

# Clarkston Nursery Class



**Handbook  
2018-2019**



# Welcome to Clarkston Nursery Class

2 Findhorn Place, Airdrie, ML6 7HE

Tel: 01236 794805

Twitter - @ClarkstonPS

Vision - to be an achieving, safe and happy school



## Welcome

The staff at Clarkton Nursery welcome you and your child to our nursery. We hope you will have a happy and fun-filled time with us at Clarkston. This handbook will help you get to know more about the establishment and the service we offer. We hope you find it helpful in your time with us. If you wish to discuss anything with staff please do not hesitate to contact us and we will be happy to speak with you. Staff are always available to speak with parents/guardians.



## Our staff team

Ms Ann Bowman

Head of Establishment

Mrs Charis Kane

Depute Head Teacher

Mr Barry Polatajko

Principal Teacher

Mrs Lynn Bradshaw

Principal Teacher

Vacancy

Nursery Teacher

Mrs. L. Kerr

Early Learning Practitioner

Mrs E. Thomson

Early Learning Practitioner

Miss A. Queen

Early Learning Practitioner



## **Establishment Aims**

In Clarkston Nursery we aim to:

- offer the highest quality service for young children and their families
- provide a safe, secure and caring learning environment where everyone feels happy, stimulated, encouraged and valued
- create a child centred learning environment in which individual children have opportunities to develop their skills, knowledge and ability thus empowering them to become motivated independent learners
- offer a range of learning experiences for children through careful observation, responsive planning and evaluation of children's learning
- recognise and celebrate the achievements of everyone
- work in partnership with parents/guardians to ensure consistency in care in education
- work collaboratively with agencies and the community
- provide a broad and balanced curriculum suitable to each individual child's needs and interests to develop the whole child

## **Non-denominational Policy**

Clarkston Nursery is non-denominational. We respect and welcome children and parents/guardians of all religions, faiths and beliefs.

## **Equal Opportunities Policy**

All pre-five services should reflect the council's equal opportunities and recognise the rights of all genders, faiths and disabilities/chronic illnesses. These principals are reflected in the criteria used to admit children to nursery and in the curriculum of all establishments.

## **Admissions Policy**

All nursery places are allocated in line with the council's admissions policy and the nursery staff will be happy to advise you how this policy operates when you apply for a place for your child.



## **Enrolment Procedures**

The same policy for decisions on admissions is common to all North Lanarkshire Early Years Establishments. Once your child has obtained a nursery place you and your child will be invited to enrol. This provides us with the opportunity to meet with you and, through exchanges of information, allow for a smooth introduction to nursery.

## **The First Few Weeks**

We operate a staggered entry system, exact details of which will be given at the Information Session or by letter. If, however, your child is experiencing difficulty in separating from you and settling into the nursery routine, then arrangements will be made to overcome this and ensure your child is confident and happy (e.g. you could accompany your child during activities or be present in the cloakroom until your child feels secure in the new environment).

## **By The end of August**

By the end of August the majority of children will be admitted to the nursery. However, those children who do not reach the age of three until later in the session will be admitted the day after their third birthday. Any child who reaches three from 1<sup>st</sup> March until 31<sup>st</sup> August will be admitted in the August term.

## **Attendance**

To ensure your child obtains maximum benefit from nursery class, regular attendance is desirable. Please inform the Depute Head Teacher immediately if any of the following circumstances occur:

- Your child is likely to be absent for some time but will be returning.
- You are withdrawing your child from nursery class and no longer require the place (the place can then be offered to another child).
- You are having difficulty bringing your child to nursery class, for whatever reason.

## **Transport**

Transport is not normally provided for children attending Early Years Establishments. The Council may however provide transport to and from nursery for children with additional needs who may require to travel some distance to take up their placement. A few establishments have their own transport but this is exceptional and generally parents/guardians should make their own travel arrangements.



## Emergency Arrangements

The nursery will be opened on the times outlined, but on some occasions circumstances may arise which mean the nursery has to close.

Establishments may be affected by, for example, severe weather, transport problems, power failures or difficulties with fuel supplies. If this happens, we will do all we can to let you know about the details of closure and re-opening.

We may keep in touch by telephone, text, notices in local shops and Community Centres, announcements in local churches, in the press and on local radio.

## Emergency Contacts

Parents whose children are in the nursery are asked, where possible, to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in case of an emergency. We would ask that if any contact details change that you let the office know as soon as possible to ensure that we hold accurate emergency contact information for your child.

## Learning & Teaching

Staff plan learning experiences using a Curriculum for Excellence Early Level Experiences and Outcomes. We work as a team to plan and deliver a child centred curriculum appropriate to the needs of the children in our care. We plan daily learning experiences to promote the following key aspects of your child's learning:

Literacy	Numeracy	Health and Wellbeing
Sciences	Social Studies	Technologies
Religious and Moral Education	Expressive Arts	



Further information on Curriculum for Excellence can be found on the following website:

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

Children's learning will be reflected in the attractive displays of their work throughout the nursery. Your child's keyworker will also make a 'profile' of your child's learning and progress across the curriculum.

Staff will be keen to discuss your child's progress at any time. However, we have parents' sessions once yearly which provide you with opportunities to discuss your child's achievements and look at some of their learning experiences. The monthly learning experiences will be displayed on our Curriculum Board for parents/guardians to view. We also

meet with parents twice a year to create and review an individual care plan to identify each child's learning and development needs.

### Hours of Attendance

AM              Starting time: 8.40am              Finishing time: 11.50am

PM              Starting time: 12.50pm              Finishing time: 4.00pm

**To ensure the safety of all our children we request you do not arrive at the nursery before 8.40AM/12.45PM**



### Arrival and Collection of Children

On enrolling your child you provided us with details of people who would drop off and collect your child from nursery (**any person collecting a child from nursery must be over 16 years of age**). Procedures in place for the arrival/collection of children are as follows:

- on arrival you are requested to sign your child in on their Group Sheet and state time of arrival
- Record the name of the person collecting your child
- The person collecting your child is required to sign them out on the Group Sheet and state the time of departure
- **If someone different is going to collect your child you MUST inform us otherwise we will be unable to allow your child to leave**



### Donations and Snack

To help us provide a quality service for your child and offer them a wide range of resources and experiences we ask for **£1.50 per week** donation from each child. We really appreciate these donations each week as they are vital in helping us provide for **EVERY** child attending the nursery.

Donations assist with buying snack foods, malleable resources and equipment for the children. Thank you for your support. **Your donations are greatly appreciated!**



## **Keyworker System**

When your child comes to nursery they will become part of a small group of children with a keyworker. Your child's keyworker will work closely with you and share information, as appropriate, on a daily basis. They will be happy to support you in any matter you need help with.

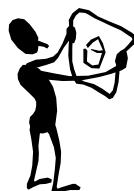
## **Students**

At various times throughout the year we may have students joining us in the nursery. The students from college will be studying towards an NC or HNC in Childcare and Education. Your child's keyworker will introduce them to you.



## **Improvement Planning**

To ensure we continue to improve the efficiency and effectiveness of the service we offer, we will have a nursery Improvement Plan that identifies key areas for development. Staff and carers are consulted and are involved in the development process. We work on tasks throughout the year to ensure we meet targets.



## **Policies**

We are a nursery run by North Lanarkshire Council and implement national and local authority policies and procedures. A variety of policies are in place to ensure safety and delivery of a quality service.



## Working Together/Community Links

In the nursery we encourage all parents to become involved in all aspects of nursery life. We hope to develop and establish links with people within our local community. We like sharing nursery news and events through newsletters, twitter and articles/photographs in the local press (**please inform us if you do not wish your child to be photographed for twitter or the press**). You will have indicated whether or not you give permission for your child to be photographed during enrolment.



We hope to have visits from people within our local community such as Community Police and Firefighters who enhance the children's awareness of people who help us in the community.

## Nursery Clothing/Uniform

Uniform is important in establishing a collective identity and the feeling of being part of a group. Nursery can be a messy but fun experience and uniform is an effective way of protecting clothing. Nursery polo shirts, sweatshirts and jackets are available to purchase. Uniform can be purchased from Scotcrest in Airdrie.



## Newsletter

A newsletter will be issued every month to share news on nursery life including news about our curriculum, fundraising, in-service training and other relevant information.



## Toys

Please do not allow your child to bring toys to the nursery as, on occasion, toys may be lost or broken resulting in your child being upset.



## **Medication/First Aid**

If your child requires medication during the course of their nursery day, you will be asked to complete a consent form which will be kept in your child's file. Staff can administer medicines prescribed by your child's GP.

If your child incurs minor injury at nursery a member of staff will treat it and record the incident in our Incident Folder. You will be informed by your child's keyworker of any injury. If a serious accident occurs our First Aider or Appointed Person will administer first aid treatment as appropriate. You will be phoned to ask you come to the nursery to review your child's injury.



## **Special Events**

Throughout the year we will have a range of special events within the nursery. We would like to point out that the use of video cameras is not permitted at events and request you take photographs of your own child. We also ask that any photographs taken are for personal use and are not published on any social media sites.



## **Security**

To ensure the safety and well-being of everyone in the establishment, we have a secure door entry system in place. Only staff members should operate this system. Each staff member has a staff identity badge and when visitors arrive at the nursery they should report to the teacher, sign in and be issued with a visitor's pass.



## **In Service**

There are 5 training days throughout the year. This allows staff opportunities to attend training and development. Children do not attend on these days.



## **Birthdays**

We will celebrate birthdays by having a small celebration with their group.



## **Outings**

As part of our curriculum children will go on outings within and outwith the local community. You will be asked to complete a consent form for outings.



**We hope you and your child enjoy  
your time with us in  
Clarkston Primary Nursery Class**



## Care Inspectorate/HMIE Inspectorate of Education

The Care Inspectorate covers services for children and young people up to the age of 16 years which are to be regulated under the Regulations of Care (Scotland) Act 2001. The Care Inspectorate will inspect all services against National Care Standards issued by Scottish Ministers. The nursery will be inspected annually by the Care Inspectorate. The nursery will also be inspected by HMIE.

A Care Inspectorate Officer will visit the nursery for one day to inspect the quality of the service we provide. During this visit, the officer will spend time observing the daily routine, curriculum delivery and health and safety issues. They will speak with a few staff members and parents/guardians.

All parents/guardians will be issued with a copy of the Inspection Report(s).

## Complaints Procedure

At Clarkston Nursery Class it is our policy to investigate and reply to all complaints made. As a staff team it is our intention to offer the highest level of service possible to you and your child during your time at our nursery. However, we accept that there are times when things can go wrong.

In order to improve our service we need to be informed of such occasions. If you have a complaint about the service we provide, please do not hesitate to contact Charis Kane (Depute Head Teacher). I will be happy to speak with you.

We will always try to resolve your complaint and make a response including an outcome update within a period of 20 working days. If you feel your complaint has not been dealt with or resolved to your satisfaction, please contact:

HEAD OF SERVICE  
EDUCATION DEPARTMENT  
NORTH LANARKSHIRE COUNCIL  
MUNICIPAL BUILDINGS  
KILDONAN STREET  
COATBRIDGE  
ML5 3BT  
TEL: 01236 812222

CARE INSPECTORATE  
COMPASS HOUSE  
11 RIVERSIDE DRIVE  
DUNDEE  
DD1 4NY  
TEL: 01382 207289

## **School Holiday Arrangements 2018/19**

### **August 2018**

In-service day: Tuesday 14 August 2018

In-service day: Wednesday 15 August 2018

Pupils return to school: Thursday 16 August 2018

### **September 2018**

September weekend holidays: Friday 21 September 2018 to Monday 24 September 2018

### **October 2018**

October break: Monday 15 October 2018 to Friday 19 October 2018

### **November 2018**

In- Service day: 19 Nov 2018

### **December 2018 - January 2019**

Christmas and New Year Holidays: Monday 24 December 2018 - Friday 4 January 2019 (inclusive)

### **February 2019**

Mid-term break: Monday 11 February 2019 and Tuesday 12 February 2019

In Service Day: Wednesday 13 February 2019

### **March/April 2019**

Spring break: Monday 1 April to Friday 12 April 2019 (inclusive)

Good Friday 19 April 2019 and Easter Monday 22 April 2019

### **May 2019**

May day holiday: Monday 6 May 2019

In-Service day: 7 May 2019

Mid-term holiday: Friday 24 May 2019 and Monday 27 May 2019

### **June 2019**

School closes: Friday 28 June 2019