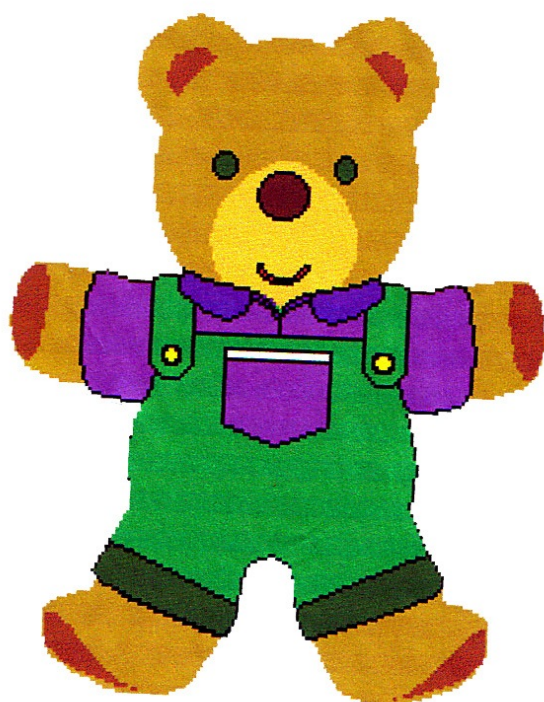
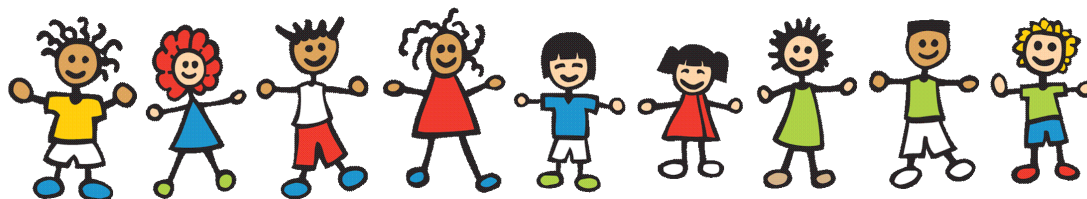


Chapelgreen Nursery Class Handbook



Session 15/16

Chapelgreen Nursery Class Handbook Session 2015/16



Staffing

Name

Mrs Siobhan McLeod
Miss Katie Donald
Mrs Fiona Henderson
Mrs Lindsay Tang
Ms Claire Macpherson

Job Title

Head Teacher
Principal Teacher
Nursery Teacher
Early Learning Practitioner
Early Learning Practitioner

Contact Details

Chapelgreen Primary School & Nursery Class
Mill Road
Queenzieburn
Kilsyth
G65 9EF
Tel: 01236 794836
E-mail: ht@chapelgreen.n-lanark.sch.uk



The Aims of Chapelgreen Nursery Class

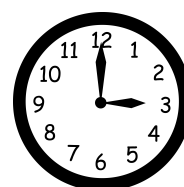
- To provide a caring, stimulating and welcoming environment where your child feels safe and secure;
- To provide a wide range of experiences and learning opportunities to develop your child's emotional, social, physical, creative and intellectual capabilities;
- To work in partnership with parents, carers, children and other agencies to develop the child as a whole;
- To provide a flexible service to meet the needs of our parents, carers and children;
- To encourage at all times, mutual respect and positive attitudes towards others whose gender, language, religion or culture is different from our own;

Nursery Layout and Accommodation



The nursery is accessed via the pedestrian entrance in the school playground. It is a self-contained one level building with a large room that houses the playroom, a kitchen, interactive whiteboard, a sink and a water machine. It has two exits. One leads to a small cloakroom which houses the main entrance with secured access, and toilets. The other exit leads to an outdoor area. The outdoor area is fenced with some sections of safety ground, grass and pathways. There is an outside hut, a large tree with natural seating and some raised beds for growing vegetables as well as pots for plants. There is locked storage that houses the bikes.

Our nursery can accommodate 20 children and it operates on a morning only basis. The nursery is staffed between 8.30am and 12.00pm each day, with the morning session beginning at 8.40am until 11.50pm.



The nursery follows the school calendar and is open for forty weeks each year. Please see Appendix 1 for details of holidays and inset days in session 2015/16.

Accessing the Nursery

Please enter the school playground via the pedestrian gate and walk down the pathway past the pencil poles to the stairs/ramp and entrance of the nursery building. Please press the buzzer on the secured-entry door to gain access. A member of staff will open the door and allow you access to the cloakroom area where you can help your child get ready for their morning. There is a clipboard for adults to sign their children in to show they have arrived for nursery. Your child will then be welcomed into the playroom by a staff member. This will give you an opportunity to pass on any information if required.



At the end of the nursery session, follow the same procedure but this time sign your child out to say you are here to collect your child. A staff member will bring your child to you and pass on any information. You then can get your child ready for home. Please remember to exit the playground via the pedestrian gate.

Starting Nursery



Children are entitled to a nursery place from their third birthday. If this takes place between August and February, your child can begin their placement the day after their third birthday. If you child turns 3 years old between March and June then their funded placement will begin in August. You can pay for a place as soon as your child turns three if you do not wish to wait until the start of term, provided your place has already been allocated to you.

Nursery Applications

In the January of the school session before your child is three, parent or carers should complete an application for the nursery and return it by the date specified, usually the beginning of February.

Parent and carer's are required to produce their child's birth certificate and a recent council tax bill at this time. This will be copied and attached to the application. Dates will be communicated in the local press and throughout the community. Application forms can be collected from the school office, or downloaded from the council website at www.northlan.gov.uk



The applications are then considered by an 'Admissions Panel' which usually consists of Heads of Early Years establishments and any other agencies involved in supporting children and their families. All nursery places are allocated in line with North Lanarkshire Council's admission policy. In May, you will receive a letter confirming your place and a reply slip. This should be returned by the specified date. If you do not return this slip, the place may be re-allocated.

Enrolment



In June, you will be invited to see the nursery, meet staff and complete enrolment paperwork for your child. You will also be given the Nursery Handbook and information about when to bring your child to nursery for their first session, called an induction.

Induction

This will take place when your child is due to start Nursery. Initially, this will involve bringing your child into the nursery for approximately one hour depending on your child's needs. Procedures for settling your child thereafter will be discussed with you at this point in line with our settling in policy. For example, your child may attend the next day for a longer period, building up to the full session at a pace suitable for your child.

Attendance

It should be noted that although attendance in nursery is not compulsory, it is monitored. If your child cannot attend nursery for any reason, we would appreciate it, if you could telephone the school office and leave a message. In order to enable us to account for children who do not attend, you will receive a courtesy phone call to confirm the reason for absence if we do not hear from you. Continual absence, for an extended period of time without explanation can result in the Nursery place being withdrawn.

Contact Details

Please ensure that we always have current contact details for you and all your emergency contacts. If you change address or phone number, please inform the school office so that records can be updated.

Contacting the School Office

If you telephone the school office, it would be helpful if you could indicate why you are calling. This will help office staff to decide whether it is necessary to forward your call to nursery staff, or simply take a message.



Students

We support students who are undertaking various courses, including the PDA course and professional qualifications in early years and primary education. You will be informed via the daily notice board of any student placements.

Child Protection



North Lanarkshire Council's Child Protection procedures and guidelines state that:

- All children have a right to grow up in a safe and caring environment;
- It's **everyone's** responsibility to protect young people and children;
- Protecting children from harm is a major priority.

Chapelgreen Nursery Class fully endorses and adheres to the Authority's position in relation to Child Protection. **Any** concerns, disclosures or suspicions should be reported to the Head Teacher/Child protection Co-ordinator, Mrs Siobhan McLeod on 01236 794836 or in her absence, Miss Katie Donald, Principal Teacher. Please note that it is policy that Social Work will be contacted if we have a concern.

Illness

The nursery has strict guidelines for exclusion in relation to illness. These are on display in our welcome area.



If your child becomes ill, you will be contacted by telephone. The next point of contact will be your emergency contact as listed on your enrolment form. We will make your child as comfortable as possible until you can arrange for them to be collected.

Medication



Staff can only administer medicine or treatment that has been prescribed by a doctor. Prescribed drugs will be stored in an adult height cupboard. Parents/carers will be required to give written consent to authorise staff to administer this. All medication, including inhalers, should be clearly labelled with your child's name. Please note that it is essential that you inform staff of any medical conditions or allergies your child may have, during enrolment.

Accidents

If your child has an accident they will be assessed and treated by nursery staff or the school's trained first aider. All accidents are recorded in the accident folder and you will be informed when you come to collect your child. You will also be asked to sign the accident slip. If your child is seriously injured or causing concern, you will be contacted immediately.



Clothing

We have a lovely uniform in Chapelgreen Nursery Class, which is both cute and comfortable. Sweatshirts (£9.00) and polo shirts (£6.00) can be ordered from the school office. Other items are also



available. Nursery can be a messy place, so please do not send your child in their best clothes. We do have aprons, but accidents can happen. Short sleeves are a good idea, particularly for the water area and painting.

Your child will also need a pair of indoor shoes, preferably plimsoles.

Weather

Please consider the weather and dress your child appropriately. In warmer weather make sure your child is protected from the sun. We ask for your written permission to apply sun cream.



In winter, please consider the fact that children will be outdoors. We respectfully request that no football colours are worn in the nursery including hats, scarves and gloves.

Toys



We understand that some children like to bring a toy from home as a source of comfort. We support this during the child's initial settling in period. However, once children are settled, we then discourage this, as we can't guarantee that toys will not get lost or damaged.



How is the curriculum delivered?

Staff carefully plan and set up learning experiences for the children, in accordance with "A Curriculum for Excellence". These will also relate to broad themes as identified by the nursery as well as being responsive to the needs and interests of the children.

Children learn through play in the Nursery. They will be encouraged to develop the four capacities that will help them become Successful Learners; Effective Contributors; Confident Individuals and Responsible Citizens.



We recognise that children come to Nursery having being educated firstly by their parents/carers and families. This knowledge is valued and built upon. Our Home to Nursery Transition Booklet "All About Me" takes account of this.

Who will be working with my child?



Your child will have a named key worker. This member of staff will be your point of contact and will seek to ensure that the needs of your child are being met in the nursery. The key worker will also complete your child's reports, ensure that their folios are up to date and report to you on parent's evening.

Although your child will have a key worker, they will in fact work with all members of the staff team during the course of each nursery session. Each member of staff is responsible for observing and recording significant learning.

How will I know how my child is doing?

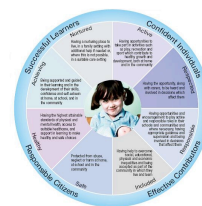
Assessment is used to confirm progress and inform planning and next steps in the nursery. Observational assessments are carried out regularly and key workers maintain records that will be added to your child's profile. Your child will also be encouraged to set goals for their learning. Once achieved, these will be celebrated, displayed and then stored in the profile. The profiles are kept at the entrance of the playroom. We encourage you to look at these regularly and comment on your child's achievements and progress. This helps us to continue the partnership between the Nursery and Home. Please comment in your child's profiles.



What will happen if my child is experiencing difficulties?

Children are monitored regularly through observations and individual goal setting. If your child is experiencing any difficulties, extra support will be provided in the form of additional one-to-one attention and activities.

We aim to work in partnership with parents and carers at all times. If difficulties are not addressed through staff support, we may request your consent to seek additional support from appropriate outside agencies.



If additional support is required for a significant period of time, an Additional Support Plan (ASP) may be required. This is shared with parent/carers at three points throughout the year.

Health and Hygiene



The children have free access to a toilet and hand washing facilities in the nursery. Children wash their hands before snack. We have a stringent infection control policy within the nursery, which is available for parents and carers to read. There are agreed procedures for the management and disposal of clinical waste.

Promoting Healthy Eating

As a health-promoting nursery, we are committed to healthy eating and nutrition education. In view of the Nutrition Act, we respectfully ask parents and carers not donate sweet treats to the nursery.



Snacks

Healthy snacks and drinks are available every session. We operate a free-flow system, allowing children to choose when to have their snack during Free-play. This approach encourages self-help skills, independence and social skills. Snack-time is monitored by staff.

Healthy Snacks and Drinks Menu

A variety of snacks are on offer in the nursery. These include:

- ❖ Fresh fruit
- ❖ Raw vegetables
- ❖ Toast or crackers
- ❖ Healthy sandwiches
- ❖ Low sugar breakfast cereals
- ❖ Special foods linked to festivals
- ❖ Plain water
- ❖ Whole milk

Donations are welcome

If you are able to contribute towards snacks we would be very grateful. A



contribution of £2.00 is suggested. Each child has a little money bag which hangs in the cloakroom. You can leave your donation in this. Thank you.

Tooth brushing

Tooth brushing is a key element in our health-promoting Nursery. We follow the procedures from the 'National Standards for Nursery and School Toothbrushing Programmes'. We welcome oral health input from Lanarkshire and are regularly visited by Charise O'Neill.



Physical Activity

Opportunities are planned and delivered through the curriculum. This is extended with PE lessons and music & movement.

Learning Outdoors

In line with North Lanarkshire Council policy, the children have access to outdoor play on a daily basis. They enjoy a range of learning experiences in all kinds of weather.



We provide jackets and wellingtons for children. The outdoor area is secure and consists of a soft-area for physical play, a garden and growing area; water; art; science and an Imaginative area in the outdoor house. There are also bikes and scooters and other play equipment available.

Visiting Specialists



We welcome a range of visitors to support us in delivering all aspects of physical, social and emotional health. Look out for news and updates on our information board.

Partnership with Parents/Carers

In Chapelgreen nursery class, we seek to build positive, active partnerships with parents/carers, which are founded on mutual trust and respect. We welcome your views and are open to suggestions.



Communication/Consultation with Parents

Parents are informed and consulted in a variety of ways, both formal and informal. Examples of this include:

- ❖ Daily information board, located in the welcome area
- ❖ A regular newsletter giving you details of events, themes and other relevant news
- ❖ Nursery policies and procedures are available beside the profiles
- ❖ Nursery handbook, which is updated annually
- ❖ Access to your child's profile, containing observations and progress
- ❖ A formal report/transition record issued once per year
- ❖ Formal parent/carer interviews once per year, plus target setting meetings and reviews throughout the session
- ❖ Opportunities to participate in surveys and questionnaires
- ❖ Invitations to attend open afternoons/evenings and special events e.g. sing-a-longs

Parental Involvement

We welcome parental involvement to support us with a wide range of activities, including nursery trips and running our lending library. Any parent who is involved in working with children must have a PVG (personal check to ensure suitability for working with persons in a vulnerable group).



Parental Consent – Photographs etc

Photographs will be taken for your child's folio, and may be displayed or included in the school web site. Please note that children's names are not put alongside photos on the web site. The enrolment form includes written permission for photographs. If for any reason you do not wish your child to be photographed, placed on the nursery web page or filmed, you must inform your child's key worker.

Suggestions and Complaints

We are always anxious to maintain and improve our service. If you have any suggestions to make about the service please put them in the suggestion box in the welcome area or speak to a member of staff.



Similarly, if you have a concern or complaint about any aspect of the service you should contact the Head Teacher (01236 794836).

If you feel that your complaint has not been satisfactorily resolved within the nursery, please contact:

Lorraine Fisher
Education Improvement Officer
Early Years
Kildonan Street
Coatbridge
ML5 3BT
01698 403140

Parents and carers have the right to contact the Care Inspectorate at any time, to discuss or report any issue. The Care Inspectorate can be contacted as follows:

Care Inspectorate
Princes Gate
Castle Street
Hamilton
ML3 6BU
Tel: 01698 208150

Our service number is CS2003015420

Finally

We hope that our nursery handbook has provided you with useful information and answered important questions. The Staff at Chapelgreen Nursery Class look forward to working in partnership with you.

Please note that all information in this handbook was correct at the time it went to print.

Appendix 1: Holidays and Inservice Days for Session 15/16

August 2015

In-service day (all areas): Friday 14 August 2015

In-service day (all areas): Monday 17 August 2015

Pupils return to school: Tuesday 18 August 2015

September 2015

September weekend holidays: Friday 25 September 2015 and Monday 28 September 2015

October 2015

October break: Monday 12 October 2015 to Friday 16 October 2015

November 2015

In-service day (all areas): Monday 16 November 2015

December 2015 - January 2016

Christmas and New Year holidays: Wednesday 23 December 2015 to Tuesday 5 January 2016 (inclusive)

February 2016

Mid-term break: Monday 8 February and Tuesday 9 February 2016

In-service day (all areas): Wednesday 10 February 2016

March 2016

Easter weekend: Friday 25 March and Monday 28 March 2016

April 2016

Spring break: Monday 4 April to Friday 16 April 2016 (inclusive)

May 2016

May Day holiday: Monday 2 May 2016

In-service day (all areas): Thursday 5 May 2016

Mid-term holiday: Friday 27 May and Monday 30 May 2016

June 2016

School closes Wednesday 29 June 2016