



**THORNIEBANK NURSERY CLASS  
HANDBOOK 2021 - 2022**

## Thornliebank Nursery Class

### Contact Details

#### Thornliebank Nursery Class

Thornliebank Main Street  
Thornliebank  
East Renfrewshire  
G46 7RW

Phone: 0141 570 7440

E-mail: [schoolmail@thornliebank.e-renfrew.sch.uk](mailto:schoolmail@thornliebank.e-renfrew.sch.uk)

Twitter: @ThornliebankKNC

Age range covered - 3-5 years

Number of places - 32

Thornliebank Nursery Class is a term-time provision opened 8am-6pm.

Children are entitled to 1140 hours nursery provision. At Thornliebank we offer a Core, Extended and Blended model to suit the differing needs of all our families.

#### Core place

9am-3pm every day

#### Extended place

8am-6pm three days per week

#### Blended model

1140 hours split between two settings.



### INDEX

|   |            |
|---|------------|
| Ethos                                     | Page 4     |
| Vision, Values, Aims                      | Page 5     |
| Staff of Thornliebank Nursery Class       | Page 6-7   |
| Admissions                                | Page 8     |
| Settling Your Child                       | Page 8     |
| Security                                  | Page 9     |
| Drop-off and Collection                   | Page 9     |
| Child Protection                          | Page 10    |
| The Curriculum                            | Page 10-11 |
| Planning, Assessment, Reporting           | Page 11-12 |
| Outdoor Learning                          | Page 12-13 |
| Forest School                             | Page 13    |
| Getting It Right For Every Child (GIRFEC) | Page 14    |
| Supporting Children with Additional Needs | Page 14    |
| Care and Wellbeing Plans                  | Page 14    |
| Home and School Links                     | Page 14-15 |
| Healthy Eating, Snacks, Lunch             | Page 16    |
| Eating Together                           | Page 17    |
| Baking and Birthdays                      | Page 18    |
| Celebrating Achievements                  | Page 18    |
| Medical Needs                             | Page 19    |
| Accidents and Illnesses                   | Page 19    |
| Children's Absence                        | Page 20    |
| Toileting                                 | Page 20    |
| Child Smile                               | Page 20    |
| Breastfeeding Friendly                    | Page 21    |
| Community Partnerships                    | Page 21    |
| Parental Involvement                      | Page 21    |
| Family Friendly                           | Page 22    |
| Funds                                     | Page 22    |
| Psychology of Parenting Programme         | Page 22    |
| Transitions                               | Page 23    |
| School Improvement Plan                   | Page 23    |
| Policies                                  | Page 23    |
| School Holidays                           | Page 23    |
| Emergency Closures                        | Page 24    |
| Complaints/Concerns/Compliments           | Page 24    |
| Data Protection                           | Page 24    |
| Useful Links                              | Page 24    |



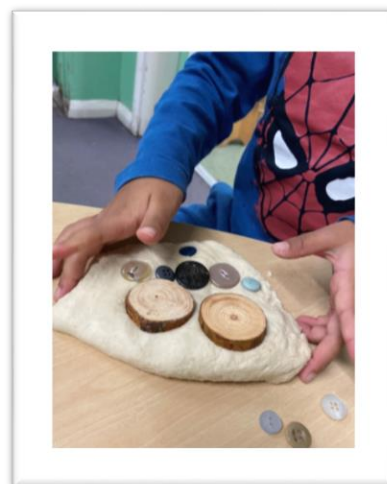
## ETHOS

Thornliebank nursery is an environment where children are happy and busy in a creatively curated environment, surrounded by nurturing, loving adults.

We appreciate that selecting an early years environment can be a difficult task and are delighted that you are exploring the possibility of sending your child to Thornliebank.

Our primary concern is always the wellbeing, happiness and holistic development of each individual child in the Nursery, providing the support necessary to lead them to care for themselves and each other and to adopt a caring attitude towards the environment that surrounds us.

Through our shared responsibility with you we can make decisions together that ensure your child is given the best possible start in life.



## Visions, Values and Our Nursery Class Charter

### Vision

To support everyone to feel happy and safe, to make rich memories and to become independent lifelong learners.

### Values

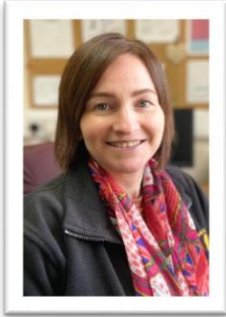
NURTURE, KINDNESS, RESPECT & EFFORT



In fulfilling these aims, we will enable all children to become successful learners, confident individuals, responsible citizens and effective contributors who are empowered to take their place in society, now and in the future.

## Thornliebank Nursery Class

### The staff of Thornliebank Nursery Class



Mrs Jenni Miller  
Head Teacher



Mrs Mandy MacAskill  
Acting Principal Teacher



Mrs Gemma McLaughlin  
Snr Child Development Officer



Miss Denise Livingstone  
Senior Child Development  
Officer



Mrs Fiona Doherty  
Nursery Teacher



Miss Angela Vannet  
Nursery/Primary 1 Teacher



Mrs Janette McLure  
Child Development Officer



Miss Lucy Irwin  
Child Development Officer



Mrs Phyla Mair  
Child Development Officer

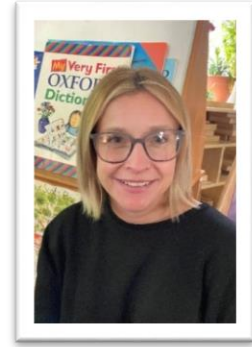
## Thornliebank Nursery Class



Mrs Diane Burnett  
Child Development Officer



Mrs Daljit Kaur  
Early Years Playworker



Mrs Ailie Miller  
Early Years Playworker



Miss Anna Dunnet  
Early Years Playworker

“

*A Froebelian Approach to play requires: Knowledgeable, nurturing, reflective educators. Adults as sensitive co-players who offer freedom with guidance to enrich the potential of play as a learning context*

”

(Froebel's principles and practice today, Tovey 2020)

### Admissions

All Early Learning and Childcare places are allocated by East Renfrewshire Council in line with the local authority school admissions policy. Staff will be happy to advise you of how this policy operates when you apply for a place for your child. A leaflet detailing the Council's policy is also available from all establishments. Nursery places are allocated by officers of the Council at the Headquarters in Barrhead. In addition a panel consisting of a Head Teacher of an Early Learning and Childcare establishment in the area, a representative from the Education Department offices and representatives of the other agencies involved in supporting children and their families e.g. Social Work Department, Health Board meet to decide on additional placements.

An application can be made for a nursery place for your child, on and from her/ his second birthday by calling the education department on **0141-577-3288** or filling in the link:

<https://www.eastrenfrewshire.gov.uk/early-learning-and-childcare>

If you wish to visit Thornliebank Nursery Class prior to applying for or accepting a place, please make an appointment by contacting the office on **0141-570-7440**.

*\*Due to Covid at present visits to the nursery are unable to take place.*

### Settling Your Child

Once you have been allocated a place at Thornliebank Nursery Class you will be contacted by a member of staff to arrange a start date. You will be sent a welcome video to share with your child to introduce you to the staff team and the nursery environment. Following initial consultation, a settling plan is created and we aim to be flexible to meet your needs as a parent/carer. On your child's first day you are welcome to stay with them as long as is necessary, either within sight of them in the playroom or within easy reach in the cloakroom. Staff will closely observe your child and we will work with you throughout to agree the best approach. We have a key-worker system in the nursery ensuring that one person gets to know the family closely from the earliest moment. Although your child will have an allocated key worker, all staff work with all children to make everyday transitions easier to adapt to. Staff's work patterns may vary so it is important that your child has a relationship with all staff in the nursery. Staff will ensure that there is effective communication in place to keep you well informed of your child's experiences throughout the day.

*\*Due to Covid 19, our induction arrangements have been adapted in line with Scottish Government guidance to ensure the safety of families and staff. Parents are not permitted in the building but may access the outdoor areas for settling your child. When you and your child arrive at nursery you will receive a warm, friendly welcome by a one of their key workers, who will greet you in the garden. This is an opportunity for you to be introduced to one of the key workers who will have responsibility for your child and begin to develop a relationship. When*





*your child feels safe and secure you will be encouraged to leave the nursery for a period of time and a pick-up time is arranged at this point.*

### Security

To ensure that our children are looked after in a safe and secure environment we operate a strict security policy:

- Children must be dropped off and collected by someone over the age of **16**.
- A member of staff will be on door duty to welcome children at the start of each session, and to ensure safety when children are leaving.
- A video entry system is in place. **This is to be used by staff only**. Parents are advised to ensure that doors are properly closed when they leave and that they must not allow access to the building for anyone else.
- We would appreciate if only **1** person came into nursery with a child to avoid congestion, unless a family member is being introduced to staff as an addition on the collection form.
- Due to our restricted space and for health and safety purposes we cannot allow prams into the building.

Please ensure that anyone dropping off or collecting your child is aware of the security policy and procedures.

### Drop Off and Collection

Staff are always on hand to meet and greet children and parents, so please enter with a smile and share a good morning with us. We welcome you into the setting with your child as they hang up their bag and choose where they'd like to start their morning, which might be outside or in. We will support your child as you leave. It's important that children know their parents are leaving even if this is sometimes upsetting for them; it supports their trust and understanding that their special adult will return later. Your child's safety is our priority. When you arrive to collect your child a member of the team will bring your child to you and exchange any relevant information of their day. Should you need to ask a friend or relative to collect your child, please let staff know.

Leaving the centre at the end of the day can mean parting from friends and interrupting play, so please arrive with time to spare to support your child with leaving. We close our setting at 6.00pm.



*\*Due to Covid at present drop off and pick up will happen at the nursery gate. A member of staff will meet you there, please ensure you wear a facemask and observe social distancing guidelines.*

### Child Protection

At Thornliebank, 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 school we strive to provide a safe, secure and nurturing environment for our pupils, this promotes 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 who need them. The Child Protection Co-ordinator for the school is Mrs Miller (Head teacher).

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

**Social Work:** 0141 577 3003

**Standby Social Work Out of Hours** 0800 811 505

## The Curriculum

At Thornliebank we follow *A Curriculum for Excellence* - a curriculum for children aged 3 -18 years. We provide opportunities for learning through a Froebelian approach. Play, as Froebel recognised is young children's way of learning and a Froebelian approach recognises the uniqueness of every child. Nature and outdoor experiences are a key part of our curriculum. Children should find their learning challenging, engaging and motivating.



Our curriculum promotes high aspirations for all and children are challenged to achieve their individual potential. They are active in their learning and are encouraged to develop and demonstrate their creativity through play. Children are fully engaged in the planning of experiences so that they see the value of what they are learning and its relevance to their lives, present and future, as they develop skills for learning, life and work.



Our children experience continuous progression in their learning; they are able to progress at a rate which meets their needs and aptitudes with an appropriate level of challenge and support. We provide opportunities for children to develop their full capacity for different types of thinking and learning and make use of our local community to bring learning to life.

“ *Play is the highest level of child development. It is the spontaneous expression of thought and feeling. ...It...constitutes the source of all that can benefit the child...At this age play is never trivial; it is serious and deeply significant.* ”

(Froebel in Lilley 1967:84)

View the Curriculum for Excellence:

<https://tinyurl.com/curriculumexcellence>

### Planning, Assessment and Reporting

We support each child's development by following a play-based curriculum. We provide a wide variety of play experiences based on each child's interests. All of these experiences are to facilitate and support certain aspects of the child's development.

We follow Anna Ephgrave's approach to responsive planning, which she calls 'planning in the moment'. She believes that children should have the freedom to learn in a way that suits them and about the things that interest them stating that "If children have genuine choice, then it is impossible (and a waste of time) to try and pre-plan what they will do. The adult's role is purely to observe the play, assess what they see, plan how to respond and then teach the next steps immediately in a way that is uniquely suited to the particular child in that particular moment." (Planning in the Moment with Young Children Ephgrave, 2018; p.104).

Assessment of children is a continuous process which is carried out by observing, listening and talking to your child during every day learning experiences. Staff regularly monitor and record children's progress and development in each area of the curriculum. Each child has their own Learning Journal that includes photographs, children's writing and drawings, observations and achievements from both Nursery and home.

Staff and children regularly review the journals to select which samples of their learning will be included. This is a shared journal between home and Nursery and parents are encouraged to add to it as they wish in union with their child to celebrate any special moments they wish to include.

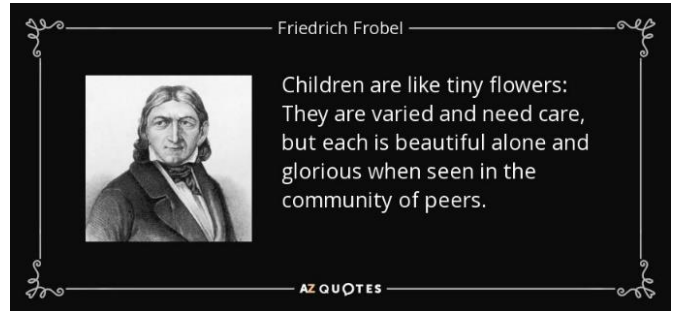
### Outdoor Learning

At Thornliebank outdoor learning is embedded in the daily routine and the children can flow freely between the outdoor and indoor spaces. Nature, in all its forms, can be discovered in our 'Secret Garden' which offers limitless opportunities for children to investigate, explore, create and challenge themselves.

The children help to grow a range of fruits and vegetables year-round in the nursery's 'Goody Foody Garden', as well as seasonal cut flowers to decorate the Nursery for snack and lunch time.



We can provide waterproofs for outdoor learning, but please help your child to be prepared for cold and wet weather with a warm, waterproof jacket, wellington boots, hat and gloves.



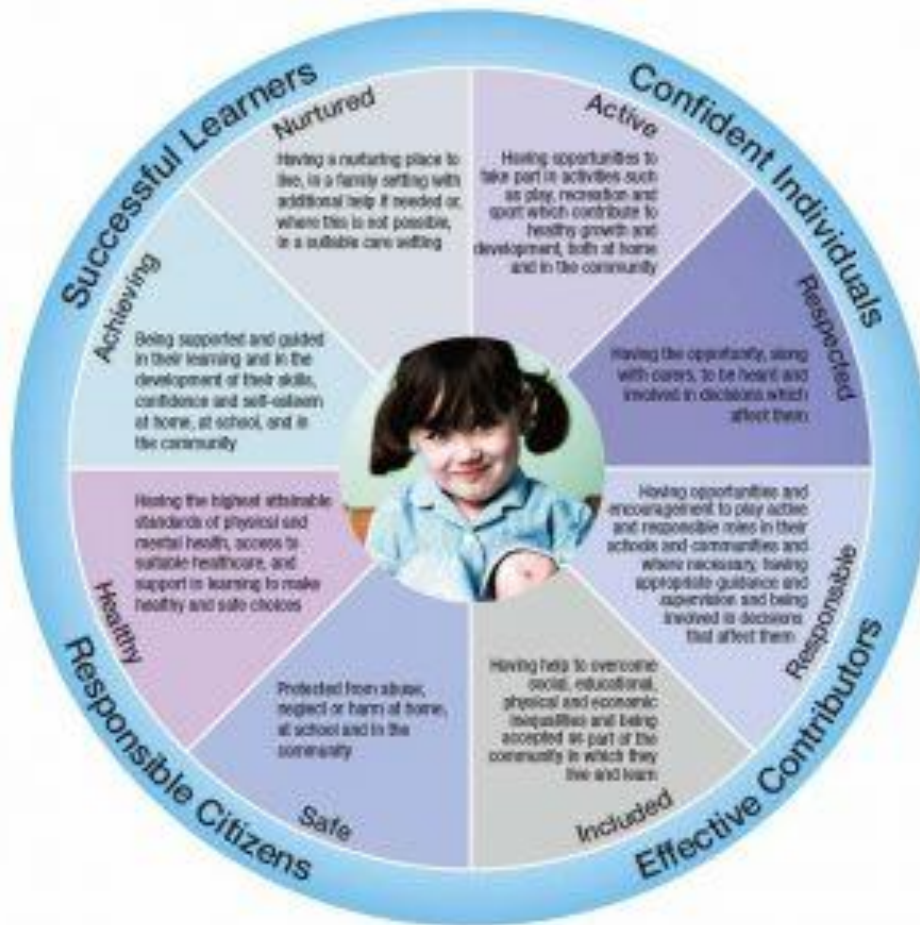
More information on our outdoor learning principles, visit:  
<https://tinyurl.com/FT-Outdoor-Play>

### Forest School

We have access to a small community wooded area a short walk from the nursery. Here our children can spend a morning each week for an eight week block, in all weathers in a small group of eight. Children explore the mud, trees, build dens and use real tools. The Forest School experience extends children's opportunities to take risks, make choices and lead their own learning, as well as developing their confidence and self-esteem. Mrs MacAskill is a fully qualified Forest School Leader and runs these sessions with another member of staff.



Getting It Right for Every Child (GIRFEC)



We put this into action by promoting children's learning through play, providing a challenging and active curriculum that meets the needs of the individual child through our stimulating and motivating learning environments, supporting children's development towards becoming confident individuals, successful learners, effective contributors and responsible citizens. We work in partnership with others to meet the needs of children and families ensuring that all children receive the support they need, removing any barriers that might restrict their access to the curriculum and responding to their own talents and interests in providing opportunities for personal achievement in a range of different contexts.

This individualised approach to planning for children's attainment and achievement reflects our positive ethos which recognises, promotes and celebrates diversity ensuring that all members of our learning community have a say in decisions that affect them and feel safe, valued, included, respected and are treated fairly.

<https://www.unicef.org.uk/what-we-do/our-uk-work/>

### Supporting Children with Additional Needs

Within Thornliebank nursery class we provide individual support for every child with additional support needs. The Education (Additional Support for Learning) (Scotland) Act 2004, and the amended Act 2009 give a clear definition of additional support needs; additional support needs refers to any child or young person who, for whatever reason, requires additional support for learning. Additional support needs can arise from any factor which causes a barrier to learning, whether that factor relates to social, emotional, cognitive, linguistic, disability, or family and care circumstances. For instance, additional support may be required for a child or young person who has behavioural difficulties; has learning difficulties; has sensory or mobility impairment; is at risk; or is bereaved.

There will be many other examples besides these. Some additional support needs will be long term while others will be short term. The effect they have will vary from child to child. In all cases though, it is how these factors impact on the individual child's learning that is important and this will determine the level of support required.

### Care and Wellbeing Plans

Where we agree that your child would benefit from some support we work with you to decide which strategies to use so that whatever we do in nursery complements what you do at home. Strategies might be simple things that happen in the playroom like specific praise, now and next cards, sand timers to help moving between activities, modelling of appropriate behaviour or distraction techniques. If we feel that more support is required we will talk to you about discussing your child's needs at the joint support team where the health visitor, educational psychologist, social worker, teacher and head teacher can offer different supports. We will make sure you know who is going to help and arrange meetings so that you know what is happening. If you have any questions about this process please speak to a member of the Senior Management Team.

### Home and School Links

Our curriculum takes account of every child's abilities and interests and we aim to help parents and families support their child's learning in the home through our ongoing discussions with you about your child's preferences and interests. In Thornliebank we recognise the importance of building strong links between the school and a child's home. We have two parent's consultation meetings each year October / May when we will discuss your child's progress.

There are regular opportunities for parents to attend a range of events in the centre including Curriculum evenings, Coffee and Chats, Stay and Play Sessions and special family event days such as Family Forest Days, Grandparent's Tea and Bookbug sessions. Parents/carers are encouraged



to play a significant role in the life of the nursery and we encourage them to come in and play and learn with us and share any special skills they may have. Suggestions from parents are always welcome. We have regular keep in touch phone calls to keep you updated on your child.

*\*Please note, due to the Covid 19 situation parents will be unable to enter the building and these activities have been temporarily suspended. We aim to share our learning through termly learning videos and keep you informed with the different learning experiences your child has through regular updates to our nursery Twitter page.*

### Healthy Eating

Food is not just about eating. It's a social interaction and often a playful, sensory activity that might start when we plant a tomato seed together.

We encourage children to make connections between the plants and animals around us and the food we eat as well as thinking about how food is made by making it ourselves and talking about those who produce it through initiatives such as Fair Trade.

All meals and snacks are prepared following the NHS Setting the Table guidelines.

For further information:

<https://tinyurl.com/NHS-SettingTheTable>

**We are strictly a nut free nursery.**

### Snacks

Staff and children prepare a selection of fresh fruit and vegetables for children to self-select at a time of their choosing. Water is always available and milk is available at snack time. Children who go to Forest School may have a small cup of hot chocolate and a plain biscuit.

### Lunch

Well-balanced meals are prepared by Thornliebank kitchen. They include a vegetarian option and always cater for dietary needs (when provided with an accompanying medical letter). Parents are welcome to provide packed lunches for their child but we ask that you provide healthy food, do not include food with nuts, and especially do not send in fizzy or sugary drinks or sweets.

<https://www.eastrenfrewshire.gov.uk/nursery-menu>



## Eating Together

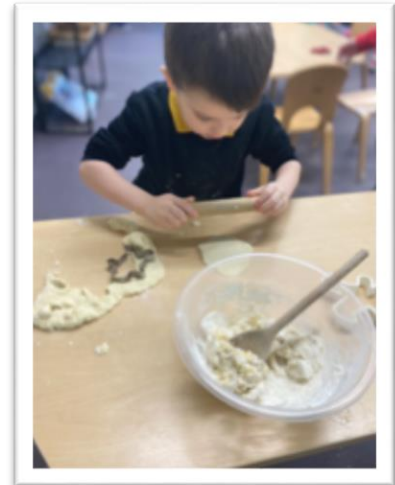
Mealtimes are social occasions where children learn important skills. We encourage children to lay tables, serve themselves food and pour water, and to clear away dishes afterwards. All children are given a choice about what and how much they want to eat. We have found that children are influenced by others to try new foods. We never insist that children eat their lunch. They are encouraged to 'try just a little' of foods that are new or disliked.

If your child's appetite is poor and/or they have not eaten very much, we will let you know when you pick your child up.



### Baking and Birthdays

We celebrate children's birthdays at Nursery. Children may bake a cake with the help of their chosen friends, providing a wonderful, meaningful experience. We kindly ask that cakes from home are not brought in as this ensures all children enjoy an equal birthday experience. At gathering time, staff and children join in to sing Happy Birthday and everyone will be offered a small piece of cake, or an alternative if there special are dietary requirements. We understand that not all communities choose to celebrate birthdays and we will discuss with parents their views on celebrating their child's birthday.



### Celebrating Achievements

We recognise the importance of supporting children and families to reflect on achievements and celebrate them as this develops their self-esteem. Children are continuously learning and developing, therefore adults have an important role to ensure they provide a rich, stimulating environment that enables children to do this.

All families and children have different experiences out of school and we would love to hear about your children's achievements; no matter how small they may seem. If your child feels proud of something they have done then it is worth celebrating!



We do this at Thornliebank through a number of ways:

- Daily discussions with staff members
- Twitter feed
- Nursery 'Wall of Fame'
- Children's Learning Journals
- Weekly Head Teacher awards
- Parents' consultations



### Medical Needs

When completing your child's enrolment form you will be asked to give details of any medical conditions/allergies your child has and what medication is taken on a regular basis. This information will be logged on our computer system and shared with relevant staff. It is important you tell us anything we may need to know to help support your child in their learning and accessing the curriculum. If your child requires medication during the nursery session you should discuss this with a member of staff. We can only administer drugs prescribed by your child's doctor. You will be asked to complete a form which authorises nursery staff to administer the medication. Medicines will be reviewed at the end of each school term to check expiry dates. For children with ongoing health considerations, a protocol will be prepared in discussion with their family, to ensure staff are fully briefed on the child's needs whilst at nursery.

### Accidents and Illnesses

Sometimes at nursery children have minor accidents which result in a bump or a bruise. All staff follow our first aid procedures to comfort children and help them feel better; we also have a number of staff trained in first aid to deal with more serious injuries. All minor accidents or injuries are recorded on our accident sheets which parents are asked to sign. Any accident resulting in a child being taken to hospital is also logged electronically with East Renfrewshire Council and the Care Inspectorate.

If your child becomes unwell at nursery then you, or the emergency contacts you have named will be contacted. Your child will be made comfortable until someone arrives to take them home. If they bump their head whilst playing, and it is deemed serious, you will be telephoned immediately so that you can decide how you want to proceed depending on the severity of the injury.

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** following a bout of sickness or diarrhoea. If your child requires urgent medical attention we will call an ambulance, we will phone you straight away if that happens. Your child will be accompanied by a member of staff who will stay with your child until you arrive.

### Children's Absence

If your child is unable to attend nursery for any reason please let us know either in advance or by telephone leave a voice message if early or email on the day of absence. If we do not hear from you we will phone you to confirm your child's absence from nursery.

### What children need to bring each day

- When you bring your children to Thornliebank, we encourage and help them take off their own outdoor clothing and change into their sandshoes.
- Children should bring wellies, a waterproof jacket which may get dirty and waterproof trousers /dungarees /puddle-suit.
- Your children will be given their own peg with their name on it and a shoe bag to keep a spare change of clothes in it.
- Please label all items of clothing that your child will take off in the nursery.

### 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. 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. If you would like some advice about this please speak to a member of staff.

### Child Smile

We actively promote oral hygiene; each child has their own toothbrush and participates in supervised brushing every day as part of the Child Smile programme. You will be given a letter when your child starts nursery and unless you advise otherwise you are giving consent for your child's involvement in tooth brushing.



<http://www.child-smile.org.uk/>

### Breastfeeding Friendly

Thornliebank nursery class has received the 'Breastfeeding Friendly Nursery Accreditation'. We as a staff aim to promote and support any mum who chooses to breast feed and welcome this within any public area of our nursery where both mum and baby feel relaxed and comfortable during this special time.



<https://www.unicef.org.uk/babyfriendly/>

### Community Partnerships

Our learning is enhanced through community partnerships such as our links with Trust Housing, local library, local business and the emergency services. We welcome visitors to the nursery to share different experiences with the children. We work closely with other agencies to support the needs of our children and their families including Family First, Psychological Services, Social Work and Health professionals. We work with other nurseries in the local area sharing best practice and working together to develop initiatives such as Family Friendly Approaches. We support students on placement as part of various childcare and education courses and we offer work experience placements for pupils from local secondary schools.

### Parental Involvement

We encourage parental involvement in the life of the nursery by:

- Joining our Parents' Committee
- Fundraising
- Helping Hands - spending a morning/afternoon in the nursery
- Attending Coffee and Chat sessions
- Joining us for Stay and Play visits
- Family events

We also send out termly newsletters to keep parents/ carers updated on what's happening in the nursery.

*\*Due to Covid at the moment we are unable to have any of these events in the nursery.*

### Family Friendly

East Renfrewshire establishments will be awarded Family Friendly Status when they can provide evidence of good practice in supporting and developing family centred approaches. We have been awarded Bronze and Silver Family Friendly accreditation in line with East Renfrewshire Council family friendly indicators and are currently busy working towards achieving our Gold award.

### Funds

We now use ParentPay. This system allows us to be a cashless nursery. You can load money onto your child's account online via ParentPay or through the Pay Point facility in the local shops. If you have not received your activation details please let us know.

There is a weekly toy/ snack fund of £2 asked for each child, payable through Parent Pay termly. This voluntary donation pays for the snack items that are given daily to the children, including fruit. It particularly helps at Christmas time when all the children have a party and receive a present. Plants, baking items, daily snacks and new equipment come from this School Fund as do many other extras.

### Psychology of Parenting Programme

East Renfrewshire council have PoPP practitioners who are trained to deliver Incredible Years and Triple P parenting support programmes. In our nursery Mrs McLaughlin is trained to deliver PoPP and will be happy to answer any questions you may have if you feel your child is displaying challenging behaviour or is struggling with emotional regulation. Support is available throughout the year within East Renfrewshire Council, and we will be able to support you in finding the right programme for you and your child/children.



Ask us about Incredible Years and Triple P.

### Transitions

Children will go through many transitions in everyday life. It is important that the adults working with your child are highly skilled and work collaboratively with colleagues and families to ensure we are meeting the needs of every child. At Thornliebank we aim to create an environment where children feel comfortable, safe, secure and nurtured. It is important that our staff get to know your child and family to develop a trusting and loving relationship. With this in mind every child's transition is considered individually and the child's wellbeing is at the heart of the process.

To ensure a continuous approach throughout the Early Level, we have developed a transition programme within Thornliebank Primary. Nursery and Primary 1 children and staff work closely together throughout the school year. In May/June when getting ready to move to Primary 1, nursery staff support the induction process. We also liaise closely with our colleagues from Giffnock, Our Lady of the Missions, and other local schools, sharing appropriate information to support an effective transition. We will pass on a copy of your child's summative report, so that the teacher in Primary 1 can plan your child's next steps in learning. By sharing what we know, children are offered continuity and progression that is in their best interests in transition.

### School Improvement Plan

Here is a link to view our School Improvement Plan for 2021/22

<https://tinyurl.com/school-ip>

### Policies

Thornliebank nursery class has policies in place to ensure that staff, parents and visitors to our nursery are clear on our work practices and standards. Our policies are written in line with local and national guidelines including A Curriculum for Excellence, How Good is our Early Learning and Childcare, My World Outdoors, Building and Realising the Ambition and which are documents we use to plan, monitor and evaluate our work.

The policies are available on request. Policies are monitored and reviewed regularly by our staff, parents, children and partners, reflecting our commitment to continuous improvement which meets the needs of all stakeholders.

### School Holidays

<https://eastrenfrewshire.gov.uk/school-holidays>



### Emergency Closures

Establishments may be affected by severe weather, power failures or difficulties with heating. If this happens we will do our best to let you know the details of the closure by telephone, on our website, in the press or on local radio. East Renfrewshire Council's website will also provide up to date information through their Twitter feed. With this in mind please ensure all your children's contact details are kept updated with correct contact information. You can also follow us on Twitter @[ThornliebankNC](https://twitter.com/ThornliebankNC)

### Concerns/Complaints/Compliments

If you have any concern or complaint we encourage you to speak to Mrs MacAskill or staff at the Nursery so that we can work to resolve the matter. This is advice issued by both East Renfrewshire Council and the Care Inspectorate. If you are still unhappy you have the right to complain to East Renfrewshire Council following Council procedures. You may also complain by contacting the Care Inspectorate, the organisation responsible for inspecting day care settings: Contact [Care Inspectorate Complaints](#) or call 0345 600 9527

If you have a suggestion or a compliment please let us know.

### Data Protection

Information on children, 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 2018 and may only be disclosed in accordance with the Codes of Practice. For further information please follow the link attached <https://www.eastrenfrewshire.gov.uk/privacy>

### Useful names and telephone numbers

Mark Ratter, Director of Education, 0141-577-8635

Janice Collins, Head of Education Services (Equality and Equity), 0141- 577 3204

East Renfrewshire Council web address: [www.eastrenfrewshire.gov.uk](http://www.eastrenfrewshire.gov.uk)

### Useful Links

Realising the Ambition - Being me

<https://tinyurl.com/RealisingTheAmbition>

How good is our early learning and childcare

<https://tinyurl.com/HowGoodisOurELC>





East Renfrewshire Council Policies and Links

Complaints: <https://www.eastrenfrewshire.gov.uk/make-a-complaint-form>

Child Protection: <https://www.eastrenfrewshire.gov.uk/child-services>

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

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

ERC Website - general enquiries: <https://www.eastrenfrewshire.gov.uk/>

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

Internet Safety: <https://www.eastrenfrewshire.gov.uk/article/1559/Online-safety-for-children>

Local improvement plan: [https://eastrenfrewshire.gov.uk/media/4279/Local-improvement-plan-2020-to-2023/pdf/Local\\_improvement\\_plan\\_2020\\_to\\_2023.pdf?m=637399249189370000](https://eastrenfrewshire.gov.uk/media/4279/Local-improvement-plan-2020-to-2023/pdf/Local_improvement_plan_2020_to_2023.pdf?m=637399249189370000)

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

Twitter - @EastRenCouncil

