardie
Early Years Worker



Catriona Matheson
Clerical Support



Rachel Cunningham
Early Years Worker

On occasion, specialist support teachers, cover teachers and other professionals will be in the nursery. We also liaise and train students from local colleges and universities.

Specific Roles & Responsibilities for Session 2017-2018

Isabelle Murray (Head Teacher)	Overall management & leadership of school & nursery Child Protection Coordinator
Susanne Sandilands (Depute Head Teacher)	Day to day management of P1 and nursery Personalised Support Coordinator P1 and nursery Red Group Key Worker on a Monday
Terri Connolly (Nursery Teacher)	Overall responsibility for teaching & learning Coordinating planning, nursery curricular forward planning & evaluation. Numeracy Coordinator Work Experience & Student Coordinator Red Group Key Worker
Sharon Forbes (Early Years Team Leader)	Line Manager for Early Years Staff Nursery curricular daily planning & evaluation Health & Safety First Aid Admissions Enrolments Student Coordinator Music Coordinator Red Group Key Worker
Sharon Collins (Early Years Worker)	Nursery curricular daily planning & evaluation Modern Foreign Languages Coordinator Fundraising Coordinator Green Group Key Worker
Claire Hardie (Early Years Worker)	Nursery curricular daily planning & evaluation Observation Recording Coordinator Early Years Literacy Coordinator Blue Group Key Worker (Mon,Tue,Wed)
Rachel Cunningham (Early Years Worker)	Nursery curricular daily planning & evaluation PE Coordinator Blue Group Key Worker (Thurs, Fri)



Admissions Policy

All nursery places are allocated in line with the council's admissions policy and the nursery staff will be happy to advise you how this policy operates when you apply for a place for your child. If during the course of the nursery year your personal circumstances change, please alert the school in writing as this may affect your placement or we may be able to accommodate changes to meet your new circumstances.

An admissions panel will meet once a year to decide how nursery places will be allocated. Applications should be submitted directly to the nursery of your first choice by 30th April each year.

Applications can be obtained from the nursery and school office. When returned these must be accompanied by the child's birth certificate, and proof of address.

Register of applicants

A register of all applicants will be kept by the head of establishment and the information contained in the applications will be considered by the admissions panel to assist in the allocation of places. The length of time a child's name is on the register does not affect the priority given to children.

Enrolment Procedures

The same policy for decisions on admissions is common to all South Lanarkshire early learning and childcare establishments. Once your child has obtained a nursery place you will be invited to an information evening in the summer term. This open evening provides us with the opportunity to meet with you and through exchanges of information allow for a smooth introduction to the nursery.

Settling In

Our settling in policy is made available when children start the nursery. The aim of our settling in period is to gradually introduce the child to this more formal setting. We always work with the child at their own speed, building relationships between the child, staff and peers.

The Nursery Curriculum

Our Aims

- To encourage the emotional, social, physical, creative and intellectual development of all children.
- To plan and provide quality play experiences that stimulates interest and imagination and encourages independent learning and creativity.

How We Promote Learning

The Nursery provides a wide range of learning experiences which are carefully planned and evaluated in order to support the learning and care needs of each individual child.

Curriculum for Excellence is now embedded across Scotland for all 3–8 year olds – wherever they learn. It aims to raise standards, prepare our children for a future they do not yet know, and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the

change is smooth. They will ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills.

Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy and numeracy – the language and number skills that unlock other subjects and are vital to everyday life. It develops skills for learning, life and work, to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject to another, helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

Assessment

From on going observation and assessment of the children at play we can learn how and what they learn and therefore be in a position to –

- Obtain information about their strengths, development needs and next steps for learning.
- Provide positive feedback and thus offer encouragement and praise.
- Collect information for reporting back to parents and when required, to other agencies.
- To plan appropriately to meet the individual's needs.

In the nursery we use informal and formal methods of assessment.

Learning Profiles

Each child has a folder where samples of work are kept- photos, drawings etc. The children are encouraged to bring in and contribute from home e.g. a drawing from home or a certificate gained. Online learning journals are used effectively to share learning between nursery and home.

Observations

The staff are continually assessing the children at work and play in order to plan the next steps for learning or to identify areas of further development. As a team we choose learning outcomes to observe throughout the week. These are then recorded for every individual child in their profiles and next steps identified.

Reporting to Parents

At Crosshouse Nursery Class we recognise that:

"Parents are the prime educators in the earliest years, and they continue to play a major role in their young child's learning experience" (*Curriculum Framework Document*).

Good teamwork among parents, children and schools is the key to a successful learning experience. We regularly meet and chat to parents throughout a child's nursery experience, to keep you updated on curricular matters. Crosshouse Nursery operates an open door policy: this means that if you have any concerns about your child's time in nursery, please speak to a member of staff. The staff member may be able to discuss your concern at that time, or an appointment can be made to chat about any issues in more detail. If you wish to speak with a member of the management team, an appointment can be made through the school office.

Parents will be invited to our Stay and Play and Learn sessions to work with their child in the nursery environment. Individual learning logs will be sent home every week which contains information related to individual learning. Parents are invited to make comments in their child's learning log. Parents will be invited to attend a one to one parent's consultation meeting with nursery staff in September and in April to discuss their child's progress.

At the end of the year a transition record is completed for each child going to school and a settling report is completed for our returning children.

We welcome any comments or additional information from parents which will help with your child's nursery experience. The comments box is located in the cloakroom.

Partnership

We encourage parents to be actively involved in the nursery. We welcome feedback, ideas and suggestions. There is always a welcome, open policy. We hope through partnership that we can work together to the benefit of the learning experience of the child.

We involve parents by:

- Encouraging school links, e.g. home partnership workshops and lending libraries, such as play along maths, story sacks.
- Communicating by email, letter, notices, comments book, publicity of events.
- Reporting.
- Involving parents in daily activities and trips and outings.
- Celebrating achievement through display and discussion.
- Fund raising activities.
- Informing parents of ongoing learning focus at the entrance to the nursery.
- Pre entry to Primary One/nursery programme.
- Workshops on any new developments and information meetings.
- Through the handbook
- Home learning activities

Child Protection Procedures

All staff in educational establishments in South Lanarkshire Council are required to follow the advice and guidance contained in 'South Lanarkshire Child Protection Interagency Guidance and Education Procedures'.

Child Protection – our shared vision for Lanarkshire's children is:

all children and young people in Lanarkshire have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected. All agencies will work together in a collaborative way to promote the safety and wellbeing of children and young people in Lanarkshire.

The Chief Officers and Child Protection Committees of North and South Lanarkshire are the driving force for ensuring that agencies individually and collectively work to protect children and young people as effectively as possible.

The Council has a duty in law to report suspicions that a child has been abused or is at risk of harm, in terms of the Children (Scotland) Act 1995. Therefore, Council staff have a professional and contractual obligation to report such suspicions of harm to the Head of Establishment or the Child Protection Co-ordinator immediately.

Education Resources staff and visitors from other agencies and services are required to follow these Child Protection Procedures to protect and support children and to fulfil their professional obligations to report all allegations or suspicions of child abuse.

Where procedures as detailed in the guidance are followed, staff will be fully supported by the Education Resources.

For more information, or if you have a concern of a Child Protection nature, please contact the head of the educational establishment which your child attends.

If a child is absent and no prior notification has been given, the school office shall attempt to contact the parent/carer. If the child is deemed to be at risk by: being on the Child Protection Register; is or was previously the subject of a Child Protection investigation, the senior nursery staff will make appropriate referrals to the relevant agencies.

Social Inclusion/Specialist Support

From time to time during nursery placement, a child may require additional support. The policy of Crosshouse Nursery would be to advise parents and monitor progress through a staged intervention process.

We can call on the support of outside agencies, such as speech therapy, audiology, occupational therapy, specialist support, and psychological services.

We work in partnership with parents, and should a concern be expressed, we inform and move forward with parents.

Transfer from Nursery to Primary

Enrolment to primary school is usually in January. South Lanarkshire Council places adverts in local newspapers advising of the dates. We advertise within the school. We liaise with associated primaries, who contact us to arrange visits to the nursery. Running Records and transition documents are passed to the relevant school when entry/placement is confirmed.

At Crosshouse the school infant department runs a pre entry programme which is held in the summer term. Pupils who enrol for Crosshouse are always invited well in advance.

Clothing/Footwear

- Uniform can be bought from the nursery, consisting of a pale blue polo shirt with nursery logo, and navy jogging trousers. Order forms are available at nursery enrolment.
- The activities in a nursery are varied and can be messy, so we suggest children wear clothes which are suitable. We take the children out in **all** weathers, so please make sure your child wears clothing appropriate for all conditions.
- We do prefer, if possible, that children wear the nursery uniform, as it promotes a feeling of belonging, and distinguishes between children who belong to nursery and visitors.
- Outdoor shoes are changed before entering the nursery. To encourage independence, we suggest children wear slip-on gym shoes, not slippers. These plimsoles are readily available and inexpensive.
- Please put the child's name on all items of clothing, including jumpers, t-shirts etc.

** Please note South Lanarkshire Council Policy on Personal Effects: The Council is not liable for the loss or theft of pupils' clothing or personal effects, and any items are therefore brought into the school at the pupil/parents' own risk. Parents can assist by ensuring that valuable items and unnecessary expensive items of clothing are not brought to school. Teachers and other staff will not accept custody of any such items.*

Illness

If your child is unwell, please keep them at home. Illness is easily spread in a nursery, and we want our children to feel well and happy when learning. We follow the NHS Lanarkshire Exclusion criteria which can be found in the nursery foyer.

Medication

Many children will at some time need to take medication while attending nursery. For many this will be short-term, perhaps finishing a course of medication. Other children may have medical conditions such as asthma that if not properly managed could limit their access to nursery. Some children have conditions which require emergency treatment e.g. severe allergic conditions.

If your child suffers from any health problems, you must tell the nursery during the induction process outlining what medication and/or emergency treatment has to be given. You must sign an 'Authorisation for School Staff to Administer Medication' form. Should your child's medical condition be long term then a meeting will be arranged in order to prepare a medical protocol in collaboration with parents, NHS staff and the school. This will also allow arrangements to be made for any staff training.

We have a trained first aider who will attend to minor accidents. Young children when at play can have small accidents and it is extremely important that we have up-to-date emergency contact telephone numbers should we ever need to get in touch. Any serious problems we have, we will immediately contact you. Any incidents are recorded.

If your child becomes ill

The nursery would welcome a phone call if your child is not able to attend nursery on a particular day. If you notice your child seems "off colour" when you bring them to nursery, it would be helpful if you mentioned this to their key worker, who having been alerted will then be able to monitor the situation.

A child should not attend the nursery within 48 hours of a bout of sickness or diarrhoea in order to minimize the spread of infection.

If your child becomes ill or has an accident while at nursery, you as the child's parent will be contacted immediately. If you or your emergency contacts are unavailable, then necessary action will be taken on your behalf and in the best interest of the child {e.g. contacting a doctor or summoning an ambulance}.

Minor accidents and upsets

Every care is taken to ensure your child's safety within the nursery setting, but should a minor accident occur there are members of staff within the nursery qualified to deal with these. As a parent you will be informed of any such events and asked to sign the accident/incident form.

Visits to Nursery by Medical Staff

Regular contact is maintained with the local Health Visitor and other support services concerned with the welfare of pre-school children.

Snacks

We are a health-promoting nursery, therefore your child will be offered a snack of milk, water, fruit and carbohydrate, e.g. crackers, breadsticks. A weekly menu is displayed in the cloakroom. As per South Lanarkshire's policy, parents are asked to contribute 50p per day towards providing a healthy snack. This will be collected on the first Friday of every month.

Promoting Positive Behaviour

The nursery staff, the children, and all others involved in the nursery, work together to encourage positive behaviour.

We have clear and fair nursery rules. We hope to develop in our children a feeling of pride for the nursery, and mutual respect for all those around them. The staff regularly discusses and reviews pupils' progress. We note achievements, but also monitor any concerns.

At times young children may display behaviour which is out of character - we deal with this by discussing with parents and the children what our expectations are. We would always expect co-operation to create the means to change behaviour.

Attendance

We have an extensive curriculum. We hope that for progression and continuity, all children would attend allocated sessions unless unwell.

If your child is unable to attend nursery, please contact the school office on 01355 245300.

For health and safety reasons, a daily register is kept. When a child has been recorded absent and no prior notification has been given, the school office will attempt to contact the parent/carer using the emergency contact number provided. Parents/carers will be responsible for providing and updating emergency contact information.

Data Protection Act 1998

Personal information on pupils, parents and guardians may be stored by the Council and used for teaching, registration, assessment and other administrative purposes. Where applicable, the information is protected by the Data Protection Act 1998, and will only be used in terms permitted under that law. For further information, please contact the school.

How Can I Keep My Child Safe?

Try to come to nursery at the allotted time. Please hold your child's hand until they are safely within the school and handed over to nursery staff. The car park has lots of hazards for small children.

Familiarise your child with the Green Cross Code and the lollipop man or lady, so that your child learns safe road crossing.

Please notify staff if someone else is coming to pick up your child.

Entry

The door to the nursery has a security system: please buzz through and state your child's name.

Please drop off and collect children at the specified times. ***You will not be allowed to park in the school grounds before 9.00am or at 3.00pm.*** Please use the nursery drop-off zone at other times.

Care Inspectorate

The Care Inspectorate is the independent scrutiny and improvement body for care and children's services. They have a significant part to play in improving services for adults and children across Scotland. The Care Inspectorate regulate and inspect care services and carry out social work and child protection inspections. They make sure that people receive the highest quality of care and that their rights are promoted and protected.

We are a care provider, and aim to deliver a high quality service. If you have any concerns about the provision, or any queries, we have a complaints procedure displayed in the nursery.

If you need to contact the Care Inspectorate:

Head Quarters

Social Care & Social Work
Improvement Scotland
Compass House,
Riverside Drive
Dundee
DD1 4NY
Tel: 01382 207100

Hamilton

Princes Gate
Hamilton
ML3 6BU
01698 208150

Glasgow

Europa Building, Ground Floor
450 Argyle Street
Glasgow
G2 8LG

SCISWIS Enquiries: 08456009527

Website: www.scswis.com

Email: enquiries@scswis.com

Registration

New care services must be registered before they can begin delivering services.

Inspection

The Care Inspectorate inspects all registered care services to monitor the quality of care given to people who use the services. Inspection reports are produced for each inspection.

Complaints (investigating)

Anyone can make a complaint about a care service which is regulated by the Care Inspectorate or about the Care Inspectorate itself.

Enforcement

The Regulation of Care (Scotland) Act 2001 gives the Care Inspectorate powers to enforce changes or to close a care service. In practice, enforcement is quite rare because the Care Inspectorate works very closely with care service providers to improve services.

Useful Telephone Numbers

Hunter Health Centre	01355 906600
Greenhills Health Centre	01355 236331
Psychological Services	01698 236984
Child and Family Clinic	01698 426753
South Lanarkshire Council HQ	0303 123 1015
Early Years Manager (Morag McDonald)	01698 454444

We thank you for your co-operation, and look forward to working with you in the time your child will spend with us.