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**Mount Florida Nursery Class**

**Handbook**

**2022-23**

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Mount Florida Nursery Class

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Glasgow

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**Care Inspectorate Registration Number**: CS2003014806

Dear Parent/Carer

A warm welcome to Mount Florida Nursery Class. Joining our nursery class is your child’s first steps in formal education and in becoming part of the Kings Park Learning Community. We will work hard to ensure this is positive and that your child is joyful and relaxed every time they are with us. One of our aims is to work in partnership with you to support your child in their learning journey. We recognise that you are your child’s first, most important educator and we look forward to working with you at all times. By working together we can plan your child’s learning based on their needs and interests. We want to support your child’s overall development as a unique person, their enjoyment of the now, and their success in the future.

Every day is a learning day at Mount Florida Nursery Class where we offer high quality learning experiences both indoors and outdoors. Our Child Development Officers Mrs McKinlay and Team Leader Miss Burns are highly experienced and motivated to provide a stimulating learning environment where children are actively engaged and learning through play. All children are supported to learn in ways that suit their individual needs and we have a friendly family atmosphere where we are happy to listen to ways we can support your child better.

You are welcome to visit the nursery and we will make every effort to answer enquiries and address any concerns sensitively and promptly. We hope you will find the following pages useful and that they give you an insight into our nursery. We look forward to working with you over the coming months and years.

Mrs Gibson

Headteacher

**Core Purpose**

At Mount Florida Primary and Nursery Class we aim to nurture, include and inspire, confident, independent learners, who are prepared for their future in the world.

**Values**

Belonging. Compassion. Happiness. Perseverance. Respect.

**Vision for 2027**

With our community of pupils, staff, parents and partners, we are working to educate and prepare our children for a more diverse, sustainable and equitable world.

**Nursery Staff and Management Team**

|  |  |
| --- | --- |
| **Name** | **Role** |
| Mrs Gibson | Head Teacher |
| TBC  |  Depute Head Teacher  |
| Miss Moore |  Principal Teacher |
| Miss McGeachin |  Challenge Leader of Learning |
| Miss Burns | Team Leader |
| Mrs McKinlay | Child Development Officer |
| Mrs Donaghey | Child Development Officer |
| Mrs Crilley | Child Development Officer |
| Mr McMillan | Janitor |

**Nursery Opening Hours**

All our pupils are entitled to 600 hours of provision throughout the year. This is part of their 1140 overall entitlement. Parents are encouraged to use the remaining 540 hours with another funded provider to create a blended placement. This can be a childminder or nursery working in partnership with Glasgow City Council.

**Roll and Demographic**

We are a 20 nursery class, that is, we can accommodate 20 children in our morning session. Places are allocated in May for children to start nursery in August. As places become available they will be allocated to children in accordance with Glasgow City Council’s Admission Policy. Our sessions are a mix of 3, 4 and 5 year olds.

**Starting Dates**

We hold admission panels 3 times throughout the year - May, September and January - and children are admitted as soon after their 3rd birthday as possible. At Mount Florida Nursery Class, children are entitled to a funded nursery place for 3 hours 10 minutes, Monday to Friday A.M session.

**Applying**

To apply for a nursery place, children must have had their second birthday. Application forms are available by telephoning the school and arranging an appointment to come and fill out an application. The office staff will advise you of the documents to bring with you. Glasgow City Council will keep a register of all nursery applicants and the information contained in the applications will be considered by the admissions panel to assist in the allocation of places. You are not guaranteed your first choice of nursery and will be asked to select a 2nd and 3rd choice when applying.

**Enrolling**

When you come with your child to enrol you will be asked to complete some very important information. We must have this information before you can leave your child in our care. Please be prepared to provide:

* Two emergency contacts (names, addresses and telephone numbers)
* Names and addresses of children’s doctor, dentist and health visitor
* Details of vaccinations
* Allergies and/or medical conditions
* Special dietary requirements
* Names of people who will normally collect your child from nursery (must be over 16)
* Any care needs for your child and what you feel their next steps in learning are

**Equal Opportunities Policy**

Glasgow City Council and our Nursery Class are 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

**Rights Respecting Establishment**

We are governed by the United Nations Convention on the Rights of the Child (UNCRC). Children’s rights are central to all aspects of our work in the nursery and we encourage that any concerns be raised with us. In the first instance, Mrs Hughes should be contacted if you have any concerns about your child’s rights at nursery.

**Child Protection and Safeguarding**

At Mount Florida Nursery Class we take the welfare and protection of our children very seriously. We believe all children have a right to feel safe within the nursery, home and community. Within our nursery we strive to provide a safe, secure and nurturing environment for our pupils, which promotes inclusion and achievement. All staff in Education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk. Our child protection policy and procedure sets out what we will do if we have reason to believe a child is being harmed or is at risk of harm, either within the home or the community. These procedures are designed to ensure that children receive 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.

We will work in partnership with other agencies to ensure children are kept safe including Social Work and Health. The nursery is part of the Kings Park Learning Community 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 nursery is Mrs Gibson (HT)*.* Your day to day contact is Miss Burns and she would pass on any concerns immediately to Mrs Gibson. We all have a duty of care to look after children.

If you are worried or know of a child who could be at risk of any type of harm please speak to a member of staff in school or call one of the following numbers:

|  |  |
| --- | --- |
| Social Care Direct (Social Work): | 0141 287 0555 |
| Police non-emergency | 101 |
| Police emergency | 999 |
| Emergency Social Work Out of Hours | 0300 343 1505 |

**Induction Policy**

The office staff will send you a letter to let you know you have been offered a place, and give you a start date and time. 2 members of the team will also do a home visit. This allows your child to meet us where they feel relaxed and for us to share the arrangements for nursery settling with you. The home visit is the start of us working in partnership with your family.

Your child will have a short visit for their first day and will come when all the other children are settled in at around 9:30am. Both you and your child will stay for up to 1 hour and the parent/carer will meet Miss Burns to discuss your child’s Care and Learning Plan. Some children settle very quickly, others take a little longer. We will respect your child’s needs with this and work with you to get it right for them. We treat every child as an individual, but will aim to have them enjoying a full session by their second week.

**Other Policies**

Our Nursery Class has policies in place to ensure that staff, parents, and visitors to our nursery are clear on work practices, standards and processes. All stakeholders are involved in the development of these where possible. Policies are written in line with school and Local Authority guidelines, our self-evaluation tools, How Good Is Our Early Learning and Childcare, Realising the Ambition and the National Health and Social Care Standards. You are entitled to full access to these. All policies are reviewed on a 3 year cycle.

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**Changes to Personal Details**

Please inform us immediately of changes to your personal details. You will understand the importance of us being able to contact parents in the event of an emergency. Only named individuals will be able to collect your child.

**Attendance/Absence**

Regular attendance will ensure that your child is fully involved in the life of the nursery and benefits from all the learning experiences there. Absences are recorded and monitored and we would encourage you to phone if your child is going to be absent. Please contact us **before 9:00am/1:30pm** on the day of her/his absence by telephoning **0141 632 4455.** Miss Burns will be working with families to support good attendance, so if she doesn’t see you or hear from you, expect a phone call to check that all is okay. Please notify us of any holidays or planned absence in writing.

**Accidents and Injuries**

All minor accidents or injuries are recorded in our accident book which parents/carers will be asked to sign. If your child becomes unwell whilst 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 him or her home.

**Illness**

When we welcome new families, we feel it is useful to provide, in writing, some of the information we discussed with you, as this will help limit the spread of infection. Please be assured that we follow national guidance to protect the health of all the children in our care.

* If your child attends any other day care settings, please tell us.
* If your child is ill, they must not attend nursery
* If your child becomes unwell whilst in our care, we will phone you to agree a time for you to collect them
* Please tell us if your child has been ill while they are away from nursery
* If your child has had symptoms of vomiting or diarrhea (or both), it is essential that they do not attend nursery until 48 hours after the symptoms have stopped
* If your child has symptoms for Covid-19 please keep them home until well
* If you are not sure, please phone us before you bring your child to nursery

An ambulance will be called if emergency attention should be required. Your child will be accompanied to hospital by a member of staff. Staff will stay with your child until you arrive. Please only send your child to nursery if they are fit and well. If you arrive at nursery with a child that is unwell, Miss Burns will ask you to take them home and seek medical advice.

**Administering of Medication**

The administering of medication should be discussed with a member of staff. There are forms to be completed by parents. Staff will not be able to administer medicine unless a form is completed and consent given in writing.

**Suitable Clothing**

Please bring your child in comfortable and warm clothes, with layers that can be removed when warm. They should wear:

* Waterproof shoes or wellies
* Warm clothes, hat and gloves if needed
* We provide a waterproof jacket and trousers.

In winter and on cold days children should have:

* Gloves and a hat
* Neck warmer
* Warmer layers e.g. vest, t-shirt and long sleeve top

In summer and on sunny days children should have

* A sun hat
* Protective sun lotion on any exposed skin

**It is important your child develops a positive attitude towards being outdoors to play. Your child will be outside in all weathers so please do bring them prepared for this. We believe there is no such thing as bad weather – only the wrong clothes ☺**

**What does my child have to bring?**

It would be very useful if you could help your child choose a ‘nursery bag’ that he or she will bring every day.

The nursery bag should contain:

* Change of clothes – pants, socks, t-shirt and skirt/trousers.
* If your child is not yet toilet trained please provide appropriate pull ups and wet wipes.

We ask that all items are labelled clearly with the child’s name.

**Emergency Closure Arrangements**

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, power failures or similar emergencies. In such cases we shall do all we can to let you know about the details of closure or reopening.

**Excursions and Consent Forms**

When outings or excursions are planned for children, you will be informed in advance. If the outing is considered out with the immediate locality you will be asked to complete a consent form which gives your permission for your child’s participation. Please note that your child cannot take part in outings unless your consent has been given in advance. You will be asked at the time of enrolment at nursery for your consent to take your child out into the immediate locality. This normally involves taking children on environmental walks around the nursery grounds or in the immediate vicinity.

Care Inspectorate guidelines on staff/child ratios are adhered to for all outings and all risk assessments are completed by staff.

**Photographs**

Pupils are regularly filmed and photographed working and playing at nursery. These images are then used for discussion, display and assessment purposes. Occasionally pupils will be photographed for local council, press or website purposes. At the time of enrolment you will be asked to complete a consent form. If you do not wish your child to be photographed for any or all of these purposes you can withhold permission.

**Healthy Eating and Snack Time**

During each session the children will have an opportunity to have a snack provided by our catering company Cordia. The snack is based on guidelines around portion size and healthy eating. Children are fully involved and independently help themselves to their food. They will also be encouraged to consider healthy foods and discuss why we should eat healthily. Regularly they will be involved in preparing snacks, preparing foods or baking activities. Again this is to encourage a responsible approach to healthy foods.

If your child has a special diet or there any foods which your child should not have, please inform the nursery. Information on food allergies is held within the food preparation area.

**Partnership with Parents**

We believe that parents are the child’s first educator and know the needs, interests and disposition of their own child best. We recognise that children will come to nursery having already learned a great deal about their world. We will invite you to stay and play with your child twice a term and there will be opportunities for you to gather as a parent group and learn about different aspects of child development and learning. We will chat with you informally at the start and end of each session and keep your child’s Care and Learning Plan up to date with you. We pride ourselves in having an excellent relationship with our parents. If you are worried, curious or anxious about any matter concerning your child, please speak to a member of staff. Depending on the nature of the enquiry you will either receive an immediate response or an appointment will be made to discuss the matter in private. Our newsletters keep you informed about events in the nursery and notes and reminders will be added to Seesaw.

**Parent Consultations and Reporting**

We hold parental consultation meetings twice a year for both preschool and ante-preschool children. The purpose of these consultations is to give parents an opportunity to discuss their child’s progress with a member of staff. Children contribute to a nursery learning profile which tracks their progress and contains samples of their work. They are encouraged to revisit these to look at how much they have learned. Children also participate fully in the development of floor books and learning walls. These are visible and accessible and track children’s progress through their contexts for learning the skills of a Curriculum for Excellence. Parents and pupils are regularly invited to evaluate and comment on children’s learning. At the end of their time with us, preschool pupils are issued with a summative report with comments on progress in Literacy, Numeracy, Health and Wellbeing and general progress through the nursery curriculum.

**Feedback**

Throughout the session there will be many opportunities for you and your child to provide written and verbal feedback on a variety of issues, events and learning experiences. We welcome all comments and use these to inform and impact on our practice. Any suggestions or ideas you may have can be given to a member of staff.

**Parent Workshops**

Throughout the year you will be invited to participate in workshops on a range of subjects including Literacy, Numeracy and Health and Wellbeing. These can be helpful to parents to understand their child’s learning and development and how to support it best.

**Fundraising and Toy Fund**

We will have fundraising events throughout the year designed to support the nursery class or to give money to local good causes. As well as having regular fundraising events, we also collect a voluntary Toy Fund. Toy Fund is charged at £2 per week but can be paid monthly or termly. Payments of £2 per week or £8 per month should be made directly into the Toy Fund account. Use your child’s first name as a payment reference please.

**Sort Code**: 82 63 26 **Account Number:** 50100275

The Toy Fund is used to pay for ongoing expenses such as developing our resources outdoors.

**Our Image of the Child**

At Mount Florida Nursery Class we pride ourselves on nurturing an image of the child that knows:

* I have a voice
* I belong
* I feel loved
* I am capable
* I am creative

**Our Curriculum Rationale**

Our children are working at early level of Curriculum for Excellence with the aim to achieve this by the end of Primary 1, and earlier for some. We want to provide experiences that build children’s learning power so that they have solid foundations from which to grow.

According to the curriculum for excellence, the curriculum is the totality that is planned for children and young people throughout their education, in the following 4 contexts:

* Opportunities for personal achievement
* Interdisciplinary learning
* Ethos and life of the school as a community
* Curriculum areas and subjects

**Co-constructing the curriculum**

When planning for learning we start with the child and observe them at play. As attuned and interested adults, we ask ourselves:

* What does this child need (including stage of development)?
* What will take this child forward?
* What will motivate the child?
* How does/can this child have voice in their learning?
* What schema is this child displaying?
* How are they interacting with others?

Through sustained shared dialogue during play, the adult can also find out what the child is thinking and feeling, which cannot be found out from looking alone. The adult will use their knowledge of the curriculum to provide experiences and environments that match the needs of the learners.

**Provision**

We aim to have high quality universal continuous provision which is by its very nature interdisciplinary. We put an emphasis on engaging environments that stimulate children’s thinking and ideas. This will give children a better chance of generating ideas to co-construct the curriculum with a supportive adult. This curriculum which combines the child’s thinking and adults intentions will be captured in floor books and planning documents around a ‘because/we will framework’.

The provision in our nursery is divided into areas:

Sunflower room construction, art and design, small world, sensory and discovery

Poppy room quiet and cosy space, literacy and house corner

Bluebells room snack and malleable

Daisies room floor puzzles

Outdoors water, sand, construction, bikes and energetic play

**Documentation**

Short, medium and long term planning documents and floor books will document where the 7 design principles have been considered in planning for learning and assessing children’s progress. Individual progress and significant learning, successes and achievements will be captured in profiles for each child. Learning will also be documented on our nursery walls.

**Role of the adult**

Adults spend 2 weeks in an area of the nursery to allow them to develop the curriculum and provision. During this time, they will maintain and invest in the continuous provision and generate key enhancements that develop learning and ensure the progress of the children.

During the time in each area practitioners will:

* Maintain and develop wall displays
* Provide suitable resources that support and challenge children’s learning and thinking
* Display, teach and use key vocabulary
* Observe, evaluate and record in relation to provision and for individuals

Planned observations by the key workers will allow them to set next steps for children and ensure they have high engagement levels.

**Group Time**

Children will have 30 minutes together time per session for roughly 10-15 minutes twice, to have a time which is focussed on literacy, numeracy and health and wellbeing. This should also be a reflective time, when children’s learning and achievements are shared, discussed and connections made. It should focus on effective reflection and modelling/learning of skills:

* Today I enjoyed/learned/played…Today I noticed you…
* The rhyme/song of the week
* A story of the week with planned literacy, numeracy and health and wellbeing outcomes across the week
* Maths game e.g. estimating the number of sweeties in the jar, feely bag numbers

**Additional Support for Learning**

All children are unique and progress at different rates, however, there are times when children for a variety of reasons do not make adequate progress and benefit from targeted support for particular areas. We believe in early intervention to address gaps in learning swiftly. Miss Burns as Team Leader will ensure that additional support is coordinated and tracked to monitor impact for the child. Mount Florida Nursery Class is committed to Glasgow’s policy on inclusion. We believe that every child has a right to access the curriculum and work in partnership with parents and a range of agencies to fulfil this responsibility. Our aim is to support children with additional support needs to be fully involved in all aspects of our nursery and enjoy and celebrate success in their learning. Success builds confidence and creates more success!

**Transition**

Careful consideration is given to each individual pupil during the transition from nursery to Primary 1. Information is collated on pupils’ strengths, care and welfare, additional support needs, progress and wider achievements. All information is shared with receiving members of staff. There will be transition events throughout the year and visits to new stages are arranged in the final term of each year. Parents will be kept fully informed of the transition process through newsletters and meetings. Some children may benefit from extended transition and this is planned in consultation with parents, school staff and nursery staff as required. If your child should require extended transition, parents will be invited to attend extended transition meetings at school.

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**Complaints Procedure**

At Mount Florida we hope that all parents and pupils feel valued, welcomed and included. We strive to ensure that any complaints, concerns are dealt with sensitively and promptly. We follow Glasgow City Council complaints procedure.

**Stage One - Frontline Resolution**

At stage one staff have 5 working days to respond to complaints. In the first instance a nursery member of staff will attempt to sort out any difficulties on the spot. This will then be passed to the nursery team leader if not resolved. If no resolution can be reached within the nursery, the complaint will then be referred to the depute head and/or the head teacher who will meet with you to resolve the complaint. If you feel that any query or concern has not been dealt with effectively by the staff then you can contact Glasgow City Council via the online complaints form: [www.glasgow.gov.uk/complaints](http://www.glasgow.gov.uk/complaints).

This becomes a stage two complaint.

**Stage Two - Investigation**

At stage two, your complaint will be acknowledged within 3 days and a decision made after no more than 20 working days unless there is a good reason for needing more time. You have the option at any time to contact the Care Inspectorate, the regulatory body of day care of children’s services in Scotland, through its national enquiry line 0845 600 9527.

Information about the Care Inspectorate, including the complaints procedure, can be found at the link:

<http://www.careinspectorate.com/> Tel: 0141 843 4230

You can also write to the local area office at:-

Care Inspectorate Scotland

****4th Floor

1 Smithhill Street

Paisley

PA1 1EB

Our Care Inspectorate Registration Number is **CS2003014806** and this can be quoted during your correspondence.

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