

St Francis Nursery Class



Handbook

23-24

Dear Parents/ carers,

Welcome to St Francis Nursery Class!

This handbook will help you to understand more about our Nursery Class and the Early Learning and Child Care (ELCC) that we provide. It provides essential information that I hope you will find interesting as well as helpful.

Throughout the session, various activities, events and meetings will be arranged in order to involve parents and the community in the life of our Nursery Class. The process of education starts long before children come to school. It is continuous and therefore, parental involvement in education is crucial.

Partnership working is extremely important to us at St Francis Primary and Nursery Class, our Vision, Values and Aims state clearly the fundamental beliefs of parents, pupils and staff.

We all believe that through treating each other equally with honesty and respect, we will learn together. Therefore, partnership between parents and our staff is extremely important.

Should you wish to discuss your child's progress or have any other concerns, please do not hesitate to speak with your child's Key Worker, our Nursery Class Team Leader or myself.

This handbook contains a range of key information and offers an insight into the life of St Francis Nursery Class. If you have any queries regarding the content of handbook, please contact me at the school. We look forward to having you and your child join us in our Nursery Class.

Kind regards,

Miss C Lynch
Depute Head Teacher

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St Francis Primary School and Nursery Class

Vision

In St Francis Primary and Nursery Class we strive to create a dynamic, inclusive and welcoming community where every child is valued and challenged to develop holistically. Our vision is for the St Francis Family to have excellent attainment and achievement and experience love and happiness; a vision that will be realised through a Curriculum for Excellence and our strong Catholic values. At the heart of our shared vision will be our nurturing, loving and inclusive ethos, high quality learning experiences, the promotion of health and wellbeing and effective partnership working with our families and community.

Values

Our shared values are:

- Trust
- Honesty
- Integrity
- Justice
- Compassion
- Courage
- Humility
- Kindness

Aims

In St Francis School our aims are:

- ✓ To strive to support our school community to recover, reconnect and develop resilience
- ✓ To provide high quality learning experiences in a safe, healthy and nurturing environment
- ✓ To promote pupil voice and inspire a love of learning

- ✓ To promote creativity and personal growth for all children
- ✓ To promote inclusion and equality for all children and their families and to value and celebrate diversity
- ✓ To work in partnership with parents, parishes and others in the community to encourage children to become active and responsible citizens
- ✓ To encourage the personal growth of children and staff as lifelong learners and effective contributors.
- ✓ To further develop the skills of all teachers in order to meet the needs of our children.
- ✓ To encourage our pupils to take part in the decision-making processes which influence the future vision of the school
- ✓ To become Stewards of the Earth; realising Pope Francis' urgent call in "*Laudato Si*" to tackle the current ecological crisis by making a paradigm shift that will allow all human beings to live sustainably in dignity.

General Information



Contact Address and Telephone Numbers

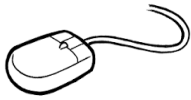
Saint Francis Primary School Nursery Class
430 Old Rutherglen Road
Glasgow
G5 0PA
Telephone 0141 429 3687

Nursery Website:

<https://blogs.glowscotland.org.uk/gc/stfrancisnurseryclass/>

Head Teacher:

Headteacher@st-francis-pri.glasgow.sch.uk



Depute Head Teacher:

Gw09lynchcaroline@glow.sch.uk

Saint Francis Primary School and Nursery Class is part of
Holyrood Learning Community.

Nursery Class Profile

Session Times

Saint Francis Primary School Nursery Class is open from 8.30 – 4.30p.m.

Morning session 8.30am – 11.45am

Afternoon session 1.00pm – 4.15pm

The nursery accommodates 40 children in the morning session and 40 children in the afternoon session. The majority of the children attend on a part-time basis.

A limited number of extended hour places are available for children who fall within certain categories. In these cases, hours of attendance are arranged to suit the individual needs of the children and their families. Please see admission policy section.



The nursery is non-denominational. We respect and welcome children and parents of all religions and faiths.

Our equal opportunities

We will reflect the Council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work or to care for children. Provision should take account of the needs of all children. These principles are reflected in the criteria used to admit children to Nursery and in the curriculum of all establishments.

Nursery Staff

Head Teacher

Joanne Martin

Depute Head Teacher

Caroline Lynch

Team Leader

Inderjit Kairon

Child Development Officer

Denise McFadden

Child Development Officer

Lynne Callaghan

Child Development Officer

Laura Brady

Child Development Officer

Claire Hill

Child Development Officer

Andrea Ford

Child Development Officer

Sammy McGowan

Child Development Officer

Frances Young

Clerical

Courtney Adens

The school year

August

- Monday, 14 August 2023 (Return date for Teachers & In-Service Day)
- Tuesday, 15 August 2023 (In-Service Day)
- Wednesday, 16 August 2023 (Return date for Pupils)

September

- Friday, 22 September and Monday, 25 September 2023 (September weekend holiday)

October

- Friday, 13 October 2023 (In-Service Day)
- Monday, 16 to Friday, 20 October 2023 (October Week)

December – Christmas and New Year

- Schools close at 2.30 pm on Friday, 22 December 2023
- Monday, 25 December 2023 – Friday, 5 January 2024 (Christmas holidays)

January

- Schools return on Monday, 8 January 2024

February mid term break

- Monday, 12 February 2024
- Tuesday, 13 February 2024
- Wednesday, 14 February 2024 (In-service day)

April – Spring Holiday (Easter)

- Schools close at 2.30 pm on Thursday, 28 March 2024
- Good Friday 29 March 2024
- Easter Monday 1 April 2024
- Monday, 1 April – Friday, 12 April 2024 (Spring Break)
- Schools return on Monday, 15 April 2024

May

- Thursday, 2 May 2024 (In-service day to coincide with UK Parliamentary elections, but may be subject to change)
- Monday, 6 May 2024 (May Holiday)
- Friday, 24 May 2024 and Monday, 27 May 2024 (May Weekend)

June

- Schools Close at 1.00 pm on Wednesday 26 June 2024

Register of Applications

All applications and places are allocated in line with Glasgow City Councils policy. Please note the length of time you are on the register does not affect the child's priority for admissions. You can choose up to three nurseries but the application must be submitted to your first choice nursery. If multiple applications are submitted, it is assumed that the most recent application reflects your preferred option and any previous applications will be deleted from the system.

Admissions to Nursery

We have a register of applications for nursery places and follow local authority guidelines for admission to this nursery. All children ages 3 and 4 years eligible for a place under government policy. We liaise with several nurseries nearby to collate children on lists and to ensure all children have access to nursery provision.

Induction

We have in place, an induction period for starting and settling your child at Nursery.

You will be offered a home visit prior to settling to allow us to give you individual time to learn about nursery life and complete essential nursery paperwork.

Day 1 You will be invited for an induction session and spend some time in the playroom. Your child will be having a great time, getting to know their new friends! If they are unsure you will be on hand to help settle them.

Days 2 -5 If your child has settled well, you can leave the playroom or nursery for the hour, this will be increased over first week. After which your child will attend normal nursery times as outlined above. If your child requires further settling time we will arrange a longer period of reduced hours. We will work in partnership with you with regards to your child's readiness for nursery.

Nursery Routines

When you bring your child to nursery you should assist your child in taking off their outdoor clothing and changing them into their sandals.

Please clearly label all items of clothing and shoes.

Your child will be given their own peg with their name on it. Your child will be welcomed at the door by the Team Leader or a Staff Member. Please then sign your child in, allow them to mark at their name and collect their name badge at their home area.

Attendance and Absence

Regular attendance at nursery is very important to ensure learning opportunities and new experiences are not missed. Parents should inform nursery if their child is going to be absent, this will assist in planned activities.

If your child is absent for a noticeable period of time a letter will be sent to discuss your child's placement. However, if your child continues to be absent, as a last resort and depending on demand the placement could be closed.

Policies

St Francis Primary and Nursery Class has many policies so parents are aware of procedures and the importance these have in the smooth running of the centre. Copies of all policies are available in the cloak room/reception area.

Toy Fund A donation of £3.00 per week from each parent allows us to print photographs for the children's profiles and pays for the day to day expenses such as parties, small outings, celebrating festivals, baking ingredients, inexpensive pieces of equipment and other incidentals.

Sickness

If your child is suffering from a childhood illness e.g. measles, chickenpox it is helpful for other parents if you notify us. When possible, we will give you guidance on how long your child should be absent referring to Health Protection Scotland guidance.

If your child becomes ill while at nursery, staff may feel it more appropriate for your child to be at home. The parents will be contacted in the first instance but the emergency contact will be notified if the parent is not available.

Please note that only prescribed medication will be administered by staff and parents must give the first dose of any medication to ensure there is no adverse reaction to the child.

Important Information

To ensure the nursery records are always kept up to date we need parents to provide us with any changes to your child's circumstances immediately. This includes parents contact details.

Security

The children's safety is paramount that is why you must sign your child in and out on a daily basis.

There is a secure door entry in place. So that this system works effectively

- ✓ Parents/guardians must advise staff if they intend to collect their children out with their usual times.
- ✓ Only designated adults over 16 may collect a child from nursery. You must tell us if someone else is picking up your child.
- ✓ All parents and visitors should press one of the door entry buttons and identify themselves to a member of staff.
- ✓ Once access to the building has been given, it is important that the person entering checks the door is firmly closed, this is also the case on leaving the building as our door is immediately faced with a busy car park
- ✓ Parents should not permit entry of any persons by holding the door open.

Child Protection

All children have a right to be protected from harm, abuse, neglect. It is everyone's job to keep children safe and Glasgow City Council guidelines are in place to make sure that all staff are alert to the welfare of children they come into contact with. Our staff work closely with other agencies to protect children and keep them safe. All nursery staff receives training and reviews our procedures each year and must report any concerns they have about the welfare of children. In every situation, the welfare of children overrides other considerations.

Getting it Right for Every Child (GIRFEC)

The GIRFEC approach is about how staff and children's services meet their needs by working together where necessary to ensure that children reach their full potential. www.scotland.gov.uk/gettingitright

Minor Accidents and Upsets These are dealt with in a very caring way. Parents will be informed and details will be recorded by staff. Head injury advice will be given if necessary. It is important that parents advise the staff of any accidents at home.

Suitable Clothing

Often the children are involved in messy activities at the nursery. Although aprons are provided accidents do happen. It is therefore important that your child wears suitable clothing.

Outdoor activities will take place throughout the year so it is important to dress your child suitably for the winter months - wellies, hats and gloves, summer months – sun cream and sun hats.

There are forms of dress which are unacceptable in nursery, such as items of clothing which;

- ✓ Potentially, encourage faction (such as football colours)
- ✓ Could cause offence (such as anti- religious symbolism or potential slogans)
- ✓ Could cause health and safety difficulties, such as loose fitting clothing, dangling earrings)
- ✓ Carry advertising, particularly for alcohol or tobacco.
- ✓ Could be used to inflict damage on other children or be used by others to do so.

Mobile Phones should not be taken into or used in areas where there are children. This is for your protection as well as the children's to avoid any allegations of improper use or behaviour.

Smoking

All council buildings are NON-SMOKING, therefore you are required to go outside of the school grounds if you smoke, including parked vehicles.

Fire Procedures A copy of the school fire procedures are displayed throughout the nursery it is essential that you read carefully on the day of admission.

We will have periodic fire drills during your time with us and it is vital to be aware of the procedures in advance. Your safety and that of others may depend on it.

Loss of personal belongings

Sometimes children ask to bring something special or a new toy. Please note that the authority does not have insurance to cover the loss of personal items.

Medical and health care

During the year, your child may undergo routine medical or dental inspections. You will be notified of their visits and asked to sign a consent form for any treatments offered.



The Curriculum

In line with all other educational establishments, St Francis' Nursery Class is implementing the Curriculum for Excellence. This Curriculum is the basis for our planning, teaching and assessment. It enables staff to plan with the children, experiences which promote effective learning through planned purposeful play which meets the needs of the individual child.

St Francis Nursery Class adheres to the 'Curriculum for Excellence 3-18' Outcomes and Guidelines and 'Pre-Birth to 3' Curriculum. We also follow the guidance in the 'Child at the Centre' and 'Assessment is for Learning' documentation.

The experiences and outcomes we offer children are from the 3-18 curriculum and are based on:

Health and Wellbeing:

The encouragement and support of staff will help children to develop self-esteem and self-confidence. Through secure and stable relationships and careful supervision this will help each child to feel safe and be able to express feelings. The children will also learn how to keep safe and healthy. They will also be learning examples of the following: recognising and respecting other cultures; learning to share and to care for oneself and others; what foods are healthy and how physical activity is crucial to general well being.

Languages:

The development of children's language skills is central to their abilities to communicate in relationships, in learning to understand ideas and to order and explore and refine their thoughts. We will do this by, for example: building vocabulary and language structures; listening and responding to stories and music; sharing ideas; exploring pictures and print; developing an awareness of letter sounds and the vocabulary of reading.

Numeracy

From the earliest days, children try to make sense of their world. Numeracy skills equip us with many of the skills required for life, learning and work. The children's curiosity will drive them to investigate through: sorting and matching activities: looking at shape and pattern; exploring number, measuring and comparing; becoming aware of time and money and using data to create graphs and charts to display information.

Expressive Arts

Expressing and creating ideas, feelings and imagination, as well as having opportunities to enjoy all manner of sounds, sights, shapes and textures are vital parts of the young child's development. We will develop this through, for example: making and appreciating music; exploring a range of art and design techniques; taking part in movement and dance; engaging in dramatic play.

Sciences

Through learning the sciences, children will develop their interest in, and understanding of the living, material and physical world. They will be encouraged to participate in a wide range of investigative tasks, which enables them to develop the skills necessary to become creative, imaginative and inventive adults. We will develop this through, for example: Investigating what plants, animals and humans need to grow and the relationship between them; explore sources and types of energy through toys; research climate change; investigating water and how it impacts on our lives and how it changes form; looking and learning about the stars and planets.

Social Studies

Social studies helps develop children's understanding of the world by learning about other people and their values, in different times, places and circumstances. This will be developed through: Learning about the past and present; looking at our own Scottish culture and heritage; learning to be tolerant and to appreciate people's differences: beliefs and cultures; learning to take part in discussions and decision making and learning to interact with others and to develop their awareness of self and others.

Technologies

Technologies offers challenging activities which involves research, problem solving and exploring new concepts, skills and ideas. It encourages young people to be informed, skilled, thoughtful, adaptable and enterprising. We will develop this by: Building the children's understanding of the role and impact technology can have on everyday life; developing skills in using tools, equipment, software and materials; taking part in discussions and debates; promoting curiosity and problem solving skills; and developing presentation skills using graphs and charts.

Religious and Moral education

Religious and moral education allows children to explore and learn about the beliefs of Christianity and its place in Scotland, and also other selected world religions. It promotes the development of tolerance and respect for others whose beliefs and practices are different from their own. This will be developed by: Learning about the beliefs and major festivals within the Christian faith: Christmas and Easter; looking at and celebrating other world religion festivals: Chinese New Year, Diwali, Eid, which will assist in building sensitivity and value religious and cultural diversity; encourage children to participate in service to others by raising funds for charities, and helping others.

Improvement Planning

To meet these aims, the nursery has its own Improvement Plan and the nursery staff's current priorities for improvement are:

<https://sway.office.com/MuKSIE8gB3PiXsEz?play>

The CURRICULUM for EXCELLENCE supports and develops learning so that all children will become:

**CONFIDENT INDIVIDUALS SUCCESSFUL LEARNERS
RESPONSIBLE CITIZENS EFFECTIVE CONTRIBUTORS**

These will be our standard for achievement for all children

We will continue to develop new and creative approaches to promote effective learning for all users of our service. We will actively engage all parents, children and staff in contributing to learning for life.

Transitions

Children leaving nursery to go to school an information record for each child will be prepared by nursery staff to ensure a smooth transition and continuity of education for the child. Any child with additional needs will have an extended transition put in place to overcome barriers to learning.

Supporting children

Observation, planning and exchange of information with parents will ensure children who require additional support are identified and met, where possible, by the nursery staff. However, in certain circumstances, professional help from other agencies are necessary e.g. speech therapist, Educational psychologist, occupational therapist and behaviour support. In the event of a recommendation being made by the key worker or Head of Centre to involve other professional's parents will be advised of this and permission sought.

Further information available
www.glasgow.gov.uk/index.aspx?articleid=8627

Promoting Positive Behaviour

Children are encouraged to take responsibility for their own actions. The policy of the Nursery is that no child should be made to feel that they are 'bad' or 'naughty' etc. The deed may be 'silly', 'hurtful', 'not nice' etc, but the child itself must not be humiliated or isolated from the group because of what they have done as this will only make them feel angry and frustrated.

Encourage the child to apologise by giving the other child a cuddle or by shaking hands. Nine times out of ten this will work but on the occasions that it doesn't, do not insist as this might make the child more determined than ever not to co-operate.

You could say to the child "I am disappointed that such a nice child has hurt one of his/her friends" in this way the deed is condemned and not the child.

Always empathise with the child who may need comfort. If possible, one member of staff could deal with the child and another with the other child.

At all costs the child who is being offensive must be able to feel good enough within himself/herself in order that he can feel empowered to change his behaviour.

Physical punishment is not practised or permitted. On occasion it may be necessary to raise your voice to prevent injury to a child or to regain attention, but adults will never shout abusively at children.

It is our policy to award positive behaviour and to observe but not always to intervene immediately we see unacceptable behaviour, unless there is a threat to other children or danger to the child. The reason for this is that children must learn to negotiate with each other and to accept socially acceptable limits on their own behaviour, usually imposed by peer group pressure.

Bad language is not acceptable in the nursery. However, children should be counselled that these are words we do not use at nursery but not told 'it is wrong/bad', which may confuse them if this is the norm at home. While stressing that some words are simply not appropriate in a caring, sharing nursery, children's home language/dialects should be validated at all times.

Community and School Links

St Francis' Nursery Class is part of the Holyrood Learning Community and this involves joined working between the educational pre-five, primary and secondary school within the area as well as joined up working with health, social work and cultural and leisure.

Close ties have been formed with the local community. The children raise funds for local and international charities and are involved in local events.

Assessment, Tracking and Reporting

Assessment is an integral part of learning and teaching. It helps provide a picture of the child's progress and achievements, and identifies next steps. Information on progress is gathered through planned assessment and gives a clear picture of how children are learning. Regular reports will be provided to parents giving positive and constructive information about their child and a Seesaw profile of the child's work and photographs will be kept by the child's key worker. This will remain the property of the child and parent. And is accessible at any time and will be given to the child and parent when the child leaves the nursery.

Parents

At St Francis' Nursery Class we firmly believe the role of parents are central in their child's learning journey and that outcomes for children are much better if parents are involved in all aspects of early learning and care. To make this a reality we will invite you to spend time in the playroom at the end of each term to allow you to discuss with staff matters relating to the planning of an appropriate curriculum for your child. We also actively encourage families to participate in activities within and out with the nursery environment.

Correspondence

As communication is vital to our commitment of genuine partnership with parents, we have a number of ways we do this, these include:

- ✓ Termly newsletter which will be available on the school website, the link will be sent to you by text message
- ✓ Parents notice board
- ✓ Children's trays and information boards / displays
- ✓ Information on Glasgow City Councils' Parental Involvement Strategy can also be found at www.glasgow.gov.uk/index.aspx?articleid=8642



Complaints, Comments and suggestions

We encourage feedback on the service from parents and children as part of our overall commitment to best practice and working in partnership. We are, therefore interested in feedback of all kinds, whether it be compliments, suggestions or complaints.

Any concern or complaint raised either verbally or in writing will be dealt with as quickly as possible. It is helpful if this is made initially to the Head of Centre and if you give some detail of the issue.

Most complaints are fairly minor and will be easily resolved; however, sometimes the most trivial complaint can escalate without warning. When it comes to their children, some parents may not remain calm and composed so you must ensure the safety of yourself and of the children.

This Nursery has a zero tolerance on abusive or threatening language or behaviour, and as such, should an incident arise, the police will be called. If you are still unhappy with the service or with the response then you have a right to take the matter further. You can put your complaint in writing or fill in a complaint form.

Customer Liaison Unit Education Services

Glasgow City Council
City Chambers East
40 John Street
Glasgow G1 1JL
Tel: 0141 287 5384
e-mail: education@glasgow.gov.uk

Other contact person –

The Care inspectorate
1 Smithhills Street,
Paisley, PA1 1EB.
Tel: 0141 843 4230 Complaints 0845 6030890 <http://www.scswis.com/>

Privacy Statement and Data Protection

As a local authority our schools and early year's establishments process information about children and young people in order to provide education and care. In doing so we must comply with the Data Protection Act (1998). This means, amongst other things that the data held about children and young people must only be used for specific purposes.

However, you should be aware that we may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people, or where otherwise required by law. We may also use information for research purposes. However, all personal data is treated as confidential and used only in accordance with the Data Protection Act and the information Use and Privacy Policy approved by the City Council.

For further information please see our full privacy statement at <http://www.glasgow.gov.uk/index.aspx?articleid=2908>.

Information in Emergencies

We make every effort to maintain a full service, but on some occasions, circumstances arise which lead to disruption for example severe weather, power failure or difficulties of fuel supply. In such cases we shall do all we can to let you know about details of closure or re – opening.

All information provided is considered to be correct at time of printing, it is possible that there may be some inaccuracy by the time the document reaches parents.