

Welcome to Carlibar



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Welcome to Carlibar

Dear Parent / Carer,

Welcome to Carlibar Nursery. It is a bright, busy and colourful nursery that is open during the school term. Here we provide education for up to 72 pre-school children.

This handbook is written for all parents of children at or about to enrol as a learner at Carlibar Nursery. It contains information about the school itself and the varied aspects of the nursery curriculum. We hope you will find it useful and informative.

We look forward to welcoming our new pupils and parents and can assure you that we will do our best to make sure that you and your children will enjoy being part of our school.

We actively encourage partnership with parents and welcome your positive role in the education of your child. With your support we can work together to make sure your child has the best nursery education available.

You are unable to visit nursery at the moment.(Unfortunately due to covid & government guidelines) If you wish any further information please call the school office where every effort will be made to allow you to speak to the appropriate staff member or let you know the best time to call.

Our school blog is a source of further information about the life of the school. This is updated on a regular basis throughout the school year.

Yours sincerely

Siobhan McColgan

Head Teacher

Sending Your Child to Nursery

All children who are three (ante-preschool) and four years old (pre-school) are entitled to 1140 hours per session of early learning and childcare.

1. Core Hours 5 days per week 9:00am - 3:00pm
2. Extended Hours 8:00am - 6:00pm over 3 days

How do I apply for a nursery place?

Email pre.five@eastrenfrewshire.gov.uk and we'll send you an application pack, please include your address in the email as the application pack must be sent to your registered address.

What's the closing date for applications?

This year the closing date for applications for council nurseries is 28 February 2021.

When will my application be processed?

When your application is received, your child's details will be held on file until places are allocated. Applications should be received no later than the last day in February of the school year in which your child will attend Nursery. Please note, applications received after 28 February will be treated as being late and therefore places will be allocated at a later date.

Which nursery should my child attend?

To ensure a smooth transition from nursery to primary, every address in East Renfrewshire is allocated a local nursery. You will find the name of your catchment nursery indicated at point 1 on your application form. Although your child should be guaranteed a place within this nursery for his/her pre-school year, places are limited for ante-pre-school children. Where demand exceeds availability, the priority system will be implemented. Thereafter, places for ante-pre-school children will be allocated by ballot. If unsuccessful in gaining a place in your catchment nursery we will offer an alternative placement in another local authority establishment. Should you wish to choose a nursery which is not your catchment the priority system will also apply. For more information go to <http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1820>

About Us

The nursery is part of the Carlibar Campus. We provide pre-school education for boys and girls of all religions aged from 3 years up to school age. At present the nursery has places for 72 children. Children are allocated 5 days per week 9-3 or 3 days per week 8-6 by East Renfrewshire Council.

The Campus also has a primary school, Communication Centre for primary age pupils and a Pre-School and Assessment Unit (PSADU). More information can be found at the end of this handbook about the specialist units which provide additional support to pupils from all over East Renfrewshire.

Carlibar is a modern, non-denominational school built in 2006 and managed by BAM FM. In addition to the modern classrooms the school has a range of excellent facilities such as an outdoor multi use games arena (MUGA), recording studio, dance studio, gym hall, art room, science room, two music rooms, soft play area, sensory room, fiction library and e-library. We operate a strict no smoking policy anywhere in the grounds of the school.

Parking

The school has limited parking spaces and we encourage parents to walk or cycle with their children to school. If there are no available designated parking spaces we ask that parents respect this and do not create spaces thus hindering the safe flow of traffic.

The local community traffic wardens and the 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.

Please respect the disabled parking bays. We have a number of pupils and parents who require this facility. We also remind you that there is a low speed restriction to protect everyone on the Campus.

Please note that the car park can be particularly busy at drop-off and collection times, so we ask that you drive and park with due care and caution.

Security

Parents and visitors are most welcome in our Family Centre. In order to keep all of our children safe visitors must report to the main office in the first instance. Office staff will be able to direct you to the appropriate person to deal with your enquiry. We have secure entry systems and the school building is protected by CCTV.

Our Staff

Our Staff

Head Teacher : Miss Siobhan McColgan

Principal Teacher : Emma Hanlon

Depute Heads of Centre : Louisa Quick

Teachers : Karen Hill

Senior Child Development Officer : Louise Wright

Child Development Officers: Janice Mackenzie, Leann McGill, Karen Love,
Sarah Greenaway, Tammy Kerr, June Feeney, Dianne Reilly,
Jenna Selby, Wendy Schenini, Clare Deehan, Helen Kiley and
Teresa Marklow

Business Support Assistant: Emma Spence

We are also involved in the training of students from various colleges, universities Councils Modern Apprentice scheme and schools. The pattern of attendance and duration of placement varies from course to course.

All staff and students will have name badges to identify who they are.

All students/volunteers in the family centre must hold a valid PVG (Protection of Vulnerable Groups) certificate. This is a means of checking the adults are suitable to work with children.

Carlibar Values

Respect

Care

Responsibility

Equality and Fairness

Aspiration and Ambition

Our Aims

- To provide a positive ethos and environment where pupils are motivated and successful learners, where the children feel safe, happy, confident, valued and secure.
- To develop positive attitudes, self-respect and self-discipline, to respect the environment and value the needs and opinions of others.
- To provide a curriculum which has breadth and balance, is accessible to all children and meets their individual needs.
- To raise attainment and achievement by supporting pupils to become independent learners through effective learning and teaching.
- To provide high quality education for all pupils through strategic planning, effective leadership and self-evaluation.
- To celebrate the achievements of all children and promote aspiration and ambition.
- To foster, in our pupils, the skills, interests and healthy lifestyles that will contribute to lifelong learning.
- To provide a safe, well maintained, stimulation environment where resources are efficiently and effectively organised.

Our School Creed

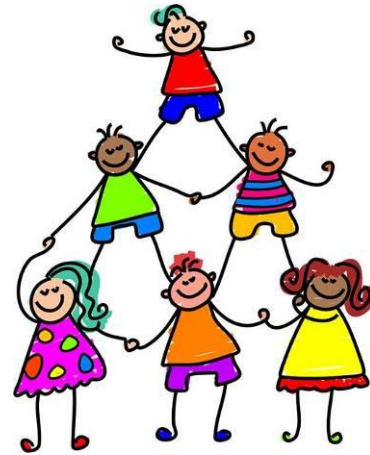
Pupils, staff and parents worked together to create the Carlibar School Creed. Children learn this when they start school as it helps them to understand how we all work and learn together.

We want our school to be a place for everyone
Where we can learn and have fun

Where we are kind and show we care
We work in teams, show respect and share

We learn and try to do our best
To make us better than the rest

We have pride in who we are
The pupils, staff and parents of Carlibar



Our Expectations

In Carlibar we expect everyone to:

- Talk to each other using appropriate language
- Treat each other with care and kindness
- Respect themselves, others and all property
- Take responsibility for their learning and the learning of others.

In Carlibar we teach our children to care for and respect each other and also to respect the world they live in. Our children worked together to create our eco code. This represents the main areas for development in our Eco Schools plan.

Our Eco Code

Carlibar is a beautiful place,
We must learn not to deface.
Manage our waste,
Look after our grounds.
Recycle our rubbish and
We will be proud.



Attending Carlibar Nursery

Nursery Hours

Core 9:00am - 3:00pm children with older siblings can be dropped after 9 and collected form 2:30pm. Please come to the main door.

Extended 8:00 - 6:00pm children can be dropped off any time before 8:45am and collected any time after 3:15pm. Please come to the main nursery door

Flexibility in these hours of attendance can be arranged to suit individual needs.

Arrival and Collection of Children

It is expected that a responsible adult (aged at least 16) will bring a child to and from the nursery. Please fill in the collection sheet with the details of authorised people to collect your child. A child will not be handed over to someone the nursery does not know of or have been informed about. It is vital that you keep staff informed of any changes to your details.

In extreme circumstances, contact the school by telephone if someone we do not know is collecting your child.

If a child is not collected within a reasonable time delay, and, no-one has informed the nursery of any reasons, then the Head Teacher will contact the Social Work Department on their emergency telephone number to arrange care for the uncollected child.

Security

The building is fitted with a secured entry system and entry into the building can only be gained by pressing the buzzer and advising the janitorial staff that you wish to enter the building. We have a strict staff rota where two members of staff will be at each door. If you wish to pass on information, please ask the staff member on the **inside** door.

Staff will be on the doors to welcome you and your child from 8.50am.

Staff will be on the doors again at 2.50pm to allow you to collect your child.

Settling In

Since children are all individuals and react differently to strange situations, we treat them as such. This is often the first major separation of children and parents and our aim is to make it as natural as possible.

As your child gets to know staff, other children and which activities they like best, their confidence in themselves grows enough to stay increasingly longer periods of time. As we only admit a few children per week, staff has time to devote to this settling in period, and we ask parents to play their part by returning at the stipulated time. Since children are catered for individually, this gradual intake system takes varying lengths of time and parents should be prepared to be patient for as long as it takes.

Valuables

Parent should ensure that valuable items are not left in nursery, as the Centre cannot replace the loss of any personal items, including clothing.

Due to government guidelines during Covid, we discourage children from bringing any items from their home.

Medical Information

The nursery staff will not administer prescribed medicines without the completion by a parent of a school medical form, which states the medicine, dosage, time etc.

If your child suffers from asthma you must tell your child's key worker if there are any activities or specific circumstances, which are likely to bring on an attack. Your child should also have their inhaler with them at nursery.

Accidents

These will be dealt with on the spot and entered in the accident book. The nursery has a dedicated trained first aider. Parents will be informed when they pick their child up of the circumstances or treatment the child received and be given an accident form. If a child takes ill or has an accident the nursery, we will contact the parents or the agreed contact as soon as possible. However, in the event of a serious accident, the child's parents will be informed and arrangements will be made for them to come to the nursery or to meet them at the casualty department of the hospital. Should this be necessary a member of staff that the child knows would accompany them in the ambulance.



Suitable Clothing

Your child will be working with glue, paints and dough to name but a few of the activities. We will always try to make sure that they wear aprons but accidents happen, so please dress your child in easy to wash clothes. Make life easy for your child by putting on clothes and shoes they can manage by themselves. Velcro or slip-on-shoes are best to start with.

Have a full change of clothing in your child's bag in case he/she does not make it to the toilet on time or gets wet at water play. If they are busy playing they can sometimes forget to go. We do have spare clothes in the school for such emergencies. Please launder and return any items your child borrows.

Children have the opportunity to play outdoors on a daily basis as this is a very important aspect of their learning. Please ensure your child is clothed according to the weather. In summer it is advisable to apply sunscreen prior to the start of the nursery session and put some in their bag so it can be reapplied later in the day. If you have forgotten please let a member of staff know and they will apply nursery cream. We must know of any allergies your child may have to creams.



A nursery uniform can be purchased. The uniform consists of a polo shirt and sweatshirt, both with the nursery logo. Ask the office staff for further details of the sizes available and cost. Your child will have access to outdoor play no matter the weather, so please send them with wellington/snow boots and waterproof clothing.

**We also ask that parents write their child's name on shoes and jumpers.
This will allow for easy identification of lost property.**

Learning Outside the Nursery

When outings or trips for children are planned, the staff will advise you in advance. You will have completed and returned consent forms at the beginning of term. Children cannot take part in outings unless a consent form has been completed by the parent or guardian.

We are very lucky to have access to a minibus which belongs to East Renfrewshire Council. We use this when visiting local areas of the community, the foundry (if the weather is bad). Intergenerational visits to the care homes, Christmas singalongs, though unfortunately we need to wait for the all clear and Coronavirus has gone before we uptake any of these lovely outings.

Nursery contribution

At Carlibar Nursery we ask parents to contribute £2.00 per week 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 the printing of photographs for the special books, ingredients for making playdough and potato scones, hot chocolate for the weekly woodland visits any guests and specialists who we may invite in to work with the children and subsidise the cost of any planned excursions. Parents will use Parent Pay to do this and you will be given a unique number to use when your child enrolls. If you don't have your parent pay log in, please see Emma Spence in the office.

Transport

Transport is not normally provided for children attending pre five establishments. Parents are normally expected to make their own arrangements for their child travelling to and from the nursery.

Emergency School Closures



We make every effort to maintain a full educational service, but, on some occasions, circumstances arise which lead to disruption. For example, schools may be affected by severe weather, temporary interruption of transport, power failures, difficulties of fuel supply or other issues outwith the school's control.

In such cases, we shall do all we can to let you know about the details of closure or re-opening.

In the case of an emergency closure or severe weather conditions, the school may not open or may have to close early on advice from East Renfrewshire Council. It is important that parents check up to date closure information on the Council website. For the most up to date information access the [Twitter Link](#) on the East Renfrewshire Council webpage.

All parents should ensure that the nursery has **the most recent mobile telephone numbers**. In the event of an emergency closure, text message alerts will be sent from the school office as soon as the staff are able to access the building. **Please do not reply to these alert messages.**

The school website will also be updated as soon as possible after a confirmed closure. If office staff are unable to get access to the building to send an email the website will be another source of information. Updates will appear in the [Latest News](#) section of the Carlibar Website.

If there is a planned early closure the school office will send text messages to all parents to let them know of the arrangements for collecting their children.

Attendance

Parents should inform us if their child is likely to be absent from the nursery at any time. Attendance information is recorded and passed on to the primary school as part of the transition record.



If your child is having problems in attending regularly we shall be happy to discuss any difficulty, which you may have to ease the situation.

What to do if your child is going to be absent from nursery



Please telephone the school office between 8.30 a.m. and 9.00 a.m. on the first day of their absence. It would be useful if you could indicate to the office when you expect your child to return. If they should return earlier or later than this date please telephone the school to keep our records up to date. The school office will pass a message onto your child's key worker.

If we have had no information about your child's absence by 9.15a.m, the school office will contact you. For this reason, please ensure that your contact details are up to date.

What do I do if my child has an appointment during the nursery day?



Parents should give details to the key person of the time of the appointment and when the parent/ other nominated adult will collect them from the nursery.

All children should be collected from the nursery by an adult; we are unable to allow older siblings or any relation under the age of 16 to collect a child. In order to ensure the safety of our children we can not allow adults to collect children unless we have had prior permission from the parent/carer.

Religious Celebrations

Parents from ethnic minority religious communities may request that their children be permitted to be absent from nursery in order to celebrate recognised religious events. Please discuss this with a member of the nursery staff.

Holidays during Term Time

Every effort should be made to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. Parents/carers should inform the family centre by letter of the dates before going on holiday.

We Are A Health Promoting Family Centre

In Carlibar we promote the importance of making healthy choices. Our children are encouraged to adopt an active and healthy lifestyle through our Health and Wellbeing programme.

All children take part in our tooth brushing programme to encourage good dental habits and reduce decay.

Medical Information and Health Care Needs

Parents should always inform the nursery of any medical conditions, which may affect their child or, if their child needs regular medical treatment. Where a child requires medication during their session, please ensure that you contact the nursery and complete an administration form, which is available at the office. **Please note that medication cannot be administered without this form being completed and the medication being prescribed by a GP.**

On occasions, it may be necessary for a child to be taken home due to ill health, etc. In all cases, the school makes every effort to contact a parent in the first instance. If a parent is not available, the school will make contact with the child's emergency contact for the necessary arrangements to be made. It is essential, therefore, for the school to have an up to date emergency contact that can be reached by telephone should any child have to be taken home unexpectedly.

If your child is in the care of a childminder we will still contact the parent when a child takes ill.

Visits by Health Care Professionals

Please sign the form, which allows your child to be seen by visiting health care professionals. These are mainly a dentist and a dental hygienist. You always will be informed of any other specialist involved in your child's health and welfare.

Routine Examinations

Routine Eye and Dental examinations take place, normally in the spring term. Parents will receive a letter from the Medical Authority requesting permission for the examination to take place in the nursery.

No treatment will be carried out in the nursery as a result of the examination. You may receive a card advising you to seek dental treatment from your own dentist or a card giving an appointment for the eye clinic.



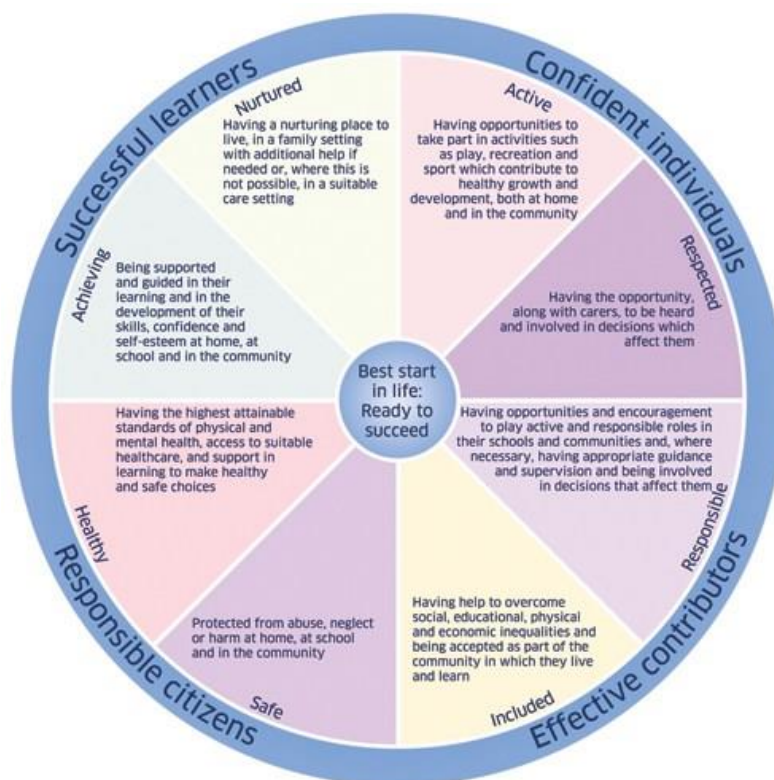
Health and Wellbeing - Responsibility of All



Everyone in Carlibar shares the responsibility for creating a positive ethos and climate of respect and trust, one in which everyone can make a positive contribution to the wellbeing of each individual within the family centre. The staff place a high priority on the pastoral care of all children. We pride ourselves in knowing our children well and working jointly with partner agencies.

Learning in Health and Wellbeing supports our children to develop the knowledge, understanding and skills which they need now and in the future for good mental, emotional, social and physical wellbeing. Specialist services such as the school nurse and community police officer are invited to school to support learning.

The Well-being Wheel



The wellbeing of children and young people is at the heart of *Getting it Right for Every Child*. The approach uses eight areas of wellbeing in which children and young people need to progress in order to do well now and in the future. These eight areas are set in the context of the 'four capacities', which are at the heart of the [Curriculum for Excellence](#).

The four capacities aim to enable every child and young person to be a **successful learner**, a **confident individual**, a **responsible citizen** and an **effective contributor**.

The eight indicators of wellbeing

Safe	Healthy	Achieving	Nurtured
Active	Respected	Responsible	Included

These are the basic requirements for all children and young people to grow and develop and reach their full potential. They are shown in the diagram on Page 16 which we call the wellbeing wheel.

Children and young people will progress differently, depending on their circumstances but every child and young person has the right to expect appropriate support from adults to allow them to develop as fully as possible across each of the well-being Indicators.

All agencies in touch with children and young people must play their part in making sure that young people are healthy, achieving, nurtured, active, respected, responsible, included and, above all, safe.

Tooth Brushing



To make sure that as many children as possible can benefit from stronger teeth the Community Dental Service gives your child the chance to take part in a programme of regular tooth brushing using fluoride toothpaste.

The programme is initiated and overseen by an Oral Health Promoter, who will also arrange training to enable nursery staff to take over on an on-going basis.

Snacks and Healthy Eating

We provide water for the children to drink throughout the sessions.

We promote healthy eating through snack time and ask that you provide your child with fruit, vegetables, finger food and crackers and cheese. Please help us by not bringing sweets or sugary drinks into the nursery. We are also a NUT FREE nursery/school and ask that you check food labels.

Thank you!



How We Learn



**Successful Learners, Confident Individuals,
Responsible Citizens, Effective Contributors**

Our Curriculum

In Carlibar we encourage learning through experiences to prepare our pupils for the complex world they will be living in when they leave school. Our aspiration is that each one of our pupils should be supported in order that they can develop the four capacities to become:

successful learners	confident individuals	responsible citizens	effective contributors
<p>attributes</p> <ul style="list-style-type: none"> enthusiasm and motivation for learning determination to reach high standards of achievement openness to new thinking and ideas <p>capacities</p> <ul style="list-style-type: none"> 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. 	<p>attributes</p> <ul style="list-style-type: none"> self-respect a sense of physical, mental and emotional well-being secure values and beliefs ambition <p>capacities</p> <ul style="list-style-type: none"> 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 make informed decisions achieve success in different areas of activity. 	<p>attributes</p> <ul style="list-style-type: none"> respect for others commitment to participate responsibly in political, economic, social and cultural life <p>capacities</p> <ul style="list-style-type: none"> develop knowledge and understanding of the world and Scotland's place in it understand different beliefs and cultures make informed choices and decisions evaluate environmental, scientific and technological issues develop informed, ethical views of complex issues. 	<p>attributes</p> <ul style="list-style-type: none"> an enterprising attitude resilience self-reliance <p>capacities</p> <ul style="list-style-type: none"> communicate in different ways and in different settings work in partnership and in teams take the initiative and lead apply critical thinking in new contexts create and develop solve problems

The table below gives an indication of how children will progress through each of the levels. Again every child is an individual and may progress at a quicker or slower pace than shown below.

Level	Stage
Early	The pre-school years and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
Third and Fourth	S1 to S3, but earlier for some. The fourth level broadly equates to SCQF level 4.
Senior Phase	S4 to S6, and college or other means of study.

The 8 curricular areas your child will experience in Carlibar are

- Health & Well-being
- Literacy and English and Languages
- Numeracy and Mathematics
- Religious & Moral Education
- Technologies
- Sciences
- Social Studies
- Expressive Arts

The following pages give some information on what learning in each of these areas looks like in Carlibar Nursery. Staff actively seek opportunities for meaningful learning and involve pupils in the planning process which responds to their needs. This provides pupils with learning experiences which are challenging, enjoyable and relevant to their every day lives. They have opportunities to learn confidently on their own but also as members of co-operative teams. By working in this way pupils begin to understand how the knowledge and skills they are developing can be transferred to different areas of the curriculum and to their lives. It also allows staff to observe how well the children are able apply the skills in different contexts.

Learning and Teaching

The Scottish Executive's documents "*The Curriculum Framework for Children 3 to 5*", "*The Child at the Centre*" and "*A Curriculum for Excellence*" are the main basis for your child's learning at nursery.

In tandem with these documents we follow the *National Care Standards* when planning for the pastoral care and wellbeing of staff, parents and the children.

Using these, our aims are

- To ensure that the learning environment is stimulating and challenging and provides appropriate opportunities for learning through outside play in each of the key aspects of children's development and learning.
- To establish clear practices and guidelines for learning and teaching.
- To build upon parent partnerships with the introduction of home link packages.
- To bring school policies and practices in line with national and local advice.

How we promote learning

The entire nursery programme is based on learning through play. In order to achieve, as far as, possible, total growth for each child, the staff take a positive role by developing the children's interest, encouraging language development and providing a learning environment that encourages the children to experience choice and meet successive challenges.

It is important to encourage the development of a positive self-image so that a child may realise their full potential in later life. Children gain confidence by succeeding at tasks, which are all carefully graded in order that the children may be encouraged by success to try new and more difficult activities.

Working collaboratively

The children are allocated to a group and key worker prior to them coming to nursery. They join their group for a short 'friendship time' each session. Friendship Time is a quiet together time, which is used to tell stories, encourage discussion, build self-confidence and perhaps share events that have happened during the day.

The Eight Key Areas of the Curriculum

Literacy

- Improving listening and talking
- Learning to enjoy stories and rhymes and use information books
- Listening and recognising sounds and words
- Experimenting with writing
- Recognising environmental print
- Having fun with words through familiar songs and rhymes.
- Using ICT to access information, stories and rhymes



Numeracy

- Exploring numbers
- Collect and display information
- Introduce days, months, seasons of the calendar
- Use money in role play
- Investigate 2D and 3D shapes
- Identify and make patterns
- ICT to programme simple directions
- Measure to compare size and amounts

Health and Wellbeing

- Confidence and a sense of worth
- Making friends and getting on with other children
- Learning to look after yourself, making choices or knowing who to ask for help
- Caring for other people and your surroundings
- Enjoying active play and becoming aware of the changes that take place in my body



- Energetic activity both indoors and outdoors
- Developing skills like running, climbing, throwing and catching
- Learning to make delicate movements with fingers and hands
- Becoming aware of the importance of health and fitness
- Learning about different food/drink that make us grow and keep healthy
- Awareness of health and safety routines
- Learning about medicines and harmful substances.
- Outdoor opportunities are also planned in the nursery and school grounds.
- We also make use of the local area in our woodland adventure walks.



Social Subjects



- People and places in the local area
- Develop an awareness of the environment
- Comparing past with present
- Explore means of recycling
- Describe and record weather
- Families

Expressive Arts

Learning to express ideas and feelings through

- Painting, drawing and modelling using a variety of materials
- Acting out situations
- Singing and making music
- Movement and dance
- Presenting and performing for audiences
- Experiencing music of different styles and cultures
- Develop curiosity and imagination to solve design problems

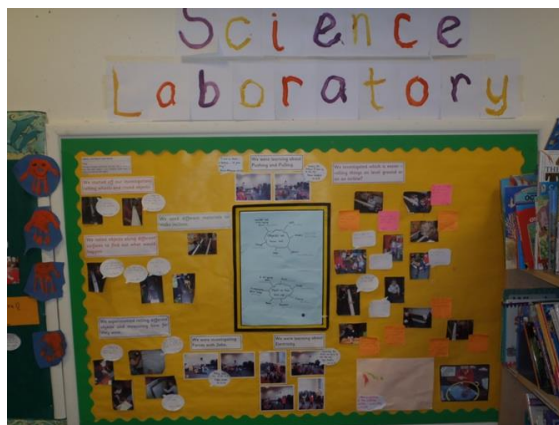


Religious and Moral Education

- Explore and develop the understanding of Christianity
- Introduce world religions
- Develop understanding of beliefs and practices which are different from their own
- Develop respect for others

Science

- Looking and noticing things and using the five senses to explore the world
- Finding out about texture/materials by playing with them
- Investigating energy and forces
- Finding out about animals and plants
- Designing and making things



Technology



- Develop skills in using tools, equipment and materials
- Develop curiosity and problem solving skills when constructing models
- Recycling
- Designing and making things
- Programming remote control toys
- Create pictures/graphs using simple software

Assessment

Since we are fortunate enough to see our parents on a daily basis, our discussions of the child's progress are continuous and informal.

Staff also complete a more formal assessment for both the parent and the primary school and the end of your child's time in nursery. This allows the parent; nursery and primary school to give each child the best start possible to his formal school life.

Every child has a learning profile in nursery. We record each child's attainment and achievements. The children comment on their own work and progress and this is recorded in their profile. We pass these onto the primary school that you have chosen to send your child to. Primary One staff can learn about your child and usually send these home to you in Term Two of their primary school year.

Please speak to a member of staff if you have any concerns about your child's development.

Parents meetings

There will be an opportunity to discuss children's progress at planned parent learning conversations. You will also be invited to welcome / open days where you will be given the opportunity to spend the session with your child in the playroom and have a chat with staff.

The [Parentzone](#) website gives further information about the Curriculum for Excellence.

How We Support Our Children

Carlibar has an open door policy and we encourage parents to get in touch with us about any matter concerning their child's education or wellbeing. We shall do our best to resolve any matters of concern, give further advice or information if this is required.

Partnership Working to Support Pupils

When children are experiencing specific learning difficulties, parents will be invited to the school to discuss progress and explore ways in which further support may be given. An Individual Wellbeing Plan may be started to target specific areas of difficulty or a Co-ordinated Support Plan may be opened.

The nursery works very closely with Health Professionals, Psychological Services and Social Work to support our pupils and their families.

The school has a Joint Support Team which meets monthly. This team consists of representatives from a range of agencies who discuss the best support available to enhance pupils' development and learning. Parental permission is agreed before referrals are made to the Joint Support Team or any support agency.

Further information is available on the East Renfrewshire Website

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

Enquire is a Scottish advice service for additional support for learning.

It is operated by Children in Scotland; Enquire offers independent, confidential advice and information on additional support for learning through:

Telephone helpline - 0845 123 2303 email enquiry service - info@enquire.org.uk

Two websites are available which provide a range of resources and information about supporting pupils' learning

For parents/carers and practitioners

<http://enquire.org.uk/about>

For children and young people

<http://www.enquire.org.uk/yp20>

Mediation Services

To support parents of children with Additional Support Needs East Renfrewshire Council's Education Department works in partnership with RESOLVE: ASL for the provision of independent mediation services, if this is ever required.

For further details visit www.ea.e-renfrew.sch.uk/parents/asn/mediation.htm

Equal Opportunities and Social Justice

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.

The Education Department now has a specific duty to gather information on the effect of policies and practices on the education opportunities available to disabled pupils and on their achievements. It also has this duty in relation to race and gender. It is for this reason that pupils and their parents and carers may be asked to respond to questions, which require them to share information that may be personal and sensitive.

Through both the informal and formal curriculum the children are made aware of the equal value of others irrespective of race, religion, sex, culture or disabilities. The cultural and religious practices of all children are acknowledged in class work.

The content of the curriculum and resources used promote a positive image of:

- Religious and cultural groups
- Men and women
- People with disabilities
- Those who are disadvantaged



In Carlibar we are committed to equality of opportunity for all pupils. Discrimination in any form is not tolerated.

Staff ensure that all children have access to the curriculum and provide the support they require to do so.

We have clear guidelines and procedures for dealing with incidents of inequality, as advised by the Education Department. We encourage you to raise any concerns with us. Our Equalities Coordinator is Siobhan McColgan, the Head Teacher and she can be contacted by telephoning the school.

Child Protection Policy and Procedures

At Carlibar we take the care, welfare and protection of our children very seriously. We believe all children have a right to feel safe within the school, home and community.

Within our Campus we strive to provide a safe, secure and nurturing environment for our pupils, which promote inclusion and achievement.

All education staff 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 the community. These policies are designed to ensure that children get the help they need when they need it.

Every staff member undergoes a minimum of one child protection training activity every session. Many of our staff are more extensively trained in specific areas of child protection to support and identify potential child protection concerns.

All schools in East Renfrewshire have comprehensive Pupil Support systems in place and we work closely with our partners in Social Work, Health and the Police. The school operates a multi agency Joint Support Team to ensure that the best possible supports are available to pupils when they need them.

The Child Protection Co-ordinator for the school is *Head Teacher*. If you wish any further information or a copy of the school policy, please contact the school office. If you wish to discuss this important matter further, please make an appointment to see *Mrs MacIntyre*.

If you are worried or know of a child who could be at risk of abuse or neglect please speak to the Head Teacher / Principal Teacher, or to a member of staff at one of the following numbers:



Barrhead Social Work Office: 0141 577 8300

Clarkston Social Work Office: 0141 577 4000

Strathclyde Police Family Protection Unit: 0141 532 4900

Standby Social Work Out of Hours 0800 811 505

Our Parent Council

The Scottish Schools (Parental Involvement) Act 2006 makes provision for all parents to be members of the Parent Forum at a school, and to have their views represented to the school, education authority and others, through a representative Parent Council for the school.

The intention behind the legislation is to help all parents to be:

- Involved with their child's education and learning
- Welcomed as active participants in the life of the school
- Encouraged to express their views on school education generally and work in partnership with the school

The Parent Council for our school is known as: Carlibar Parent Council.

Staff Representatives from the Primary and Nursery attend on a rota basis. Our office manager is the clerk.

The Head Teacher attends all meetings as adviser to the Parent Council. Local councillors may also attend. Both have the right to speak, although, not being members of the Parent Council, have no right to vote.

The Parent Council has a role in the appointment of Head Teachers and Depute Head Teachers.

The Council meets in the school each month. The meetings take place at 1.30 p.m and 7pm on alternate months. Members of the Parent Forum are able to attend the meeting.

Minutes of Council meetings are available to the Parent Forum.

You can contact the parent council by letter, leaving a message in the school office. Or by visiting the parent council facebook page.

Further information is available on the Carlibar website, this includes a copy of the parent council constitution and how you can contact the members.

[Parental Involvement Strategy - East Renfrewshire](#) - this gives further authority information. For national information on Parent Councils visit www.parentzonescotland.gov.uk

How We Work With Parents

The nursery is very much part of Carlibar Campus and parents are always made to feel welcome. Parents are encouraged to become involved in the activities in the nursery and a close relationship will be established.

During the session parents will have an opportunity to discuss their child's learning and progress with the nursery teacher and the key worker. We try to alert parents as quickly as possible to any concerns regarding their child. Likewise it is important if you have any concerns to contact us as soon as possible.

The relationship between the child and the member of staff is similar to that between the child and his/her own parent built on trust and mutual consideration, understanding and tolerance on both sides. The Head Teacher and all nursery staff are here to help both parents and children. If you have any concerns or wish to simply talk to a member of staff for advice please do not hesitate. The nursery is a busy place so if there is a time we are unable to speak to you immediately, we can make time later on to listen, just ask.

The ethos of Carlibar promotes positive behaviour and relationships, rather than punishment for misbehaviour. However, children are taught to realise that rules are necessary to ensure the safety and wellbeing of all.

The nursery works closely with our Family Learning Team to provide a range of opportunities for parents to develop their own skills and share their experiences with others. Some of the activities/ groups we have offered in the past are the cardboard box storytellers and the cookery club. Please speak to Mrs Louisa Quick.



Username - **Carlibar**
Password - **4100**



Carlibarfc

Communication



We are always seeking ways to improve communication between the school and home. Please download the school app for parents, this is where you will find our newsletters inform parents of events taking place, important diary dates and to celebrate the achievements of our pupils. These can be found on the nursery's blog. Parents will receive a text to let them know when a new newsletter has been published online.

We ask parents to let us know if they would like paper copies of newsletters sent home in nursery bags as we now send these out electronically.

The nursery blog has recently been redeveloped. We hope that this will provide parents with up to date information and give links to a range of policies and other key information. This site was developed in partnership with parents and their feedback will continue to be sought to further improve the information that we provide about our school.

The nursery has a Twitter page which we regularly update with events and learning happening in the nursery. You can follow us at *Carlibar FC*

From time to time we may contact parents through e-mail and a text alert service. It is therefore very important to ensure that the school has up-to-date phone numbers and addresses, including those of your nominated emergency contacts. This is especially important if we have to contact you because your child is unwell or we need to notify you about an emergency closure of the school due to for example, bad weather.



If you wish to contact us you can telephone or visit the office in person. If you can give the office staff as much information as possible they will be able to direct your enquiry to the most appropriate staff member or arrange to get back to you with a meeting time if this is what you require.

Applying for Primary School

Children who are starting school for the first time are normally make an application in January. Advance notice of the actual dates will be placed in the local press and information will be available from Carlibar Nursery, local nurseries and playgroups. Notice is also given through our [school website](#), [East Renfrewshire Council's website](#), newsletters and displays in the local community.

For children who have a birthday in January or February the parents have the option of deferring entry to school. This should be discussed at the child's nursery and at their registration for school. We invite all new entrants and their families to join us in May for a pre-school programme of events to welcome and prepare them for life in school.

Parents with pupils already of school age who wish a place for their child can contact the Head Teacher by telephone or calling at the school. Arrangements to visit the school prior to enrolment should also be arranged with the Head Teacher.

Children who do not live in the catchment area of Carlibar Primary or are currently attending a denominational school who wish to attend Carlibar should complete a [placing request](#) form for each child. These forms can be requested from any East Renfrewshire school or from East Renfrewshire Council Offices,

Customer First,
211 Main Street,
Barrhead,
G78 1SY

If your placing request is successful, you will receive a letter inviting you to enrol your child in your chosen school. Your successful placing request to a primary school is valid only until the end of Primary 7. If you wish your child:

- to attend a secondary school other than your catchment secondary or,
- to move from a denominational primary to a non-denominational secondary or,
- to move from a non-denominational primary to a denominational secondary,

You must make a further placing request for a place in S1 in your chosen secondary school.

Improving Our School

In Carlibar we have established a culture of self-evaluation and as a team we are continually seeking ways in which we can improve the service that we provide. We seek parents' views through formal questionnaires and informally at a wide range of school events that parents are involved in. We also have comment boxes available which can be used to give us feedback; there is also a "let us know" section in every newsletter that is sent home to parents.

Each year a school improvement plan is written that guides developments over the course of the session. Our School Improvement Plan reflects [East Renfrewshire's Local Improvement Plan Priorities](#).

The Care Inspectorate

The Care Inspectorate makes sure that care service providers meet the Scottish Government's National Care Standards and works to improve the quality of care.

Care Standards

The standards reflect the rights of children and young people. They recognise that services must be accessible and suitable for everyone who needs them, including people from black and ethnic minority communities and children with disabilities. They reflect the strong agreement that children and young people's experience of the services is very important and should be positive.

Care Inspectorate Principles

They feel strongly that care services in Scotland should offer dignity, privacy, choice, safety, realising potential and equality and diversity.

The Care Inspectorate will grade services and publish those grades to provide information for parents and the public about the quality of individual care services.

The grading system used is as follows:

6	Excellent	4	good	2	weak
5	Very good	3	adequate	1	unsatisfactory

The current Carlibar Report is available as a hard copy at the entrance to the Family Centre. Alternatively, you can access reports directly from the website <http://www.scswis.com/>

Scottish Social Services Council

The **SSSC** is responsible for registering and regulating people who work in social services in Scotland. Their role is to increase protection of people who use social services, to raise standards of practice and to increase public confidence in the sector. The SSSC aims to protect people who use services and their carers by promoting high standards of conduct and by taking action where the public are at risk.

When a social service worker applies to register with the SSSC they must agree to abide by the **Code of Practice for Social Service Workers** which sets out the conduct expected of social service workers and informs people who use social services and the public about the standards they can expect.

For more information: <http://www.scswis.com/>

As well as general enquiries about Carlibar Nursery and other pre-5 establishments, concerns may also be raised with the Care Commission

Scottish Commission for the Regulation of Care
Fourth Floor
1 Smithhills Street
Paisley
PA1 1EB

Telephone: 0141 843 4230

A copy of our Standards and Quality report each year which highlights our achievements and our priorities for the following session is posted on our website in September of each academic year.

The school and family centre were last inspected by HMIE in October 2011. For a copy of the report to parents and results of questionnaires issued please follow the link below.

[HMIE report](#) based on the most recent inspection of Carlibar Primary, Nursery, PSADU and CCC.

Effective Transitions

Throughout the year our pre-school children go for several visits to their future primary school so that the change over may be made easily. Parents are also invited to the appropriate school's Infant Induction Programme.

Our local primary schools are

Carlibar Primary School
Carlibar Road
BARRHEAD
G78 1BD
Telephone: 0141 577 4100
Head Teacher Miss Siobhan McColgan

St John's Primary School
Commercial Road
BARRHEAD
G78 1AJ
Telephone: 0141 570 7360
Head Teacher: Mrs Rosemary Crossan

Cross Arthurlie Primary School
Fern Drive
BARRHEAD
G78 1JF
Telephone: 0141 570 7140
Head Teacher Mrs Fiona MacDonald

St Mark's Primary School
Roebank Drive
BARRHEAD
G78 2JA
Telephone: 0141 570 7400
Head Teacher Mrs Natalie Fitzsimmons

Hillview Primary School
Springhill Road
BARRHEAD
G78 2SE
Telephone: 0141 570 7320
Head Teacher: Mrs Janette Black

More information about placing requests for East Renfrewshire Schools can be found on the school or [Council website](#)

Data Protection Act 1984

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.

Public Relations

The school is very proud of its successes and, from time to time, will contact the local press to celebrate with the community. Your child may be in some of the photographs. At the

start of each session we will send home a consent form for you to sign. If for any reason you wish to change the details on this form at any point during the school year please contact the head teacher or office manager.

Complaints Procedure

If any parent wishes to make a complaint the first point of contact should be the head teacher. She will arrange to meet with you and try to resolve the issues.

Complaints can also be logged online via East Renfrewshire Council's website.

If you feel that your concern has not been fully resolved you should contact

Education Department

East Renfrewshire Council

211 Main Street

Barrhead

East Renfrewshire

G78 1SW

Carlibar Campus

For additional information on life at Carlibar Campus we have included some information about Carlibar Communication Centre (CCC) and Carlibar Pre- School Assessment & Development Unit (PSADU). Each of these parts of our Campus has its own, more detailed handbook.

Carlibar Pre-School Assessment & Development Unit (PSADU)

The PSADU offers places in the Unit to pre-school children with core language and / or communication difficulties which are not explained by general delay. The unit runs development groups Tuesday to Friday. There are morning and afternoon placements. Some children receive outreach support in their mainstream nursery.

Staff

The unit is supported by a Speech and Language Therapist and is staffed daily by one teacher and one child development officer.

What is a Language Disorder?

Expressive language problems - where there can be a problem in finding the right words or formulating sentences effectively.

Comprehension problems - where the child has problems understanding what is being said to them. They can rely on gesture or routine to understand what is happening.

What is a Communication Disorder?

In a communication disorder the child's language can be affected and also gesture, facial expression etc.

The whole world of communication is difficult for children with a possible communication disorder. They can have difficulties with social interaction and social communication, sharing and making friends. They can also show unusual behaviours or have sensory issues.

The Curriculum

The children follow the same curriculum as mainstream nursery pupils.

CARLIBAR COMMUNICATION CENTRE (CCC)

Carlibar Communication Centre provides education for children who have core language and communication difficulties or autistic spectrum disorders. These children would normally attend a mainstream primary school. Places within the Centre can be on a full time or part time basis, depending on the particular needs of the individual child, and on the needs of the other children in the group.

Our main aim is to support children to maintain a mainstream school place wherever possible. Carlibar Communication Centre aims to help each pupil to maximise his or her potential in all areas. We think it is important to provide an atmosphere which is both structured and relaxed, so that each pupil will grow and learn with confidence at his or her own rate.

For the children who attend the Centre, effective learning is often best achieved in realistic situations outside the classroom. The focus for all activities both within and out with the school building is language and communication. Each activity is planned to meet the specific language and communication needs of the individual children.

The children who attend the Centre all have different needs with regard to integration with mainstream pupils. Consequently, each child's introduction to the mainstream pupils and classes is carefully planned and managed. The integration can occur within Carlibar and/or the child's home school

We see parents as true partners in education, and like them to be involved as much as possible in the education of their children. In addition to pupil review meetings and Parents' Evenings, we hold regular informal Coffee and Chat sessions on Wednesday mornings, where parents can speak with the staff. We also use a system of a daily Home/School Diary. These help us to talk with the children about things which are important to them. Parents tell us what is happening at home, and we can tell parents what is happening at school.

Admissions Criteria

Pupils will be considered for admission to the centre if they:-

- Have a significant communication disorder.
- Require intensive joint input from speech and language therapists and teacher.
- Have the potential to benefit from access to a mainstream curriculum.
- Have the potential to benefit, both socially and intellectually, from a degree of supported social integration into mainstream situations.
- Have independent living skills such that they can be supported within the existing resources of the school on a daily basis.
- Have social and learning needs which can be met appropriately within the existing group.

East Renfrewshire's Term Dates 2020/21

Last day of school	Wednesday 23 September 2020
September Weekend	Thursday 24 September 2020
September Weekend	Friday 25 September 2020
September Weekend	Monday 28 September 2020
Re-open	Tuesday 29 September 2020
Last day of school	Friday 9 October 2020
In-service	Monday 19 October 2020
Re-open	Tuesday 20 October 2020
Last day of school	Friday 18 December 2020

Re-open	Tuesday 5 January 2021
Last day of school	Thursday 4 February 2021
In-service	Friday 5 February 2021
Mid term	Monday 8 February 2021
Mid term	Tuesday 9 February 2021
Re-open	Wednesday 10 February 2021
Last day of school	Thursday 1 April 2021
Re-open	Monday 19 April 2021
Last day of school	Friday 30 April 2021
May Day Holiday	Monday 3 May 2021
Re-open	Tuesday 4 May 2021
In-service	Thursday 6 May 2021
Re-open	Friday 7 May 2021
Last day of school	Thursday 27 May 2021
May Weekend	Friday 28 May 2021
May Weekend	Monday 31 May 2021
Re-open	Tuesday 1 June 2021
Last day of school	Friday 25 June 2021

Easter Good Friday: 2 April 2021 Easter Monday: 5 April 2021



Nursery Handbook

By law, Authorities are required to issue a copy of the school handbook to certain parents in December each year. It details the current policies and practices of both the council and the school.

Although this information is correct at the time of printing, there could be changes affecting any of the matters dealt with in the document:

- (a) before the commencement of or during the course of the school year
- (b) in relation to subsequent school years

An electronic copy of this handbook is available on the school website.

Website: www.ea.e-renfrew.sch/carlibar

If there are any aspects of the handbook that you would like to discuss or further information that you require about our school please contact the school office on 0141 577 4100. The office staff will be happy to direct your enquiry to the most appropriate member of staff.

Further information relating to the authorities policies relating to education matters can also be found on the schools' section of the East Renfrewshire Council's website.

Website: <http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1740>

Important Local Council Addresses

<p>Director of Education</p> <p>East Renfrewshire Council 211 Main Street BARRHEAD G78 1SY Telephone: 0141 577 3000</p>	<p>Customer First: Community Services Department East Renfrewshire Council Council Headquarters Eastwood Park Rouken Glen Road East Renfrewshire G46 6UG Telephone: 0141 577 3001</p>
<p>Councillors can be contacted at East Renfrewshire Council HQ Eastwood Park Rouken Glen Road Giffnock East Renfrewshire Telephone: 0141 577 3000</p>	

Appendix 1

East Renfrewshire Council Policies and Links

Anti-Bullying – school policy/documentation on school website

ASL – advice for parents <http://www.ea.e-renfrew.sch.uk/parents/asn/>

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

Child Protection: <http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1923>

Curriculum for Excellence:

<http://www.scotland.gov.uk/Topics/Education/Schools/curriculum/ACE/cfeinaction>

Curriculum Guidance: <http://www.educationscotland.gov.uk/thecurriculum/>

Dressing for Excellence: [http://www.ea.e-](http://www.ea.e-renfrew.sch.uk/curriculinks/Links/Parents/Parental%20Leaflets/DressingForExcellence.pdf)

[renfrew.sch.uk/curriculinks/Links/Parents/Parental%20Leaflets/DressingForExcellence.pdf](http://www.ea.e-renfrew.sch.uk/curriculinks/Links/Parents/Parental%20Leaflets/DressingForExcellence.pdf)

Dyslexia: <http://www.addressingdyslexia.org/>

Emergency Closure of Schools and Establishments – Severe Weather Conditions:

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

ENABLE – ASN Support: <http://www.enable.org.uk>

ENQUIRE - ASN Support : <http://enquire.org.uk/>

ERC Website – general enquiries: <http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1489>

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

Internet Safety : <http://www.ea.e-renfrew.sch.uk/curriculinks/Links/Parents/Parental%20Leaflets/Internet%20leaflet.pdf>

Local improvement plan: <http://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=1640&p=0>

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

Photographing pupils: <http://www.ea.e-renfrew.sch.uk/curriculinks/Links/Parents/Parental%20Leaflets/PhotographingChildrenandYoungPeople.pdf>

Psychological Services: <https://blogs.glowscotland.org.uk/er/PsychologicalService/>

Safe Use of ICT: <http://www.ea.e-renfrew.sch.uk/curriculinks/Links/Parents/Parental%20Leaflets/Internet%20leaflet.pdf>

General Parent Links:<http://www.ea.e-renfrew.sch.uk/curriculinks/Links/LinksforParents.htm>

<http://www.educationscotland.gov.uk/parentzone/>

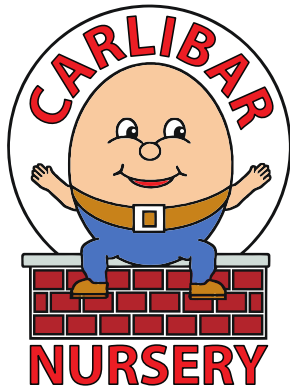
<http://www.educationscotland.gov.uk/earlyyears/prebirthtothree/parentsandcarers.asp>

Education Scotland (HMIE) reports

<http://www.educationscotland.gov.uk/inspectionandreview/reports/school/index.asp>

Care Inspectorate Reports

http://www.scswis.com/index.php?option=com_content&task=view&id=7644&Itemid=489



**Successful
Learners**

**Confident
Individuals**

**Responsible
Citizens**

**Effective
Contributors**

INCLUSION

ACHIEVEMENT

AMBITION

**PROGRESS
FOR ALL**

