

# Calderwood Lodge Nursery Class



## Handbook 2021

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## Welcome to Calderwood Lodge Nursery Class

Dear Parents/Carers,

We warmly welcome you to our nursery class and hope you find this handbook interesting and informative. If you have not already visited Calderwood Lodge Nursery Class, we would be delighted to welcome you and show you around. In August 2017 we moved to a shared campus with Calderwood Lodge and St Clare's Primary Schools.

At Calderwood Lodge Nursery Class, we aim to provide the highest quality of early learning and childcare to ensure all children achieve their potential. We follow local and national guidelines for Curriculum for Excellence for Children 3-18. For a few children who are at an earlier stage in their development, we use the Pre-Birth to Three national guidelines.

We are part of the Mearns Castle cluster and work closely with early learning and childcare centres and schools in the cluster. The nursery class is non-denominational and we respect and welcome families from all faiths, beliefs and backgrounds.

Our website and Twitter page are updated regularly and should be referred to for the most up to date information. The nursery website can be found at:

<https://blogs.glowscotland.org.uk/er/Calderwoodlodge/>

Our Twitter handle is @calderwooderc.

Yours sincerely

Lisa Corr  
Head Teacher



# **Section 1**

## **General Information**

## Contact Information

School Name: Calderwood Lodge Nursery Class

Address: Waterfoot Road  
Newton Mearns  
East Renfrewshire  
G77 5GU

Telephone Number: 0141 570 7060 (8:30 – 16:00)  
0141 570 7060 (15:00-18:00)

Email: [schoolmail@calderwoodlodge.e-renfrew.sch.uk](mailto:schoolmail@calderwoodlodge.e-renfrew.sch.uk)

Website: <http://blogs.glowscotland.org.uk/er/CalderwoodLodge/>

Denominational Status: Non-denominational

Age Range: 3 to 5

Agreed Capacity: 100/100

## Visits of Prospective Parents

Should you wish to apply for a place for your child at Calderwood Lodge Nursery Class you are most welcome to visit and discuss early learning and childcare provided. Please telephone the campus office to arrange an appointment.

## **Staff List**

### Leadership Team

Head Teacher	Lisa Corr
Principal Teacher	Louise Thomson (on maternity leave)
Acting Principal Teacher	Rachael Lindsay
Depute Head of Centre	Siobhan Bryans (on maternity leave)
Acting Depute Head of Centre	Karen Phin

### Staff Team

Teacher	Toni Middleton (Mon - Wed)
Senior Child Development Officer	Karen Phin
Acting Senior Child Development Officer	Shannon Kerr
Child Development Officer	Joanne Demoz
Child Development Officer	Tracy Drummond
Child Development Officer	Louise Murphy
Child Development Officer	Lyndsey Sneddon
Child Development Officer	Cheryl Rety
Child Development Officer	Michaela Murray
Child Development Officer	Caroline Rennick
Child Development Officer	Anna Barclay
Child Development Officer	Rachel Casilli
Child Development Officer	Beth Monteith
Child Development Officer	Zoe Freeman
Child Development Officer	Frankie McCann (Mon – Wed AM)
Child Development Officer	Zobia Rauf (Wed PM – Friday)
Child Development Officer	Iram Din (Mon – Wed AM)
Child Development Officer	Shahida Shah (Wed PM – Fri)
Child Development Officer	Angela Eadie (Wed -Fri)
Child Development Officer	Naz Malik (Mon and Tues)
Playworker	Liz Shearer (8am – 11am Mon - Fri)
Playworker	Jennifer Binnie (11am – 2pm Mon - Fri)
Playworker	Laura Ramsay (11am – 2pm Mon – Fri)

### Support Staff

Business Support Manager	Aileen Darling
Business Support Assistant	Lara Gomez
Business Support Assistant	Susan Andrews

Security	Mark McGuinness
Janitor	Tam Edgar
Janitor/Cleaners	Harry McKivens (mornings)

Day Cleaner Derek Graham (evenings)  
Natasha Morrison

Catering Staff  
Catering Manager Alison Whitehall

### **Allocation of Places**

All places at Calderwood Lodge Nursery Class are allocated in line with East Renfrewshire Council's Admissions Policy. Nursery places will be allocated by officers of the Council at the Headquarters in Barrhead. In addition a panel consisting of a Head Teacher of an early learning and child care establishment in the area, a representative from the Education department and representatives of the other agencies involved in supporting children and their families e.g. Social Work Department, Health Board meet to decide on additional placements.

Before a child enrolls in Calderwood Lodge Nursery Class, the Education Department will seek documentary evidence to validate a child's entitlement to a catchment place at our nursery. If appropriate evidence is not submitted, the Education Department will withdraw the offer of a place. Documentary evidence can be submitted to the Education Department via the campus office. Further detail on required documentary evidence and change of circumstances is available in the Education Department's school admission policy which is accessible on the Council's website via the web address below:

<http://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=19102&p=0>

### **Organisation of the Nursery Day**

The nursery session will vary depending on the model you have been allocated. East Renfrewshire Council currently offers 2 models for parents to choose from for Calderwood Lodge Nursery Class.

#### **Core Hours** (No Flexibility)

5 Sessions 9am – 3pm (Monday – Friday)

#### **Extended Hours** (No Flexibility)

3 Sessions 8am -6pm (over three days of choice if available)

Children will receive 1140 hours of funded provision for either model.



## **Nursery Uniform**

Nursery polo-shirts and hooded sweatshirts are available to buy online but there is no requirement for children to wear this. These can be bought on the Schoolwear Made Easy website – [www.schoolwearmadeeasy.com](http://www.schoolwearmadeeasy.com) . Early learning is about discovering, creating and experimenting – this tends to be messy! Please bring your child to nursery in comfortable, washable clothes, with sleeves which roll up easily. Indoor shoes must be worn every day. Please label all items of clothing, this will help us to return lost property to its owner.

Your child will be allocated a peg. Please provide a set of spare clothes inside your child's bag and hang this on your child's peg. Please use a small rucksack and avoid drawstring or plastic bags. Items left in the cloakroom area are left at the owner's risk.

Even if you come by car, please ensure your child always has suitable outdoor clothes including wellingtons, as the children play outside every day in all weathers. These wellingtons can be stored underneath your child's peg. Dependent on the weather, please provide a sunhat and apply sun cream before coming to nursery. You can provide the nursery with your child's own labelled sun cream bottle and staff will support your child with applying throughout the day. In the winter, please provide a hat, warm clothing and gloves. We will provide waterproof clothing.

*Due to COVID-19 guidelines that we are following at this time, please also provide a puddle suit as we cannot provide shared waterproofs during the pandemic.*

## **Children's Belongings and Valuables**

Parents are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing and toys etc. are not brought into nursery. Parents should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are only likely to be met where the authority can be shown to have been negligent.

## **Parking**

Community Safety Officers and police patrol the area at regular intervals to ensure there is no illegal parking or acts which can lead to safety risks for the children.

## **Campus Office**

The campus office is open daily from 8:30 to 4:15. The building is fitted with a secured video entry system – the gates and doors are on a timer and can only be opened from indoors. All visitors should press the buzzer for the office at the main entrance, where you will be directed appropriately.

## Settling In Process

Once you have received confirmation of your nursery place the nursery will contact you with details of our Induction Meetings where the senior leadership team will share a presentation with information about the nursery. At this meeting, you will be able to arrange a home visit time that is suitable for you. This allows staff to meet your child in their home setting. At the home visit we will fill out the enrolment forms to gather information about your child. This will include:

- Any dietary/medical information that the nursery needs to record
- A collection form for you to inform us of any other family members that will drop off/collect your child
- A password which any unknown adults collecting will be asked for. If the password is not known, the nursery will have to contact you to confirm the collection arrangement and receive permission.

It also gives you the opportunity to ask any questions you may have. You will be given your start date for your child as well as information such as grouping, key worker and other guidance.

Your child will then be invited to a Stay and Play afternoon with you to give you the opportunity to visit the nursery environment and meet staff. You will be given a tour of all areas of the nursery.

*Due to the COVID-19 guidelines that we are following at this time, we may not be able to carry out these home visits. Your child's key worker will instead contact you by phone to gather information and answer your questions. Staff will also inform you of any information that you would be given at the Induction Meeting and Stay and Play afternoon. All enrolment forms and other paperwork will be filled in when you bring your child for their first day at nursery.*

On your child's first day at nursery you will be given a time to attend. A member of the Senior Leadership Team and your child's key worker will meet you and invite you into the nursery with your child. Once your child has settled your paperwork will be reviewed with you to ensure there have been no changes to circumstances. While this happens your child's key worker will be settling your child and engaging with the play experiences offered. If your child has settled you will be invited to wait in the Parent's Room for the duration of your child's settling session (normally 1 – 2 hours). If your child is unsettled we would ask you to come back into the playroom with them and their key worker, where we would work together to support your child to settle into nursery. Once your child has settled they would commence their allocated days and hours.

*Due to the COVID-19 guidelines that we are following at this time, parents will be unable to enter the nursery building. We will ensure that your child's first day and settling in period will be to the same standard as our usual practices. When you are met at the door at your allocated time, your child's key worker will encourage your child to come in to see the nursery. If your child is settled you can take away the enrolment forms and other paperwork to fill out during your child's settling session. If your child*

*is unsettled, staff will invite you and your child to our outdoor garden where we would work together to support your child to settle into nursery and allow you to complete enrolment forms and other paperwork. 2m social distancing between adults will be maintained and face coverings will be worn.*

## **Nappy Provision**

If your child is in the process of being Toilet Trained, you will be asked to provide nappies or pull ups, baby wipes and nappy sacks and this will be stored in a box beside their peg. A member of staff will inform you when supply is running low. Staff will work with you to support your child with their Toilet Training.

## **Drop Off and Collection of Children**

Parents must sign their child in when they arrive at nursery at their allocated group register basket. Please let a member of staff know if there are any changes to collection arrangements on any day. Our registers need to be accurate in cases of emergencies e.g. fire evacuation. When you collect your child at the end of the day, please ensure your child is signed out.

When signing your child in or out of nursery, parents are able to speak to Keyworkers informally. We operate an Open Door Policy as we value your ideas and feedback. If it is a private issue, parents can contact the Senior Leadership Team to make an appointment to meet with Keyworker in the nursery or by phone if we are still following Covid-19 guidelines.

A member of the Senior Leadership Team is at the nursery door each morning and evening. Parents are welcome to speak informally to a member of the leadership team at these times. For more serious matters, parents and carers can make an appointment to speak with a member of the leadership team.

*Due to the COVID-19 guidelines that we are following at this time, parents will be unable to enter the nursery building for drop off and collection times. During Core hour drop off and collection, the Senior Leadership team as per usual practice will be present at the doors. Please maintain a 2m social distance from other parents and children and wear a face covering as you wait. The Senior Leadership Team will welcome your child into the building and will escort them to their zone. During collection time staff will have children ready and they will be called to the door as you arrive between 2:45pm and 3pm. If your child uses Extended Hours please ring the nursery bell and a member of staff will welcome or bring out your child to you. If possible, before collecting please call the nursery to inform staff when you are planning to collect your child between 3pm-6pm. We have to keep face-to-face contact to a minimum so we ask if you wish to speak to a member of staff please let us know at the door and we will contact you by phone.*

Our nursery is a large free flow open plan nursery where the children can make their own choices accessing all areas of the nursery both indoors and outdoors. The staff will develop their area and encourage children to participate in the variety of Learning Experiences being offered to all children in the Art and Craft area, Sand and Water

play, Discovery Area, Music Area, Numeracy and Literacy Area, Small World Play, Baking and Cooking, Snack Area, Role play in the Home Corner, Woodwork Bench and large Block Play, Mud Kitchen, Obstacle Courses, Balance Bikes and Discovery play outdoors.

*Due to Covid-19 guidelines that we are following at this time, our nursery has been split into three Zones to work as bubbles for children and staff. In each Zone there are five groups of children and their Keyworkers. Each zone has access to all resources in the nursery so all children have the same experiences. The children and their Keyworkers stay in that Zone for four weeks and then there will be a deep clean of all resources and equipment and a weekend break before they move to a new zone in the nursery. Children are prepared before their move and keyworkers explain where they are moving to so children are aware of the move when they come to nursery on the Monday. Two Zones have access to the outdoor play ground which has also been split into two Zones so that the children keep to their bubbles. The third Zone are timetabled for outdoor play and also have an extra Gym session each week for physical play in the Gym hall. The children in all Zones will be taken to gym in their Zones with their Keyworkers at their time slots.*

## **Lunches and Snacks**

All children can either receive a free hot meal or bring a healthy packed lunch with a drink and cutlery to nursery. Our hot meals are prepared in the St Clare's kitchen, parents who wish a meal from the Calderwood Lodge Primary Kosher kitchen can have this and should speak to the Senior Child Development Officer to arrange this. The menu can be viewed online so parents are aware of what meal their child will be offered that day. The nursery must be kept up-to-date with any dietary requirements or allergies at all times.

If children bring a packed lunch we ask parents to keep these healthy, fizzy drinks are not allowed and sweet treats should be kept to a minimum. Some children in the nursery may have allergies, please remember this when preparing your child's packed lunch. We are a nut free zone, please keep lunch boxes free from nut based products such as Nutella and peanut butter.



During the nursery session, children will be offered a healthy snack (e.g. fruit, vegetables or toast) and a drink of milk or water. Children will be encouraged to help with the preparation of the snacks and to take ownership of making healthy choices about what they eat. Children are also encouraged to serve and feed themselves.

Water is available throughout the day.

*Due to the COVID-19 guidelines that we are following at this time, hot meals may not be provided to nursery children. We ask that parents provide their child with a healthy packed lunch and snacks during this time.*

*The children will be taken to the Dining Hall for lunch in their Zones at their designated time slots with their keyworkers. Children and staff will be kept in their Bubbles and not mix with other Zones.*

## **Nursery Fund**

At Calderwood Lodge Nursery Class we ask parents to contribute to our nursery fund. The money raised from these contributions is used to buy food for parties and special celebrations, resources to support child responsive planning and activities like baking, cooking and gardening. It also pays for any guests and specialists who we may invite into work with the children and subsidise the cost of any planned excursions. We collect £3 each week or you can pay a block in advance. Parents will be able to pay online using Parent Pay. Parents will be informed of their Parent Pay username and password within a few days of enrolling your child.

## **Attendance and Absence**

If your child is absent you should inform the nursery by telephone on the first day of absence. It would be useful if you could indicate when you expect your child to return to nursery. If we have no information about your child's absence the office will contact you.

The nursery will monitor attendance on a termly basis and if concerned about any child will contact parents to offer support.

## **Health Issues and Communicable Diseases**

If your child becomes ill at nursery we will try to contact you by telephone. You should also provide the nursery with an emergency contact number. Minor accidents are dealt with by our trained First Aider but in the event of a more serious accident we will try to contact you immediately. In an emergency we will contact the local doctor or take your child directly to hospital. It is imperative to ensure the nursery has up-to-date information on any particular medical requirements your child may have.

Children who have an infectious disease should not be at nursery. They should only return after the risk of spreading infection to others has passed. Children with infections e.g. sickness and diarrhoea should be absent for 48 hours after the last bout to stop the spread of infection.

It should be noted that certain infections, if caught by a pregnant member of staff or parent, can pose a danger to her unborn baby. You are therefore asked to notify the nursery if your child has one of the following infections:

German Measles (Rubella)  
Chickenpox  
Slapped Cheek (Parvovirus)  
Measles

Shingles

### **Administration of Medicines**

We are not permitted to have any form of medication in our first aid box. However, should a parent send in medicine that has been prescribed to the child with instructions and complete a permission form we can administer medicine. The form is available from the nursery staff and should be completed before the medicine is brought in to nursery. We are only permitted to administer medicine that has been prescribed by a GP or Pharmacist. The first dose must be administered by the parent before leaving your child at nursery. Staff will record when medicine was administered and dosage. Administration of medicine will be witnessed by another member of staff. Parents will be asked to sign the administration sheet when the medicine is returned at the end of the day.

The nursery can safely store long term prescribed medicines such as inhalers, Piriton and EpiPens. This will be reviewed and signed off by parents on a monthly basis. The Senior Child Development Officer will inform you if medication is past expiry date.

### **Emergency Closures and Adverse Weather**

We make every effort to maintain a full service, but on some occasions circumstances do arise which lead to disruption. The nursery may be affected by, for example, severe weather, power failure or difficulties of fuel supply. In any case of emergency, if staff are unable to contact parents they will contact the Emergency Contact that you will have provided when enrolling your child at nursery. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you in touch by text, email, Twitter, the ERC website:

[www.eastrenfrewshire.gov.uk](http://www.eastrenfrewshire.gov.uk)

and our own school website:

<http://blogs.glowscotland.org.uk/er/CalderwoodLodge/>

and our Twitter page:

@calderwooderc

Announcements may also be made in the press and on local radio. Further information on procedures for emergency closure of schools and establishments e.g. severe weather conditions can be obtained from the following link:

<http://intranet.erc.insider/CHttpHandler.ashx?id=4193&p=0>

## Holidays – East Renfrewshire

TERM	DATES OF ATTENDANCE	
First	<p>Teachers return <i>In-Service</i> <i>In-Service</i> Pupils return</p> <p>Last day of school <i>September Weekend</i> <i>September Weekend</i> Re-open</p> <p>Last day of school <i>In-Service</i> Re-open</p> <p>Last day of school</p>	<p>Monday 16 August 2021 Monday 16 August 2021 Tuesday 17 August 2021 Wednesday 18 August 2021</p> <p>Thursday 23 September 2021 <i>Friday 24 September 2021</i> <i>Monday 27 September 2021</i> Tuesday 28 September 2021</p> <p>Friday 8 October 2021 <i>Monday 18 October 2021</i> Tuesday 19 October 2021</p> <p>Wednesday 22 December 2021</p>
Second	<p>Re-open</p> <p>Last day of school <i>In-Service</i> <i>Mid-Term</i> <i>Mid-Term</i> Re-open</p> <p>Last day of school</p>	<p>Wednesday 5 January 2022</p> <p>Thursday 3 February 2022 <i>Friday 4 February 2022</i> <i>Monday 7 February 2022</i> <i>Tuesday 8 February 2022</i> Wednesday 9 February 2022</p> <p>Friday 1 April 2022</p>
Third	<p>Re-open</p> <p>Last day of school <i>May Day Holiday</i> Re-open <i>In-Service</i> Re-open</p> <p>Last day of school <i>May Weekend</i> Re-open</p> <p>Last day of school <i>May Weekend</i> <i>Queen's Platinum Jubilee</i> Re-open</p> <p>Last day of school</p>	<p>Tuesday 19 April 2022</p> <p>Friday 29 April 2022 <i>Monday 2 May 2022</i> Tuesday 3 May 2022 <i>Thursday 5 May 2022</i> Friday 6 May 2022</p> <p>Thursday 26 May 2022 <i>Friday 27 May 2022</i> Monday 30 May 2022</p> <p>Wednesday 1 June 2022 <i>Thursday 2 June 2022</i> <i>Friday 3 June 2022</i> Monday 6 June 2022</p> <p>Tuesday 28 June 2022</p>

## Holidays – Calderwood Lodge Jewish Holidays

TERM	DATES OF ATTENDANCE	
First	Teachers return <i>In-Service</i> <i>In-Service</i> Pupils return  Rosh Hashana Rosh Hashana  Yom Kippur  Sukkot Sukkot  Last day of school <i>September Weekend</i> <i>September Weekend</i> Shmini Atzeret Simchat Torah Re-open  Last day of school <i>In-Service</i> Re-open  Last day of school	Monday 16 August 2021 Monday 16 August 2021 Tuesday 17 August 2021 Wednesday 18 August 2021  Tuesday 7 September 2021 Wednesday 8 September 2021  Thursday 16 September 2021  Tuesday 21 September 2021 Wednesday 22 September 2021  Thursday 23 September 2021 <i>Friday 24 September 2021</i> <i>Monday 27 September 2021</i> Tuesday 28 September 2021 Wednesday 29 September 2021 Thursday 30 September 2021  Friday 8 October 2021 <i>Monday 18 October 2021</i> Tuesday 19 October 2021  Thursday 23 December 2021
Second	Re-open  Last day of school <i>In-Service</i> Re-open  Last day of school	Wednesday 5 January 2022  Thursday 3 February 2022 <i>Friday 4 February 2022</i> Monday 7 February 2022  Friday 8 April 2022
Third	Re-open  Last day of school <i>May Day Holiday</i> Re-open <i>In-Service</i> Re-open  Last day of school <i>May Weekend</i> <i>Queen's Platinum Jubilee</i> Shavuot Re-open  Last day of school	Monday 25 April 2022  Friday 29 April 2022 <i>Monday 2 May 2022</i> Tuesday 3 May 2022 <i>Thursday 5 May 2022</i> Friday 6 May 2022  Wednesday 1 June 2022 <i>Thursday 2 June 2022</i> <i>Friday 3 June 2022</i> Monday 6 June 2022 Tuesday 7 June 2022  Friday 1 July 2022

Good Friday 15 April 2022



# **Section 2**

## **Curriculum and Assessment**

## **Curriculum for Excellence**

At Calderwood Lodge nursery we embrace Curriculum for Excellence and focus on children's experiences to ensure that they receive the best possible outcomes. A rigorous system of monitoring and evaluation is in place to make sure that our experiences and resources are appropriate and that effective learning is taking place. Our curriculum is supported by clear planning, active methodology and continuous professional development for all staff. We strive to ensure that the education we provide is deep, challenging and relevant and that there is an element of choice and responsibility for learners. To ensure continuity we aim to make transitions as seamless as possible from Nursery to Primary. Ultimately, Curriculum for Excellence aims to improve our children's life chances by encouraging children to be successful learners, confident individuals, effective contributors, and responsible citizens.

### Successful Learners

We consider how our children:

- Use literacy, communication and numeracy skills
- Use technology for learning
- Think creatively and independently
- Learn independently and as part of a group
- Make reasoned evaluations
- Link and apply different kinds of learning in new situations

### Confident Individuals:

We consider how our pupils:

- Relate to others and manage themselves
- Pursue a healthy and active lifestyle
- Be self-aware
- Develop and communicate their own beliefs and view of the world
- Live as independently as they can
- Assess risk and take informed decisions
- Achieve success in different areas of activity

### Responsible Citizens

We consider how our pupils:

- Develop knowledge and understanding of the world and Scotland's place in it
- Understand different beliefs and cultures
- Make informed choices and decisions
- Develop informed views

### Effective Contributors

We consider how our pupils:

- Communicate in different ways and in different settings
- Work in partnership and teams
- Take the initiative and lead
- Apply critical thinking in new contexts
- Create and develop
- Solve problems

A Curriculum for Excellence provides nurseries and schools with a unified set of purposes and principles for the whole curriculum, throughout the broad general education. The curriculum is structured around all the experiences that are planned as part of learning. This includes the curriculum areas and subjects. These are the organisers for setting out the experiences and outcomes. Each area contributes to the four capacities.

For some children who are at an earlier stage in their development, we follow the Pre-Birth to Three curriculum guidelines, which focus on:

- Relationships
- Responsive Care
- Respect
- Rights of the Child

### **Learning through Play**

Children learn through play and all the experiences in the playrooms are planned to help them develop a variety of skills using relevant, real-life contexts. They have free flow access to the outdoors and various other opportunities to explore the outdoor environments around them. We take into account individual children's needs, interests and stage of development to plan a balanced programme of challenging and enjoyable learning experiences, indoors and out.



Children choose what, where and how they want to learn with the adults supporting learning. At some activity areas they will work on their own, at others in a small group or larger group, sometimes with an adult sometimes without. By observing your child at free play and in a group situation, we are able to plan and provide appropriate models of play for each child's development.

Through play and planned learning experiences, we aim to help children to:



### **Health and Wellbeing**

- feel good about themselves
- learn about what our bodies need to stay fit and healthy
- find out about the importance of exercise, food, hygiene and sleep
- make friendships and build bonds with caring adults
- learn to cope with change in their lives
- know how to get help if they need it



### **Literacy and English**

- develop talking, listening and understanding of language
- have fun with the rhythm of different words and sounds
- develop early reading skills using books and other print, including on screen
- make up their own stories, retell favourite stories and rhymes
- use books or the internet with an adult to find information
- develop early writing skills using a variety of ideas and tools

### **Numeracy and Mathematics**

- develop an understanding of numbers and counting skills
- develop thinking and problem-solving skills
- investigate shapes, make and follow patterns
- learn about money and how it is used
- investigate measuring with everyday objects
- ask questions to gather information
- find out about different ways to measure and record time



### **Expressive Arts**



- experiment with different materials
- design and make their own models and pictures
- learn about some artists and the different ways they work
- experience performances by visiting artists
- take part in their own performances and show their work
- explore ways of moving in dance and creative movement
- enjoy singing, responding to and making music
- explore ideas in a range of drama, role play and imaginative play situations

## • Sciences

- develop an interest in investigating the world around them
- find out about simple forces
- develop understanding of their body and how it works
- observe living things and understand their place in the world
- learn about the uses of science in everyday life



## Social Studies

- explore how people lived in the past
- explore the world of nature and care for the environment
- explore places and features of their local area
- try a variety of foods and discover where they come from
- investigate the weather and the seasons
- find out about different shops, services and people who help us
- learn to make choices and decisions about their work and play

## Religious and Moral Education

- learn about some beliefs and practices of various world religions
- find out why celebrations and festivals are important parts of life
- develop respect for other people and cultures
- learn to care for each other and to share
- begin to develop an understanding of what is fair and unfair



## Technologies

- play with and explore some technologies
- find out how these are used to help people's lives
- design and make their own models
- find out about different materials
- reduce, re-use and recycle to help to care for the environment
- work with a range of tools, materials and software

We plan for children's learning based on children's interests and development needs. In addition to the planned focus for learning, children learn through daily investigations in our sand, water, art, computer, construction and outdoor areas.

The following national websites are excellent sources of information on the curriculum:

[www.educationscotland.gov.uk/parentzone/index.asp](http://www.educationscotland.gov.uk/parentzone/index.asp)

<https://education.gov.scot/scottish-education-system/Early%20learning%20and%20childcare>

## **Trips and Visits**

Trips and visits provide children with an opportunity to develop their learning outside the nursery, each year we organise outings to enhance learning in a variety of curricular areas. All parents are asked to complete a local area consent form at the start of each year to cover trips within the local area, for trips further afield or trips involving sporting activities, consent forms are issued prior to the trip.

## **Assessment**

Our assessment is a continuous process which is carried out by observing, listening and talking to your child during everyday activities. All staff regularly monitor and record children's progress and development in each area of the curriculum. Each child has their own learning journal. This is a book including photographs of the child participating in various learning experiences; comments from the child which have been written down by adults; samples of the child's mark making/drawings and notes from our observations. Staff regularly work with children and encourage them to play an active role in selecting which samples of their learning will be included. Parents are encouraged to view their own child's journal any time they wish and to share this with their child. Please speak to your child's key worker to request this in the playroom. You will also have the opportunity to view your child's journal at Stay and Play and other events to celebrate your child's achievements, linking the current experiences in the nursery with experiences at home.

You will be invited to share in the assessment of your child's learning through informal chats, bringing in certificates/photographs of achievements and by completing Home Link sheets to comment on your child's learning and development outside nursery. These will be added to your child's learning journal.

We will organise parent consultation meetings twice per year when you can exchange information with staff about your child's development and view their learning journal. Parents are also welcome to discuss their child's progress on an informal basis with staff throughout the year, or to request a meeting with the Key Worker and/or Nursery Teacher.

# **Section 3**

## **Parental Involvement, Pupil Welfare and Support**

## Parental Engagement

Effective early learning is achieved through a genuine partnership between nursery and school. We try to involve you in the work of the nursery and rely on you to assist and support us in a variety of activities and outings.

Throughout the session parents are most welcome to have their child's learning explained to them or have informal discussions regarding their progress.

Parental workshops on the curriculum take place throughout the year. As well as the induction programme and workshops we provide a variety of leaflets which can be viewed on our nursery website, these allow us to share further with you what happens in nursery.

The nursery regularly invite parents and carers to Stay and Play and Quality Lunchtimes. We also have Grandparents Days for them to be a part of their grandchild's nursery experience. We host coffee mornings to raise money for various charities. If there is a cause close to your heart please inform the nursery as we endeavour to support as many charities as we can. Key worker coffee mornings are also a chance to informally chat to your child's key worker.



Throughout the year, the children experience the energy and excitement of performing to their families in our winter concerts and Graduation show.

We welcome parent helpers within the nursery. Parents have regularly assisted in the playroom, supporting for example, activities linked with current interests, running the lending library, accompanying groups on trips and visits etc. If you are interested in becoming a parent helper, please speak to the Depute Head of Centre.

We strive to foster a positive and open ethos which encourages parents to share their views. We seek and take account of parental views through audits, questionnaires and open events.

## Communication

We communicate with you via monthly newsletters, Twitter, our nursery website, emails and text messages informing you of:

- Diary of Events and dates to remind you of upcoming events
- Current Learning
- Staffing
- Initiatives such as Forest Schools, Intergenerational Project etc.



The newsletter will be emailed out to you monthly and the link will be posted on our Twitter page.

We always appreciate it when you pass on what pleases you, any concerns or suggestions. We gather this information through our Question of the Month form which is emailed out to you and posted on our Twitter page.

A member of the leadership team is at the nursery door each morning welcoming the children into nursery. Parents are welcome to speak informally to a member of the leadership team at this time. For more serious matters, parents and carers can make an appointment to speak with a member of the leadership team.

In the entrance there are copies of our recent Standards and Quality Report, Nursery Improvement Plan, newsletters, parent leaflets and news cuttings, please feel free to browse.

*Due to the current Covid-19 guidelines we are following, parents are unable to enter the nursery building. We will make use of emails and our Twitter page to keep you up to date. Senior Leadership Staff will still be available at the door and by phone for more formal matters that you may wish to discuss in private.*

## **Transition**

Transitions are important in all of our lives: the move from early learning and childcare settings into primary education is among the most important of educational transitions. It is critical that transitions between early education and the greater formality of school are made smoothly.

The curriculum in primary schools will build on what your child has already learned at home and in the nursery. Play will still be important in Primary 1, but some approaches to learning will gradually change – for example, your child will begin to read and write more independently. Children normally transfer to primary school between the ages of four and a half and five and a half years. If your child is born in January or February, you can have automatic right of deferral. Please speak to the Senior Leadership Team as soon as possible, if this is your intention.

Information on registration/enrolment procedures for primary school will be given in the local press early in the calendar year and will also be displayed in the nursery and in our newsletter.

During the transition process we will ensure that an effective programme is in place with associated primary schools and provide associated primaries with a wide range of appropriate information to ensure an effective transition for your child. By sharing

what we know, children are offered continuity and progression that is in their best interests in transition.

Many children from Calderwood Lodge Nursery Class move on to Calderwood Lodge Primary, Kirkhill Primary, Mearns Primary and St Clare's Primary.

## **Child Protection**

Child protection procedures form part of the annual staff development programme for all staff. Procedures followed are in accordance with East Renfrewshire Council Management Circular 57 'Child and Welfare Safety'.

In Calderwood Lodge Nursery Class we take the care, welfare and protection of children seriously. We believe all children have a right to feel safe within the nursery, home and the community. Within our nursery, we strive to provide a safe, secure and nurturing environment for our children which promotes inclusion and achievement.

All staff in education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse. Our Child Protection policy and procedure sets out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or in the community. These policies are designed to ensure that children get the help they need when they need it.

We work closely with our partners in Social Work, Educational Psychology, Health and the Police. The nursery operates a multi- agency Joint Support Team to ensure that the best possible supports are available to children when they need them. All children and young people have a right to be listened to and to have matters treated in confidence. Involving children and young people and upholding their rights is good practice and builds trust with children, young people and their families. Where there is no risk to a child's well-being, staff should respect their right to confidentiality.

Where possible consent to share information should be sought from the child and their parent or carer, the exception to this is where there is potential of harm to the child or young person or where the child or young person has already been identified as being at risk through child protection procedures. In such circumstances then the need for consent is overridden and information should be shared with appropriate agencies.

Children and young people should be advised that there are no guarantees to confidentiality, where the nursery and school assesses them to be at risk.

If you are worried, or know of a child who could be at risk of abuse or neglect, please speak to the Child protection Co-ordinator (Head Teacher) or the Depute Head of Centre. Alternatively you could contact a member of staff at one of the following numbers:

Social Work Request for Assistance: 0141 577 8300

Police Scotland Family Unit: 0141 532 4900

## **Support for Children**

The Additional Support for Learning Act has introduced a framework for supporting children and young people in education and their families. This applies to all children who, for whatever reason, require additional support in the long or short term.

It is the right of every child to receive an education which will meet his/her needs. In our nursery we are committed to providing for the needs of each child and welcome the support of parents in identifying those needs. All children are supported in their progress by their key worker and nursery teacher but pupils with learning difficulties or high ability can also benefit from additional support from a Pupil Support Assistant or a member of the leadership team. When a child has been identified as requiring additional support, the parent will be contacted and invited into nursery to discuss how the parent and nursery can work together in order to support the child's needs.

## **Additional Support Needs**

It is our aim to identify children with additional support needs as soon as possible in order to deliver a curriculum which suits the needs of each child.

The Additional Support for Learning Co-ordinator works closely with the nursery staff and have opportunities to meet to discuss how we can best support children.

When it is identified that a child requires additional support, the key worker and teacher will inform the Additional Support for Learning Co-ordinator and parents will be contacted. The Additional Support for Learning Co-ordinator will discuss the support required and the strategies being implemented in the nursery. This will be recorded on a Child's Wellbeing Plan and feedback will be sought from the child and parents. The parents will receive a copy of the Child's Wellbeing Plan. A time will be given for evaluating the strategies.

If further support is required the parents will be contacted again to discuss this. It may be decided that advice or help may be required from other agencies. If this is necessary then parents will be asked for permission for the nursery to undertake this. If permission is granted then the child will be referred to the Joint Support Team (JST). The JST meetings take place regularly in Calderwood Lodge Nursery Class and in every establishment in East Renfrewshire. These meetings are an integral part of nursery life and may be attended by the Senior Leadership Team, Key Worker, Nursery Teacher, Learning Support Teacher, Additional Support for Learning Co-ordinator and our Educational Psychologist. There may also be representatives from other agencies e.g. Speech and Language Therapy and Social Work. At these meetings we have the opportunity to share advice and expertise in order to support children in the best way possible. Parents' views are expressed at these meetings. Strategies and any support suggested will be conveyed to parents. Parents may

decide that they do not wish their child to be discussed at any JST and their wishes will be respected.

A small number of children who have additional support needs arising from complex or multiple factors which require a high level of input and where the input is long term, may require a Co-ordinated Support Plan.

If you require further information on support for learning please contact the Principal Teacher, who is the nurseries additional support for learning coordinator.

Further information on support for learning and inclusion can be obtained from the following link:

<http://www.ea.e-renfrew.sch.uk/curriculum/Links/Teachers/inclusion.htm>

RESOLVE ASL has been set up by Children in Scotland to assist Scottish education authorities to meet the mediation requirements in the new Education (Additional Support for Learning)(Scotland) Act 2004/2009.

Further information on RESOLVE can be obtained from the following link:

<http://www.ea.e-renfrew.sch.uk/parents/asn/mediation.htm>

### Useful Contacts

For more advice and information from the Education Department contact:

Nick Smiley  
Principal Educational Psychologist  
East Renfrewshire Council  
Psychological Services                      Tel: 0141 577 8510

Outside contacts for advice and information are:

Children in Scotland                      [www.childreninScotland.org.uk](http://www.childreninScotland.org.uk)  
Enquire    [www.enquire.org.uk](http://www.enquire.org.uk)

### **Concerns and Complaints**

In order to ensure we provide the best possible service to you and your child we have formalised our complaints procedures. Should you have any concerns we want to know about them as soon as possible so that we can deal with any problems quickly and effectively.

You may telephone, write or visit the school and we guarantee your concerns will be listened to in a sensitive manner. You will receive prompt feedback as to any action taken. If you have a concern the quickest and easiest way to deal with this is to contact the nursery directly and speak to your child's Key worker.

If you feel the issue is of a more serious nature, you should arrange to meet with any member of the leadership team, if you deem it more appropriate. In some instances the Business Support Manager, Ms Aileen Darling, will be able to assist you.

The authority's Policy on 'Complaints Procedures' can be accessed through a link on our school's website to:

<http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1573>

## **Insurance**

Parents are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing and toys are not brought into nursery. Parents should note that the Authority does not carry insurance to cover the loss of such items and any claims submitted are likely only to be met where the Authority can be shown to have been negligent.

# **Section 4**

## **School Improvement and Data Protection**

## **Nursery Improvement**

All nurseries and schools in Scotland are required to devise an improvement plan as a means of managing change and planning for major development initiatives. Following audit, including consultation with parents, children, staff and other agencies, and taking into consideration national and local priorities targets are set and a plan is devised.

A full copy of the Nursery Improvement Plan can be accessed via the nursery website.

## **Standards and Quality Report**

Every June the nursery produces a Standards and Quality Report that evaluates the Nursery Improvement Plan and reports on progress made against the targets.

## **Data Protection**

Information on parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act 1984 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the school.

## **Equalities**

East Renfrewshire Council Education Department is committed to ensuring equality and fairness for all. In accordance with the requirements set out by the Equalities and Human Rights Commission, we seek to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2012
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not.

Calderwood Lodge Nursery Class has clear guidelines and procedures for dealing with incidents of inequality, as advised by the Education Department. We encourage that any concerns be raised with us. Our Equalities Coordinator is the Head Teacher who can be contacted by email or by telephoning the office.

# **Section 5**

## **Annual Updates**



## **The Breastfeeding Friendly Nursery**

At Calderwood Lodge we acknowledge breastfeeding is a key public health measure that has enormous health benefits for both mother and child. NHS Greater Glasgow and Clyde have developed an Infant Feeding Strategy to foster the promotion of social and attitude change to ensure breastfeeding becomes accepted as a normal feeding choice. We aim to support this key principal through staff understanding, resources and parental support.

### **Aims and objectives:**

- To promote an environment where breastfeeding is accepted as a normal way to feed infants and young children
- To promote appropriate education and training for staff to enable them to promote, protect and support breastfeeding
- To support informed choice in relation to infant feeding
- To increase awareness of sources of support and information for breastfeeding families
- To provide a welcoming atmosphere for breastfeeding families and staff where breastfeeding is encouraged, supported and protected
- To contribute to the promotion of social and attitude change in relation to breastfeeding
- To develop public acceptability and the promotion of breastfeeding