



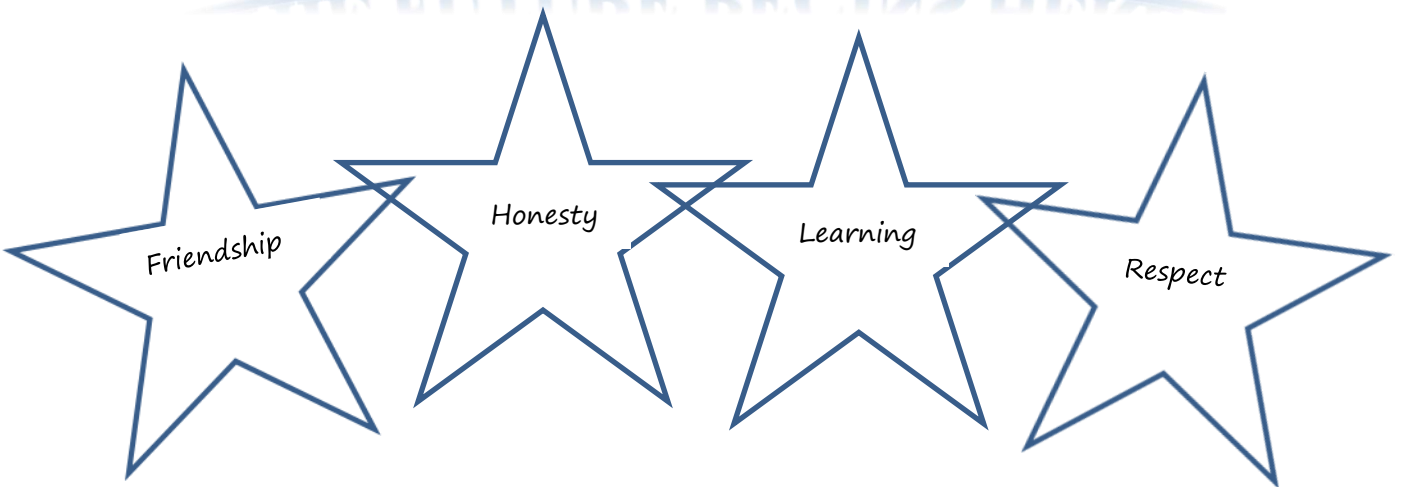
Saint Mungo's Nursery Class
Handbook 2019 – 2020
Last updated on 27th November 2019



SAINT MUNGO'S NURSERY CLASS



“THE FUTURE BEGINS HERE”



2019 - 2020



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St. Mungo's Nursery Class
45 Parson Street
Glasgow G4 OPX

School: 0141 552 3120
Nursery: 0141 552 2484
Fax 0141 552 7900

Dear Parent/Carer,

Welcome to St Mungo's Primary School and Nursery Class. I am sure that you will quickly feel part of our Community. We look forward to working in partnership with you to help your child have a positive Nursery and Pre School experience.

Our Nursery Class is attached to St Mungo's Primary School which was opened in 1973. Our Nursery Class can accommodate up to 48 children; 24 in the morning, and 24 in the afternoon.

Our Vision, Values and Motto

Throughout 2015 and 2016, we have worked closely as a school community to renew our Vision and Values.

Our school community motto is "**The Future Begins Here**"

Our school community's shared vision is:

In St Mungo's Primary School and Nursery Class, we work closely as a team to provide a safe, nurturing and consistent environment for all of our children. We work with our local and wider community links to plan broad experiences which will provide opportunities for children to develop skills for now and the future; learning, life and work.

Our school community share the following values:

- Friendship
- Honesty
- Learning
- Respect

As a school community:

We create harmony by building positive relationships and promoting teamwork (**friendship**).

We acknowledge personal responsibility for actions and accept the associated consequences (**honesty**).

We provide a safe, nurturing and supportive learning environment where individual needs are met through a variety of experiences (**learning**).

We work cooperatively; together; caring and sharing (**respect**).



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Again, our aim is that you always feel part of our Nursery and know that you are welcome to discuss your child's progress at any time with your child's key worker or myself.

You should find this handbook helpful in answering any questions you have relating to the Nursery Class. The information in our handbook was correct at the time of writing.

If you have any suggestions or comments regarding our handbook, please do not hesitate to let me know.

Yours sincerely,

Miss Michelle Smith
Head Teacher
Headteacher@st-mungos-pri.glasgow.sch.uk
Follow us on Twitter: St_Mungos_Pri



Head of Establishment	Miss M Smith
Depute Headteacher	Mrs T McNulty
Principal Teachers	Mrs S Reid (Pastoral Care; P1 and P2) Miss J McBride (Pastoral Care; P3 and P4) Miss C Ward (Pastoral Care; P5, P6 and P7)
Nursery Team Leader	Mrs P Green
Child Development Officers	Mrs M Carr Mrs C Craig Mrs L Campbell Mr M McNamee
Janitor	Mr J Clark
Clerical Assistant	Mrs L McBride Mrs J Todd
Students/volunteers	At times, we may have students in our Nursery. They will mostly be student teachers, student child development officers or on work experience. All students have been checked through the PVG system before working with children.

Nursery Class Information

St Mungo's Nursery Class
45 Parson Street
Glasgow
G4 0PX

Telephone: 0141 552 2484

Email: Headteacher@st-mungos-pri.glasgow.sch.uk

Maximum capacity: 24 Morning
24 Afternoon

Nursery Class hours:

We are not yet offering the additional funded hours however we are happy to help with split placement application so that your child can access their full entitlement.

Morning session 8.35 – 11.45am
Afternoon session 12.50 – 4pm

Non-Denominational Policy of the Nursery

Although the Primary School is a Catholic Primary School, the Nursery Class is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.

Equal Opportunities



All Pre-5 services should 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 care for children. Our provision takes account of the needs of people who have special needs or chronic illness. These principles are reflected in the criteria used to admit children to the nursery and in the curriculum of all the establishments.

Dealing with Racial Harassment

The Race Relations Act 1976 makes it unlawful to discriminate against someone because of his/her colour, race, nationality, ethnic or national background. The Act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination. In 1999 the guidelines, "Dealing with Racial Harassment" were issued to assist all teaching staff in dealing with such incidents.

The adoption of an anti-racist approach should be seen as part one of the continuing attempt to improve the quality of education.

Glasgow City Council recognises that support from the home is essential if these aims are to be achieved. Every child in Glasgow has the right to be happy and secure at nursery.

Admissions Policy

All nursery places are allocated in line with Glasgow City Council's Pre-5 Admissions Policy (Management Circular 3a). A copy of this policy is available online or on request from the school office. A member of staff will be happy to explain this policy to you.

Applications

You may apply to put your child's name on the register of application after the child's second birthday. Parents who wish to apply for a nursery place need to complete an application form and bring along their child's birth certificate and evidence of the child's address. Children become eligible for a place from the Monday following their third birthday. Please call the nursery in advance to arrange an appointment.

Toy Fund

Toy Fund is collected on a monthly basis. It is used to buy additional items and experiences for your child. Toy Fund is currently £1.50 per week which was agreed in consultation with families. A member of Clerical staff will be at the Nursery at the start of the month to collect Toy Fund. You will be reminded the week toy fund is due.

Your child's key worker

Although all staff have a responsibility for all children, the key worker is the person in the Nursery who takes most responsibility for your child. You will meet your child's key worker at Induction. Having an allocated key worker means that your child receives consistent and continual care. They will know your child well and you are always welcome to make an appointment for progress updates.



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The Nursery Year

November

- Friday 29 November 2019 (In-Service day)

December - Christmas and New Year

- Schools close at 2.30pm on Thursday 19 December 2019

January

- Schools return on Monday 6 January 2020

February Mid-term break

- Friday 07 February 2020 (In-Service day)
- Monday 10 February 2020
- Tuesday 11 February 2020
- Wednesday 12 February 2020 (In-Service day)

April - Spring Holiday (Easter)

- Schools close at 2.30pm on Friday 03 April 2020
- Good Friday 10 April 2020
- Easter Monday 13 April 2020
- Schools return on Monday 20 April 2020

May

- Friday 8 May 2020 (May holiday)
- Monday 11 May 2020 (In-Service day)
- Friday 22 and Monday 25 May 2020 (May Weekend)

June

- Schools close at 1pm on Wednesday 24 June 2020

August

- Tuesday 11 August 2020 (Return date for Teachers & In-Service Day)
- Wednesday 12 August 2020 (In-Service Day)
- Thursday 13 August 2020 (Return date for the pupils)

September Weekend

- Friday 25 September 2020
- Monday 28 September 2020

October

- Friday 9 October 2020 (In-Service Day)
- Monday 12 to Friday 16 October 2020 (October Week)

December - Christmas and New Year



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- Schools close at 2.30 pm on Tuesday 22 December 2020
- Wednesday 23 December 2020 to Tuesday 5 January 2021 (Christmas holidays)

Details of future holiday dates are available on the Glasgow City Council website:
<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

Starting nursery and settling in

To make the transition from home to nursery easier for you and your child, we have a Settling In Policy within the Nursery. Please note that our arrangements will be flexible depending on the needs of each child. We now carry out a home visit when we can before your child starts nursery. This allows us to see your child in an environment they are familiar with.

To avoid distress to your child settling in times are flexible and will be agreed with the key worker and team leader depending on how well your child is settling. Whilst we endeavour to support your child to settle in, if they become distressed we will always contact you.

Snacks

At present, CORDIA provide a healthy snack for each child. The children are encouraged to be independent at snack time.

The children are also involved in preparation for snacks eg setting the table, helping to tidy up afterwards.

The snack always comprises of a piece of fruit, milk/water and each day they will have either bread products, cereal, yoghurt etc.

It is important that you let us know if your child has any food allergies/dietary requirements eg to milk, nuts or any food.

Please do not give us birthday cakes. We will provide a small sponge cake for your child's group on the day of their birthday.

Snack is charged by CORDIA and families will receive an invoice on a termly basis. Snack costs 26p per day. Children who are eligible for free meals will not pay for snack.

We support the Oral Hygiene Programme. This means that, with your consent, your child can brush their teeth in Nursery. This will be explained to you more at enrolment.



What to wear to Nursery

Children enjoy themselves at Nursery. We always try to make sure they wear aprons but accidents do happen, so please dress your child in suitable clothes. Please make sure children are appropriately dressed for the weather; for example sunscreen for sunny weather.

Black sandshoes should be left in the Nursery which children can change into when they arrive.

It would also be extremely helpful if your child could, whenever possible, be



dressed in clothes that he/she can take off or put on independently. For example, slip-on tops and T-shirts, clothing with velcro or zips (rather than buttons), elastic waist trousers. Each child will have a place at their peg to keep their belongings.

Please leave spare clothes in your child's nursery bag that they can be changed into if required.

Attendance

Within St Mungo's Nursery Class excellent attendance is encouraged at all times. Parents are asked to inform the Nursery if their child is going to be absent. This should be done before 9am or 1.15pm. If your child is going to be absent for some time, it would be helpful to know at the earliest opportunity. We have a strict Attendance Policy which we follow. If your child is absent from Nursery for no known reason we will make contact with you.

Parents who wish to request special leave for their child should speak to the Team Leader or Headteacher. To request retention of your child's place, paperwork must be completed and signed by the parent/carer in advance and an application made to Glasgow City Council. Please allow plenty of time before you leave to complete this process.

Emergency contact

Parents of children attending the nursery should provide the names, addresses, and telephone numbers of two relatives/friends who may be contacted in case of emergency. Please update the Nursery of any changes including mobile telephone numbers.

Arrival and collection of children

Your child's safety is our first priority.

It is expected that a responsible adult will bring a child to and from nursery.

On arrival your child will be registered. Please ensure you hand your child to a member of staff.

In the interests of your child's safety, you should make a point of telling staff members if your child is going to be collected by someone not known to the staff. This avoids difficult situations and protects your child. Please also ensure that you drop off or collect your child promptly so that the front door can be locked for safety reasons.

Please do not open and enter our playrooms doors, we will bring your child to you.

Outings

We will let you know when we are going out on a trip. You may be asked to complete an additional consent form from the form at enrolment.

Insurance

Parents should note that the authority does not carry insurance to cover the loss



of personal items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

Information on Emergencies

We make every effort to maintain a full education service, but on some occasions circumstances arise which lead to disruption. Establishments may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all that we can to let you know about the details of the closure or re-opening. We shall keep you in touch by using letters, notices in local shops and community centres, announcements in local churches and in the press and on local radio.

No smoking environment

Smoking is not permitted in the nursery or school grounds.

Parking

Please keep our children safe and do not park on double yellow lines.

Administration of Medication

Please talk to the Team Leader if your child needs medication whilst at Nursery. You will need to fill in a form, which authorises staff to administer the medication to your child. The Team Leader will give you the necessary form to complete and talk you through our procedure for administration of all medication. Staff will not give the first dose of any medicine to your child.

If your child suffers from any condition, which is aggravated by certain foods or involvement in particular activities, you must ensure that staff are fully informed.

Please note that staff must be informed and kept up to date of any medical condition.

All medication must be handed to staff and be labelled with:

- The child's name and date of birth
- The date of dispensing
- The name of the medication
- The dosage and frequency along with the spoon or syringe
- The expiry date

Illness or Accident at Nursery

If your child becomes ill while at nursery we will make him/her as comfortable as possible and then, if necessary, contact either yourself or one of the emergency contacts.

If your child is unwell before coming to nursery it is important that you keep him/her at home. This will prevent other children and staff from becoming infected.

Minor accidents will be dealt with in the nursery by staff and/or our trained First Aider, Mrs Carr. Accidents are recorded in our accident book and you will be told when you collect your child and asked to sign. If the accident requires further treatment, we will inform you or an emergency contact immediately.



Visiting Specialists

We work with staff throughout the year to complement learning or promote health. This can include healthy eating, Childsmile, pre-school vision screening and other specialists. We also work closely with your child's health visitor.

The Curriculum

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education(BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Through the experiences we provide at St Mungo's Nursery Class we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curriculum areas:

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

For more information please visit: www.curriculumforexcellencescotland.gov.uk

Improvement Planning

We continue to evaluate ourselves in order to make improvements.

Our themes for Improvement are:

- Leadership of Change (our whole staff are taking part in a joint project)
- Continue to develop outdoor area and learning
- Continue to work on Inclusion
- Improve how we celebrate children's achievements

Within each theme, we have identified priorities. Whilst we action our Improvement plan, we expect to maintain our positive ethos. We feel that our themes promote an inclusive establishment and are sure that the principles of GIRFEC – Getting it Right for Every Child underpin our themes.

I am happy to provide a full version of our Improvement Plan on request.

Assessment & Reporting

All children are assessed both formally and informally throughout the year. This allows children and their key workers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child. Assessment records are kept by the key worker and form the basis of discussion at Parents' Evenings



twice per year. An annual report is sent to parents towards the end of each school year.

If you have any concerns about your child's progress do not hesitate to contact the school.

Child's Plan

Every child in Nursery has a care plan. You will be asked to contribute to this when your child starts Nursery so that staff know their likes, dislikes, strengths and other information. You can view your child's plan at any time and you will be asked to add to it throughout your child's time at Nursery.

Meeting Learners' Needs

Assessment of Additional Support Needs

- If you are concerned that your child has an additional support need, please speak to your child's key worker who will pass this information to Mrs McNulty who is the Additional Support Needs Coordinator.
- Your child's key worker will speak to you if they have any concerns about your child's development and appropriate steps will be taken.
- As required in the Council Policy, "Every Child Is Included", St Mungo's uses a Staged Intervention approach to meeting the needs of our pupils. Any planning will depend on the stage of intervention. The policy will be given upon request.
- The planning document used will be the Wellbeing Assessment and Plan. This will be updated regularly.

More able pupils must be challenged and, when identified, their needs will be planned for accordingly.

Further information relating to additional support needs is available on the Glasgow City Council website at <http://www.goglasgow.org.uk/pages/show/811>

GIRFEC and the Named Person

GIRFEC isn't an extra thing people have to do. It's a way for those who support children to work differently, making sure that they are all on the same page. Where needed, GIRFEC links day-to-day work in education, health, policing, social work and the voluntary sector – in fact any organisation whose staff come into direct contact with children. It makes it easier for those different organisations to communicate consistently with each other, and with parents, carers, children and young people.

GIRFEC provides a structure that helps people to work in the same way and use the same language. This allows discussions with the child and their family to focus on what is good in a child's life, and what might need attention or support.

It's the bedrock for all children's services and can also be used by practitioners in adult services who work with parents or carers.

The approach helps practitioners focus on what makes a positive difference for children and young people – and how they can act to deliver these improvements. Getting it right for every child is being threaded through all existing policy,



practice, strategy and legislation affecting children, young people and their families.

**What Getting it Right for Every Child means:
For children, young people and their families:**

- *They understand what is happening and why*
- *They have been listened to carefully and their wishes have been heard and understood*
- *They will feel confident about the help they are getting*
- *They are appropriately involved in discussions and decisions that affect them*
- *They can rely on appropriate help being available as soon as possible*
- *They will have experienced a more streamlined and co-ordinated response from practitioners*

For practitioners:

- *Putting the child or young person at the centre and developing a shared understanding within and across agencies*
- *Using common tools, language and processes, considering the child or young person as a whole, and promoting closer working where necessary with other practitioners*

If you would like to access support from the Named Person Service, please contact the school. (For Early Years establishments this should be “please contact your Health Visitor”)

Child Protection

We follow Glasgow City Council's Child Protection Procedures. This is called Management Circular 57. All staff have been trained in Child Protection Procedures and this is refreshed annually. The Child Protection Coordinator is Miss Smith, the Headteacher.

Promoting Positive Behaviour

We actively promote positive behaviour and encourage praise in the Nursery. We reward positive behaviour. Rules are essential within the Nursery and it is our job to ensure that children understand the need for rules and feel the benefit of having rules.

When a child's behaviour causes concern we will invite their parent in for a discussion as part of our Meeting Learners' Needs procedure. This is just part of how we involve families in their child's learning and progress.

Parental Engagement and Family Learning

We pride ourselves on our relationships that we have with all of our parents. As well as speaking to you daily about your child, you will be provided with a termly Nursery Class Newsletter to keep you up to date with what is happening. We also have a School Twitter page which you can follow us on: [St_Mungos_Pri](#)

Parents are welcome to view and add to their child's plan and we always welcome feedback and suggestions.



We are always looking for parents to work with us. If you have time and would like to contribute to the development of our Nursery please speak to a member of our Nursery staff.

Please also attend as many of our family learning events as you can.

Moving on to Primary School

Most of our children will continue their education in St Mungo's Primary School, however we also work closely with other local Primary Schools to ensure your child has a smooth journey from Nursery to School.

At the start of each year we produce a calendar of events which detail the joint work which will take place between the Nursery and School.

We pass on information about your child to their receiving Primary School.

Children will usually transfer to Primary when they have had their 5th birthday or they will be 5 before 28th February the following year.

Please look out for enrolment information in the local community and Nursery noticeboard.

Data Protection – use of information about children and parents/carers

We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 1998 (number Z4871657) and 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 more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see www.glasgow.gov.uk/privacy.

Other information

If you would like any more information on our Policies, Improvement Plan, Standards and Quality Report or Care Inspectorate Report, please contact the School office and we will be happy to provide this for you.

Comments & Complaints

As a Nursery, we welcome inspections from the Care Inspectorate. The Care Inspectorate ensures that we consistently provide a high quality provision and make recommendations for improvement.

We also receive inspections as part of the school establishment from HMIe.



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In St Mungo's Primary & Nursery Class we hope that you are satisfied with all aspects of the service we provide. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available:
<http://www.goglasgow.org.uk/pages/show/1424>

Customer Liaison Unit
Education Services
Glasgow City Council
City Chambers East
40 John Street
Glasgow G1 1JL

Tel: 0141 287 5384
Email: education@glasgow.gov.uk

Complaints can also be made to the Care Inspectorate. Our Care Inspector is:

Wilma Lundie
4th Floor
No.1 Smithhills Street
Paisley
PA1 1EB

Tel: 0141 843 6840

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/index.aspx?articleid=17870>



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