

Berryhill Nursery Class

Handbook

2025/2026







**Berryhill Primary School and Nursery Class**

**Values, Beliefs and Aims**

* Children are helped to make the right choices in all aspects of learning and behaviour to enable them to become skilled learners and caring future citizens.
* Children and staff enjoy an excellent rapport where there is a high level of mutual trust and respect between all.
* Parents, carers and friends are always welcome, and their concerns valued, we are a ‘family school’.
* Foundation skills of learning are assured, and children are given opportunities to achieve success, challenge and enjoyment in the full range of learning areas so as to develop their talents and gifts.
* All learning is enhanced by establishing effective partnerships with the school’s community.
* Children and staff are provided with a haven which nurtures, protects and promotes achievement.
* Children and staff are excited by learning and motivated to become lifelong learners, able to take full advantage of their next stage or pathway in their learning journey.
* Children are provided with rich and memorable learning experiences which will inspire them to learn, help them to uncover their talents and challenge them to strive for excellence.

At Berryhill we aim to develop our pupils intellectually, emotionally, morally, socially and physically to the best of their abilities in a happy and secure environment.

Carrie Nicol

Head Teacher

**Establishment Information**

**Name** Berryhill Nursery Class

**Address** Hillcrest Avenue

Craigneuk

Wishaw

ML2 7RB

**Telephone** 01698 274969

**Follow us on Twitter @BerryhillNC**

**Berryhill Nursery Class is non-denominational. We respect and welcome children and parents/carers of all religions, faiths and beliefs.**

**Capacity**

The nursery caters for 32 children each day between the ages of 3 and 5. There are three intakes in a nursery calendar year. Children whose birthday falls between March and August can start nursery in the August after their 3rd birthday. Children whose 3rd birthday falls between September and December will have a January start date, and children whose 3rd birthday falls between January and February will start in the April.

**Submission of Application Form**

Applications for nursery can be done online. Providers email addresses can be found on northlanarkshire.gov.uk/ELC. Applications received after the deadline date will be considered late and will be reviewed once applications that were submitted on time have been allocated a place. Within Council settings, there are 6 priority council bands, with category 1 being the highest priority. Within all settings priority will be given to North Lanarkshire children.

**Equal Opportunities Policy**

Our service reflects the council’s equal opportunities policy and is anti-racist, anti-sexist and multi-cultural and also recognises the right of both men and women to work, or to care for their children.

Our provision takes account of the needs of children with disabilities or chronic illnesses.

These principals are reflected in the criteria used to admit children to nursery and in the curriculum we offer.

**Care Inspectorate**

The Care Inspectorate is an organisation set up by the Scottish Office which is responsible for making sure that all nurseries (both private and council), nursing homes, hospitals, and childminders, give a certain standard of care. For the nursery this means having a suitable building, resources, curriculum, properly trained staff and the correct adult to child ratio.

The nursery will be inspected regularly. During an inspection a member of the Care Inspectorate Team may talk to you, as you arrive or leave, about your child’s nursery experience.

The Care Inspectorate also deals with complaints. More information can be found in the Complaints Procedure section later in this handbook.

**Meet ourTeam**

Head Teacher: Mrs C Nicol

Acting Principal Teacher: Mrs K Cronin

Lead Practitioner: Mrs C Murray

Early Learning & Mrs K Miller

Childcare Keyworkers: Miss K Hamilton

Mrs N Mahreen

Support Workers: Miss P Jeffrey

Mrs J De La Cruz

**Nursery Hours**

1140 hours provision offers term time children 30 hours a week.

Session Times: 8.45am – 2.45pm Monday to Friday

**Please ensure that you come at the appointed times when both dropping off and picking up.**

**Arrival & Collection**

On enrolling your child, you provide us with details of people who would drop off and collect your child from nursery. Should this change throughout the year or on the day, please notify a member of staff, and ensure that the person collecting knows your child’s individual password which you will choose on the induction day.

**Any person collecting a child from nursery must be over 16 years of age.**

**Supporting Transitions**

**Induction/Settling In**

On your child’s first induction day at nursery, you will have an opportunity for you and your child to meet their keyworker, complete paperwork with regards to your child’s enrolment and gives your child time to investigate and play in their new environment. All children are different and unique and settling-in can vary from child to child. Therefore, we will take the lead from you as their parent and your child as to what’s right for them; some may need longer to settle, and arrangements will be put in place for this.

**Pre-School/ Primary Transitions**It is so important for your child to have a smooth transition into Primary 1. Nursery staff will liaise with our school and associated primary schools by inviting them to meet the children who will be attending their school. Reports will be sent to the schools detailing your child’s progress in curricular areas during their time at nursery.

At Berryhill Primary & Nursery Class we have a comprehensive programme of activities for the children entering Primary 1. The children will have opportunities during the nursery session to interact and be involved in a variety of activities with the current Primary 1 children. The Primary1 induction for parents and children in May/June may be a SWAY presentation if COVID restrictions remain in place.

**Information**

**Newsletter**

We will produce a newsletter on a regular basis to share news and information on nursery life. This will be put on Learning Journals and displayed in the nursery cloakroom notice board.

**Fundraising**We will hold a couple of fundraisers a year which pay for Christmas gifts, parties and entertainment, end of year celebrations etc. Please feel free to share any ideas you have about fundraising.

**Online Learning Journals**

You can view your child’s learning at nursery through their online learning journal which is sent via email. It is important to supply a current email address in order for us to set this up for you. Staff greatly appreciate your comments and feedback in the journals.

**Social Media**  
Please follow us on Twitter **@BerryhillNC** where we will post important information, news and learning. We will ask you to sign a consent form at your child’s enrolment if you are happy for your child’s photograph to be shared on twitter.

Under the Data Protection Act, we must seek parental consent to take photographs or recordings of any child. These photographs and recordings may be used on the school’s website and in the local press, if parental consent is granted. We will ask if you give this consent at your child’s enrolment.

As parents, you do not have permission to take photographs of any child other than your own. Likewise, you do not have permission to post photographs or recordings of any child other than your own on social media sites.

At certain events, due to child protection concerns, we may request that no photographs or recordings are taken.

**Toys**Please do not allow your child to bring toys to nursery. On occasion toys may be lost or broken and your child may become upset. We thank you for your co-operation with this.

**Birthdays**We celebrate the children’s birthday by having a small celebration with their friends in nursery. A cake is provided by the nursery due to some children having allergies.

**Loving Lunches/Snack**  
All children will receive one hot meal during their session through the Loving Lunches programme. The menu will be posted on the nursery twitter page every Sunday. A healthy and nutritious snack will also be available to your child throughout their session. At both lunch and snack times children will be supported by staff to sit with their friends, taking time to build positive nurturing relationships and role modelling social interactions. Please inform the nursery staff if your child has any sensory issues with food and staff will advise on what is best for your child at lunch times.

**Toothbrushing Programme**We are involved in the North Lanarkshire Tooth Brushing Programme, where every child is allocated their own toothbrush and is encouraged to participate in tooth brushing regularly in nursery. We are also involved in the Child smile Initiative. This involves a member of the Child smile team from the NHS vising the nursery twice a year and varnishing your child’s teeth. Consent forms will be issued regarding both.

### **Students** We pride ourselves in the training of students from a variety of sectors. The following are a sample of this. At various times throughout the year, we have students and work experience pupils joining us within the nursery eg. NC, HNC, Foundation/Modern Apprenticeships, Work Experience and Teaching students. These remits will involve developing learning experiences for the children whilst being supported by the nursery staff. All students will have necessary disclosure clearance prior to their placement.

**Carpark**The carpark is for **staff parking only.**

**What to Wear and What to Bring**

**Please ensure that all items of clothing and shoes are labelled clearly with your child’s name.**

Please dress your child in comfortable clothes that are suitable to play in and give freedom of movement as children take part in a lot of physical activity. Also make sure that your child can manage his/her clothes easily when going to the toilet. Jeans, dungarees, and belts are tricky when you need to get to the toilet in a hurry! Outdoor shoes should have Velcro fasteners, if possible, to promote independence.

You should also provide your child with a pair of indoor shoes (gym shoes preferably and no laces please, no slippers or crocs) which can be left at nursery.

Please **do not** allow your child to wear jewellery to nursery. This could catch on furniture or equipment and could cause an accident.

In line with North Lanarkshire Council Policy – football colours or clothing which could be deemed to be offensive or inappropriate **should not** be worn.

Nursery sweatshirts are available to purchase if you so wish. These can be ordered from the school wear Shop, Main Street, Wishaw.

If your child gets wet or has a toileting accident in the nursery it is our policy to change them into dry/clean clothes. Unfortunately, our supply of clothes is limited and we would appreciate if you could provide your child with a change of clothes. These can be stored in a bag on his/her peg, clearly labelled with his/her name.

**Health, Safety & Wellbeing**

Please be confident that your child is in experienced, safe hands at our nursery with staff who are concerned with your child’s overall health and wellbeing – emotional, social, and physical. **Absent from Nursery**

If your child is unwell, or not attending for any other reason, please telephone 01698 274969 to make nursery staff aware of the absence.

**Risk Assessment**

We follow national and local authority guidance on risk assessment in line with regulations, but we also take a risk/benefit approach – meaning we are mindful of the benefits of children being supported to assess risks for themselves and to set their own challenges.

**Accidents/Incidents**

Any accident that happens to a child in the nursery will be brought to the attention of the parents with a full written explanation, which parents are asked to sign to indicate they have been made aware of any incident.

**Illness/Medication**

Staff have a duty to ensure that all children in the nursery are safe and not at risk of infection. Many childhood illnesses are contagious, so we need to consider the health of other children and staff. If your child becomes unwell during their time at nursery a member of staff will contact, you to come and collect your child. If you are unavailable, then we will contact the child’s emergency contact as stated on their Enrolment Form.

If your child is unwell, we ask that you use your discretion in deciding whether to bring your child to nursery. North Lanarkshire Council’s policy guidelines state that, if your child has sickness/diarrhoea, then they should remain at home for at least **48 hours after** their symptoms have stopped. Staff can advise the recommended exclusion period for illnesses.

We can administer medicines prescribed by your doctor with your written permission.  Please explain this to your child’s key worker or a member of management when your child arrives at nursery so they can take details from you and ask you to sign a consent form.

**Head Lice**

Do not be alarmed if your child has picked up head lice!  This is something which may happen from time to time and is no reflection on your standards of cleanliness.  It is unpleasant for children to have an itchy scalp, so please do treat your child promptly and effectively. Look closely at your child’s hair regularly, for example when brushing or shampooing.  Do tell the nursery staff of any infection, but please remember it is your responsibility to keep your child’s hair free from head lice.

**Allergies**If your child has any allergies/food intolerances could you please let a member of staff know so we can take the appropriate measures to support this. There will be a form to fill in regarding allergies that will go to a dietician to be confirmed so that the appropriate lunch can be provided for your child.

**Child Protection**

We will support parents who are coping with stressful situations at home.  We will act in accordance with the law and our own procedures if we believe a child to be at risk of ‘significant harm’.  This may involve working with other agencies to protect children.

Every adult in Scotland has a role in ensuring all our children and young people are safe and always protected from harm and in all situations.

The Head Teacher is responsible for child protection concerns. If there are any child protection concerns or issues the Head Teacher will follow North Lanarkshire Council guidelines.

Child Protection Co-ordinator is: **Carrie Nicol HT**

Telephone Number: **01698 274969**

**Learning Through Play**

We provide a wide variety of play experiences based on each child’s interests.   All of these experiences are to facilitate and support certain aspects of the child’s development. Learning occurs as the child experiences things for themselves.

It is not the outcome of the experience that matters as much as how the child arrives there. For example, it is not important whether a painting is what an adult considers to be an ‘accurate’ representation.  Rather, it is important that the child is developing pre-writing skills through representation on the page and refining their hand-eye-co-ordination and fine motor skills. When the children learn in this participatory way, it is not only an enjoyable experience for them but a lasting one – the discoveries and understanding that they develop will stay with them throughout their schooling, providing a sound foundation on which to build their learning.

A child’s progress cannot be measured on results alone, but rather on the skills and knowledge they are developing and refining throughout the year.

**Play and learning at home**  
Learning and relationship building begins even before birth as babies hear the rhythms and sounds of the voices around them. Babies’ families and homes are their first learning environments, and young children learn through the turn taking and melody of conversations, story reading and songs. Our curriculum approach takes account of all child’s abilities and interests, and we aim to help parents and families support their child’s learning in the home through our ongoing discussions with you about your child’s preferences and interests.

**Relationships**  
It is important for adults to establish positive nurturing relationships with your child to support them to develop through their learning. We support children to develop their interpersonal relationships, both with adults and with other children.  They are given time to role play and to enjoy each other’s company.  We encourage them to be enthusiastic, and at the same time be considerate and aware of each other’s needs.  They learn to share, to take turns and negotiate with others.

**Songs and Stories**  
Much of our language work with the children is done through conversation: helping them become articulate; broadening their vocabulary; explaining to them and discussing with them; singing with them; and sharing stories. Acquiring speech and language skills through conversations songs and stories supports the eventual process of learning to read and write.

**Curriculum for Excellence**

We follow *Curriculum for Excellence* – a curriculum for children aged 3 -18 years and we are informed by Education Scotland’s *Pre-birth to Three*national guidance. Nature and outdoor experiences are a key part of our curriculum. Curriculum for Excellence is an active learning curriculum.  Active learning is learning that engages and challenges children’s thinking using real-life and imaginary situations.  There is much agreement that active learning through play has a positive and lasting impact on children’s learning in the early years. Active learning in the early years can support children’s development of Curriculum for Excellence’s “four capacities” in many ways.  For example, they can develop as:

* **Successful learners**through using their imagination and creatively, tackling new experiences and learning from them, and developing important skills including literacy and numeracy through exploring and investigating while following their own interests.
* **Confident individuals**through succeeding in their activities, having the satisfaction of a task accomplished, learning and bouncing back from setbacks, and dealing safely with risk.
* **Responsible citizens**through encountering different ways of seeing the world, learning to share and give and take, learning to respect themselves and others, and taking part in making decisions.
* **Effective contributors**through playing together in leading or supporting roles, tackling problems, extending communication skills, taking part in sustained talking and thinking, and respecting the opinions of others.

You can find out more about these national frameworks on Education Scotland’s [Early Learning and Childcare](https://www.education.gov.scot/scottish-education-system/Early%20learning%20and%20childcare) website.

**Parental Involvement**

We are aware of the vital role that parents/carers play in their child’s education and we are keen to establish positive and effective partnerships between home and nursery. We keep parents/carers up to date with nursery events and information through Learning Journals and our Twitter page. We always welcome feedback from parents/carers as it helps us in providing a quality service for families.

Nursery staff are available for you to speak to if you have any concerns, or anything you would like to discuss.

There will be two parent/keyworker meetings throughout the year in October and March, Pre-school children will receive a written report in June.

“Stay and Play” sessions would usually be held at several times throughout the year where you will have the opportunity to come into nursery and join your child in their play and learning.

**Community Links**

We feel that it is important for children to be able to participate in visiting and getting to know and understand their local community. Throughout the nursery year we invite various people to come into the nursery and also take the children out into the community as often as we can.

**Parent Forum & Parent Council**

As parents of a child attending the nursery you automatically become a member of the Parent Forum. All members of the Parent Forum are eligible for election to the Parent Council.

Berryhill Primary and Nursery are fortunate to have a very active and supportive Parent Council and one of their important roles is to raise funds for the school and the nursery.

**Community Learning and Development**

The aim of the Community Learning and Development Worker is to support parents and carers as the prime educators of their children and to develop positive links between home school and the community.

Lesley McSherry is our Community Learning Development Worker. A wide range of learning opportunities are provided for parents/carers and children.

**Data Protection**

Information on pupils, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative tasks. The information is protected by Data Protection Acts and may only be disclosed in accordance with the codes of practice. For further information please contact the Head Teacher.

**Complaints, Comments and Compliments Procedures**

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 discuss this with nursery staff in the first instance – Key worker, Lead Practitioner or Mrs Blyth, Principal Teacher and allow an opportunity for your complaint to be dealt with. If you are still concerned, please contact the Head Teacher, Mrs Nicol who will seek to resolve the issue as quickly as possible.

If the difficulty cannot be resolved to your satisfaction, then you may contact:

**Education & Families**Head of Education North   
Civic Centre Windmill hill Street Motherwell ML1 1AB

You may also contact the Care Inspectorate, who as well as inspecting nurseries, will also deal with complaints. The contact details are:

The Care Inspectorate

Princes Gate

Castle Street

HAMILTON

ML3 6BU

Tel: 01698 897800

**North Lanarkshire Council**

**School Holidays and Term Dates**

**Proposed dates for Session 2024/2025**

**August 2025**

Tuesday 12th of August Teachers return and In-service day    
Wednesday 13th if August In-service Day     
Thursday 14th of August Pupils return.

**September 2025**

September weekend Friday 26th September & Monday 29th September

**October 2025**

October week Monday 13 to Friday 17 October (inclusive)

**November 2025**

Monday 17th November In-service Day (pupils do not attend)

**December 2025 - January 2026**

Thursday 18th of December 2025 School closes at 2.30pm  
Monday 5th January 2026 Schools return

**February 2026**

Monday 16 February Mid-term Break

Tuesday 17 February Mid-term Break  
Wednesday18 February In-service (pupils do not attend)

**April 2026**

Thursday 2nd April School closes at 2.30pm

Monday 20th of April School returns

**May 2026**

Monday 4 May May holiday

Thursday 6 May In service to coincide with elections.  
Friday 22nd May May weekend.

Monday 25th May Pupil return

**June 2026**

**Friday 26th June School closes at 1pm**

**Parent/Carer and Children’s Comments & Suggestions**

We hope that our Nursery Handbook is useful and informative. However, we are always open to suggestions to help improve the information we give and the quality of service in our establishment. Please feel free to speak to any member of staff about any suggestions you may have.