



# Giffnock Nursery Class



## Nursery Handbook 2019 - 2020 Information for Parents

Working hard having fun, that's the way we get things done

# Introduction

Dear Parent/ Carer,

Welcome to Giffnock Nursery Class. This handbook is written for all parents of children at or about to enrol as a pupil in nursery. It contains information about the nursery 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 aim to do all that we can to make sure that you and your children will enjoy being part of our nursery and thrive here.

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 gets the very best education available.

You are welcome to arrange a visit to the nursery and we aim to make sure that any enquiries are dealt with promptly and courteously. Should you wish to speak with any member of staff please call at the school office, where every effort will be made to allow you to speak to the appropriate staff member, or to make an appointment for a mutually suitable time.

Yours sincerely,



Rob Lawson

Head Teacher

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## Contact Details

|                                   |   |
|-----------------------------------|---|
| Nursery Name:                     | Giffnock Nursery Class  |
| Address:                          | Academy Road<br>Giffnock<br>EAST RENFREWSHIRE G46 6JL   |
| Telephone Number:                 | 0141 570 7180   |
| Fax. Number:                      | 0141 570 7181   |
| Email:                            | schoolmail@giffnock.e-renfrew.sch.uk  |
| Website:                          | <a href="http://blogs.glowscotland.org.uk/er/Giffnock/">http://blogs.glowscotland.org.uk/er/Giffnock/</a> |
| Twitter Nursery:                  | <a href="https://twitter.com/GiffnockNursery">https://twitter.com/GiffnockNursery</a>                     |
| Denominational Status:            | Multi-denominational – this means children of any religion /ethnic group may enrol                        |
| Present Roll:                     | 30 in the morning and 30 in the afternoon<br>Age Range – 3 to 5 year olds                                 |
| Head Teacher:                     | Rob Lawson  |
| Deputy Head Teacher:              | Kirsty Rawley   |
| Principal teacher:                | Judy Brown  |
| Nursery Teacher:                  | Marjory Bradley   |
| Senior Child Development Officer: | Pamela Bell   |
| Child Development Officer:        | Pauline McWilliam   |
| Child Development Officer:        | Rebecca Scott   |
| Early Years Playworker:           | Grazyna Carroll   |
| Early Years Playworker            | Maria Axelsson  |
| Modern Apprentice:                | Holly Nealy   |

### Nursery hours August 2019-June 2020

Morning: 8.50 to 12pm  
Afternoon: 12.50 to 4pm

The Nursery timings are as above and your child will be actively engaged from the beginning of the session until the end. We encourage parents to ensure their children arrive on time and do not leave the session early. However, the end of the session can be a very busy time, so we suggest parents arrive at Nursery by 11.55 a.m. / 3.55 p.m. This allows you to gather their belongings and speak to staff if required before the end of the session.

Info on ELC and the Scottish Government initiatives leading to changes in hours etc  
<https://www.parentclub.scot/articles/how-elc-gives-your-kids-extra-tlc>

**Getting It Right For Every Child (GIRFEC)** is at the heart of our practice in Early Years and beyond. It is based on children's rights and its principles reflect the [United Nations Convention on the Rights of the Child](#) (UNCRC).

It is for all children and young people because it is impossible to predict if or when they might need support. GIRFEC also respects parents' rights under the [European Convention on Human Rights](#) (ECHR).



## The GIRFEC approach:

- **is child-focused** - it ensures the child or young person – and their family – is at the centre of decision-making and the support available to them.
- **is based on an understanding of the wellbeing of a child in their current situation** - it takes into consideration the wider influences on a child or young person and their developmental needs when thinking about their [wellbeing](#), so that the right support can be offered
- **is based on tackling needs early** - it aims to ensure needs are identified as early as possible to avoid bigger concerns or problems developing
- **requires joined-up working** - it is about children, young people, parents, and the services they need working together in a coordinated way to meet the specific needs and improve their wellbeing

The GIRFEC approach has been tested and developed across Scotland since 2006. It is based on research evidence and the experiences of practitioners, families and children. A report published by the [Nuffield Trust](#) found that the GIRFEC approach to promoting and improving wellbeing is leading the way in the UK



We are an Eco School and Nursery Class and have recently been awarded our new Green Flag.



We are a Rights Respecting School.



Giffnock Primary School and Nursery School

School Improvement Plan 2019-2020

<https://blogs.glowscotland.org.uk/er/Giffnock/files/2019/08/Giffnock-Primary-School-SIP-201920.pdf>



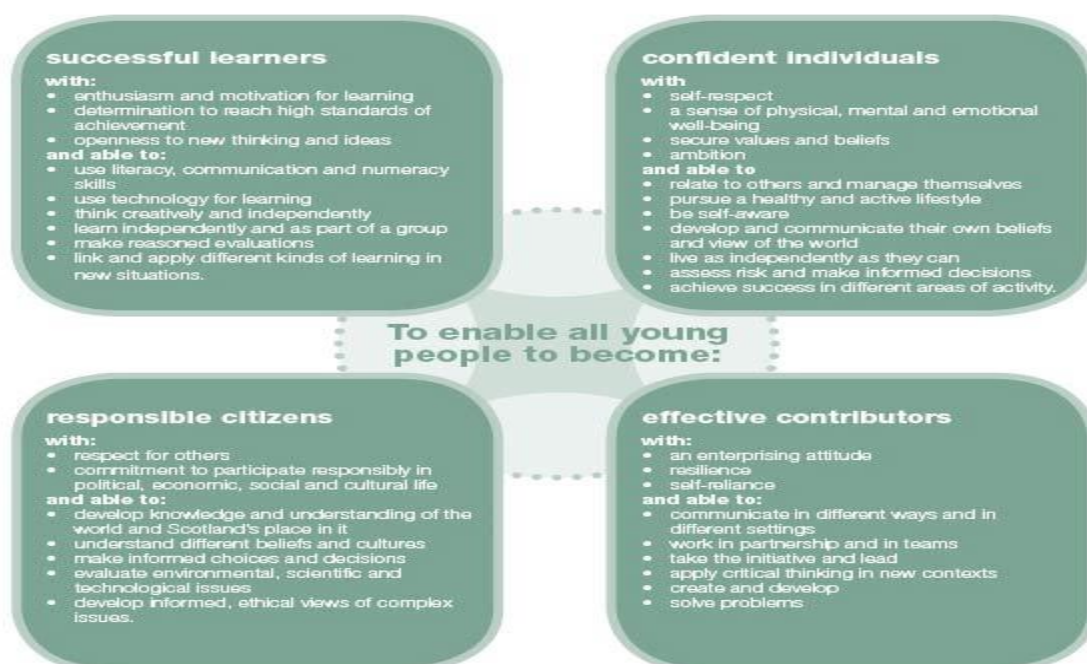
In Giffnock Nursery Class we follow the **Curriculum for Excellence** and East Renfrewshire Education Department's policies. We provide each child with a broad, balanced curriculum suited to their individual needs, interests and stage of development. For some experiences they will work on their own, at others in a small group or larger group. Some experiences will be adult led and sometimes the children will work independent of an adult.

The children's **Learning Journal** reflects key experiences and their **Look What I can Do** booklet tracks their development in key areas.

The main areas of the curriculum are:

**Literacy & English, Numeracy & Maths, Health & Wellbeing, Expressive Arts, Social Studies, Religious and Moral Education (RME), Science & Technology**

[https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-\(building-from-the-statement-appendix-incl-btc1-5\)/What%20is%20Curriculum%20for%20Excellence?](https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-(building-from-the-statement-appendix-incl-btc1-5)/What%20is%20Curriculum%20for%20Excellence?)





## Literacy across learning...

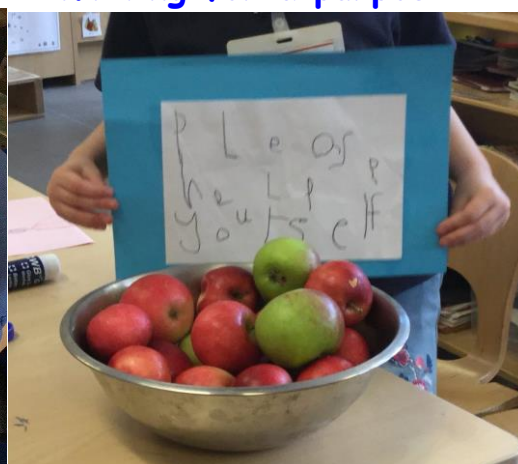


Intergenerational reading Learning to speak Spanish. Hola!

Sharing books with friends



Writing for a purpose





## Emergent Writing

### Numeracy and maths across learning....



### Ordering numbers



### Matching numbers and amounts



Finding a leaf as big  
as your head!



Who has the most brambles?



## Health & Wellbeing across learning....

Climbing trees



Football skills with Mini Kickers



Baking and preparing food

Balancing our bodies in the gym

Staying safe around fires and tools





## Expressive Arts



Printing autumn leaves



Making wands



Being part of an audience with the panto and Macastory



## Religious and Moral Education



Learning about the Christmas story

## Celebrating different festivals



## Friendships and caring



## Social Studies

### Making links with the wider community



Our friends  
at Orchardhill Parish



Shopping trips to Lidl



Exploring in a  
natural environment



## Science

### Composting with the wormery and planting and growing



The Living Eggs Project  
with Primary One

Technology

Digital Technologies



Further information about Curriculum for Excellence is available on the following link-  
<http://www.educationscotland.gov.uk/parentzone/>



## Planning, Assessment and Reporting

The children make choices about what they want to learn about and do and the adult supports their learning, ensuring that they have breadth and balance. By observing your child at free play and in group situations, we are able to plan and provide appropriate models of play for each child's development.

All children will have a **Learning Journal** and a **Look What I Can Do** booklet which records key experiences and tracks their progress and development across learning. It will be sent home for you to look at and add to three times a year and you can enjoy celebrating their achievements. Please provide us with feedback so that we can constantly improve.

Parents will be invited to attend a Parent/Staff consultation twice a year. These meetings are informal. We emphasise the importance of attending as this provides an opportunity to discuss your child's learning in confidence with staff. A summative report is provided before your child begins school.



At Giffnock Primary School and Nursery Class we take the care, welfare and protection of our children very seriously. We believe all children have the right to feel safe within the school, home and community. 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. Every staff member is trained and if they have any concerns they have a duty to report to the Head Teacher, who will inform the local Social Work Department. The Head Teacher is the Child Protection Co-ordinator and has responsibility for ensuring the implementation of the school and nursery Child Protection Policy. If you wish a copy of the policy or to discuss the content, you should contact the school for further information. 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 or to a member of staff at the following numbers: East Renfrewshire Social Work Request for Assistance Team (Children and Families): 0141 577 3557 East Renfrewshire Social Work: 0141 577 3003 Glasgow and Partners Emergency Work Services (out of hours): 0300 343 1505 Police Scotland: 101 or 999 in emergencies.

## Promoting Positive Behaviour

East Renfrewshire is committed to the Scottish Government's vision of anti-bullying. "Every child and young person in Scotland will grow up free from bullying and will develop respectful, responsible and confident relationships with other children, young people and adults. Children and young people, and their parents or carers, will have the skills and resilience to prevent or respond to bullying. All children will expect help and know who can help them; while those adults working with them will follow a consistent and effective approach in dealing with and preventing bullying from early years onwards."

A National Approach to Anti-Bullying for Scotland's Children and Young People, Scottish Government, November 2010

We are committed to working in partnership with parents to promote positive behaviour among all children. We encourage everyone to show respect for each other and to take responsibility for their own behaviour. We constantly use praise to reinforce good behaviour. Our school and nursery values reflect this.





Family First is a free confidential advice and information resource in East Renfrewshire for Families who need of a little bit of help.

Our Family First worker is Julie Douglas and you can find all contact details and information by following this link:

<https://eastrenfrewshire.gov.uk/familyfirst>

## Family Centred Approaches

Giffnock Nursery Class holds a bronze and silver Family Friendly award and is working towards gold!

<http://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=15780&p=0>

We have an open door policy and you are encouraged to speak to a member of staff if you have any concerns. We love having parents in to "work" with us. Maybe you're a keen baker or gardener? Maybe you'd like to come in and read stories or accompany us on a local outing?

We offer Come and Play days, Story Sacks and Maths Bags and invite you to attend assemblies, shows and other events. We go on a Family Outing every year in the summer term and it is always a fun day out. We encourage your participation in your child's Learning Journal and appreciate your feedback on this. Working in partnership with you, our parents and carers, is central to our practice and can enhance your and your child's experience of nursery life.

## Breastfeeding friendly

We are a breastfeeding friendly nursery.





## We are a Childsmile Nursery

Childsmile is a national programme to improve children's oral health and tackle oral health inequalities.

Children are linked into the programme via Childsmile Nursery and Childsmile School dental packs and supervised tooth brushing programmes is available in all East Renfrewshire nurseries and Primary 1 and Primary 2 priority schools. Childsmile Practice provides a child-centred NHS dental service.

<https://www.eastrenfrewshire.gov.uk/article/4507/Oral-health-for-children-and-families>

## First Aid Training



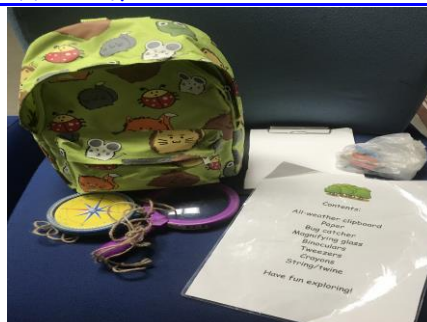
All qualified nursery staff hold a current First Aid certificate.



## Forest Nursery Days

The nursery teacher is Forest School trained and preschool children enjoy weekly forest nursery trips all year round. Parents and carers are actively encouraged to join us and little forest bags are available to take home and share with your child. Have a look at the Forest School Handbook and Big Book in the parent area.

<https://www.forestschoollassociation.org/>



## Parental Engagement & Involvement

### Be at the heart of your child's learning.



## How you can help your child

You can help your child to learn by playing together at home and:

- encouraging them to be independent, for example, in getting dressed, washing their hands before meals and encouraging them to develop healthy habits in diet, exercise and hygiene.
- Providing opportunities to share and join in with other children.
- reading with them every day. Talk about books with them, spot letters in books and read familiar words to them, such as the labels on their favourite foods, restaurants, shops, street signs etc.
- talking with them and answering questions. Play remembering games and guessing games like 'I Spy....'.
- helping them to match and sort things, for example, putting together forks and knives or cups and saucers, pairing up socks, sorting out big tins and little tins, putting packets in order of size.
- encouraging them to count and use numbers in everyday situations.
- encouraging them to listen to music, songs, stories and rhymes. Sing and share nursery rhymes together
- encouraging them to express their ideas and feelings, for example, using crayons, pens, pencils, paint, music and play.
- giving them a chance to use their fingers and hands, for example, building with bricks, cutting out with scissors, helping with baking, fastening zips and buttons and using a pencil to 'write'.

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

## Applying for a Nursery place.

If you wish a Nursery place for your child, you should apply directly to East Renfrewshire Council's Education Department. The Council keep a register of all applicants and the information contained in the applications will be considered by the admissions panel to assist in the allocation of places. Please note that the length of time a child's name has been on the register will not affect the child's priority for admission. Parents can ask to see their child's application form at any time. If the circumstances that affect the application change you should speak to the Head or Principal Teacher

<https://eastrenfrewshire.gov.uk/article/9654/How-to-apply-for-a-nursery-place>

## Inductions

When you are allocated a nursery place for your child you will be invited to come along for an induction prior to starting. This takes place in the nursery where you will have the opportunity to meet the staff, including your child's key worker, play with your child, meet other children and parents and ask questions you may have. There will be information about settling in, nursery uniforms, home visits etc.

## Transition from home to Nursery

To support a smooth transition to Nursery we offer a home visit to the child and their family. This is an opportunity for you to speak with a member of staff about your child's interests and needs, and for a member of staff to get to know and understand your child better in their familiar surroundings. We will contact you in advance of the visit to ensure that it is convenient.

## Settling your child

When your child starts Nursery class you are welcome to come into the playroom to help them settle. We aim to have your child settled at the earliest opportunity but we will work with you to judge what is most appropriate. The "All About Me" booklet which you will receive in your enrolment pack is helpful for staff getting to know your child and their interests better.

## Security

Parents dropping off or collecting children from the Nursery should report directly to the Nursery entrance via the nearest gate into the playground. They should enter as directed below:

To enter - press the buzzer and wait for a member of Nursery staff to admit you. Do not let any unknown person in with you. They should instead go to the school office for entry. Make sure that the door is closed firmly behind you. Do not allow your child to play around the front door area. Your child is your responsibility once collected from the playroom.

## Arrival and collection of children at Nursery

It is expected that a responsible adult (aged at least 16) will bring a child to and from then nursery. Your child will be welcomed by a known member of staff. All parents/ carers are required to sign their child in and out on the register positioned in the cloakroom. At the end of each session the children will be gathered by the staff so that they can be collected safely by you or a designated family member/friend. We ask that you complete a Consent Form for us to keep on file. These forms are a list of people that you would permit to collect your child from nursery in your absence. For reasons of safety and protection of children, we would not release your child to anyone without your permission.

## Children's Absence

We hope that your child will attend every day. However, if your child is going to be absent, we ask you to contact us before **9.30am / 1.30pm** on the day of her/his absence either by telephone **0141 570 7180** or by e-mail [schoolmail@giffnock.e-renfrew.sch.uk](mailto:schoolmail@giffnock.e-renfrew.sch.uk)

## Illness

We follow NHS guidelines and ask that if your child is suffering from a heavy cold, virus or any kind of contagious condition that you should keep them at home to avoid infecting other children. These guidelines also stipulate that children should be absent from nursery for 48 hours after the last episode following a bout of sickness or diarrhoea. Some infections and diseases are reportable and notices may be displayed within the school and nursery.

<https://www.documents.hps.scot.nhs.uk/hai/infection-control/guidelines/infection-prevention-control-childcare-2015-v2.pdf>

## Accidents

Minor incidents/upsets in the nursery will be dealt with sympathetically by staff. Depending on the seriousness of the incident, the parent will either be contacted immediately or informed at the end of the session and an accident book will be signed. We will telephone immediately if your child has a bump to the head so that you can decide how you want to proceed depending on the severity of the injury.

In the event of a serious accident, parents/carers will be informed and arrangements will be made to meet at the casualty department of the hospital should this be necessary.

**Please inform the school office if you change address / telephone number.**

## Toileting

Not all children are toilet trained when they start nursery, and even those out of nappies may have the occasional accident. Staff will discreetly change any child who is wet or soiled. If required, you will need to provide your own nappies and wipes for your child. If you would like some advice about this please speak to a member of staff.

We always encourage the children to be independent in dressing so would encourage you to make sure that they wear clothing which allows this, such as leggings or jogging trousers, so that they can manage by themselves when they go to the toilet.



## Moving on to school / deferring

Your child will have the opportunity to take part in an induction for Primary One at whatever East Renfrewshire they are attending. Nursery staff will keep you informed through newsletters and the school/nursery calendar which is accessible via the school website. You can find out about deferring your child's entry to school by following this link <https://www.eastrenfrewshire.gov.uk/article/9914/Deferring-entry-to-primary-school>

## Nursery Snack/Resource Fund

At Giffnock we ask parents to contribute £2 a week per term via ParentPay to our nursery fund. The money raised from these contributions is used to buy snacks, 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 in to work with the children and subsidise the cost of any planned excursions.

Here are some of the things we are able to do thanks to your donations....

Taking the bus to Queen's Park



Buying beautiful plants for the nursery garden



Having a variety of healthy snacks



Inviting performers in to entertain us



Our family outing in June each year





## Clothing and Uniform

We have a nursery uniform which consists of a red or blue polo shirt and sweatshirt. This is available to order online by clicking the link below. Equally you may want to buy a polo shirt elsewhere without the logo. The choice is yours!

<https://www.schoolwearmadeeasy.com/badged-school-uniform/e-h/g/giffnock-nursery>

Your child will be encouraged to take part in messy and creative play so it is a good idea to dress your child in easy to wash clothes. Try to have a spare pair of pants and jogging trousers in your child's bag in case he/ she does not make it to the toilet on time. If they are busy playing they can sometimes forget to go. We do have spare clothes for emergencies. Please launder and return any items your child borrows. 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. Children have the opportunity to play outdoors on a daily basis. Please ensure your child is clothed appropriate to the weather. In summer it is advisable to apply sunscreen prior to the nursery session.

## Snacks and Healthy Eating

Children receive a carton of milk free of charge each day in the Nursery at snack time. We also have water coolers in the Nursery and staff provide water for the children to drink throughout the sessions. We promote healthy eating through our snack time and children have fruit, vegetables, finger food, crackers and cheese.

<https://hub.careinspectorate.com/media/836652/food-matters-nurturing-happy-healthy-children.pdf>

<http://www.healthscotland.com/uploads/documents/30341-Setting%20the%20Table.pdf>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/528193/Eatwell\\_guide\\_colour.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/528193/Eatwell_guide_colour.pdf)



Finally we'd love you to follow us on Twitter and keep up to date with our latest exploits.

<https://twitter.com/GiffnockNursery>

You will also receive Nursery Newsletters every term which will include important dates for your diary. Here is a link to our most recent newsletter.

You can find other useful links on the school website

<https://sway.office.com/5QRQC8Phajayrc5C?ref=Link>

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

**You may find the following links helpful and informative:**

<https://www.eastrenfrewshire.gov.uk/Home>

<https://education.gov.scot/>

<http://www.careinspectorate.com/>

<https://www.playscotland.org/>

<https://www.unicef.org.uk/rights-respecting-schools/>

<https://www.keepsotlandbeautiful.org/sustainable-development-education/eco-schools/>

## Policies and Guidance

School and Nursery policies are in place for a range of areas. These policies are updated on a rolling programme. Information about policy change is shared directly with parents through our usual forms of communication. Further information can be found on the school website.

## Important Addresses

| EDUCATION<br>DEPARTMENT  | COUNCILLORS FOR<br>GIFFNOCK  | COMMUNITY AND<br>LEISURE  |
|--|--|---|
| Mhairi L. Shaw<br>Director of Education<br>East Renfrewshire Council<br>Council Offices<br>211 Main Street<br>BARRHEAD<br>G78 1SY<br><br>0141 577 3404 | Provost Jim Fletcher<br>Councillor Colm Merrick<br>Councillor Gordon Wallace<br>East Renfrewshire Council<br>Council Offices<br>Eastwood Park<br>Rouken Glen Road<br>GIFFNOCK<br><br>0141 577 3000 | East Renfrewshire Culture<br>and Leisure<br>18 Commercial Road<br>St John's Campus<br>Barrhead<br>Glasgow<br>G78 1AJ<br><br>0141 577 3500 |



## Holiday Arrangements: 2019 – 2020

|                           |                                   |
|---------------------------|-----------------------------------|
| <b>Term 1</b>             |                                   |
|                           |                                   |
| Teachers return           | Thursday 15 August 2019           |
| In-service                | Thursday 15 August 2019           |
| In-service                | Friday 16 August 2019             |
| <b>Pupils return</b>      | <b>Monday 19 August 2019</b>      |
| <b>Last day of school</b> | <b>Thursday 26 September 2019</b> |
| September Weekend         | Friday 27 September 2019          |
| September Weekend         | Monday 30 September 2019          |
| <b>Re-open</b>            | <b>Tuesday 1 October 2019</b>     |
| <b>Last day of school</b> | <b>Friday 11 October 2019</b>     |
| In-service                | Monday 21 October 2019            |
| <b>Re-open</b>            | <b>Tuesday 22 October 2019</b>    |
| <b>Last day of school</b> | <b>Friday 20 December 2019</b>    |

|                           |                                   |
|---------------------------|-----------------------------------|
| <b>Term 2</b>             |                                   |
|                           |                                   |
| <b>Re-open</b>            | <b>Monday 6 January 2020</b>      |
| <b>Last day of school</b> | <b>Thursday 6 February 2020</b>   |
| In-service                | Friday 7 February 2020            |
| Mid term                  | Monday 10 February 2020           |
| Mid term                  | Tuesday 11 February 2020          |
| <b>Re-open</b>            | <b>Wednesday 12 February 2020</b> |
| <b>Last day of school</b> | <b>Friday 3 April 2020</b>        |

|                           |  |
|---------------------------|--|
| <b>Term 3</b>             |  |
|                           |  |
| <b>Re-open</b>            | <b>Monday 20 April 2020</b>            |
| In-service                | Thursday 7 <sup>th</sup> May 2020      |
| May Day Holiday           | Friday 8 <sup>th</sup> May 2020        |
| <b>Re-open</b>            | <b>Monday 11<sup>th</sup> May 2020</b> |
| <b>Last day of school</b> | <b>Thursday 21 May 2020</b>            |
| May Weekend               | Friday 22 May 2020                     |
| May Weekend               | Monday 25 May 2020                     |
| In Service                | Tuesday 26 May 2020                    |
| <b>Re-open</b>            | <b>Wednesday 27 May 2020</b>           |
| <b>Last day of school</b> | <b>Friday 26 June 2020</b>             |

Good Friday 10 April 2020  
 Easter Monday 13 April 2020



## Giffnock Nursery Class

Academy Road

Giffnock G46 6JL

0141 570 7180

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

Website: <https://blogs.glowscotland.org.uk/er/Giffnock/>

Twitter: <https://twitter.com/GiffnockNursery>



**Working hard having fun, that's the way we get things done**