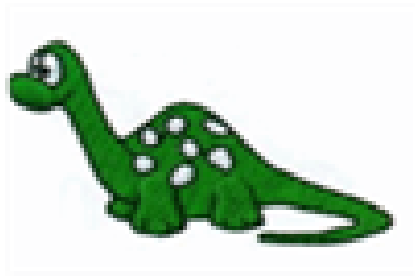


Clarkston Nursery Handbook 2025/2026



Welcome to Clarkston Nursery Class

2 Findhorn Place

Airdrie

ML6 7HE

Tel: 01236 794805

X - @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

Mrs Yvonne Callander
Mrs Charis Kane
Mrs Lisa Bell
Mrs Sharon Scullion
Mrs Bernadetta Sajewska
Mrs Lia Rutherford
Miss Lynne McLuckie
Mr Callum McLeod
Mrs Leeann Higgins

Head of Establishment
Depute Head Teacher
Principal Lead
Principal Lead
Lead Early Learning Practitioner
Early Learning Practitioner
Early Learning Practitioner
Support Woker
Support Worker



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 principles 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 North Lanarkshire 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).

Start Dates

There are 3 intakes for children:

- 3 year olds whose birthday falls between January and February will start nursery at the beginning of the April term.
- 3-year-olds whose birthday falls between March and August will start nursery at the beginning of the August term.
- 3-year-olds whose birthday falls between September and December will start nursery at the beginning of the January term.

Attendance

To ensure your child obtains maximum benefit from nursery class, regular attendance is desirable. **Please inform a member of staff 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.



Absence Policy and Procedure

If a child is absent from the setting staff will implement the following:

- If the child is absent from nursery and the parent/guardian has not contacted the nursery by the 3rd day, the office should telephone the parent/guardian and enquire after the wellbeing of the child, ascertaining the reason for the child's absence.
- If contact cannot be made by telephone and the reason for absence cannot be verified, a letter should be sent to the parent/guardian on the 5th day.
- If a reply to this letter is not received by the 10th day of absence, a further letter should be sent recorded delivery.
- Should all of the above attempts to contact the parent/guardian regarding the absence be fruitless, then a final letter should be sent on the 15th day.
- If no contact is made with the nursery the place should be withdrawn and re-allocated after the 20th day of absence.
- If staff are concerned about the welfare of the child, they should refer to the child protection guidelines.

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 X, 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 and 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 progress will be recorded on their learning journal. We also encourage parents to share and add your child's learning from home.

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.



Hours of Attendance

48-week children:

AM Starting time: 8am Finishing time: 12.45pm

PM Starting time: 1.15pm Finishing time: 6pm



Term time children:

Starting time: 8.45am Finishing time: 2.45pm

To ensure the safety of all our children we request you do not arrive at the nursery before 8AM/1.15PM

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.



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

£2.50 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!**

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.



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, X and articles/photographs in the local press (**please inform us if you do not wish your child to be photographed for X 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

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 day training and other relevant information. This will be uploaded onto your child's learning journal.

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 on your child's learning journal. 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 to 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 filming 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.



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.



Care Inspectorate/HMle 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 by the Care Inspectorate. The nursery will also be inspected by Education Scotland.

A Care Inspectorate or Education Scotland Officer will visit the nursery 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 staff members and parents/guardians.

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

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 us.

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
TEL: 01236 812222

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